
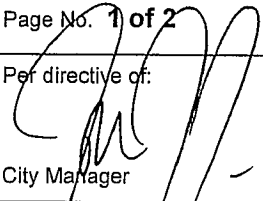


ADMINISTRATIVE REGULATION

 <p>Office of the City Manager Executive Department City of Dover, New Hampshire</p>	Effective Date:	A.R. No. 2-805
	7/1/2005	Page No. 1 of 2
Section/Subject:	Supersedes:	Per directive of:
<p>Human Resource Administration:</p> <p>Use of Communication Systems</p>	<p>AR 2-805 5/19/03 AR 6-2 11/7/96</p>	 City Manager

Policy:

It is the policy of the City to provide and/or contract for the communications services and equipment necessary to promote the efficient conduct of its business.

Comment:

(1) Communications equipment and services include, but are not limited to, mail, electronic mail ("e-mail"), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, computer files, telex systems, video equipment and tapes, tape recorders and recordings, two-way radios, pagers, cellular phones, and bulletin boards. Supervisors are responsible for instructing and monitoring employees for the proper use of the communications services and equipment used by the organization for both internal and external business communications. In turn, all employees designated to use internet, e-mail and other City provided and/or contracted communications systems are required to review and complete the City's Acceptable Use form. A copy of the completed form will be provided to the employee for continued reference and the original shall be maintained in the employee's official personnel file.

(2) Most communications services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper method for each business communication. Employees should consult their supervisor if there is a question about the proper mode of communication.

(3) All City communications services and equipment, including the messages transmitted or stored by them, are the sole property of the City. The City may access and monitor employee communications and files as it considers appropriate. Employees should have no expectation of privacy in sending or receiving messages or other information. E-mail generally will not be saved for more than 30 days unless required by law or as part of the City's record retention policy.

(4) On-line services and the Internet may be accessed only by employees specifically designated by the City. Designated employees must disclose all passwords to their supervisors or department heads but should not share the passwords with other employees. Employees' on-line use shall be limited to work-related activities. In addition, employees must not duplicate or download from the Internet or from an e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When appropriate Internet material or e-mail files are downloaded, they must be scanned using the City's antivirus software.

(5) Employees should not use e-mail, unencrypted two-way radio, or any other insecure communication system to communicate privileged or otherwise confidential information.

(6) Employees shall not use City communications services and equipment for personal purposes except when such use is incidental to work related activities, does not interfere with the employee's work or the City's operations and remains infrequent. Personal use may be allowed with the approval of the employee's supervisor or department head only in emergencies or when extenuating circumstances warrant it. When personal use does occur, employees must properly log any user charges and reimburse the City for them. However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged directly to the employee's personal credit card or account. City communications property or equipment may not be removed from the premises without authorization from the employee's supervisor or department head.

City of Dover, New Hampshire

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(7) Employees who do not have direct access to a City telephone or e-mail account should make provision to have emergency or other necessary incoming messages routed to their supervisor or to their department head, if the supervisor is not accessible. Although the City will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

(8) Employees should ensure that no personal correspondence appears to be an official communication of the City since employees may be perceived as representatives of the City and, therefore, damage or create liability for the City. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, must be accurate, appropriate, and work-related. Employees may not use the City's address for receiving personal mail or use City stationery or postage for personal letters. In addition, personalized City stationery and business cards may be issued only by the City and orders shall be coordinated through the City's Purchasing Agent.

(9) Improper use of City communications services and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy and/or illustrated in the City's Acceptable Use form, any misuse that would result in violations of other City policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

End of Subject