


## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: General</b>	S.O.P: 103.19
	<b>SUBJECT: Computer/Internet Policy</b>	PAGE: 1 of 2
	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012
		<b>Revision Date:</b>

### ***Purpose:***

This policy in conjunction with the City of Shelbyville Electronic mail/Internet policy will provide guidelines for using electronic communications. The use of Shelbyville Fire department automation systems, including computers, fax machines, and all forms of Internet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time, and does not result in the expense to the department or the City of Shelbyville.

Use is defined as “Excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. “Employee” shall be defined as any career or volunteer member of the Shelbyville Fire Department.

### ***Policy:***

All hardware, software, databases, email, mailbox messages, spreadsheets, files and documents are the electronic property of the Shelbyville Fire Department and/or City of Shelbyville.


All personnel should be aware that they are responsible for any information that they generate or distribute through the electronic system.

### ***I. Prohibited Electronic Property and Electronic Communications Uses:***

*Prohibited uses include, but not limited to:*

1. Any personal use that interrupts City business and keeps an employee from performing their work. Employees should not use their City email account as their primary personal email account.
2. Any prolonged use without the Shift supervisor’s permission.
3. Unauthorized downloading and distributing of copyrighted materials (e.g. music, pictures, or other proprietary information).
4. Unauthorized reading, deleting, copying, modifying, or printing of electronic communication of another user. Defeating or attempting to defeat security restrictions on city computers.
5. Using the city’s electronic connections for private gain or profit.
6. Theft and/or forgery (or attempts) of messages or electronic documents.
7. Using, accessing, or transmitting pornographic or sexually explicit materials, offensive threatening, racial, or hate language or images. Sending or forwarding junk emails, chain letters, or mass mailings.
8. Engaging in any form of harassment, whether sexual or otherwise, or sending any unwelcome personal communication.
9. Engaging in private and/or personal activities, (i.e. Maintaining, organizing, or participating in non-work related Web logs (blogs), Web journals, Chat rooms, or private/personal/instant messaging).
10. Engaging in any criminal activities and/or violating any local, state, or federal laws.
11. Misrepresenting oneself, the Shelbyville Fire Department, or City of Shelbyville.

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### ***II. Privacy and monitoring:***

Between the City of Shelbyville, Shelbyville Division of Fire, and its employees using the electronic property or electronic communication systems, the individual user has no expectation of privacy. By using the city's electronic property or electronic communications system, each user acknowledges that the city may monitor all such uses. The user specifically consents to the city performing the monitoring function.

### ***II. Violation Of Policy:***

Violation of these policies is cause for disciplinary actions, up to and including dismissal and/or criminal prosecution. The City of Shelbyville and Shelbyville Division of Fire will comply with requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, email use, and/or computer use.