

VEHICLES

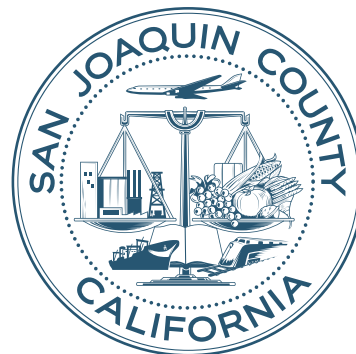
County-owned automobiles shall be used only to conduct County business. No County employee shall use, or permit the use of, any County-owned automobile for any purpose other than County business.

If you have any questions regarding the material in this document, please contact your supervisor / manager.

The following sections of the Administrative Manual were referenced in the development of this document:

- *Data Processing Services (1500)*
- *Telephone System (3300)*
- *Vehicle Usage – County and Private (3700)*

The Administrative Manual and Information Security policies can be referenced on the County Intranet at <http://sjchome>.



*This document was produced by Information Systems Division
on behalf of the County Administrator.*

SAN JOAQUIN
— COUNTY —

Appropriate Use of County Resources

JANUARY 2021

Appropriate Use of County Resources

It is the intent of San Joaquin County to provide its employees with tools that assist in the delivery of goods and services to the people of the County. It is the responsibility of each County employee to use these tools in an appropriate manner. To assist County employees in understanding the policies and expectations of the County, this document has been developed. This document highlights existing County policy regarding appropriate use of County resources. For greater detail, please refer to the Administrative Manual (Sections 1500, 3300 and 3700) available in each County office. Information Security policies can be referenced via a link on the County Intranet at <http://sjchome>

First and foremost, all resources provided by the County must be used only for County business. Employees shall not use, or permit to be used, any County resource for a purpose other than that necessary for County business. Each employee has an obligation to use the tools provided in a manner that is consistent with the public trust. Equipment must be used in a manner that does not jeopardize security, confidentiality, or place the County in a litigious position. Use of the equipment must not violate any law regarding privacy, public record or copyright.

An overview of the most common County resources and associated policy follows:

COMMUNICATION DEVICES

The County provides its employees with a wide variety of communication tools. These tools are provided for the sole purpose of conducting County business. Employees should be careful not to disclose confidential or proprietary County information. It is essential that these tools not be used to transmit, receive or store any communication that is discriminatory, or harassing in nature, or that could be perceived as obscene. Communication tools provided by the County include:

TELEPHONES

Telephones are provided for the purpose of completing County business. Employees will be required to reimburse the County for unauthorized calls that result in a cost to the County.

FACSIMILE MACHINES

All communications sent or received via FAX machines must be for County business only.

VOICE MAIL

The greetings that a caller hears form their first impressions of the employee and the County. Key points to remember:

- *Make sure the greeting is business-like and courteous*
- *Give callers instructions on how to reach a live person*
- *Update your voice message when you are out of the office for an extended period of time*

COMPUTERS / COMPUTER TECHNOLOGY

The purpose of the County's computer technology system is to share information and improve the way service is provided to the public and its employees. As this technology provides connectivity, the actions of one person can impact the integrity and security of a network used by many. Any employee given the privilege of using San Joaquin County's computing and information resources is expected to act in a responsible manner by complying with all policies, relevant laws, and contractual agreements related to computers, networks, software and computer information. As the County's use of the Wide Area Network (WAN) and the Intranet expands, more County employees are using computer technology to share information, making a secure environment very important. In the future, the County Intranet will continue to evolve where staff, with proper access rights, can obtain a wide variety of information, such as employee and benefits information.

Key issues to remember when using County computer equipment:

- *The equipment is provided for the purpose of facilitating County business*
- *All software must be installed, regularly updated and used in accordance with the associated copyright provisions*
- *Anti-virus software must be installed, regularly updated and running on all computers*
- *Any communications, access to County resources should use our VPN for the sole purpose of enabling County business.*
- *Privacy, security, integrity and confidentiality of the information should be maintained at all time*
- *Do not leave your computer on and unattended – especially in areas providing public access*
- *Change your password at least every 90 days*
- *All computer information created using County computer resources is the property of the County*
- *Using a modem to connect to an external source can jeopardize the security of County information*
- *All access to the Internet made via County computers can be monitored by the County*
- *All Internet, Intranet, collaborative tool usage (Microsoft Teams) and electronic mail messages created, sent or retrieved over the County's network are not private. All such messages can be monitored and audited for content*
- *Transmitting, retrieving or storing any communication of a discriminatory or harassing nature is prohibited by County Policy*
- *Transmitting, retrieving or storing any communication or image that is abusive, profane or offensive is prohibited by County Policy*