
Purpose

This policy sets forth guidelines governing employee's use of all City technology and communications equipment including, but not limited to; computers, voicemail systems, telephones, cellular phones and other information systems. The goal of this policy is to avoid inappropriate use of systems, maintain appropriate security, avoid copyright violations, and protect City-owned data and systems.

Policy

It is the policy of the Bemidji Police Department to provide technology and communications equipment or systems to all employees to increase efficiency and productivity.

Scope

All City technology and communications systems are the property of the City of Bemidji. This includes but is not limited to all hardware, software, programs, applications, templates, internal and external e-mail messages, facsimile (fax) messages, data, data files, and voicemail messages developed or stored on city-owned, leased, or rented computer systems or storage media. The City retains the right to disclose information from this property to third parties without providing notice to employees. **Employee's use of City technology is not private.** This includes but is not limited to use of internal or external e-mail, cellular phones and/ or the use of the Internet through any City owned equipment. Use of passwords does not make files or data private. Passwords must be disclosed to supervisors upon request and may be bypassed by the City. By using City technology, employees consent to any monitoring of that technology that may take place.

Use of Technology and Communications Equipment

- A. Employees are encouraged to utilize all technology and communications equipment provided by the City of Bemidji to increase work efficiency and productivity. All employees shall observe, read or listen to the following communication / technologies at the beginning of every shift. These include;
1. Records Management System and mobile platform – This systems will be utilized to record employee activities and document case information. Features such as roll call, tasks or custom attribute will be utilized to increase communication among department members.
 2. Bulletin Boards and mail boxes – These will be utilized to share mass information, overtime availability, flight schedules or other timely information.
 3. Bemidji Police Union and Federation billboard – This bulletin board may be utilized for federation or LELS union information.
 4. Desk phone – May be utilized to make phone calls from the office and will accept messages from a variety of people.

5. Cellular / Smartphone – As technology continues to advance, the uses for these communication devices increases exponentially. Employees are encouraged to use these tools for voice or text communications, as a camera, as a digital voice recorder, as a mobile webmail device or internet search resource. Employees are required to, and may only download approved applications that are listed on the Approved Apps List located in Appendix O271 of this policy manual.

B. Employees are also expected to adhere to Bemidji City Policy 201.306, Acceptable Use for Telephone, Electronic Communications & Internet.

Inappropriate Uses of City Technology or Communications Equipment.

The following are examples of inappropriate uses of the City's technology and is not intended to identify every scenario. If an employee does not know whether a particular use would be allowed under this policy, he or she should check with their direct supervisor.

- A. Displaying, printing or transmitting sexually explicit images, explicit messages, racial or ethnic slurs or comments, racially-derogatory jokes or anything that might be construed as harassment or disrespectful of others, including anything that fosters a hostile work environment or perpetuates discrimination of any type.
- B. Using the City's computer system or software, or allowing others to use it for personal profit, commercial product advertisement or partisan political purposes. An exception is charitable campaign drives sponsored by the City.
- C. Use of employee's business Internet mail address for signing up for personal or non-business related e-mail lists.
- D. Use of computers, smartphones or other communications equipment during work time, or for any personal use, which requires storage capacity for any length of time, downloading any files or applications, or streaming of audio or video.
- E. Using e-mail to solicit for commercial ventures, or charitable, religious or political causes,
- F. Sharing your user ID or password with anyone without permission.
- G. Use of City owned/leased cellular phones or equipment by individuals who are not City officials or City employees.
- H. Deliberately damaging or disrupting a computer system (hardware or software) or intentionally attempting to crash network systems or programs.
- I. Attempting to gain unauthorized access to internal or external computer systems or attempting to decrypt system or user passwords.
- J. Installing applications or software that are not on the approved list.

Violations

- A. Managers and supervisors are responsible for ensuring the appropriate use of computers, e-mail and Internet access through training, supervising, coaching and taking disciplinary action where necessary.
- B. Violations of these policies may result in the removal of the benefit and may be grounds for disciplinary action up to and including termination.

Reference or Revision Date(s):

- A. City of Bemidji – Policy 201.306, Acceptable use for telephones, electronic communications and the internet. August 2015
- B. REVISION DATE(S):