

Copyright violations – the unlawful reproduction or distribution of copyrighted information, regardless of the source, is prohibited;

Discrimination / Harassment – the use of the Internet to send messages or other content which is harassing, derogatory or unlawfully discriminatory to employees, citizens, vendors or customers is prohibited;

Political – the use of the Internet for political purposes is prohibited;

Aliases / Anonymous messages / misrepresentation – the use of aliases or transmission of anonymous messages is prohibited. Also, the misrepresentation of an employee's job title, job description, or position with the City is prohibited;

Social networking sites – the accessing and/or creation of social networking sites, such as MySpace, Facebook, Twitter, Blogs and similar sites is prohibited for non-city business purposes;

Instant messaging;

Misinformation / Confidential Information – the release of untrue, distorted, or confidential information regarding City business is prohibited;

Viewing or Downloading of Non-Business Related Information - the accessing, viewing, distribution, downloading, or any other method for retrieving non-City related information is prohibited. This includes, but is not limited to, entertainment sites, pornographic sites, sexually explicit sites, chat rooms and bulletin boards;

Unauthorized attempts to access another's network or e-mail account;

Display or transmission of sensitive or proprietary information to unauthorized persons or organizations;

Spamming e-mail accounts from the City's e-mail services or City machines.

Nothing in this chapter prohibits the use and access of the described systems for bona fide law enforcement and investigation purposes.

9.7 WIRELESS COMMUNICATION DEVICES

Wireless communications devices include, but are not limited to, cellular telephones, wireless handheld devices and pagers. An employee's personal communications using City wireless communications devices should be limited, and employees are expected to exercise sound judgment in both the duration and frequency of such use. These

devices should not be treated as if they were the employee's personal property. As with similar City property, such as telephones, although minor personal use of wireless communications devices is not prohibited by this policy, it must not interfere with the performance of the employee's work duties or normal business operations of the City. Employees must reimburse the City for costs that would not otherwise have been incurred by the City resulting from the employee's personal use of such devices.

The City reserves the right to monitor the use of all City-owned wireless devices to the extent they involve City business or are made during the employee's scheduled work time. Reasonable precautions should be made to prevent equipment theft, vandalism, and improper use of wireless device equipment and services.

Employee use of a personal wireless device shall be governed by and consistent with the guidelines provided for City-owned wireless devices; if the employee-owned wireless device is used for official City business and reimbursement is requested. Use of an employee-owned wireless device for City business should be limited to emergencies and situations where alternative means of communication are unsafe, inconvenient, or not readily available.

Payment for Wireless Device Use: Recognizing that City supplies, services and equipment cannot be used for personal purposes, any person who is assigned a cellular telephone must make provision to assure payment for personal calls, whether by paying cash or signing an agreement to have the funds withheld from wages. An agreement form is available from the Finance or Human Resources Departments.

The billing for City-owned wireless device service shall be provided to the employee who has had use of a cellular telephone during the corresponding service period. It is the duty of the employee to note and certify on the City billing which calls were not related to City business or a public safety emergency. The billing shall be returned to the supervisor within five (5) business days, accompanied by information about the personal calls, if there is a cost incurred the employee will pay for the personal calls.

Employees should recognize that cellular transmissions are not secure; thus, employees should exercise discretion when relating confidential information during a cellular telephone call.

Employees who abuse this policy for whatever reason may be subject to disciplinary action, including possible termination.

Use of Handheld Wireless Communication Devices While Driving is Prohibited: Except as provided below, the use of handheld wireless communication devices, including but not limited to cellular telephones and smart phones (including text messaging), is not permitted while operating a car or other moving vehicle unless a hands free device is used. If a hands free device is not used, all necessary phone calls must be made before leaving the previous location or after arriving at the next

destination. In the event an employee must make or receive a call or message while driving, he/she must find a safe place to pull over and stop the vehicle.

Under Washington state law, a person operating a moving motor vehicle while holding a wireless communications device to his or her ear is guilty of a traffic infraction (RCW 46.61.667). Also under state law, a person operating such a vehicle is prohibited from sending, reading, or writing a text message while driving (RCW 46.61.668). These prohibitions do not apply to: an authorized emergency vehicle; or to a person operating a moving motor vehicle using a hand-held wireless communications device or electronic communications device to report illegal activity, summon medical or other emergency help, or prevent injury to a person or property. RCW 46.61.667 does not apply to a person operating a moving motor vehicle while using a hearing aid.

Employees violating this policy are subject to disciplinary action up to and including termination.

9.8 USE OF CITY VEHICLES, EQUIPMENT AND SUPPLIES

Use of City wireless devices for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Employees may not use other City supplies or equipment, including vehicles, for personal, non-City-business purposes; provided however, employees assigned emergency response duties may use City vehicles in accordance with applicable departmental policies. All City vehicles shall remain on City property while not in service, unless specifically authorized. An employee's misuse of City services, property, facilities, telephones, computers, email, vehicles, equipment or supplies can result in disciplinary action up to and including termination.

9.9 SEAT BELT POLICY

As required by Washington law, anyone operating or riding in City vehicles must wear a seat belt at all times.

9.10 DRIVER'S LICENSE REQUIREMENTS

Any employee operating a City vehicle, or using a motor vehicle for City business, must be at least 18 years of age and have a valid driver's license.

As part of the requirements for certain City positions, an employee may be required to hold a valid Washington State Driver's license and/or hold a valid commercial driver's license (CDL) and continue to meet all the requirements for maintaining such licenses. If such an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her department director and immediately suspend driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her