

In the event of exceptional or unusual circumstances, the City Manager may authorize exceptions to the policy. Interpretations to this policy shall be made by the City Manager.

#### **L. Political Activity.**

City employees are encouraged to participate in the electoral process. Employees shall be provided a reasonable time to vote in an election process if their work schedule does not allow for voting during their off time. However, it is recommended that employees refrain from the following political activities:

- Declaring candidacy for, or campaigning for, elected office in the City, whether the ballot is partisan or non-partisan.
- Circulating official nominating petitions for any candidate for elected City office.
- Campaigning by writing to/for publications or by making speeches on behalf of a candidate for elective office of the City.
- Soliciting either directly or indirectly, any assessment contribution or subscription for any party or candidate for office in the City.
- Employees are prohibited from holding an elective or appointed office within the City.

#### **M. Internet Usage, Computer System and Electronic Communications.**

The Voice Mail system, E-mail network and all other electronic communications and technology are information systems and property of the City. It is the policy of the City that all employees are required to perform their assignments without undue interruptions to perform personal business via City owned technology. Technology has been provided by the city for use in conducting city business. All communications and information transmitted by, received from, or stored in these systems are City records and property of the city.

It is the policy of the City that the use of its computers and software, as city property, is intended for job-related, employment-related use. Employees are not allowed to use the computer system for any use not otherwise permitted by this policy or permitted by law use. Employees are strictly forbidden from installing unauthorized software on the system, entering false information into, or destroying any data on the city's computer system. Further, this policy reaffirms that the city's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other City computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The city reserves the right to monitor the use of its computer system. Where portable, laptop or notebook, computers, smartphones, tablets or any other mobile computing devices are provided by the city to facilitate the employee's productivity, connections to or attempting to connect to any unauthorized wired or wireless network is strictly prohibited.

**a. Definitions.**

- *"Technology."* Defined as telephones, computers, software, voicemail, electronic mail, internet access, cellular telephones, facsimile, scanners, printers, copiers, personal digital assistants, I-pads, and other telecommunications and information systems.
- *"Personal Use."* Use of technology is the deliberate or repeated use of technology for the purposes of conducting personal business or corresponding with personal friends or acquaintances at any employee work station during a time when the employee is expected to be engaged in the performance of his or her duties with the City.
- *"Inappropriate Material."* Shall mean the exchange of information or the internet purchase of material or services that are illegal or, by their content, represent a violation of City policy related to harassment.

**b. Prohibited activities.** The City's policies against sexual or other harassment or discrimination apply fully to the Voice Mail, E-mail and other electronic communications systems, and any violation of those policies is grounds for discipline up to and including termination. Employees may not use City owned technology for commercial advertisements, solicitations, or promotions other than on behalf of the City and to further the City's interests; for personal entertainment, advertisements solicitations or promotions; for the dissemination of destructive programs such as virus software and self-replicating codes; for the dissemination of political material; or for any other unauthorized use. Direct access by modem to or from the City technology network is strictly prohibited unless authorization is given by the Information Technology Manager and City Manager. No software media may be downloaded, installed or transferred from any source to City technology without prior review and approval of the Information Technology Manager. Employees are prohibited from opening any email attachments that are identified as programs without prior authorization from the Information Technology Manager. Therefore, no Voice Mail, E-Mail messages or other electronic communication should be created, sent, or received if they contain hostile or offensive material concerning race, color, religion, sex (including sexual orientation and gender identity), age, national origin, disability or any other classification protected by law. City equipment/systems may not be used to send messages that are vulgar, obscene, threatening, intimidating, harassing, defamatory, dishonest, unlawful or illegally discriminatory.

**c. Permitted Uses of Technology.** Because the City offices are public property in which employees are expected to dedicate their time to the performance of their assigned duties, all use of City technology for the purpose of conducting the business of the City shall be permitted at any time. As a matter of convenience, it is recognized that an employee may periodically utilize the City's computer systems and internet access for personal use on a very limited basis specifically

during non-work time and break-periods only. It should be understood that if an employee does utilize the City's computer systems for personal business, all other applicable policies regarding computer systems and internet access will still apply including having no expectation of privacy, monitoring of computer usage and the prohibition of activities as specified in this policy. Employees are permitted to utilize telephones and cellular telephones for limited personal use, but at no time may this personal use distract from the timely performance of their assigned tasks and no personal long distance calls may be charged to the City, without first obtaining permission for the City Manager and making arrangements to reimburse the City for the costs associated with the call.

- d. ***Monitoring computer usage.*** Employees shall have no expectation of privacy in their use of City technology. The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users, except as may otherwise be protected as a matter of law. All data transmitted, stored, sent, received or created in any manner on the City's equipment may be viewed by the City in its discretion. The City reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over these systems, for any reason without the permission of any employee and without notice. The City may engage others or grant permission to others to do the same without notice. Individuals using these systems expressly consent to monitoring of their activities.

Even if employees use a password to access the Voice Mail, E-mail or other systems, the confidentiality of any message stored in, created, received, or sent from the City's Voice Mail or E-Mail systems still cannot be assured. Use of passwords or other security measures do not in any way diminish City's rights to access materials on its systems, or create any privacy rights of employees in the messages and files on the systems. Any password used by employees must be revealed to the City upon request. Employees are not to use another employee's login information, passwords or credentials with the exception of the IT Manager.

- e. ***Compliant Procedure.*** Any supervisor, or employee who observes any employee utilizing City technology in a prohibited manner, as described above, shall report the use to their immediate supervisor, the Department Head or City Manager. Any compliant shall be directed by the supervisor or Department Head to the City Manager and shall include a written summary of the alleged violation, including the time and date of the observation that generated the compliant. The City Manager may also initiate a complaint based upon a routine report from the Information Technology Manager regarding any unusually high volume of email and/or internet access by an individual employee workstation.

- f. *Investigation and Disciplinary Action.*** The City Manager shall cause an investigation of any alleged violation of this policy by directing the Information Technology Manager to complete a review of the technology servers and report on the use of the individual workstation for inappropriate technology use during the period in question. The City Manager, or his/her designee, shall be required to interview the employee and may conduct a review of technology data contained in the employee's workstation. Employees who are found to have violated this policy, shall be subject to disciplinary action, up to and including termination.

## **N. Social Media.**

The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web blog, journal, or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether or not associated with the City, as well as any other form of electronic communication.

- Employees should use common sense about what they post on social media sites.
- Employees are personally liable for all communications and information published online. The City may be liable for online activity that uses City assets, a City e-mail address or any e-mail address that can be traced back to the City's domain, which generally is any internet address affiliated with the City. Using your name and a City e-mail address may imply that you are acting on the City's behalf.
- Personal use of social media sites shall not interfere with work. Because social media and networking activities are public, your City e-mail address and City assets should be used only to perform job-related activities, which may include professional networking but do not include personal social networking.
- Information and communications that you publish on personal online sites should never be attributed to the City or appear to be endorsed by, or to have originated from the City.
- Any use of the City's name, logos or other intellectual property must be approved by the City Manager.
- If you choose to disclose your affiliation with the City in any online communication, then you must treat all communications associated with the disclosure as professional communications governed by this and other City policies.
- If employees make personal comments about any aspect of the City's business, their profiles must carry a disclaimer that the views and postings are the employee's own and do not necessarily reflect the views of the City.
- Employees shall never identify a customer or co-worker in an online posting without his or her prior written permission.

- Employees shall obey applicable laws and ethics rules. Do not post any information or engage in any online activity that violates applicable local, state or federal laws, or professional rules of conduct.
- Employees shall refrain from publishing comments about controversial or potentially inflammatory subjects, including politics, sex, religion or any other non-business related subjects in any posts or other online communications involving the City.
- Employees shall avoid hostile or harassing communications in any posts or other online communications involving the City.
- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by Ohio law.

#### **O. Regulating the Use of Personal Recording Devices.**

The City reserves the right to install security cameras in public and common areas that require the use of cameras to document areas in risk of safety, health, theft, security or for other business related purposes. To safeguard confidential information, the City prohibits the use by its employees of electronic equipment used to either capture images or to record, capture, transmit, or in any way monitor inter-office communications, public conversations or any work related activities without the documented expressed permission of the person(s) being recorded or unless under the direction of the Chief of Police. The use of such monitoring or recording practices shall be limited to police investigations, authorized by the Chief of Police, for functions necessary in the performance as a law enforcement agency and shall comply with State and Federal law. This shall include, but is not limited to, camera phones, camera PDA's, video equipment, cameras, handheld scanners, flash drives, voice recorders, and any other device capable of capturing or storing an image or creating permanent recording. Employees are not to bring or use imaging equipment in areas where personal privacy is generally acknowledged, including locker room, changing rooms, bathrooms, private offices, sleeping quarters, etc.;

In other areas or at company sponsored events, employees may use cameras and similar equipment with permission, as long as they do not disrupt the workplace, annoy others or violate City policy. Employees are not to use electronic equipment to create or convey offensive, harassing, vulgar, obscene, or threatening images or communications. Similarly, transmitting sexually oriented messages or images at work using camera phones are forbidden;

Electronic equipment on City premises or at City sponsored events may not be used to defame, embarrass, or disparage the City or its employees;

Privileged or confidential material or communications are not to be photocopied, scanned, photographed, or otherwise copied except by authorized personnel in the furtherance of City business;

At City functions or special celebrations, an employee may be designated to capture the event on film. Employees and any guests will be asked permission before their picture is taken displayed or transmitted.

Employees may record workplace activities that are not prohibited by law or do not compromise confidential information.

Privacy in non-work areas will be respected to the extent possible. The City's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions.

Employees are to report any violations of this policy to their Department Head or City Manager.

Violation of this policy can result in discipline up to and including termination.