

**LUMPKIN COUNTY RESOLUTION NO. 2015 – 25**

**A RESOLUTION TO AMEND THE LUMPKIN COUNTY EMPLOYEE HANDBOOK AND CIVIL SERVICE PLAN TO PROVIDE FOR A STANDARD FACEBOOK NOTICE AS A PART OF THE FOOTER FOR ALL EMAIL SIGNATURES**

**Whereas**, the Lumpkin County Board of Commissioners has directed that the government authority of Lumpkin County create and maintain a Lumpkin County Facebook page to encourage communication between citizens and their government; and

**Whereas**, the Board of Commissioners further desires that the link to said Facebook page be set out on each email originating from any County government computer user; and

**Whereas**, the current policy provides that each email shall have a signature block style as approved by the Board of Commissioners.

**Now, therefore, be it resolved** that Policy 11, Section 1, p. 46 – 47 shall be amended to provide that each computer shall be enhanced to provide

*“County Employee*

*Position*

Address as appropriate

Lumpkin County, Georgia

(706) 864 – XXXX

[www.lumpkincounty.gov](http://www.lumpkincounty.gov)

<cid:image001.png@01D06BB9.03A8A490> (“F” image)

Like us on Facebook

**Resolved, adopted and effective** this 21<sup>st</sup> day of April, 2015.

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Chris Dockery, Chairman  
Lumpkin County Board of Commissioners

Attest:

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Kathleen C. Walker  
Clerk, Lumpkin County

## **Section 7: Dismissals**

Dismissals shall constitute discharges or separations for just cause, and shall be governed by these policies and procedures as hereinafter set forth.

## **Section 8: Retirement**

The retirement of an employee shall consist of the voluntary separation of an employee who has met the requirements of age and length of service under laws of governing any applicable pension fund of which such employee may be a member.

## **Section 9: Death**

Separation shall be effective as of the date of the death of the employee. All compensation, including annual leave, due to such employee, as of the effective date of separation, shall be paid to the beneficiary of the employee, the surviving spouse of such employee, or the state of the estate of such employee, as may be determined by law or by the applicable executed documents in the personnel folder of such employee.

## **POLICY 11 – TECHNOLOGY AND CELL PHONE POLICIES**

### **Section 1: Technology Use Policy**

Certain Lumpkin County employees may be provided with access to the Internet to assist them in performing their jobs. The computer system belongs to Lumpkin County, acting by and through its duly elected Board of Commissioners, and may only be used for the County business purposes. The Internet can be a valuable source of information and research. In addition, e-mail can provide an excellent means of communicating with other employees, our customers and citizens, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment. If you abuse your right to use the Internet, this privilege may be revoked. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

No Expectation of Privacy – The computers and the computer accounts given to County employees are to assist them in performance of their jobs. Employees do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the County and may only be used for business purposes.

No Privacy in Communications – Employees should never consider electronic communications to be either private or secure. E-mail may be stored indefinitely on any number of computers, including that of the recipient. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to nonexistent or incorrect usernames may be delivered to persons that you never intended.

Internet Access Guidelines – These guidelines set the standards for appropriate behavior of the County employees when accessing the Internet using government resources. Remember that the County name goes with you as an electronic signature whenever you go to the Internet. County employees must exercise great care to protect the County reputation and ability to conduct business in all Internet activities. Activities of County Internet users are logged, including visits to inappropriate sites (erotica, hate groups, etc.), and reported to management as necessary.

Online Social Networking – The Internet, blogs, Twitter, the World Wide Web, social networking sites, and any other medium of electronic communication shall not be used in a manner that is detrimental to the mission and function of Lumpkin County. Any matter that brings individual employees or any department into disrepute has the corresponding effect of reducing public confidence and trust in Lumpkin County Government, thus impeding our ability to work with and serve the public.

While employees have the right to use personal/social networking pages or sites, as employees of Lumpkin County they are public servants who are held to higher standards than the general public with regard to standards of conduct and ethics. The policy of Lumpkin County is to maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of Lumpkin County Government.

Employees who utilize social networking sites, blogs, Twitter or other mediums of electronic communication in their off-duty time shall maintain an appropriate level of professionalism and appropriate conduct so as not to broadcast in a manner which brings discredit to Lumpkin County Government.

Employees are prohibited from using their titles as well as any reference to Lumpkin County in any correspondence, to include emails, postings, blogs, Twitter, and social networking sites such as Facebook, unless the communication is of an official nature. This prohibition includes signature lines in personal email accounts.

Employees who are the subject of an administrative investigation may be ordered to provide access to his or her social networking sites when the investigation is directly, narrowly, and specifically related to the employee's performance or ability to perform the required duties of his or her job description.

Monitoring of Computer Usage – The County has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by all employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, reviewing e-mail sent and received by users, and reviewing documents saved to the computer.

Blocking of Inappropriate Content – The County may use software/hardware to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by County networks. Nonetheless, in the event you encounter inappropriate or sexually explicit material while browsing the Internet, immediately disconnect from the site, regardless of whether the site was subject to County blocking software and immediately

report the incident to your Department Head or Elected Official who shall maintain a log of such occurrences.

Activities Which May Result in Disciplinary Action –

- a) Using the computer system, including but not limited to accessing the Internet, for other than County business purposes
- b) Visiting inappropriate Web sites (erotica, hate groups, etc.)
- c) Unauthorized attempts to break into any computer or network whether it belongs to Lumpkin County or another organization
- d) Sending or posting threatening messages
- e) Sending or posting racially and/or sexually harassing messages
- f) Sending or posting sexually suggestive or explicit messages
- g) Theft or copy of electronic files without permission
- h) Sending or posting confidential information that is not part of your job requirement
- i) Refusing to cooperate with a reasonable security investigation

Failure to comply with these guidelines may be brought to the attention of management for appropriate action, which may result in loss of Internet privileges or disciplinary action, including termination of employment. Violations of applicable laws or regulations (e.g., Computer Security Act, export control laws, copyright laws) could result in criminal or civil prosecution.

Prohibited Activities – Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (bulletin board systems, newsgroups, e-groups, chat groups), downloaded from the Internet, or displayed on or stored on Lumpkin County computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors.

Unauthorized Hardware or Software – Elected Officials, Department Heads, or employees may not install any hardware or software on any County computer without written permission from the network administrator.

Games and Entertainment Software – Employees may not use the County's Internet connection to download games or other entertainment software, including screen savers, or to play games on the Internet.

Illegal Copying – Employees may not copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your Department Head.

Accessing the Internet – To ensure security and avoid the spread of viruses, employees accessing the Internet through a computer attached to the Lumpkin County network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the County’s network.

Virus Detection – Files obtained from sources outside the County, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to an e-mail; and files provided by customers or vendors, may contain dangerous computer viruses that may damage the County’s computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-County sources, without first scanning the material with County-approved virus checking software. If you suspect that a virus has been introduced into the County’s network, notify the Information Technology Department immediately. Lumpkin County maintains virus protection software for all County computers. Employees may not disable or alter the operation of virus protection software on any County computer.

Sending Unsolicited E-mail (spamming) – Without the express permission of supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Alternating Attribution Information – Employees must not alter the “From:” line or other attribution of origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communications are forbidden. Employees must identify themselves honestly and accurately when participating in chat groups, making postings to newsgroups, sending e-mail, or otherwise communicating online.

Standard Footers for E-mail – This footer should be appended to all e-mail sent outside the County e-mail system:

John/Jane Doe  
Officer  
Lumpkin County, Georgia  
[www.lumpkincounty.gov](http://www.lumpkincounty.gov)  
(706) 864 – XXXX  
 Like us on Facebook

“If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. Please contact (Department Number) if you receive this email in error.”

Attorney-client Communications – E-mail sent from or to the County Attorney or any other attorney representing the County should include the following warning header on

Duty not to Waste Computer Resources – Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this sort may not be downloaded unless they are business related.

## **Section 2: Use of County Owned Cell Phones and Personal Cell Phones**

Cell Phone Use – Certain Lumpkin County employees may be provided with cell phones to assist them in performing their jobs. The cell phone belongs to Lumpkin County, acting by and through its duly elected Board of Commissioners, and may be used for County business purposes. The cell phone provides an excellent means of communicating with other employees, supervisors, citizens, outside vendors, and other businesses. Use of cell phones must be tempered with common sense and good judgment. If you abuse your right to use a County cell phone, this privilege may be revoked. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Cell phones, County issued and personal phones included, should be set to vibrate or be turned off during meetings, workshops, and at work stations so as not to create a distraction.

### Activities Which May Result in Disciplinary Action –

- a) Using the County cell phone for other than County business purposes.
- b) Sending a text message for other than County business purposes.
- c) Using a cell phone (County owned or personal) while driving a County vehicle or operating County owned equipment. (See Vehicle Use Policy, Par. 3.310)
- d) Use of cell phone photo and video features is prohibited except for business related purposes.
- e) Misuse of internet access via cell phones is prohibited except for business related purposes. (See Information Technology Policy, Par. 3.309)

Failure to comply with these guidelines may be brought to the attention of management for appropriate action, which may result in loss of the County owned cell phone, any disciplinary action up to and including termination of employment. Violations of applicable laws or regulations governing the use of cell phones and/or related features could result in criminal or civil prosecution in addition to disciplinary action taken by Lumpkin County.

No Expectation of Privacy – Employees do not have an expectation of privacy in the phone calls made and received. Cell phone bills are reviewed on a regular basis for any suspected misuse. Employees misusing a County owned cell phone will be required to



# Lumpkin County, Georgia

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## Finance Department

**Date:** April 1, 2015

**Agenda Item:** Lumpkin County Handbook Policy #11 Update

**Item Description:** Amend Policy #11 Technology section covering email footers.

**Facts & Historical Information:**

In 2012, the technology policy, previously adopted and amended, was incorporated into the Lumpkin County Employee Handbook and Civil Service Plan. The plan covers use of computers, cell phones and related matters. In March of 2015, the County launched a social media initiative via Facebook. In order to promote the page and increase civic engagement, staff is recommending that the section of the Technology Use Policy titled Standard Footers for E-mail be amended to allow for the Facebook emblem and/or the following language "Like us on Facebook" between the phone number and the disclaimer.

- Potential Courses of Action:**
- A) Allow the change to help promote our Facebook page and possibly increase civic engagement.
  - B) Choose to not allow a change to the footer which will limit promotion of our Facebook page.

**Budget Impact:** There is no budgetary impact.