

Excerpts on Use of City Resources

1) **SIA Template Language (June 2008)**

IV. Restrictions on Use of City Resources, City Work-Product and Prestige

A. Use of City Resources

No employee or officer may use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. No employee or officer may allow any other person to use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. Notwithstanding these general prohibitions, any incidental and minimal use of City resources does not constitute a violation of this section. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use City facilities, equipment or resources, as defined herein.

Example. An employee or officer may use the telephone to make occasional calls to arrange medical appointments or speak with a child care provider, because this is an incidental and minimal use of City resources for a personal purpose.

Nothing in this Statement shall exempt any employee or officer from complying with more restrictive policies of the Department regarding use of City resources, including, without limitation, the Department's e-mail policy.

2) **Employee Handbook**

Use of City and County Property for Business Purposes Only

All City equipment, devices, and materials (e.g., photocopier, telephones, computers, vehicles, stationary, fax machines, etc.) must be used only for conducting City business. Use of City property for personal, political, employee organization, or other non-City business is strictly prohibited.