

RESOLUTION NUMBER R17-027

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA, AMENDING, SECTION 1300 STAFF ETHICS, OF THE CITY OF SAFFORD PERSONNEL MANUAL.

WHEREAS, in December 1999 the Governing Body adopted the City of Safford Personnel Manual to establish guidelines regarding policies, practices, programs, and procedures; and,

WHEREAS, Section 1300, Staff Ethics provides brief guidelines for acceptable use of technology as it relates to the workplace and workforce.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, that Section 1300 Staff Ethics addressing acceptable use of the City of Safford Personnel Manual is amended with the Acceptable Use Policy which encompasses current technology; providing detailed guidance and makes it a stand-alone policy. All previous statements of policy concerning Acceptable Use are hereby rescinded and superseded by this resolution.

Purpose: The City of Safford recognizes that use of technology has many benefits, creating a more efficient and effective workplace. Therefore, employees are encouraged to use technology appropriately. Unacceptable use of technology can place the City of Safford and others at risk. This policy outlines the organization's guidelines for acceptable use of all technology.

The City of Safford has established the following guidelines for employee use of the organization's technology and communications networks in an appropriate, ethical and professional manner.

1. All technology provided by the City of Safford, including computer systems, communications networks, organization-related work records and other information stored electronically, is the property of the City of Safford and not the employee.
2. Employees may not use the City of Safford's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages may be transmitted with derogatory or inflammatory remarks about an individual's gender, race, age, disability, religion, national origin, physical attributes and/or sexual orientation. Harassment of any kind is prohibited.
3. The use of abusive, profane or offensive language is prohibited.
4. Employees may not use the City of Safford's equipment, systems, or networks to engage in any illegal activities, i.e., piracy, cracking, extortion, blackmail, copyright infringement; or unauthorized access to any computers on the Internet or e-mail are forbidden.
5. Copyrighted materials belonging to entities other than the City of Safford may not be transmitted by employees on the organization's network without permission of the

copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an internet site with other interested persons for business reasons is permitted.

6. Employees may not use the system in a way that disrupts its use by others, i.e, sending or receiving excessive numbers of large files and "spamming" (sending e-mail to thousands of users).
7. To prevent contamination of the City of Safford technology, communications equipment and systems by harmful electronic viruses, downloaded files should be checked for possible infection through the IT Department. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.
8. Every employee of the City of Safford is responsible for the content of all text, audio or image files that they place or send over the organization's network systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The City of Safford's identity is attached to all outgoing e-mail communications, which should reflect the organizations values and appropriate workplace language and conduct.
9. E-mail and other electronic communications transmitted by City of Safford equipment, systems and networks are not private or confidential, and are the property of the organization. Therefore, the City of Safford reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
10. Internal and external electronic communication are considered business records and may be subject to discovery in the event of litigation or disclosure in response to a public records request. Employees must be aware of this possibility when communicating electronically within and outside the City.
11. Employee use of City owned technology and internet/intranet services for personal use shall be minimal, and employees are responsible for exercising good judgement regarding this usage. Employees may be subject to disciplinary action for excessive use that interferes with the performance of job responsibilities.

The City of Safford routinely monitors use patterns and employees should observe appropriate workplace discretion in their use and maintenance of such organizational property. Employees have no expectation of privacy when using the City of Safford's equipment, systems, or networks.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of the City of Safford, all City policies apply to their use and are in effect at all times. Any employee who abuses the organization-provided access to e-mail, internet, or other

electronic communications or networks, including social media, may be denied future access. Employees in violation of this policy will be subject to disciplinary action up to and including termination.

Use of Personal Electronic Devices

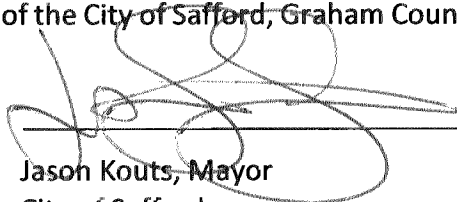
Employees using their own personal devices should not expect any privacy except as provided by law. The City of Safford has the right, at any time, to monitor and preserve any communications that use the organization’s networks in any way, to determine proper use.

Employees are required to preserve all organization related data created or stored on personal devices, and to provide such data to the City of Safford upon request.

No employee may knowingly disable any network software or system identified as a monitoring tool.

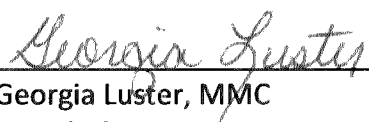
Use of e-mail, voice mail and computer systems for confidential matters such as legal advice, executive session minutes, etc., may be restricted with approved procedures for maintaining confidentiality.

PASSED AND ADOPTED by the City Council of the City of Safford, Graham County, Arizona this 11th day of December, 2017.




Jason Kouts, Mayor
City of Safford

ATTEST:



Georgia Luster, MMC
City Clerk

APPROVED AS TO FORM:



William J. Sims, III
Interim City Attorney

State of Arizona)
) ss
County of Graham)

CERTIFICATION

I **HEREBY CERTIFY**, that the foregoing Resolution Number R17-027 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a Council Meeting held December 11, 2017, and that a quorum was present at the meeting.



Georgia Luster, MMC, City Clerk

December 11, 2017

Date