
Subject: USE OF ELECTRONIC EQUIPMENT AND PHONES
(1991)

No. 10.4

Date: June 19, 2006

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PURPOSE:

This policy establishes rules for City Commissioners regarding their use of City-owned electronic equipment such as laptops, Blackberries, and phones. The policy also authorizes the Internal Auditor and the Audit Committee to identify and report potential abuse to the Administrative Committee for possible action.

SCOPE:

The following policies are applicable to all City Commissioners.

POLICY:

1. The City Commissioners will follow the City's Information Technology Systems Policy.
2. The City Commissioners will follow the City's Cellular Telephone Use Administrative Policy.
3. Recognizing that a City Commissioner does not report to a specific individual, indication of possible misuse may be reported to and reviewed by the Internal Auditor and the Audit Committee. If the review indicates possible abuse, a summary with recommendations will be forwarded to the Administrative Committee for possible action.

EFFECTIVE DATE: June 19, 2006

SEE ALSO:

City Information Technology Systems Policy (Human Resources Policy and Procedure Manual Section V., Subsection L.)

City Cellular Telephone Use Policy (Administrative Policy 10.3)

HISTORY:

June 19, 2006: City Commission Policy addressing City Commissioner use of City Owned electronic equipment and phones approved by the City Commission.

Hannah J. McKinney, Mayor