

ACCEPTABLE USE OF CITY INFORMATION TECHNOLOGY RESOURCES Policy 800-006

REFERENCE.... **ACCEPTABLE USE OF CITY INFORMATION TECHNOLOGY RESOURCES 800-006**
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Section 1 - PURPOSE

Elected or appointed officials and employees of the City of Enumclaw are obligated to use, conserve and protect electronic information and information technology resources for the benefit of the public interest. Responsibility and accountability for the appropriate use of information technology resources ultimately rests with the individual official or employee who uses these resources or who authorizes such use. The intent of the following policy is to preserve and enhance the integrity of these resources which belong to the citizens of Enumclaw. By accessing or using city owned information technology resources, each end user must agree that they have read and understand and agree to abide by the terms and conditions of this policy. If an elected or appointed official or employee does not agree or understand any of the terms or conditions of this policy, they must immediately discontinue use of city information technology resources and notify their department head or City Administrator and the Information Services Manager.

Section 2 – INFORMATION TECHNOLOGY RESOURCES DEFINED

“Information Technology Resources” consist of all electronic communication assets and equipment, hardware, software, systems, services, networks, data and peripherals owned, leased, rented, established or otherwise administered by the City of Enumclaw. These assets enable individuals to access or interact with information stored on or transmitted within the city data network, telecommunication systems, cellular systems and other internal or external sources. These resources include, but are not limited to the following:

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Antivirus Systems	Firewalls	Remote Access Systems
Card Entry Systems	Hubs	Routers
Cellular Devices	Internet Services	Scanners
Cellular Services	Intranet Services	Server Racks
Control Systems	Label Printers	Servers
Copiers	Laptop Computers	Software Applications
Credit Card Readers	Large Format Printers	Social Media Accounts
Data Backup Systems	Laser Printers	Surge Protectors
Data Racks	Mobile Telephones	Switches
Data Transmission Cables	Modems	Tablet Computers
Desktop Computers	Monitors	Telephone Services
Desktop Printers	Network Bandwidth	Telephone Systems
Digital Cameras	Network Cabling	Telephones
Digital Tape Drives	Network Security Cameras	Televisions
Distribution Lists	Network Security Services	Text Messages
Electronic Data	Operating Systems	UPS's
Electronic Documents	Point of Sale Devices	USB Drives
Electronic Images	Point of Sale Systems	Utility Systems
Electronic Mail Messages	Projectors	Voicemail Systems
Electronic Mail Systems	Personal Communication	VPN Systems
FAX Machines	Devices	Websites
Fiber Optic Systems	Records Management	Wireless Access Points
Financial Systems	Systems	

Section 3 – SCOPE

This policy applies to all elected or appointed officials, employees, temporary employees, contractors, consultants, volunteers, outside or partner agency personnel, vendors, and any others that use or are provided access to city information technology resources including those workers associated with any third parties who access city systems or information technology resources. Throughout this document, the word “employee” will be used to collectively refer to all such individuals. This document applies to all information technology resources, communications systems and equipment owned, leased, rented, established or otherwise administered by the City of Enumclaw both on and off city property. Any violation of this policy is subject to access revocation and/or disciplinary action up to and including termination.

Section 4 - GENERAL PROVISIONS

4.1 Purpose

Information technology resources are provided to City of Enumclaw employees for the purpose of conducting official city business, advancing and supporting the city’s mission and to assist in providing services to its citizens. The purpose of this section is to outline general provisions which must be adhered to while using city owned information technology resources.

4.2 Absolute Prohibitions

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The following uses of city information technology resources are absolutely prohibited:

- a. Any use for the purpose of conducting outside business or other commercial use which is not directly related to conducting official business for the City of Enumclaw or authorized partner agencies.
- b. Any campaign or political use, unless such use has been determined not a violation of RCW 42.17.130 and .190 by the City Attorney, Washington State Attorney General, or Washington Public Disclosure Commission, or as otherwise authorized by law.
- c. Any use for private benefit or gain, including use of government contracts with vendors for the personal purchase of goods or services.
- d. Any use of information technology resources for the purpose of storing, publishing copying or otherwise using any illegally obtained copyrighted material or material which violates copyright laws.
- e. Any use of profane, abusive or otherwise objectionable language in either public or private communications.
- f. Any use of the information technology resources for the purpose of engaging in gambling or to access online gambling websites.
- g. Accessing, viewing, downloading, sending, forwarding, replying to, printing, storing or publishing items which contain pornographic, sexually explicit, offensive or disruptive content, promote violence, hate, aggression, harassment or illegal activity or contain any content that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin, veteran status or disability.
- h. Announcing union meetings or conducting other exclusively union business.
- i. Attempting to gain unauthorized access to city systems or data, outside systems or data, or attempting to decrypt, bypass or otherwise override system security or passwords.
- j. Any use which violates City of Enumclaw policy or city, county, state or federal law.

4.3 Prohibition against Use of Information Technology Resources for Personal Use

No employee may use city information technology resources for personal benefit or gain of the employee, or any other person or organization including but not limited to the use of information technology resources to conduct or operate a private business or to purchase or sell goods for personal use.

4.3.1 Exceptions to Personal Use

Notwithstanding the prohibition against use of city information technology resources for personal benefit set forth in this policy, department heads may allow an employee to may make de minimis, personal use of city information technology resources if:

- a. There is no cost to the city;
- b. The use of city information technology resources does not interfere with the performance of the employee's or other employee's official duties;

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- c. The use is during non-working hours, brief in duration, and does not disrupt or distract from the conduct of city business;
- d. The use does not compromise the security or integrity of city information technology resources;
- e. The use does not involve installation of hardware or software not purchased by the city;
- f. The use does not involve the storage of personal photos, music, documents or other data on a city owned computer.

An elected or appointed official or department head may authorize use of city information technology resources to support, promote, or solicit for an outside charitable or community-based organization or group if the use of city information technology resources meets the provisions set forth above. Occasional, minor use of printers, photocopiers, telephones or fax machines by employees is permitted provided the employee receives prior permission from an elected or appointed official or department head and pays for use at the rate established in the city's consolidated fee schedule.

4.4 Elected or Appointed Officials or Department Heads May Implement More Restrictive Policies

Nothing in this policy is intended to limit the ability of an elected or appointed official or department head to adopt policies for their offices or departments that are more restrictive than the prohibitions provided herein.

4.5 No Expectation of Privacy

The city reserves the right to access, monitor and audit the activity and use of city information technology resources, communications, data, files and documents of all elected or appointed officials and employees including content sent, received and/or stored through the use of such resources. Users shall have no expectation of privacy when using city information technology resources. Such records may be subject to disclosure under the Public Records Act or may be disclosed for audit or other legitimate city operational or management purposes. Any records created while conducting city business using personally owned information technology resources may also be subject to disclosure. Any accessing, monitoring or auditing of city information technology resources must be performed by or coordinated through the Information Services Division.

4.6 Authorized Equipment

Only city owned information technology resources purchased or authorized by the Information Services Division may be connected to the city network or to a city owned computer. Unless otherwise authorized by the Information Services Division, only city owned information technology resources may be used for conducting city business.

4.6.1 Exceptions for Vendors, Contractors and Outside Agencies.

The Information Services Division may authorize exceptions to section 4.6 for vendors, contractors and outside agencies for the sole purpose of conducting government business. Prior to allowing any non city owned computer or equipment to be connected to the city network, the Information Services Division will verify that the computer is virus free and employs an up to date virus prevention mechanism.

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4.7 Prohibited Equipment

With the exception of connections designated "Public Access" or "Non Business Access" in section 4.8, personally owned computers laptops, wireless access points, routers, hubs, PCD's (as defines in section 9) or other non city owned information technology resources may not be connected to the city network or to city owned information technology resources. An official or employee may use a personally owned mobile computer or PCD during lunch, breaks or other non-working hours in non work areas (IE: in a break room, outside or in their personal vehicle) providing such use does not interfere with the performance of the employee's or other employee's official duties and does not disrupt or distract from the conduct of city business.

4.8 Computers and Networks designated as "Public Access."

Certain city information technology resources including computers and internet access may be designated as "Public Access" or "Non Business Access" by the Information Services Division. These include:

- a. The separate external network and computers located within the sleeper quarters of City of Enumclaw Fire Station are designated "Non Business Access."
- b. The separate external network and computers located within the public areas of the City of Enumclaw Youth Center are designated "Public Access."
- c. The separate external network and computers located within the public areas of the City of Enumclaw Senior Center are designated "Public Access."

4.9 Ownership

All software, programs, documents, drawings, images, applications, templates, databases and data files residing on city computer systems or storage media or developed on city systems are the property of the City of Enumclaw and shall not be removed from the workplace without proper authorization. The city, therefore, may access, copy, change, alter, modify, destroy, delete or erase this property at any time without prior notice. All information technology resources defined in section 2 are the property of the City of Enumclaw and shall not be removed from the workplace without proper authorization.

4.10 Records Retention and Public Records

All email and other electronic documents and communications are the property of City of Enumclaw and may be subject to the Public Records Disclosure Act (RCW Ch. 42.17). Each employee is responsible for maintaining copies of email and other electronic documents and communications they receive or send which they would have an obligation to retain if created on paper. If an employee has a doubt concerning the need to retain any email or electronic document, the employee shall consult the State Records Retention Manual, the City Clerk, or the appropriate elected or appointed official or department head.

4.11 Disposal of Information Technology Resources

The Information Services Division is responsible for disposal of all city owned information technology hardware and software. Prior to disposal, all data residing on hard drives, disks, tapes, or other electronic storage media will be permanently deleted or destroyed to avoid unauthorized release of data. Any hard drives, disks, tapes, or other electronic storage media used in devices which access secure information such as CJIS data will be disposed of by

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shredding or incineration only. No information technology resources will be sold, destroyed, transferred or otherwise disposed of except by, or with the authorization of the Information Services Division.

4.12 Authorized Users

With the exception of those resources designated "Public Access" or "Non Business Access" in section 4.8, only elected or appointed officials, paid city employees or volunteers authorized by the appropriate department head may use city information technology resources.

4.13 Network Topology Drawings

It is the responsibility of the Information Services Division to maintain up to date network topology drawings of the city network infrastructure. These drawings will be updated no less than annually with the exception of changes made affecting access to criminal justice information systems which will be updated within one month of implementation. Network topology maps will be marked "For Official Use Only" and not be made available for distribution to the general public.

4.14 Designated Information Security Officer

The Manager of Information Services is the designated Information Security Officer for the City and is responsible for establishing and maintaining strategies and programs that ensure information assets and technologies are adequately protected. The Information Security Officer assists staff in identifying, developing, implementing and maintaining citywide processes for the purpose of reducing information risks related to the use of IT resources. In addition, the Information Security Officer is responsible for responding to incidents or breaches in security and managing security related technologies in use by the city.

Section 5 - SPECIAL PROVISIONS REGARDING COMPUTER ACCOUNTS

5.1 Purpose

Employees are responsible for the security of electronically stored information and/or data they have been given permission to use. All employees given permission to access data must act in a manner to protect said data from loss, unauthorized alteration access and use.

5.2 Assignment of Computer Accounts

Computer accounts are assigned by the Information Services Division to individual employees at the discretion of elected or appointed officials and department heads for their exclusive use in conducting city business. Only elected or appointed officials and paid city employees will be assigned computer accounts for the purpose of accessing city information systems. To ensure only authorized elected or appointed officials and city employees are granted access to city information systems, user accounts will only be created after the employee has been entered into the payroll system or in the case of elected or appointed official, immediately upon being elected or appointed. Users are responsible for all activities conducted with accounts assigned to them. Shared computer accounts for specialized purposes, and with limited access to data, may be authorized by the Information Services Division. Such shared accounts may also be exempted from password standards and access control requirements if authorized by the Information Services Division.

5.3 Passwords

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Passwords are to be kept secret except in the case of authorized shared accounts. Each user is responsible to maintain the secrecy of the passwords for accounts assigned to them. To maintain password integrity, passwords for accounts assigned to individuals must not be shared. If a user has knowledge that another person knows or is using their password, it is their responsibility to immediately change the password and to report it to the Information Services Division. In the event a user forgets their password, they should contact the Information Services Division to have it reset.

5.4 Access Control

User account and passwords are used to control access to city data resources based on an individual employee's need to access specific data. Users are responsible for data accessed, transmitted, copied, saved or deleted using their user account. Users are prohibited from accessing or attempting to access information, systems, data or other information technology resources to which they have not been granted access by the Information Services Division. To prevent unauthorized use, all users should log off of, or lock access to all city computers and systems before leaving their computers or systems unattended. This provision is not intended to restrict distribution of data resulting from public disclosure requests or the authorized release of information by the city.

5.5 Data Access and Accounts for Terminated Employees

When an employee or official ends their service with the City of Enumclaw, it is the responsibility of the appropriate elected or appointed official or department head to immediately notify the Information Services Division. Upon notice of an employee or official's end of service, the Information Services Division will immediately suspend and/or change the password for all user accounts assigned to that individual. The appropriate elected or appointed official or department head may request access to the users' accounts for the purpose of retrieving and/or archiving data, files, messages or other information for a period not to exceed 90 days. After 90 days, the user account and any remaining user files will be permanently deleted. It is the responsibility of the appropriate elected or appointed official or Department head to move or archive any documents, data, files or messages necessary within the 90 day period.

5.6 Password Standards

The following minimum password and account lockout standards will be employed for users logging into the city network:

- a. Passwords must be a minimum of 8 characters.
- b. Passwords may not contain dictionary words, proper names or the user ID.
- c. Passwords must be changed every 90 days.
- d. Previous 10 passwords may not be re-used.
- e. Accounts will be locked for 15 minutes after 5 invalid logon attempts.
- f. No dictionary words or proper names may be used.
- g. Password and logon ID must not be the same.

5.7 Exceptions for Information Services Staff and Other Authorized Individuals

Information Services Staff and other authorized individuals with the permission of the Information Services Division may, by nature of assigned duties and in support of authorized

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activities, be exempt from any or all of the provisions in section 5. Elected or appointed officials and department heads will be granted access to information and data accessed by their direct reports on request and without further authorization.

Section 6 - SPECIAL PROVISIONS REGARDING ELECTRONIC MAIL

6.1 Purpose

The purpose of this section is to establish guidelines specific to governing the acceptable use of city-provided electronic mail (e-mail) resources. By establishing and maintaining compliance with this policy, risks and costs to the city can be minimized while the valuable potential of this communication tool can be maximized.

6.2 Right of Inspection

The electronic mail system owned by the City of Enumclaw is intended solely for the purpose of conducting city business. Electronic mail communications constitute public records and the city has the right to access or monitor messages for work-related purposes, security, or to respond to public record requests. All messages should be composed with the expectation that they are public. Users shall have no expectation of privacy in e-mail messages, whether they are business related or an allowed personal use as provided herein. Use of the city's electronic mail system shall be considered consent to elected or appointed officials, department heads, and the Information Services Division to inspect, use, or disclose any electronic mail or other electronic communications and/or data without prior notice.

6.3 Forwarding of Electronic Mail

A user forwarding a message which originates from someone else, may not make changes to that message without clearly disclosing the exact nature of the changes and the identity of the person who made the changes.

6.4 Misdelivered Messages

If an electronic mail message is delivered to a user by mistake, the user should stop reading as soon as they realize the message was not intended for them and notify the sender and Information Services Division immediately.

6.5 User's Responsibility for Security

Users are responsible for the security of their electronic mail account password and any electronic mail that is sent via a user account. To protect a user account against unauthorized use, the same precautions outlined in section 5.3 should be followed with regards to a user's email account. Users may not send electronic mail on behalf of another person or user without their knowledge and consent.

6.6 Use of Non-City Email Accounts

Non-city email accounts including web based email accounts may not be used to conduct city business. Elected or appointed officials and employees will be issued city email accounts as required for the purpose of conducting city business.

6.7 Exceptions for Information Services Staff and Other Authorized Individuals

The Information Services Division may establish and use outside email accounts for the purpose of testing or troubleshooting city email accounts and systems. Law enforcement personnel, for

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the sole purpose of conducting of investigations and with the express permission of the Chief of Police may be exempted from section 6.6.

6.8 Transmission of Confidential Information

Confidential material must not be sent via email as electronic mail messages are subject to being intercepted, copied, forwarded, viewed, and used for non-approved purposes.

6.9 Electronic Chain Mail

E-mail "chain letters" shall not be originated, forwarded or otherwise distributed using any city information technology resource under any circumstances. An e-mail "chain letter" is defined as any message sent to one or more recipients which directs the recipient to forward it to one or more other recipients with the promise of reward for forwarding it or threat of consequences for not doing so.

Section 7 - SPECIAL PROVISIONS REGARDING INTERNET ACCESS

7.1 Purpose

It is the policy of the City of Enumclaw to encourage effective and efficient use of all city owned information technology resources for conducting city business. This includes use of the internet for employees to provide information to city residents, businesses, and other governmental agencies, to search for information, and for information exchange.

7.2 Certain Use of Internet Prohibited

In addition to the prohibitions outlined in section 4.2, the following specific internet related activities which are prohibited:

- a. Use of the city internet service to access sites which provide streaming video, audio, internet radio or video broadcasts, interactive downloading of screen savers or browser features or other content that consumes excessive or continuous bandwidth except for the purpose of conducting city business.
- b. Use of the city internet service to download, upload, store, purchase or share music or video files to or from the internet except for the purpose of conducting city business.
- c. Use of the city internet service to buy or sell merchandise through online shopping or auction services or to conduct banking or financial transactions which are not directly related to conducting city business.
- d. Use of instant messaging or other messaging services or software except for the purpose of conducting city business.

7.3 Exceptions for Law Enforcement Personnel

Law enforcement personnel, for the sole purpose of conducting investigations and with the express permission of the Chief of Police may be exempted from section 7.2.

7.4 Monitoring and Reporting of Internet Use

It is the responsibility of each department head to monitor and audit internet use within their department. The Information Services Division may monitor and record user access to internet sites and may provide department heads with information that can be used to track usage as required or requested to enforce city or department policy.

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Section 8 - SPECIAL PROVISIONS REGARDING REMOTE ACCESS TO CITY SYSTEMS

8.1 Purpose

Remote access to certain city systems, applications, and data such as webmail or mobile access in city vehicles is maintained for selected employees. Other remote access systems are restricted only to those employees who show a demonstrated necessity to access data or applications while away from city facilities and only for the purpose of conducting city business.

8.2 Authorization Required

Remote web based access to city email is granted to all email users for the purpose of accessing their e-mail while at home, on leave or traveling. Certain city mobile computers are equipped with secure remote access for public safety functions. The Information Services Division may utilize remote access to systems for offsite troubleshooting and maintenance. All other requests for remote access to city systems must be authorized and implemented by the Information Services Division.

Section 9 - SPECIAL PROVISIONS REGARDING TELEPHONES AND PCD'S

9.1 Purpose

The purpose of this provision is to establish guidelines for the use of city issued mobile phones, personal communication devices, landline phones, and the on-duty use of mobile devices personally owned by employees. Because of technical advances and varying manufacturer nomenclature, this provision will generically refer to personal communication devices (PCDs) as such, but is intended to include all mobile phones, PDAs, and other such wireless two way communication and/or portable internet access devices.

9.2 Privacy Policy

Any employee utilizing any computer, internet service, phone service, or other wireless service provided by or funded by the city expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including the content of any such communication. The city also expressly reserves the right to access and audit any and all communications including content sent, received and or stored through the use of such service.

9.3 City Issued PCD and Landline Telephones

Depending on an employee's assignment and needs of the position, the city may, at the discretion of the appropriate department head, issue a personal communication device (PCD) and or landline telephone. Such devices shall remain the sole property of the city and shall be subject to inspection or monitoring, including all related records and content, at any time without notice and without reason.

9.4 Individually Owned PCD

Employees may carry their own individually owned PCD while on duty subject to the following provisions:

- a. Carrying an individually owned PCD is optional.
- b. The device shall be purchased, used and maintained at the employee's expense.

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c. The employee is responsible for all PCD hardware, software, service and support.

9.5 Use of PCDs/Landline Phones

PCDs and land-line phones should only be used by on-duty employees for legitimate city business except as provided for below.

Employees may use a PCD to communicate with other personnel in those situations where the use of the radio or landline telephone is either impractical or not feasible. PCDs however, should not be used to replace regular radio or landline telephone communications. PCDs and landline phones may not be used to conduct personal business while on duty except when brief personal communications may be warranted by the circumstances (e.g. inform family of extended hours). While employees may use personally owned PCDs and landline phones for personal business during non working hours such as breaks and lunches, such usage should be limited to areas where the communication will not disrupt other employees or where it could be seen or heard by members of the public. Extended or frequent use of city issued or personally owned PCDs or landline phones for personal use is prohibited. Employees may be responsible for reimbursing the city for any charges incurred as a result of personal use.

9.6 PCD Use While Driving

Except as provided for in RCW 46.61.667, the use of a PCD while operating a motor vehicle is prohibited.

9.7 Use of Text Messaging and Instant Messaging

Text messaging and instant messaging are to be used only for transitory messages with a short-term retention value that can be destroyed when no longer needed for city business. The Washington State Archives defines "transitory records" as those which "only document information of temporary short-term value," and provided that the records are:

- a. Not needed as evidence of a business transaction; and,
- b. Not covered by a more specific records retention series.

Examples of "transitory records" include miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of community affairs, holidays, etc.) Text messaging and instant messaging will not be used to provide any working direction to staff which is not documented in some other form for retention purposes. If for any reason a non-transitory text message or instant message is sent that does have retention value, the employee must immediately take steps to preserve the record. The record can be preserved via logging, screen shot, photograph or transcription of the exact content to a recordable medium such as email. Once preserved, the record must be retained and/or destroyed in accordance with the Secretary of States Records Retention Guidelines.

Section 10 - SPECIAL PROVISIONS REGARDING INTERNET WEBSITES

10.1 Purpose

The purpose of this provision is to establish guidelines for the procurement, creation and maintenance of internet websites and social media accounts owned, established or maintained

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by the City of Enumclaw. Internet Websites are established on behalf of the City of Enumclaw and its departments by the Information Services Division. These websites consist of both externally visible sites for use by the public and internal sites for use by elected or appointed officials and city employees. These sites contain information regarding programs, services, policies, and objectives of the City of Enumclaw and the surrounding area as well as links to other governmental and outside agency sites. External city websites are designed to provide convenient access to city related records, events and other resources for residents, visitors, businesses, non-profit organizations, other public agencies, and schools to access their city government. Internal sites are designed to provide elected or appointed officials and city employees with access to information, news, links and other content which improves the efficiency in which they perform their jobs. Social media websites are third party hosted online technologies that facilitate social interaction and dialogue through user participation and user-generated content. They include social networking sites, social bookmarking sites, social news sites, and other sites that are centered on user interaction.

10.2 Website Standards

All websites including social media accounts, owned by or which represent the government of the City of Enumclaw must present a consistent, professional image of the city, its elected or appointed officials, employees and the events, programs and services it offers. In order to ensure a consistent appearance and public image, all city websites shall be procured, maintained and periodically reviewed by the Information Services Division. At its discretion, the Information Services Division may provide city departments with the ability to edit and maintain content on city owned or managed websites. The Information Services Division shall act as the city's registration authority for all city-owned domain names and shall acquire and maintain all domain registrations, websites, and social media accounts. Elected or appointed officials and employees are prohibited from acquiring or registering internet domains or establishing websites including social media accounts which are owned by or represent the City of Enumclaw, its departments, divisions, events, programs or services.

10.3 Links from City Websites

The city's websites may contain links to outside content which provide information relevant to the residents, elected or appointed officials, and employees of the City of Enumclaw. At its sole discretion, the Information Services Division may include on city websites links to outside content of the following nature:

- a. Federal, state, local and educational entities.
- b. Private organizations if these organizations offer services that complement the information or services offered by the City of Enumclaw.
- c. Non-profit organizations if these organizations offer services that complement the information or services offered by the City of Enumclaw.
- d. News, weather, search engine, mapping or other sites which may improve employee efficiency in performing their duties.

The determination of whether to establish links to outside sites organizations is made on a case-by-case basis by the Information Services Division.

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10.4 Political Content Prohibited

In order to avoid the appearance of City endorsement of political content, no content shall be placed on any City website which promotes or opposes any candidate for political office, political party, or advocates for or against a particular issue on a local, state, or national level.

10.5 Social Media Accounts

Social media accounts shall be subject to the following guidelines:

- e. Social media accounts will only be established for the purpose of directing visitors to information on the external city website or to mirror information contained therein. To avoid the potential of prohibited or libelous content appearing on a city sponsored social media account, social media accounts will not be established which allow posts or other content from the public.
- f. The Information Services Division or assigned departmental employees will maintain accurate city information on social media accounts by frequently reviewing and updating content as necessary and appropriate.
- g. Information posted using the city's social media accounts is subject to the Public Records Act and associated retention schedule. In order to ensure appropriate retention of public records, content posted by the city employees on city social media accounts should not be original source content, but rather a secondary copy of information that is posted either on the city website or contained in an electronic record or a hard copy.
- h. A link to the city's website, www.cityofenumclaw.net, must be included on all social media sites, directing users back to the City of Enumclaw website for in-depth information on the posted content.
- i. Elected or appointed and appointed officials, board members, commissioners and other officials and appointed volunteers should avoid commenting or otherwise communicating on social meeting sites where such participation would constitute a violation of the Open Public Meetings Act.

10.6 Exceptions for Law Enforcement Personnel

Law enforcement personnel, for the sole purpose of conducting investigations and with the express permission of the Chief of Police may be exempted from sections 10.2 and 10.5.

Section 11 – SPECIAL PROVISIONS FOR VOLUNTEERS, CONTRACTORS, VOLUNTEERS, PARTNER AGENCIES AND OTHER AUTHORIZED INDIVIDUALS

11.1 Purpose

To ensure data integrity and security and to discourage unauthorized use of city resources, care must be taken in issuing logon ID's and granting access to city systems and resources. Unless authorized as described herein, only elected or appointed officials and paid city employees will be issued logon ID's and granted access to city owned information technology resources. Individuals to whom access is granted must agree to abide by the terms and conditions of the

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city Acceptable Use policy whenever accessing city systems or when using information technology resources.

11.2 Exceptions for Unpaid City Volunteers, Private Contractors and Contract Employees. When a legitimate business need exists, at the request of an elected or appointed official or department head and with written permission of the City Administrator, unpaid city volunteers, private contractors or contract employees may be issued temporary logon ID's and/or granted access to city information technology resources.

11.3 Exceptions for Employees of Partner Agencies

At the discretion of the Information Services Manager and for the purpose of supporting the needs of and sharing information and resources with partner agencies, employees of partner agencies may be issued logon ID's and/or granted access to city information technology resources.

Section 12 – SPECIAL PROVISIONS REGARDING ACCESS TO CRIMINAL JUSTICE INFORMATION SYSTEMS

12.1 Purpose

The Criminal Justice Information Services (CJIS) Division of the FBI requires appropriate controls be put in place to ensure the integrity and security of Criminal Justice Information (CJI) data. The CJIS Security Policy provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJI. This Policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to, or who operates in support of, criminal justice services and information.

12.2 Authorized Users

Prior to accessing any CJIS data, all personnel who have direct access to CJI data including department personnel, information services staff and authorized vendors must be authorized by the Chief of Police and meet the following requirements:

- a. Personnel must have a state of residency fingerprint background record check completed.
- b. Personnel must have a state of residency fingerprint re-background record check completed every 5 years.
- c. Personnel must sign the signature log acknowledging that they have they viewed the Washington State Patrol ACCESS Division technical security awareness training.

12.3 Outside Agency Policies

All personnel who have direct access to CJIS data including department personnel, information services staff and authorized vendors must agree to abide by the policies set forth by the Washington State Patrol ACCESS Division and the Criminal Justice Information Services Division of the FBI. Individuals accessing CJIS data are required to operate their terminals according to the rules and policies of Washington Crime Information Center/National Crime Information Center (WACIC/NCIC.)

12.4 Reporting Suspected Misuse of CJIS.

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Any individual who suspects that an individual is obtaining CJIS data for non criminal justice purposes or misuse of CJIS data or violation of the policies mentioned in section 12 shall immediately report the suspected misuse or violation to the Chief of Police. The Chief of Police or their designee shall then immediately notify the ACCESS Section of the Washington State Patrol of any suspected misuse or violation.

12.5 Misuse of CJIS

Violations of the rules, regulations, policies or procedures developed by the City of Enumclaw, Enumclaw Police Department, WACIC/NCIC, Washington State Patrol or FBI, or any other misuse or abuse of the ACCESS system or other CJIS system or data may result in disciplinary action up to and including termination and/or criminal prosecution.

12.6 Physical Protection of CJI Data

Controls shall be in place to protect electronic and physical media containing CJI while being stored, transported or accessed. Electronic media includes memory devices in server and computer hard drives and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disks, flash drives, external hard drives, or digital memory cards. Physical media includes hardcopy documents and imagery that contain CJI data. Individuals shall adhere to the following guidelines when accessing, storing or transporting CJI data:

- a. Store all electronic and physical media within a physically secure or controlled area or within the immediate control of an employee authorized to access such data. A secured area includes a locked drawer, cabinet, or room.
- b. Restrict access to electronic and physical media to authorized individuals.
- c. Ensure that only authorized users remove hardcopy or digital media from secured locations.
- d. Only use information technology resources procured and approved by the city Information Services Division to access, process, store, or transmit CJI data.
- e. Store all hardcopy CJI records in a secure area accessible to only those employees whose job function requires them to handle such data.
- f. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hardcopy records or screen locks or privacy filters for computer terminals.
- g. When CJI is stored electronically outside the boundary of a physically secure location, the data shall be protected using encryption.
- h. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
- i. Lock or log off computer when not in immediate vicinity of work area to protect CJI.
- j. Limit the collection, disclosure, sharing and use of CJI data to authorized personnel.
- k. Secure hand carried electronic and paper documents by storing them in a locked briefcase or lockbox.

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- l. Only view or access CJI data in a physically secure location.
- m. When mailing or shipping CJI data, do not mark the package "Confidential" and ensure packages are sent by methods that provide for complete shipment tracking and history, and signature confirmation of delivery.
- n. Unless equipped with two factor authentication, computers and other devices that are capable of accessing CJIS protected data including those mounted in Police Department vehicles must only be used in a secure area as defined by the FBI CJIS Policy Manual such as inside the police vehicle or inside the Police Department building.

12.7 Destruction of CJI Data

The Information Services Division is responsible for the destruction of all obsolete electronic media containing CJI data. Such media shall be sanitized prior to reuse or permanently destroyed via shredding or other means so as to render the data non-recoverable. End users of physical media such as printed copies of CJI data are responsible for destruction via shredding once the data is no longer required for use.

Section 13 – PROCUREMENT OF INFORMATION TECHNOLOGY RESOURCES

13.1 Purpose

In order to reduce expense to the city, the Information Services Division shall be responsible for managing the procurement of all information technology resources. Significant cost savings, stability and reduced overhead can be achieved through vendor consolidation, hardware and software standardization, volume purchases and utilization of government contracts. Procurement of information technology resources as defined in section 2 shall be the sole responsibility of the Information Services Division. Notwithstanding the exceptions provided herein, it is a violation of this policy to procure or otherwise acquire information technology resources outside the centralized procurement process managed by the Information Services Division.

13.2 Hardware and Software Standards

All city information technology acquisitions shall meet or exceed performance standards set forth by the Information Services Division with regards to hardware, software and system capabilities. The Information Services Division will occasionally review and revise these standards to ensure that information technology resources meet the needs of end users and the business requirements of the city. City owned software shall not be installed on a computer not owned or administered by the City of Enumclaw without the authorization of the Information Service Division. Non city owned software or software obtained outside of the standard Information Services Division procurement process shall not be installed on a city owned or administered computer or system without the authorization of the Information Service Division.

13.3 Grant Purchases

Information technology resources obtained from grants or through grant purchases must be coordinated with the Information Services Division prior to applying for the grant to ensure any technology acquisitions meet current city standards for hardware and software.

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13.4 Capital Purchases

Capital purchases of information technology resources will be requested through the annual budget process by the Information Services Division. Information technology resources obtained as a component of a larger capital purchase must be coordinated with the Information Services Division prior to preparing the capital request to ensure any technology acquisitions meet current city standards for hardware and software.

13.5 Seized Information Technology Resources

Police seizures of information technology resources are not allowed to be utilized as an information technology resource without prior authorization from the Information Services Division. Seized items must meet or exceed current hardware and software standards before being considered for internal use and all items must be inspected and scanned for viruses by the Information Services Division prior to being connected to the city network.

13.6 Donated Information Technology Resources

Donations of information technology resources may not be accepted from individuals or outside agencies without prior authorization from the Information Services Division. Donated items must meet or exceed current hardware and software standards before being considered for internal use and all items must be inspected and scanned for viruses by the Information Services Division prior to being connected to the city network.

13.7 Procurement and Establishment of Internet Websites and Social Media Accounts

Requests for the procurement or establishment of internet websites or social media accounts shall be made by the department director to the City Administrator. Upon approval by the City Administrator the procurement and establishment of internet websites or social media accounts shall be the sole responsibility of the Information Services Division. Notwithstanding the exceptions provided herein, it is a violation of this policy to procure or otherwise establish internet websites or social media accounts which represent the government of the City of Enumclaw, its departments, divisions, services or programs outside the centralized procurement process managed by the Information Services Division.

13.8 Procurement of Landline Telephone and PCD Service and Equipment

The procurement of all telecommunication equipment including telephone systems and service, landline and cellular telephones and other PCD's shall be the sole responsibility of the Information Services Division. Notwithstanding the exceptions provided herein, it is a violation of this policy to procure telephone systems or services, landline and cellular telephones and other PCD's outside the centralized procurement process managed by the Information Services Division.

13.9 Exceptions

Elected or appointed officials and department heads may authorize the purchase of computer related consumables and minor peripherals such as CD's, toner and ink cartridges, keyboards, mice, digital cameras, USB drives, furniture, keyboard trays, cases, screen protectors and ergonomic accessories as necessary to conduct city business. The Mayor, City Administrator, Chief of Police or Information Services Manager may authorize exceptions to section 13 of this policy for short periods of time due to special circumstances such as disasters or other citywide

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emergencies where acquisitions of information technology resources may require increased expediency.

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Section 14 – IMPLEMENTATION

This policy shall be effective immediately upon adoption and shall supersede all policies previously adopted by the City of Enumclaw. The most current version of this policy will be made available on the city intranet site, the external city website and in printed form from the Information Services and Human Resources divisions. Elected or appointed officials and employees are responsible for understanding and agreeing to abide by all provisions in the most current version of this policy. The City Administrator shall have the authority and responsibility for the implementation of this policy and may make interpretations on issues that are not clearly articulated or not included within. Notwithstanding the exceptions provided within, any exceptions to this policy must be authorized in writing by the City Administrator.



Chris Searcy – City Administrator

07/28/15

Date