3-01/100.47 - Use of Communications Equipment and Systems

Members shall not initiate, modify, or have installed any non-authorized communications equipment or services within a county operated facility for personal, social, or unofficial purposes. This equipment includes, but is not limited to, wired or wireless services such as internet services, computer terminal equipment, and hardline/landline telephone equipment. Members shall refrain from entering into any personal non-authorized Departmental communications service agreement which lists any county operated facility as a host, party to the action, or as the billing address.

Members shall conduct all Departmental related official business with an established Department authorized, controlled and auditable communications device and/or system. Official Department business includes, but is not limited to, confidential, sensitive, or copyrighted information that is printed or transferred via digital means, Department or county related emails, audio recordings, photographs, or video recordings; information related to any past, present, or anticipated criminal, civil, or administrative investigation, including reports and evidence.

Members shall also observe policies and procedures regarding county information technology assets, computers, networks, systems, and data as detailed in the Acceptable Use and Confidentiality Agreement as related to Board of Supervisors Policy # 6.101.

> **NOTE:** This section does not preclude members from having a personal cellular telephone and/or tablets at their workplace unless it violates policy and/or the law.