

VILLAGE OF GEORGETOWN, OHIO

RESOLUTION NO. 1189

**A RESOLUTION ADOPTING A COMMUNICATIONS POLICY
FOR EMPLOYEES AND ELECTED OFFICIALS
OF THE VILLAGE OF GEORGETOWN, OHIO**

WHEREAS, The Village of Georgetown, Ohio (the “Village”) seeks to adopt a Communications Policy governing the use of Village computers, network infrastructure, telephone, cellular telephones, paging systems, voicemail, I-pad or other tablet computer devices, internet, software programs, e-mail, websites, Twitter, Facebook pages or other social networking sites and any other similar wireless devices, programs or systems. _____

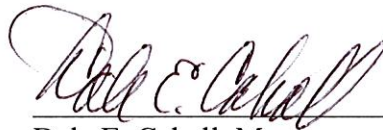
BE IT RESOLVED by the Council of the Village of Georgetown, Brown County, Ohio, a majority or more of all members thereof concurring as follows:

SECTION 1: Council of the Village of Georgetown does hereby adopt a Communications Policy, a copy of which is attached as Exhibit A, governing the use of Village computers, network infrastructure, telephone, cellular telephones, paging systems, voicemail, I-pad or other tablet computer devices, internet, software programs, e-mail, websites, Twitter, Facebook pages or other social networking sites and any other similar wireless devices, programs or systems by Village employees and elected Village officials.

SECTION 2: That the Council hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of the Council, and that all deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

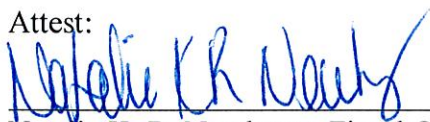
SECTION 3: This Resolution shall be in full force and effect from and after the earliest date allowed by law.

Passed and adopted at a legally convened meeting of Council held on the 11th day of April, 2019.



Dale E. Cahall, Mayor

Attest:



Natalie K. R. Newberry, Fiscal Officer

VILLAGE OF GEORGETOWN COMMUNICATIONS POLICY

The proper use of the Village of Georgetown (the "Village") communication system is essential for all employees. The Village communications systems are Village property and their purpose is to facilitate Village business. Every employee, and any other person granted permission to use the Village communication system, including elected Village officials, have a responsibility to maintain and enhance the Village's public image and an obligation to use the communication system in accordance with this policy. This policy applies to all Village employees and elected officials. The Village of Georgetown Police Department which has its own social media/networking policy and when less restrictive, or in conflict, this policy shall supersede it.

The Village communication system is defined, but not limited to, Village computers, network infrastructure, telephone, cellular telephones, paging systems, voicemail, I-pad or other tablet computer devices, internet, software programs, e-mail, websites, Twitter, Facebook pages or other social networking sites and any other similar wireless devices, programs or systems.

The Village has established this policy with regard to access, use and disclosure related to the communication system. The Village reserves the right to change the Village communication system at any time as may be required under the circumstances without notice.

The Village communication system is for the purpose of conducting Village business in a professional manner. The Village communication system may not be used for transmitting, retrieval, or storage of any communications of the following nature:

1. Obscene, sexually graphic or X-rated;
2. Harassment of any kind;
3. Derogatory, offensive, or discriminatory remarks about an individual's race, gender, age, disability, national origin, physical attributes, religious or political beliefs, or sexual preference;
4. Abusive, profane or offensive language;
5. Commercial activities;
6. Political activity;
7. Support for causes other than those sponsored by, or organized by, the Village;
8. Illegal activities;
9. Communications which hide or forge the identity of the sender as someone other than the person sending the communication;
10. Any other purpose against any Village policy or which is determined by the Village Administrator to reflect poorly on the Village.

All messages sent using the Village communication system are and remain the property of the Village and not the private property of any user. No user has any ownership interest of any kind in any communication made, stored, or received using the Village communication system.

All installed software must be registered and licensed to the Village. License information and the original media must be stored with the Village Administrator, or their designee. It is permissible to make a single copy of any Village software for reference or back-up purposes. There will be no downloading or installing of any software that is not used for Village business. The communication system shall not be used to knowingly send, upload, or receive any unauthorized copyrighted materials, including, but not limited to, trade secrets, proprietary financial information, or similar materials without appropriate authorization of the Village Administrator or their designee.

The Village Administrator, or their designee, reserves and intends to exercise the right to review, audit, share, intercept, access and disclose all messages created, received, stored or sent over the Village communication system for any purpose without the permission of the user. The Village may monitor usage patterns, cost analysis/allocation and compliance with this policy.

Communications that document the organization, functions, policies, decisions, procedures, operations or other activities of the Village are public records as defined by Ohio law. Communications made using the Village communication system should be presumed to be public and not confidential. Even when a message is erased, it is still often possible to retrieve that message. Further, the use of passwords or access codes do not guarantee confidentiality. All passwords, or access codes to any Village communication system must be disclosed to your Department head and/or the Village Administrator, if requested.

All users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages or files without the person's permission.

All users are responsible for the content of all messages that they have sent or stored using the Village's communication system.

Anyone using a desktop computer, laptop computer, I-pad or other similar device shall regularly download to the Village computer server all information contained on such device. No employee shall leave any Village communication system in a place such that it may be accessed or used by persons not authorized to do so.

Any user who abuses the privilege or the Village's communication system will be subject to discipline or corrective action, including, but not limited to, termination of their employment. If necessary, the Village also reserves the right to inform the appropriate law enforcement agency or officials regarding any illegal violations or suspicious activity involving the Village communication system.

CELLULAR TELEPHONES

Cellular telephones and pagers shall be issued only to those employees with a demonstrated need for these types of communication. Cellular telephones and pagers shall be authorized by the appropriate Department head or the Village Administrator.

Employees must safeguard any Village owned or contracted cellular telephone and pager equipment in their possession.

The loss of any Village owned or contracted cellular telephone or pager equipment shall be reported to the employee's supervisor immediately. If theft is suspected, the Georgetown Police Department and any other police department with jurisdiction over such matter shall also be notified and a theft report will be filed.

Employees shall exercise extreme caution when driving and talking on a cellular telephone. Unless utilizing "hands free" speakerphone, Blue-Tooth, or other similar device, employees should make a reasonable effort to stop their vehicle, as soon as safely possible, to use cellular telephones. When responding to an emergency situation, police and fire employees shall defer to any directives issued by their department head regarding the proper use of cellular telephones and adhere to any state laws or regulations regarding the same.

When an employee no longer has a demonstrated need for the cellular telephone or pager, or when the employee's employment is terminated or suspended, that employee shall immediately return any computer, cellular telephone or pager, and any related equipment, to the Village. If an employee has a password on their cellular telephone or computer, they shall provide it to their department head or the Village Administrator upon surrender.

Non-compliance with this policy may result in discipline as determined by the Department head or the Village Administrator.

SOCIAL MEDIA

The Village expects employees to be conducting Village related business when working. Employees are not permitted to access, or make postings on, personal websites, or social networking sites, when they are working without the approval of their Department Head or the Village Administrator. This shall not include postings being made by the Village Administrator, or their designee, as outlined herein. Department heads may access or authorize other employees to access such websites or make such postings when it is in the interest of the Village to accomplish its mission or responsibilities. When employees make postings on personal websites, or social networking sites, related to matters that affect the Village, they shall include a disclaimer making it clear to others that such postings or opinions are being made in their personal capacity and not as an employee or authorized representative of the Village. Employees making a posting to a personal

website or social networking website should carefully consider whether the posting will negatively reflect upon the Village or the employee and possibly negatively impact the ability of that employee or the Village to perform public duties without bringing unwanted scrutiny to the employee's morality, credibility or integrity.

VILLAGE WEBSITES

Any proposed additions and/or deletions of content, regardless of how minor, to any Village websites must be approved by the Village Administrator, or any Department head responsible for that particular site content. The Village Administrator, or their designee, is responsible for the maintenance and content of Village websites as well as the Village Facebook page and suggestions for additions/deletions must be submitted through that person. Additions of content or direct links beyond normal Village business must be authorized by the Village Administrator based upon the following criteria: the linkage has an economic benefit to the Village community, involves a Village sponsored event, or the linkage is a site of interest that is related to the Village's mission.

Violations of any guidelines listed above may result in disciplinary action up to and including termination. The Village may advise appropriate law enforcement agencies or officials of any illegal violations or suspicious activity.

(Approved by Village Council – April __, 2019)