

DEPARTMENT GENERAL ORDER 03-01

OFFICE of the CHIEF OF POLICE
REPLACES/AMENDS: None

DATE: February 5, 2003

INTERNET USE POLICY

I. PURPOSE.

To establish guidelines, consistent with City policy, governing Internet access and usage.

II. INTERNET ACCESS.

Internet access is intended to further the mission, goals, and objectives of the City and department by providing staff members with a valuable communication and research tool to make their work more efficient and effective. All users of the Internet should use accepted standards of business conduct when accessing the system, and exercise good judgement and prudence in terms of the sites visited as well as the amount of time spent on the system.

A. Responsibility of Department Heads.

Department heads are responsible for determining the need and level, if any, of Internet access for each individual under their supervision. Employees who are granted Internet access are expected and encouraged to use the Internet as needed to assist them in the performance of their jobs. In addition, department heads may, at their discretion, allow individual employees to access the Internet during specific non-working hours for retrieval of educational materials for individual or family use, provided these materials do not violate other provisions of this policy.

B. No Expectation of Privacy.

The computer resources provided to City employees are to assist them in the performance of their duties. Users do not have privacy, nor should they have an expectation of privacy, in anything they create, store, send, view, or receive via the City's computer network, to include the Internet.

C. Monitoring of Computer Usage.

The City has the right to monitor any and all aspects of its computer system, included but not limited to: monitoring sites visited by users on the Internet, monitoring chat groups, and any material downloaded or uploaded by Internet users. Users are hereby notified that the City currently has automated systems in place to record/monitor access.

III. PROHIBITED INTERNET ACTIVITIES.

The following activities related to Internet usage are prohibited:

1. Making personal use of the Internet during regular business hours at a work station in view of the public, even if on break.
2. Downloading music files.
3. Subscribing to pay Internet services that will be billed to the City without prior approval of the Chief of Police.
4. Downloading, copying, transmitting, or making use of copyrighted material located on the Internet without first obtaining the express written consent of the author.
5. Misrepresenting oneself, or adopting a false identity on the Internet, except as it may relate to an ongoing criminal investigation.
6. Releasing or distributing confidential City information, whether or not the release was inadvertent.
7. Using an encryption software or scheme on the City's Internet network or computers without the prior express consent of MIS personnel.

8. Using another City employee's password or computer station to surreptitiously access the Internet for personal reasons and/or entertainment.
9. Deliberately accessing inappropriate or unlawful material on the Internet (e.g. sexually explicit, obscene, profane, defamatory, or hate materials) except in the performance of an on-going criminal investigation or other official duties.

IV. DISCIPLINARY ACTION.

Violations of this policy will subject the employee to loss of Internet access privileges, and may result in other disciplinary action, up to and including termination.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 82.1.7