

Delaware County

Subject	Effective	Supersedes	This Sheet	Total
Use of Communications Systems	1/1/97		1	2

1.0 Purpose

To establish guidelines for the use of County owned, leased, licensed, or paid communications services and equipment in order to promote a professional and cost efficient work environment.

2.0 Scope

All appointing authorities, supervisors, and employees of Delaware County.

3.0 Distribution

To all appointing authorities, supervisors, and employees of Delaware County.

4.0 Definitions

Communications equipment and services- Communications equipment and services include mail, electronic mail, courier services, facsimiles, telephone systems, computer networks, on-line services, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, and bulletin boards.

County Stationery- Any letter, form, record, or other document which would give the appearance that the information contained on it is the policy, view, or intent of Delaware County government. This shall include the use of professional title on a document for personal gain.

5.0 Policy

It is the policy of Delaware County to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.

Supervisors are responsible for instructing employees in the proper use of the communications services and equipment used by the organization for both internal and external business communications.

Most communications services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their supervisor if there is a question about the proper mode of communication.

All County communications services and equipment, including the messages transmitted or stored by them, are the sole property of the County. The County may access and monitor employee communications and files, as it considers appropriate. Communications equipment and services include mail, electronic mail, courier

services, facsimiles, telephone systems, computer networks, on-line services, computer files, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, and bulletin boards.

Employees should limit the use of County communications services and equipment for personal purposes to a minimum. When personal use is unavoidable, employees must properly log any user charges and reimburse the County for them. However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged directly to the employee's personal credit card or account. County communications property or equipment may not be removed from the premises without written authorization from the employee's supervisor.

Employees who do not have direct access to a County telephone should make provision to have emergency or other necessary incoming calls routed to their supervisor. Although the County will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

Improper use of County communications services and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.