

20.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2009-0256	Resolution	Introduced
	Resolution Relative to Revising the Electronic Communication Policy for Inclusion in the City of West Allis Policies & Procedures Manual.	
	Introduced: 12/1/2009	Controlling Body: Administration & Finance Committee
		Sponsor(s): Administration & Finance Committee

COMMITTEE RECOMMENDATION *adopt*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DEC 01 2009	X		Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		X	Reinke	✓			
			Roadt				
			Sengstock				
			Vitale	✓			
			Weigel				
			TOTAL	5	-		

SIGNATURE OF COMMITTEE MEMBER

Kurt E. Kopplin
 Chair _____ Vice-Chair _____ Member _____

COMMON COUNCIL ACTION **ADOPT**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DEC 01 2009	✓		Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		✓	Reinke	✓			
			Roadt				✓
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
			TOTAL	9			1



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2009-0256

Final Action:

DEC 01 2009

Resolution Relative to Revising the Electronic Communication Policy for Inclusion in the City of West Allis Policies & Procedures Manual.

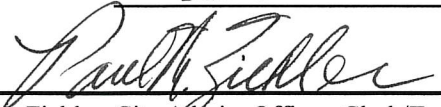
WHEREAS, Policy No. 1311, Electronic Communication Policy, was originally included in the City of West Allis Policies & Procedures Manual on February 6, 1998; and,

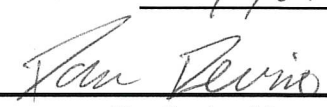
WHEREAS, it is necessary to revise said policy at this time to more specifically address the use of cellular telephones, to incorporate language addressing situations that may arise as a result of the evolving nature of electronic media and services (e.g. entries/communications made on social networking sites), and to generally update the policy consistent with the City's practices.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 1311, Electronic Communication Policy, be approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include Policy No. 1311 in the City of West Allis Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.

ATTR-Resolution-Electronic Commun Policy

ADOPTED DEC 01 2009

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED 12/8/09

Dan Devine, Mayor

1311

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--/--/09

1.0 PURPOSE:

To better serve our citizens and give our workforce the best tools to do their jobs, the City of West Allis (the "City") continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, PDAs, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, the World Wide Web, etc.

The City encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the City should remember that electronic media and services provided by the City are City property and their purpose is to facilitate and support City business.

This policy cannot lay down rules to cover every possible situation. The purpose of this policy is to express the City's philosophy and set forth general guidelines employees should apply when using electronic media and services. By adopting this policy, it is the City's intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the City.

The following procedures apply to all electronic media and services that are:

- Accessed on or from City premises;
- Accessed during work time;
- Accessed at any time using City equipment or via City-paid access methods; or
- Used in a manner that identifies the individual with the City.
- Used in a manner that may bring discredit upon the City or cause one's work-related integrity or good judgment to be questioned (whether such use is on personal media and services and/or during work time or not).

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, divisions, offices, boards, commissions, committees and City employees.

3.0 POLICY:

It is the policy of the City to follow this set of procedures for the use of electronic communication media and services.

4.0 REFERENCES:

Electronic Communications Privacy Act of 1986 and its exceptions; Wis. Stats. §§ 947.012 and 947.0125.

5.0 PROCEDURES:

5.1 ACCESS

- 5.1.1 Each Department Head shall determine which employees in their department shall have access to the various media and services, based on business practices and necessity.
- 5.1.2 The City may provide electronic media for general use on break and lunch periods, consistent with City policies, by employees who would not otherwise have access to a system at their workstation.
- 5.1.3 The provisions of this Policy shall also apply to the use of City-owned/provided equipment and/or services from home or other locations off City premises. City-owned equipment (e.g. lap tops) may be taken home pursuant to prior authorization from the Department Head.

5.2 PROHIBITED COMMUNICATIONS AND PRACTICES

- 5.2.1 Electronic media cannot be used for knowingly transmitting, receiving, retrieving or storing any communication that is:
 - 1.) Personal business on City time (e.g. sports pools, games, shopping, correspondence, conversations, non-business-related items/documents, etc.), except as otherwise provided;
 - 2.) Discriminatory or harassing;
 - 3.) Derogatory to any individual or group;
 - 4.) Obscene, pornographic, or sexually explicit;
 - 5.) Defamatory or threatening; or
 - 6.) Engaged in for any purpose that is illegal or contrary to the City's policy or business interests.
 - 7.) See section 5.3.5 below.
- 5.2.2 For the protection, integrity and security of the City's System, electronic media shall not be used to download or transfer software, unless authorized by the Systems Administrator.
- 5.2.3 Unless approved in advance by the IT Manager, employees shall not connect computers, accessories or peripheral equipment to any City systems, data ports or other access points. This includes electronic gaming equipment, wireless routers, printers, personal laptop computers (not including City-owned equipment) and any other equipment that is now or may in the future become compatible to function with the City's electronic media, telephone and information systems.

E-MAIL AND ELECTRONIC COMMUNICATIONS POLICIES

EMPLOYEE NOTICE

As an employee of the City of West Allis (the "City"), I recognize and understand that the City's electronic communication systems are provided for conducting the City's business. However, City policy does permit some limited, occasional, or incidental personal use of the equipment and services under certain circumstances. I understand that all equipment, software, messages and files are the exclusive property of the City. I agree not to use the electronic communication systems in a way that is disruptive, offensive, or harmful to others or to the City. I agree not to use pass codes, access a file or retrieve any stored communication other than where authorized. I agree not to copy, send or receive confidential information without prior authorization from my immediate supervisor and the Systems Administrator.

I am aware that the City reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the City's electronic communications systems at any time. I am aware that the City may exercise these rights with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a log-in name and password do not guarantee confidentiality, guarantee privacy or restrict the City's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment, as well as civil and/or criminal liability.

I acknowledge that I have read and that I understand the City's policies regarding e-mail and electronic communications. I also acknowledge that I have read and that I understand this notice.

Signature of Employee

Date

POLICY REMINDER

The City's E-mail and Electronic Communication Policies control use of electronic communication systems. These systems are provided for **BUSINESS USE**. However, City policy does permit some limited, occasional, or incidental personal use under certain circumstances. The City reserves and will exercise the **RIGHT TO MONITOR, REVIEW, AUDIT, INTERCEPT, ACCESS AND DISCLOSE** all matters on the City's electronic communications systems at any time. Employees have **NO RIGHT TO PRIVACY** when using these systems. Misuse of the systems may subject employees to discipline up to and including termination and/or loss of access privileges. If you have not reviewed and signed an acknowledgement form for the City's E-mail and Electronic Communication Policies, you may not access these systems.

**PRESSING "OK" SIGNIFIES YOU HAVE READ AND ACKNOWLEDGE THIS NOTICE
AND THE CITY'S E-MAIL AND ELECTRONIC COMMUNICATION POLICIES**