



# ADMINISTRATIVE REGULATION (AR)

MONITORING AND USE OF ELECTRONIC MEDIA

FESSAM #9C.7

Effective: 01/01/2016

## I. PURPOSE:

The purpose of this policy is to ensure the appropriate use of Loveland Fire Rescue Authority (LFRA) electronic media systems including, but not limited to, personal computers, electronic mail, Internet, voice mail, electronic facsimile (fax), bulletin boards and electronic subscription services.

## II. POLICY:

All employees shall utilize LFRA's electronic media systems for approved purposes only. LFRA intends to honor the policies set forth below, but reserves the right to change them as may be required by changed circumstances.

1. **Electronic media systems are LFRA's property.** LFRA maintains electronic media systems, and such systems are LFRA property. Additionally, all messages or data composed, sent or received through the electronic media systems are and remain the property of LFRA. These messages and data are *not* the private property of any employee.

2. **Electronic media systems are to be used for LFRA business.** The use of LFRA's electronic and voice mail systems is reserved for the conduct of LFRA business. However, incidental and occasional personal use of the systems is permitted. The use of broadcast messages to all employees for personal use is prohibited. In addition, these systems may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.

3. **LFRA policies apply to electronic media systems.** All conduct prohibited by LFRA policies is prohibited when LFRA's electronic media systems are used as a medium for such conduct. Prohibited conduct includes, but is not limited to, the creation of any offensive or disruptive message. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.

4. **Proprietary information.** LFRA's electronic media systems shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.



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5. **The confidentiality of any message should not be assumed.** Communications created, sent or retrieved using LFRA's electronic media systems ***may be read or heard by individuals other than the intended recipient.*** LFRA has the capability to retrieve computer information, including messages employees send or receive and Internet sites accessed through LFRA's electronic media systems. Even when an electronic mail message is erased or deleted, it may still be possible to retrieve and read the message. Further, the use of passwords for security does not guarantee confidentiality.

6. **Electronic mail may be a public record.** Correspondence of an employee in the form of electronic mail may be a public record under the public records law and may be subject to inspection under section 24-72-203, C.R.S.

7. **Monitoring of electronic media systems.** LFRA reserves and intends to exercise the right to review, audit, intercept, access and disclose any message created, received or sent over LFRA's electronic media systems for any legitimate business purpose. The contents of such electronic media messages properly obtained for legitimate business purposes may be disclosed by LFRA without the permission of the employee. Such disclosure will be limited to those who have a legitimate need to know the information. Legitimate business purposes for monitoring include, but are not limited to, a need to determine whether LFRA policy has been violated, to prevent or investigate unlawful actions, to respond to discovery requests during litigation or perform network/software maintenance. Disciplinary action, up to and including termination, may result from information obtained by monitoring or inspection of electronic media files in accordance with Administrative Regulation "Counseling and Discipline."

8. **Unauthorized access prohibited.** Notwithstanding LFRA's right to retrieve any electronic media message for legitimate business purposes, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve any electronic media message that was not sent to them. Additionally, employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so.

### III. PROCEDURE:

Any employee who discovers a violation of this policy shall notify the Human Resources Director. Any employee who violates this policy or uses LFRA's electronic media systems for improper purposes shall be subject to discipline, up to and including termination, in accordance with Administrative Regulation "Counseling and Discipline."





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Use of LFRA's electronic media systems by LFRA employees constitutes acknowledgment of this policy.

LFRA FIRE CHIEF SIGNATURE:

  
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Mark Miller, Fire Chief