## Electronic Communications Policy

1. **Purpose**

The purpose of this policy is to establish guidelines and ensure the appropriate, responsible, and safe use of electronic communications tools in the work environment.

1. **Scope**

This policy includes all electronic communications tools used as a means of sending and receiving messages or information electronically through connected electronic systems or the internet. Electronic communications tools may include networked computers, tablets, radios, email, voicemail, social media, cell phones, smart phones, any other similar systems, and new technologies as they are developed.

1. **General Requirements**

When using electronic communications tools and social media in the work environment, users should:

* Be responsible and professional in their activities. Employees should conduct themselves in a manner that supports the mission of their agency and the performance of their duties.
* Exercise the appropriate care to protect the agency’s electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks.
* Be respectful of the agency/organization, other employees, customers, vendors, and others when posting and communicating information.
* Ensure the security of sensitive or confidential information when communicating electronically.

1. **Prohibited Use**

Employees who engage in prohibited use of electronic communications tools and social media will be subject to disciplinary action as established by the operating policies and procedures. Prohibited use of electronic communications tools and social media in the work environment include, but are not limited to:

* Any use that is in violation of applicable local, state, and federal law relating to civil rights, harassment, copyright, security, pornography, privacy, and other statutes relating to electronic media.
* Accessing, uploading, downloading, transmitting, printing, posting, sharing or storing information with sexually explicit content as prohibited by law.
* Accessing, uploading, downloading, transmitting, printing, posting, sharing or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, offensive or otherwise unlawful messages or images.
* Posting photos, videos, or audio recordings taken in the work environment without written consent.
* Texting, emailing, or using any type of electronic communications devices while operating a vehicle regardless if the device is hands free or not.
* The use of electronic communications tools in restricted areas.
* The use or transmission of any obscene, profane, abusive or offensive language, pictures, or jokes.