

POLICY AND PROCEDURE
ELECTRONIC MEDIA POLICY

PURPOSE

The employees of Placer County Water Agency (PCWA) use various forms of electronic media including, but not limited to computers, email, telephones, facsimiles, copy machines, Internet, smartphones, tablets and other devices capable of sending, receiving, and accessing various types of communications in the commission of their regularly assigned duties and responsibilities. This policy establishes procedures for the use of such communication devices including all software, databases, hardware and digital files which are the property of PCWA. Employees should have no expectation of privacy with regard to Agency electronic communication, whether it is made on an Agency device or personal device used for Agency purposes. The Agency has a right to access and inspect all Agency electronic communication and devices at any time, including an employee's personal devices and accounts that contain Agency communications and records. All Agency communications and records, regardless of whether they are maintained on an Agency or personal device, may be subject to disclosure under a California Public Records Act request.

POLICY

This policy establishes minimum standards for all Agency employees.

1. Electronic communication and media shall not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose that is illegal, in violation of Agency policy or may damage the reputation of the Agency.
2. Employees shall not install personal software on an Agency computer system or device.
3. All electronic information created by any employee using any means of electronic communication is the property of the Agency and remains the property of the Agency.
4. Personal passwords may be used for purposes of security but the use of a personal password does not affect the Agency's ownership of the electronic information. The Agency may override all personal passwords, if necessary, for any reason.
5. The Agency reserves the right to access and review electronic files, email messages, text messages, telephone messages, mail and digital archives. The Agency also

reserves the right to monitor the use of electronic communications, as necessary, to ensure that no misuse or violation of Agency policy or law occurs.

6. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Agency management.
7. No employee shall install or use anonymous or personal email transmission programs or encryption of email communications, except as specifically authorized by Agency management.
8. Access to the Internet, websites, and other types of Agency authorized communication device (e.g., email) is to be used for Agency-related business only.
9. Employees shall only send emails or other electronic communication regarding Agency business using Agency issued or approved communication media or devices.
10. Employees shall not use Agency web pages for personal or commercial reasons and shall not establish any links to the Agency's website without the Agency's approval.
11. Employees shall not copy or download data or programs for personal or commercial use from any Agency computer, device, program or Internet access.
12. No personal electronic communication device shall be connected to the Agency's network without prior Agency approval.
13. Personal use of Agency facsimile and copy machines should be minimal.
14. Personal telephone calls using Agency telephones should be minimal. The Agency shall be reimbursed for any long distance or other charges resulting from personal telephone calls.
15. All text-based communication, including email, is subject to the Agency's records retention policies and procedures. This includes Agency communications and records retained on a personal communication device.
16. All text-based communication, including email, containing information related to Agency business may be subject to disclosure under a California Public Records Act request. This includes communications made, received, or retained on Agency or personal mobile communication devices used for Agency purposes.
17. Employees are required to conduct a good faith search of any Agency records in response to a California Public Records Act request. The search will include inspection of the employee's Agency and personal accounts and devices that are used to conduct Agency business.

REVIEW OF DEVICES IN RESPONSE TO A CALIFORNIA PUBLIC RECORDS ACT REQUEST

Upon receipt of a California Public Records Act request, Agency management will identify employees who may have responsive documents. Those employees are required to search for documents in response to a California Public Records Act request in good faith. The employee's search will include Agency devices and accounts and any personal accounts and devices the employee uses to conduct Agency business. The employee alone will be responsible for searching his or her personal accounts and devices. To comply with the law and to protect the privacy of its employees, the Agency will take the following steps:

1. Identify the employee(s) who may have documents relevant to the request.
2. Communicate the scope of the request to those employees.
3. Request that the employee(s) search his or her personal files, accounts, and devices for materials responsive to the request.
4. If the employee(s) desires to withhold a document that could be potentially responsive to the request, the employee may submit an affidavit to the Agency and a reviewing court, if applicable, that states why the document is a personal record and not a public record.

ACCOUNTABILITY

Employees violating this policy are subject to disciplinary action.

All Agency employees are required to read and familiarize themselves with the Electronic Media Policy and the Mobile Communication Device and Use Policy. Because changes or modifications may be made to these policies as technology evolves, it is each employee's responsibility to periodically review the policies to ensure compliance with the most current requirements. The policies are available on the Agency's intranet site, The Splash.

I acknowledge receipt of this policy and understand and agree that I am bound by its contents:

Employee Signature

Date

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