COMMUNICATIONS MISCELLANEOUS
POLICY/PROCEDURE

Policy No.	**7090**	Date Issued:	October 9, 2003
Section:	7000 – Miscellaneous Policies/Procedures	Date Revised:	March 31, 2016

SUBJECT: USE AND EXPECTATION OF PRIVACY

APPROVED: _____

Dennis Kidd, General Manager

The Authority may be responsible for employees' actions and behavior while they are on site. Accordingly, the Authority maintains its right to monitor the use of all property, equipment and facilities provided and maintained by the Authority. Employees should have no expectation of privacy when using Authority property, equipment and facilities. By taking personal communications devices (laptops, tablets, smartphones, etc.) into the Communications Center, employees voluntarily surrender privacy rights for those devices which are subject to search on the request of a supervisor or manager.

All telephones in the Communications Center are recorded and all material transmitted or received via facsimile machine may be monitored. Supervisors may monitor any telephone conversation and may research any recorded conversation. Employees should make personal phone calls in the break room during scheduled breaks or before and after work hours. Use of personal cellular telephones is governed by Policy No. 7470 (Use of Personal Communications Devices in the Communications Center).

Employees may be provided with a locker or lockers. Employees may use their own lock on their assigned locker(s). Whether locked or not, the Authority reserves the right to open, inspect, and examine all equipment, workspaces, and lockers at any time for legitimate business reasons, including investigating work-related misconduct.

There are many different computer-based messaging systems in use by the Authority. All of these systems are, or can be, monitored. Even deleted messages can be retrieved for review by supervisors. Appropriate use of these systems is described by a variety of policies and procedures, including but not limited to: Policy 3070 (CAD Computer and Paging Messages); Policy 4501 (Use of the Mobile Data Computers (MDC)); Policy 4502 (Mobile

Data Computer (MDC) Messages); Policy 5105 (Use of the Mobile Data Computers (MDC)); and Policy No. 3200 (Use of Internet and Email).