

KCFPD #47
OPERATING GUIDELINES SECTION 9

O.G. 9.1
AMERICANS WITH DISABILITIES ACT of 1990 (ADA)

King County Fire Protection District #47 is fully committed to the provisions set forth by the Americans With Disabilities Act (ADA) and the Americans With Disabilities Act Accessibility Guidelines (ADAAG). This act was signed into law on July 26, 1990.

This act is broken down into five Titles:

- Title I: Employment
- Title II: Public Entities
- Title III: Public Accommodations
- Title IV: Telecommunications
- Title V: Miscellaneous Provisions

This act has an impact on employment practices of the fire service, fire protection features of buildings and facilities, prefire planning and incident tactics.

Copies of the ADA and ADAAG can be obtained from:

U.S. Department of Justice
Civil Rights Division
Coordination and Review Section
P.O. Box 66118
Washington, D.C. 20035-6118

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9.2
INTERNET AND E-MAIL ACCEPTABLE USE POLICY

Policy

The Internet provides a unique service for acquiring and sharing government, technical, and other information. As part of the Department's commitment to utilize new technologies, we have access to the Internet. Effective performance of computer and telecommunications networks, whether local or global, relies upon users adhering to established standards of proper conduct. This policy defines the responsibilities of users. In general, it requires appropriate, efficient, ethical, and legal utilization of network resources. If a user violates any of these provisions, his or her access to the resources will be terminated and appropriate disciplinary action, may be taken. This resource, as with any other public resource, demands those entrusted with the privilege of its use be accountable. Therefore, use of Department Internet resources must be in direct support of the assigned duties and responsibilities of each user. In order to ensure compliance with copyright law, and in order to protect the Network from being victimized by the threat of computer viruses or hacking in to our network the following standards are adopted.

Standards

All users of the Computers including, Internet services & electronic mail (e-mail), must comply with the following standards of acceptable use.

- a) Use of Internet resources must be supportive of the organizational objectives.
- b) Users must abide by copyright, contract, and other local, state, and federal laws; county policies and procedures; and individual department or agency guidelines.
- c) Internet access is for official business. Subject to the approval of the Chief, employees are authorized to access the Internet for personal business, after-hours or during break periods, in strict compliance with the other terms of this policy.
- d) Use of the Internet resources for commercial use or profit is prohibited.
- e) Files which are downloaded from the Internet or received, as an e-mail attachment must be scanned with supplied virus protection software before installation or execution. All appropriate precautions should be taken to detect a virus and, if necessary, to prevent it's spread.
- f) Intentional use of Internet resources to access, transmit, or process obscene material, matter of derogatory racial, sexual or religious content, inappropriate text or graphic files, or files dangerous to the integrity of the network are prohibited.
- g) Users must abide by generally accepted network etiquette.
- h) Users are responsible for understanding the terms of this regulation and monitoring the continued applicability of this resource to the user's assigned duties and responsibilities. The Department's equipment, which permits access and utilization of both Internet services and e-mail, is provided solely for the

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purpose of providing greater efficiencies in the delivery of quality services to the public.

i) Employees are reminded that all equipment is the property of the County and that use of a password for entrance into any electric system does not mean the information is limited to personal use. Rather, all such information remains county property and is at all times accessible to the county. Accordingly, it is the county's policy that any and all equipment including but not limited to data processing, computer information, e-mail, the internet and voice mail systems is to be used for county purposes. This equipment is not for personal use.

j) The delivery of quality service to the citizens of King County is of the utmost importance. As such, the use of any and all office equipment, including but not limited to data processing, computer information, e-mail, the internet and voice mail systems is subject to monitoring at any time with or without notice at the sole discretion of the Chief or his designee. The Chief or his designees for compliance and quality assurance purposes may read e-mail messages.

k) As with all office communication devices, employees are prohibited from using the Internet or the e-mail system to communicate any improper, inappropriate comments or jokes, cartoons, or any other communications, which are derogatory, obscene or offensive. Additionally, employees are prohibited from using the e-mail system or other office equipment for the purpose of soliciting or distributing for any cause, group, enterprise, or organizations. Persons not employed by the county are prohibited from using the county's office equipment for any purpose.

l) A violation of any provision of this policy will result in disciplinary action up to and including discharge.

Procedures

a) This policy will be communicated through the Department

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- b) The Information Services Department will review and recommend revisions to the policy as needed.
- e) Users are responsible for understanding the terms of this regulation and monitoring the continued applicability of this resource to the assigned duties and responsibilities of the user.
- f) All users of e-mail are responsible for understanding the following issues of e-mail privacy and etiquette:

E-mail Privacy: All users should be aware that e-mail, is a public record. Never send documents, information, or files through electronic mail that are considered “confidential”. People tend to speak freely through e-mail because they falsely assume their messages are private and will be read only by the person receiving it. Even when an e-mail message is erased, it is still retained for a period of time. There are now firms in existence that specialize in finding incriminating information in computer systems, including files deleted months or years ago that still reside inside backup tapes, diskettes, or hard drives.

E-mail Etiquette: As use of e-mail systems grows, it becomes increasingly important for each member to use care and caution when sending messages to one another. It is estimated 23 million people nationwide use e-mail and many of them feel free to swap offensive jokes, stories, and other inappropriate messages. The following advice is provided to all employees for use when deciding what is appropriate for sending in an e-mail message:

Ask yourself: “Would I want a jury (or my Mother) to read this e-mail?”

Be polite. Make sure short messages don’t come across as brusque or curt.

Do not send offensive jokes or frivolous messages.

Do not advertise non-county events via the e-mail system.

Do not forward chain letters.

Review what you write before sending it. Do not write anything you would not want repeated. E-mail can be forwarded to hundreds of people, in and out of the County’s computer system.

Work out problems face-to-face, not on e-mail.

Protect your password, and always log off when you leave your work area unattended.