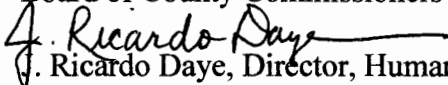




DATE: April 25, 2016

TO: Mayor Teresa Jacobs
And
Board of County Commissioners

FROM: 
J. Ricardo Daye, Director, Human Resources Division

SUBJECT: Consent Agenda – May 10, 2016
Orange County Policy Revision
405 Use of County Property and Information

CONTACTS: Pati Giambarberee, Human Resources Division
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Samantha Maxwell, Human Resources Division
407-836-5829

Human Resources Division staff continuously reviews the Orange County Policy Manual to determine areas needing revision due to changes in laws and the dynamics of the organization. The most recent review has resulted in proposed changes to the following policy:

405 - Use of County Property and Information

Due to significant changes to electronic communications, this policy revision is necessary to ensure the continued security of the County's electronic communication systems and ensure compliance with Florida Statutes in regards to public records.

Attached, for your review, is the revised policy with changes denoted by underlining and strike through. Your offices will be contacted regarding a briefing on this agenda item.

REQUESTED ACTION:

Approval of the revisions and additions to the current Orange County Policy 405 Use of County Property and Information.

- c Ajit Lalchandani, County Administrator
- Eric Gassman, Chief Accountability Officer
- George Ralls, Deputy County Administrator
- Randy Singh, Assistant County Administrator
- Chris Testerman, Assistant County Administrator
- Jim Harrison, Assistant County Administrator
- Pati Giambarberee, Human Resources Administrator
- Samantha Maxwell, Sr. Human Resources Analyst

405 Use of County Property and Information

POLICY:

Employees are provided with equipment, such as tools, computers, vehicles, materials and uniforms to enable safe and efficient performance of assigned duties. Appropriate inventory control measures are to be maintained by each division. Negligence, abuse, misuse, unauthorized personal use or the willful or negligent loss or destruction of County property will result in disciplinary action. Employees may be held financially responsible and required to reimburse the County for equipment damaged, destroyed, lost, or stolen due to neglect, abuse, misuse or personal use.

Information that is obtained in the course of official duties shall not be released by an employee unless the employee is charged with this responsibility as part of his/her official duties. Employees may not either directly or indirectly, use their official positions with the County or information obtained in connection with their employment for private gain or personal benefit. This applies to employee access to and/or use, on and off duty, to the County's network and data applications at the assigned work site, other County work sites or off site, including access to and/or use of the County's systems which may occur at home.

Upon separation, employees are required to return all County property. Failure to do so may will result in the withholding of the employee's final leave paycheck until all property is returned.

405.1 Personal Calls/Mail, Visitors and E-Mail; Use of Computer Network and Internet-Use; E-Mails, Use of Cell Phones and other Mobile Devices

The receiving and making of personal telephone calls and, e-mails, accessing to the County's computer network and internet for personal use, and personal use of a utilizing cellular phones or other mobile devices for personal use, and the receiving of personal visitors while on County time, is discouraged; these activities and shall be done sparingly so as not to cause not be excessive or disruptive to the workplace or interfere with work productivity environment.

The receiving of personal visitors on County time is also discouraged. Additionally, The County will not handle and distribute personal mail or packages of its employees. All employees shall advise correspondents, businesses, etc., that personal mail must be delivered to their designated personal mailing address and not their place of employment.

Use of the County's computer network and systems is a privilege. Employees may only access areas of the network that they are authorized to use, and are expected to comply with all provisions of Orange County Administrative Regulation 7.06, General, Electronic Mail and Network Security Policy. Employees seeking to gain a higher level of privilege to the network than that for which they are currently authorized must obtain permission from the County's Chief Information Officer (CIO) or designee.

Employees shall keep their network IDs, passwords, County cell phones and other mobile devices secure, and are responsible for any effects on the County network resulting from failing to do so. Introducing or sharing unauthorized, downloaded content is prohibited; engaging in actions that could or do circumvent, disrupt or damage the network and its security is prohibited.

All of the above, as well as other misuse of the County's electronic computer systems is a violation of policy and subject to disciplinary action, up to and including termination.

The County utilizes software and programs in its electronic information systems that allow monitoring by authorized personnel and that create and store copies of any messages, files, or other information that is entered into, received by, sent, or viewed on the systems. There is no expectation of privacy with regard to any information or activity conducted, sent, performed, or viewed on or with County equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive and view on County electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and County use at any time.

Using personal devices to access, store or transmit County information and materials, including emails, is discouraged. If personal devices are used, employees must ensure security for those personal devices by utilizing security access codes for those devices. Employees shall advise management as soon as reasonably possible of the loss or theft of any of their personal devices that contain County information and materials, including emails.

Employees are prohibited from using cellular phones or other for any purpose including, but not limited to, placing calls, text messaging or instant messaging, while driving a County vehicle unless a hands free device is in use. The use of a cellular phone or other for any purpose to conduct County business without a hands free device while driving a County vehicle or a personal vehicle is prohibited.

Public Safety and other departments requiring radio communications may, due to operational necessity, create internal departmental modifications to this policy

Violation of any portion of this policy, or failing to permit inspection of any device used to access the County computer network and/or electronic information systems (for the purpose of accessing records on that device that relate to County business), may result in disciplinary action up to and including termination of employment.