

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 11. USE OF AND ACCOUNTABILITY FOR COUNTY EQUIPMENT AND PROPERTY

11.1 COUNTY PROPERTY

RESPONSIBILITY

EACH COUNTY EMPLOYEE SHALL BE RESPONSIBLE FOR THE CARE, MAINTENANCE, PROPER USE, AND UPKEEP OF ANY VEHICLE, TOOL, OR OTHER COUNTY EQUIPMENT ASSIGNED TO HIM/HER.

COUNTY EMPLOYEES SHALL ONLY USE EQUIPMENT, VEHICLES, TOOLS AND OTHER COUNTY PROPERTY THAT THEY ARE AUTHORIZED TO USE.

PERSONAL USE

PERSONAL USE OF COUNTY VEHICLES, EQUIPMENT, SUPPLIES, TOOLS AND ANY OTHER COUNTY PROPERTY SHALL NOT BE PERMITTED.

LICENSES

A COUNTY EMPLOYEE WHO OPERATES ANY COUNTY EQUIPMENT OR VEHICLE WHICH REQUIRES A LICENSE SHALL BE REQUIRED TO HAVE A CURRENT ACTIVE LICENSE FOR THAT VEHICLE OR EQUIPMENT ANY TIME HE//SHE OPERATES IT.

ANY EMPLOYEE WHO OPERATES A VEHICLE OR EQUIPMENT WHICH REQUIRES A LICENSE FOR LEGAL OPERATION SHALL NOTIFY HIS/HER SUPERVISOR OF ANY CHANGE IN THE STATUS OF THAT LICENSE.

AN EMPLOYEE WHO'S JOB INVOLVES OPERATION OF A VEHICLE OR EQUIPMENT REQUIRING A LICENSE FOR LEGAL OPERATION SHALL BE SUBJECT TO POSSIBLE JOB CHANGE OR TERMINATION IF THAT LICENSE IS SUSPENDED OR REVOKED.

AN EMPLOYEE WHOSE JOB INVOLVES OPERATION OF A VEHICLES OR EQUIPMENT REQUIRING A LICENSE FOR ITS LEGAL OPERATION, BUT WHO IS DEEMED UNINSURABLE BY THE COUNTY'S VEHICLE INSURANCE CARRIER IS SUBJECT TO POSSIBLE JOB CHANGE OR TERMINATION.

ACCIDENTS

ANY EMPLOYEE INVOLVED IN AN ACCIDENT WHILE OPERATING COUNTY EQUIPMENT OR VEHICLES SHALL IMMEDIATELY REPORT THE ACCIDENT TO HIS/HER SUPERVISOR AND TO THE PROPER LAW ENFORCEMENT OR OTHER PROPER AUTHORITY IMMEDIATELY.

A COPY OF ALL ACCIDENT AND INCIDENT REPORTS PREPARED BY THE EMPLOYEE SHALL BE SENT TO THE SUPERVISOR AND THE HUMAN RESOURCES OFFICE.

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SECTION 11. USE OF AND ACCOUNTABILITY FOR COUNTY EQUIPMENT AND PROPERTY

11.2 USE OF ELECTRONIC COMMUNICATIONS DEVICES AND ACCESS

COUNTY EQUIPMENT INCLUDING ELECTRONIC DEVICES AND ACCESS PROVIDED TO THE INTERNET OR EMAIL ARE TO BE USED FOR COUNTY BUSINESS. THERE IS NO EXPECTATION OF PRIVACY FOR AN EMPLOYEE USING THESE SYSTEMS AND DEVICES.

USE OF COUNTY COMMUNICATIONS SYSTEMS INCLUDING CELLULAR AND MOBILE TELEPHONES, PAGERS, FAX MACHINES, COMPUTERS, ELECTRONIC MAIL, INTERNET ACCESS ARE TO BE USED FOR COUNTY BUSINESS. OCCASIONAL USE IS PERMISSIBLE IF THE LENGTH AND NUMBER OF SUCH COMMUNICATIONS ARE KEPT TO A MINIMUM. COUNTY OWNED EQUIPMENT OR SYSTEMS USED FOR COUNTY BUSINESS WILL NOT INCUR ADDITIONAL CHARGES TO THE COUNTY, INCLUDING LONG DISTANCE OR OTHER USE RELATED CHARGES.

THIS EQUIPMENT AND SYSTEMS ARE COUNTY PROPERTY AND THERE IS NO EXPECTATION OF PRIVACY FOR AN EMPLOYEE USING THESE SYSTEMS.

EMAIL AND INTERNET SYSTEMS USED FOR COUNTY BUSINESS MAY NOT BE USED FOR ANY PURPOSE THAT IS ILLEGAL, AGAINST COUNTY POLICY OR CONTRARY TO THE COUNTY'S BEST INTEREST. SOLICITATION OF NON-COUNTY BUSINESS OR ANY USE OF THESE SYSTEMS FOR PERSONAL GAIN IS PROHIBITED.

EACH EMPLOYEE IS RESPONSIBLE FOR THE CONTENT OF ALL TEXT, AUDIO, OR IMAGES THAT HE OR SHE ACCESSES, PLACES OR SENDS ON COUNTY OWNED EQUIPMENT, SYSTEMS OR WHILE WORKING FOR THE COUNTY. EMPLOYEES WILL INCLUDE THEIR NAMES IN ALL MESSAGES COMMUNICATED ON THE ELECTRONIC SYSTEMS USED FOR COUNTY BUSINESS OR OWNED BY THE COUNTY.

THE COUNTY RESERVES THE RIGHT TO ROUTINELY MONITOR THE USE OF EMAIL AND/OR THE INTERNET. ALL MESSAGES CREATED, SENT OR RECEIVED ON COUNTY EQUIPMENT OR IN THE CONDUCT OF COUNTY BUSINESS ARE THE COUNTY'S PROPERTY AND MAY BE SUBJECT TO DISCLOSURE UNDER THE OPEN RECORDS PROVISIONS OF TEXAS LAW, AND SHOULD NOT BE CONSIDERED PRIVATE INFORMATION.

ANY VIOLATION OF THESE RULES OR OTHER ABUSE WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. IF NECESSARY, THE COUNTY RESERVES THE RIGHT TO ADVISE APPROPRIATE OFFICIALS OF ANY ILLEGAL ACTIVITIES.