

## DeKalb County Government Email Usage Policy

(Adopted March 18, 1998; Amended January 17, 2001, Amended May 19, 2010)

1. The County provides email (electronic mail) to employees for their use to transact County business.
2. The County recognizes that employees have substantial interest in, and reasonable expectations of, privacy with regard to the E-Mail messages they send or receive. However, the County can make no guarantees that absolute privacy of email messages will be experienced.
3. Time spent on email messages, which are personal, is expected to be either incidental in nature, or confined to time periods which are not a part of the employee's paid work hours.
4. Employees are expected to refrain from sending, or encouraging the receipt of, messages for which the content would be considered offensive by community standards, except where such messages are necessary for the execution of County business.
5. The County reserves the right to access and disclose the contents of email messages, but will do so only when it has a legitimate business need, or when the urgency of the need is sufficiently strong to offset the County's commitment to honor the employee's interest in privacy.
6. The County will not monitor email messages as a routine matter. There may be a need, however, for the County to occasionally review E-Mail content for a specific reason.
7. Nothing in this policy shall prohibit law enforcement officials from examining any email messages in the course of an ongoing internal investigation of civil or criminal activity for alleged use or misuse by a County employee. The County reserves the right to disclose any email messages to law enforcement officials, but will notify the State's Attorney's Office prior to any investigation being initiated.
8. In case of termination or extended absence, work-related email messages may be forwarded to the most appropriate employee.
9. The unauthorized viewing and/or retrieval of another person's email messages, and other forms of electronic trespassing, are prohibited.
10. The State's Attorney, the County Administrator, and the Deputy County Administrator, will review any request for access to the contents of email messages. Such requests must be approved in advance by a majority, and any access undertaken without such approval, is a breach of County policy for which there may be disciplinary action.
11. Any conduct which violates this policy may result in disciplinary action up to and including dismissal.
12. The County reserves the right to change this policy at anytime, with such prior notice, if any, as may be reasonable under the circumstances.
13. No one shall receive authorized access to the email system until he or she has received, reviewed, and agreed, in writing, to comply with this policy.
14. The responsibility of saving the official "public record copy" of both "sent" and "received" email correspondences rests with the employee. All email messages, sent or received, that are "public records" (defined in the Illinois Local Records Act, 50 ILCS 205/3) should either be printed and retained in paper form, or electronically saved in Personal Outlook Folders on employees' "home" or "H drives". Contact the DeKalb County State's Attorney's Office if you have any questions regarding the definition of "public records". All non-public record emails should be deleted from County email boxes as soon as they have fulfilled their purpose.

The Information Management Office (IMO) will back up email items (messages, appointments, contacts, etc.) that employees place in Personal Outlook Folders on their "Home" or "H drives" on County servers according to IMO's normal procedures for "H Drive" backups. Such backups are generally retained for two weeks. Items not moved to Personal Folders will not be backed up on a routine basis.

**I have reviewed, understand, and agree to comply with the above policy.**

Employee's Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_