Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 3.2.03

2. SUBJECT: ***Electronic Mail and Electronic Messaging Systems***

3. POLICY: This policy defines the framework for the use of electronic message systems and communications media by employees of Grant County Fire District 3. This includes but is not limited to, electronic mail (email), voice mail, calendar scheduling, faxes, internet and other electronic media systems that generate, store, transmit and display correspondence for external business communication purposes.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

6. DEFINITIONS:

   A. COMMUNICATIONS: is defined as a system for sending and receiving messages, as by e-mail and telephone.

   B. COMMUNICATIONS MEDIA: is that aspect of electronic messaging systems that contains the message.

   C. EMPLOYEE: is a person who is a permanent employee, temporary employee, contractor, volunteer, support division personnel, resident, student intern or anyone having any affiliation with Grant County Fire District 3 and has been given authorized access to any agency electronic messaging system.

   D. ENCRYPTION: is a method of "Scrambling" data using a cryptographic algorithm based on a secret key that is known to the originating system and the destination system.

   E. MEDIA: is the plural of medium which is defined as an agent by which something is conveyed, accomplished, or transferred.

   F. SECURING A DEVICE: means a log off the network, invoke a keyboard locking feature requiring a password, or otherwise make the device inaccessible

7. PROCEDURES:

A. Grant County Fire District 3 will provide electronic messaging systems, making them available to employees as required subject to resources and other limitations. Employees with assigned access to electronic messaging system are expected to use them.

1. The employees are expected to use the District provided calendar scheduling system when available.
2. Employees with access to electronic messaging systems are expected to check for messages on a frequent and reasonable basis and respond within a reasonable amount of time as needed.

B. District owned electronic messaging systems will provide data confidentiality and integrity. Employees must use reasonable means to minimize unauthorized access to electronic messages:

1. Employees are responsible for protecting messages from unauthorized access by maintaining password confidentiality and by securing the communications device to the extent possible before leaving it unattended.
2. Confidential and sensitive written information must be encrypted before transmitted electronically. This applies to information sent within the District and especially to information sent to external agencies.

C. An employee's use of District provided communications media is restricted:

1. Employees are expected to use district provided communications media only for District business. However, the district recognizes the occasional need to exchange personal messages. These should be kept to a minimum, both in number and length. At no time should personal messages be sent in a way that charges the district for transmission.
2. Employees shall not use district provided communications media in a fashion that constitutes or involves any unlawful activity including but not limited to:
    a. Discrimination on the basis of race, creed, color, sex, age, national origin, marital status, religion, disability, sexual orientation or veterans' status.
    b. Harassment, sexual orientation and otherwise.
    c. Copyright infringement.
    d. Expression of an employee's personal political beliefs or personal business interests.

D. All agency information technology resources, including electronic messaging systems and files, are the property of Grant County Fire District 3.

The District may, under certain circumstances and in the course of normal business functions, access an employee's electronic messages without authorization from the employee.

E. Electronic messages sent globally (i.e., to "ALL") must be appropriate for type and content. Examples of appropriate global messages are those that pertain to normal operations of the District such as training and security alerts.

F. Communications media shall be managed in conformance with statutes and rules. Management of the District's electronic communications media shall conform to all applicable statutes and regulations governing public records, records retention and public disclosure.