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USE OF COUNTY EQUIPMENT

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**PURPOSE**

The equipment used in the performance of duties in each County employee's position is used for the benefit of the public. . Therefore, the equipment should only be used for County business and services that achieve the purposes of county government. This policy notifies employees regarding authorized use of County equipment.

**SCOPE**

This policy identifies County equipment and the proper use and care of such equipment. The policy applies to all County employees, which includes elected officials, volunteers, board or committee members, consultants, and contractors.

**CROSS REFERENCE**

- Code of Conduct, Policy 500
- Progressive Discipline, Policy 600
- Governmental Records Access & Management Act (GRAMA)
- Policy Manual Introduction

**POLICY AND PROCEDURE**

1. Use of County Owned-Equipment – In general, personal use of ANY county property must be limited and sporadic and the use may not be intended to violate any law, county or departmental policy, significantly disrupt or distract an employee from conducting county business, involve solicitations, or create risk or liability for the County or any other governmental organization. If another County or departmental policy addresses the personal use of any County-owned property, that specific policy pre-empts this policy.
  - A. Computer Equipment – All County-owned computer systems are subject to monitoring and an employee may be disciplined based upon violation of Federal or State laws, or inappropriate use. Logins and passwords shall not be exchanged from one employee to another. Department Heads may determine the appropriate sharing of work-related logins and/or passwords. The County reserves the right to grant or withhold access to any County owned computer system or any internet site.
    1. Personal use of county-owned computer systems is permitted only when all of following criteria are met:

- a. The employee provides his/her own supplies and may be required to pay for the cost of consumable and other expenses;
  - b. The employee uses the computer system on an infrequent and sporadic basis;
  - c. The use does not conflict with the employee's County responsibilities or normal County business; and
  - d. The use has been approved by the employee's immediate supervisor prior to use.
2. **Software.** Software installed or developed on County-owned computer equipment is considered property of Uintah County, and as such, the County is responsible for licensing of said software. Employees shall not download software or games, whether free or not, without receiving prior approval from the Department Head and the Information Systems Department.
3. **E-mail, Text Messages and Instant Messaging.** As approved by the Department Head for County use, shall only be used for incidental personal use consistent with County policies. It should not be used to create or transmit inappropriate communications such as sexually explicit information, racial slurs, distasteful jokes, etc. E-mail shall not be used for solicitations or advertisements unless previously approved by the HR Director. Do not open delivered messages if you are not expecting to receive them or you do not recognize the sender information.
4. **Internet Use.** The internet is an excellent information accessing tool given to employees to improve their performance and help them find answers to business-related questions in an efficient manner. The internet should only be used for County business, and on occasion, may be used for sporadic and limited personal business, with the following implications and restrictions:
- a. Excessive use - Employees shall not regularly "surf" the internet. Employees are expected to finish their daily tasks and duties as assigned by their supervisors.
  - b. Pornography or sexually explicit material is strictly prohibited.
  - c. No access to "chat room" communications.
  - d. No more than three internet applications open at a time.
  - e. No "streaming" activities unless prior approval is obtained.

- f. No profit-making activities.
      - g. Employees must adhere to copyright laws.
  - B. Postage Meters - Employees are allowed to use county-owned postage metering machines for posting and mailing of any material of a personal nature, however must reimburse the County for the cost of postage.
  - C. FAX and Copy Machines - Any employee desiring to use county-owned FAX or copying machines for items of a personal nature may do so after paying for such use at the rate which is in effect at the time of use.
  - D. Telephone
    - 1. Employees are expressly prohibited from making long distance telephone calls of a personal nature from county-owned telephones. Employees may call 801 and 385 numbers that are within the reach of the microwave system. The employee should direct dial, without dialing a "1" in front of the area code, to find out if the number is within the area. If it does not ring through, the employee shall not call the number by using the area code or shall notify the Information Technology department to add the number to the system.
    - 2. It is expected that all employees will use County owned telephones for local personal calls judiciously. Local telephone calls are to be limited to necessity and must not disrupt the employee's responsibilities or performance of duties.
  - E. Miscellaneous County Equipment – Employees shall not use loaders, dozers, welders, graders, backhoes, trailers, bobcats, mowers, weed eaters, and other County-owned equipment for personal use and/or gain.
- 2. Security & Right to Access Information - Computers, systems, databases, cell phones, files, and other items given to County employees to accomplish business-related duties are property of the County. Therefore, the County reserves the right to access, inspect, retrieve, or disclose any information or data that is developed, stored, transmitted, printed, or otherwise used by employees utilizing County equipment. The County's right to access such information or data does not require prior consent of the employee or use since it is considered as County records.
  - A. All activities conducted on county equipment or during county work time is archived and subject to discovery.
  - B. Employees shall store computer equipment, records, and media with prudence.
  - C. All electronic records shall be used for County business only and may be accessed

within the limits of the Government Records Access and Management Act (GRAMA).