

3. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

3.1 COUNTY PROPERTY USAGE

Employees shall be responsible for the care, maintenance, proper use, and upkeep of any county equipment assigned to them. County employees shall only use equipment, tools, and other county property that they are authorized to use. Personal use of county equipment, supplies, tools, and any other county property is not permitted and may result in discipline up to and including termination. Improper use may subject employees to criminal prosecution.

3.2 COUNTY VEHICLE USAGE

Employees who are assigned county vehicles shall be responsible for the care, maintenance, proper use and upkeep of these vehicles. Employees may only use the vehicles they are authorized to use and shall not allow unauthorized individuals to operate the vehicles they have been assigned.

If personal use of a county vehicle is permitted the employee is required to keep a log of all personal miles driven, including to and from work, and shall submit the log to the Auditor's office monthly. These personal miles will be subject to payroll taxes at the current IRS rate in accordance with IRS rules and regulations.

Employees who operate vehicles must maintain a current active license for the operation of that vehicle and shall present their valid driver's license annually to Human Resources. If they have any change in status of their license they must immediately notify their supervisor. An employee whose job involves operation of a vehicle requiring a license for its legal operation shall be subject to possible job change, demotion or termination if that license is suspended or revoked.

Any employee involved in an accident while operating county equipment or vehicles shall immediately report the accident to their supervisor and to the proper law enforcement or other authority. A copy of all accident and incident reports prepared by the employee shall be sent to the supervisor and the County Judge. (see also, 4.5 Drug & Alcohol - Post Accident testing policy)

3.3 CELL PHONE USAGE

Lampasas County determines on a case by case basis the need for county provided cell phones. county cell phones are to be used for business purposes only.

Lampasas County strongly discourages the use of any cell phone while operating any vehicle. Employees should plan placement of calls either prior to traveling or while on rest breaks.

Lampasas County bans all employees from texting while operating any county owned vehicle. County employees who are driving their own personal vehicle are also banned from texting while driving on county business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of CDL.

Employees in possession of a county owned cellular phone are required to take appropriate precautions to prevent theft and vandalism.

Each department may set their own rules and regulations regarding personal cell phone usage while at work.

3.4 COMPUTER AND INTERNET USAGE

The use of Lampasas County information systems, including computers, fax machines, smart phones, tablet computers and all forms of Internet/Intranet access, is for county business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in any expense to the County.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the county's business, distract, intimidate, or harass coworkers or third parties, or disrupt the workplace.

Use of Lampasas County computers, networks, and Internet access is a privilege granted by officials or department heads and may be revoked at any time for inappropriate conduct carried out on such systems. County employees shall have no expectation of privacy when using county computers, networks, or other county owned equipment. Improper use may result in discipline up to and including termination.

Lampasas County owns the rights to all data and files in any computer, network, or other information system used in the county. Lampasas County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems, Facebook, twitter, etc.) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using county equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by county officials at all times. Lampasas County has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate county official. No employee shall break any copy right laws, or download any illegal or unauthorized downloads. Lampasas County monitors its entire informational systems and employees may be subject to discipline up to and including termination for any misuse of county informational systems.

Employees should not bring personal computers to the workplace or connect them to County electronic systems, unless expressly permitted to do so by their supervisor and or IT department. Violation of this policy, may result in disciplinary action, up to and including termination of employment.

3.5 SOCIAL MEDIA APPLICATIONS AND SERVICES PROHIBITED ON COUNTY DEVICES

Lampasas County prohibits the installation or use of the social media service TikTok or any successor application or service developed or provided by ByteDance Limited or an entity owned by ByteDance Limited; or a social media application or service specified by proclamation of the

governor on any device owned or leased by Lampasas County and requires the removal of covered applications from those devices.

The installation and use of a covered application may be acceptable to the extent necessary for providing law enforcement; or developing or implementing information security measures. In order for the installation to be approved Lampasas County must require the use of measures to mitigate risks posed to this state during the use of the covered application, and the documentation of those measures.