



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



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CATEGORY: ADMINISTRATION

SUB-CATEGORY: STANDARD OPERATING GUIDELINES

SUBJECT: E MAIL/INTERNET USE POLICY

Section I – Introduction

A. Objective

The Glastonbury Fire Department in conjunction with the Town of Glastonbury wishes to maintain the safest environment possible for individuals using E-mail/internet.

B. Applicability

All Glastonbury Fire Department personnel

C. References

Town of Glastonbury Administrative Policy - See attached

EXHIBIT 1

E-Mail/Internet Use Policy**Electronic Monitoring**

Pursuant to Public Act 98-142, the Town of Glastonbury give notice to all its employees of the potential use of electronic monitoring in its workplace. The Town is authorized to use electronic monitoring when it determines it is appropriate, in its discretion.

"Electronic monitoring," as defined by Public Act 98-142, means the collection of information on the Town's premises concerning employees' activities or communications, by any means other than direct observation. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo electronic, or photo-optical systems. The law does not permit collection of information which is prohibited under other state or federal law.

The following are examples of types of electronic monitoring which may be used in this workplace:

- Monitoring of E-mail/Internet access and other components of the computer system
- Video surveillance of parking areas, grounds and common areas of Town buildings
- Monitoring of any electromagnetic card access system for security purposes

The law also provides that the Town may use electronic monitoring without any prior notice when there are reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the Town or other employees, or (iii) creates a hostile work environment.

Electronic Communications and Internet Access Policy

The Town of Glastonbury encourages its employees to use and become proficient in the operation of Electronic Communications and Internet Access (hereinafter referred to as ECIA), which can improve office efficiencies and the conduct of routine municipal activities. ECIA shall be for town-related business purposes only. Personal use is prohibited.

Definition

ECIA shall include but not be limited to computers, electronic mail systems (E-mail), electronic bulletin boards, internet use and facsimile (fax).

Examples of Electronic Communications and Internet Access

- Electronic messaging
- Internet research
- Meeting notifications/scheduling
- Relaying phone messages
- Calendaring
- Work assignments
- General announcements
- Business related information services, i.e. newsgroups, mailing lists, etc.

Prohibited Uses

Certain specific types of system misuse are expressly prohibited, including but not limited to the following:

- Using the system for any purpose which violates Federal, State or local law
- Sending personal messages
- Sending any form of harassing, threatening, or intimidating message
- Creating, transmitting or intentionally receiving unprofessional, vulgar, profane, insulting, offensive, sexually explicit or defamatory messages
- Using the system to visit Web sites that contain sexually explicit, racist or other materials that the Town of Glastonbury, in its sole judgment, considers offensive
- Intentionally modifying files or data belonging to others without authorization
- Requesting and/or downloading any information or data for personal use

Operational Standards

The use of ECIA is intended strictly for official town business. Any EIA usage on Town equipment and software is, by law, public information and may be monitored by the Town as stated in the Town's Electronic Monitoring Policy (Administrative Policy 1998-2 or as amended) which by reference is incorporated herein and made a part hereof. All users are reminded that ECIA is subject to all applicable Federal, State, and local laws, regulations, ordinances or policies. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software. It is strongly recommended that all internet users attend town sponsored training on internet use. This training will include techniques to avoid downloading excessively large files and possible network contamination by computer virus.

Failure to comply with this policy will result in disciplinary action. Because no two situations are identical, the Town reserves the right to determine the appropriated discipline for any particular set of circumstances up to and including termination of employment.

Retention

Retention of e-mail shall be described in "GENERAL LETTER 95-1" dated June 1, 1995, or amended, from the State of Connecticut Public Records Administrator as follows:

E-mail messages sent and received by public official fall within three broad categories:

- 1) Transitory non-records, including copies posted to several persons and casual routine communications similar to telephone conversations;
- 2) Public records with less than Permanent retention period; and
- 3) Public records with a Permanent or Permanent/Archival retention period.

Retention guidelines for each of these categories follows:

- 1) Transitory – Since these messages are not public records, there is *No Requirement*. Public officials and employees receiving such communications may *delete them immediately without obtaining the approval of the Office of the Public Records Administration and State Archives*.
- 2) Less than Permanent – Retention may be in the form of a hard copy printout or computer generated. If the record is electronically generated, the record creator must be able to interpret and retrieve the data for the minimum legal retention requirement. *Municipalities and state-agency officials may delete or destroy the records only after receiving signed approval from the Office of the Public Records Administrator.*
- 3) Permanent or Permanent Archival – Retention may be in the form of a hard copy printout or microfilm which "meets archival quality standards issued by this office"

Any questions concerning this policy should be directed to the employee's supervisor.

Section II – Approval

Fire Chief Michael P. King

Date of Approval: 1/11/16