

Policy No: 70.01.0
Effective Date: 12/10/01
New Revision 03/05/07
Date:

WALLA WALLA COUNTY
PERSONNEL POLICES AND OPERATIONS MANUAL

SUBJECT: Electronic Mail Policy (Resolution 01345 - Dated 12/10/01)
Revised: 2/12/02 – Resolution 02116

PURPOSE:

To provide guidance for acceptable use for Electronic Mail to county employees.

POLICY:

Any computer or LAN/WAN Network resource provided for use by County employees, contractors and consultants is County property and all uses of these County resources are a matter of County record. Therefore, they are subject to internal and/or external review, auditing, and recall as provided by law.

The E-mail function, like any County resource, must be used for Official Business only. Toward that end, the County reserves the right to designate person(s), position(s), and/or committees(s) which have authority to monitor all Electronic Mail Systems and Mail Distribution resources to ensure that the E-mail System is being used for its intended purpose. The monitoring will be confidential, and limited to a review of traffic log files. In addition, at the request of the County elected officials or department heads, County Management and Technology Services Department have the right to review the contents of employees' E-mail communications when there is a reasonable, articulable suspicion that the function is being misused.

For law enforcement activities, the county will provide alternative Internet access not part of the county network, for the purposes of investigations and stealth. Any equipment on alternative Internet access, used for law enforcement investigations will not be subject to this policy. The County Sheriff will be responsible for all activities pertaining to use of this equipment including E-mail traffic.

County elected officials and department heads maintain the right to invoke

discipline if the E-Mail system is misused. Any E-mail message found to contain discriminatory remarks based upon a person's race, creed, color, national origin, gender, disability, marital status, appearance, sexual orientation, age, **or forgery or attempt to forge E-mail document(s) will subject the sender and or author to discipline consistent with any applicable labor agreement or policy up to and including revocation of System usage rights and privileges.**

Since E-mail messages cannot be controlled once they have been transmitted, the County strongly recommends that confidential communications and matters of high sensitivity be handled through FAX, personal meetings or hard copy documentation.

When critical e-mail is sent, users should verify the receipt of the e-mail by contacting the recipient to verify the e-mail was received.

When critical e-mail is expected, users should verify with the sender that the e-mail was sent. It is the user's responsibility to check the spam filter to see if the expected e-mail may have been quarantined.

The County reserves the right to amend this policy to include language concerning encryption or authentication schemes or keys. Until this policy includes such a provision, the uses of such features **must** be disclosed to the Central Services Manager.

PROCEDURE:

- A. It is the policy of Walla Walla County to require any employee, contractor or consultant who has access to, or is required to use Electronic Mail services (hereinafter called E-Mail) provided by the county, to read, sign and abide by the Walla Walla County Electronic Mail Policy.
- B. Upon hiring, each new employee will receive a copy of the E-Mail from the County's Personnel Department, or the department processing the new employee. Each new employee, at the request of his/her elected official or department head, will be given a computer account only if the employee has signed the PPOM Receipt and Acknowledgement form.
- C. Employees will be notified by e-mail and through elected officials and department heads when changes to this policy are made. It is the responsibility of each employee to review and adhere to this policy.
- D. After 30 days from the employee's hire date, if an employee has not reviewed and signed the policy or if an employee refuses to review and sign a copy, Technology Services will disable that employees user

account and that employee will no longer be authorized to use any data processing equipment that is attached to the County's computer network.