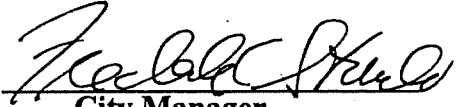


<p style="text-align: center;"><b>City of Petaluma, CA</b> <b>Administrative Policy</b></p>	<p><b>Number:</b> <b>Last Revision Date:</b> <b>Date:</b> May 1, 1998 <b>Page:</b></p>
<p style="text-align: center;"><b>Subject: Electronic Systems</b> <b>E-Mail</b></p>	<p><b>Authority: City Manager</b>  <b>City Manager</b></p>

**I. PURPOSE**

The following sets forth the City of Petaluma's policy on access to and use of electronic systems. Electronic systems are all hardware, software, and tools owned by the City of Petaluma and available for official use, by the city of Petaluma employees. This use includes, but is not limited to, electronic mail, voice mail, calendaring, and systems such as the *INTERNET*. Employees will be subject to disciplinary action, including dismissal, for violation of this policy. Others, such as temporary placements and independent contractors, are subject to this policy.

**II. POLICY**

Employees who use electronic systems and/or tools provided by the City of Petaluma cannot be guaranteed privacy. Under the Public Records Act, certain E-mail messages and information stored in computers have been considered public records and may be subject to disclosure to the public or may be subpoenaed. In addition, the City reserves the rights to review, audit, and disclose all matters sent over and/or stored in the system. Authorized City personnel, such as, the City Manager, or his/her designee, retain the right to enter and/or retrieve an employee's electronic communication system, data files, logs and programs used on City owned computer equipment.

The City of Petaluma electronic systems are provided for the purposes of conducting business for the City, not for personal non-City business use. Security features provided by the electronic communication system, such as, passwords, access codes, or delete functions, will not prevent authorized City personnel from accessing stored electronic communications. Deletion of E-mail messages or files may not fully eliminate the message from the system.

Employees shall not attempt to gain access to another employee's personal file or electronic mail messages without the latter's express written permission, or permission from authorized personnel.

Section III

The electronic mail and other information systems of the City shall not to be used in a way that may be disruptive, offensive to others, or harmful to morale. These systems shall not be used to solicit or proselytize others for commercial venture, religious or political causes, outside organizations, or other non-job-related solicitations. Improper use includes any display or messages that are derogatory, defamatory, obscene, or offensive to employees or the public; messages that are of a sexual or discriminatory nature, including, but not limited to, slurs, offensive jokes, or other offensive language or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious beliefs. Use of non-City business software including games or entertainment software is considered an improper use of these systems.

Employees are required to comply with operational guidelines developed by the City of Petaluma. Such guidelines will address operational standards such as; message retention schedule, copyright issues, use of passwords, system availability, back-up procedures, etc.

**ACKNOWLEDGMENT / RECEIPT OF POLICY FORM**

I hereby acknowledge that I have received a copy of the City of Petaluma "Policy for Use of Electronic System." I have read and understand all the provisions specified in this policy, and understand that a copy will be placed in my personnel (or service contract/vendor) file.

\_\_\_\_\_  
Print Name Employee/Contractor

\_\_\_\_\_  
Employee/Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head / Human Resources Dept.

\_\_\_\_\_  
Date