



Communication and Technology

Network Use

Any employee or volunteer using the City's network for personal or private purposes does so at their own risk. No employee or volunteer has a reasonable expectation of privacy for any personal communications or information sent or received via the City's network.

E-Mail

All communications sent via the City's network shall use professional language and not contain profanity, swearing, or derogatory language.

No person shall send an e-mail message under another person's name or user identification unless expressly authorized to do so by that other person or the employee/volunteer identifies himself/herself in the message as the originator of the message.

Employees and volunteers shall not send via e-mail any City files or materials which contain information or material considered or designated by the City to be confidential or privileged, unless expressly approved by the employee's department head.

Internet

The City may block access to sites on the Internet including sites that contain pornographic or sexually explicit materials.

City of Glendale employees/volunteers should not make, use, accept or install illegal copies of computer software.

Telephone Use

The telephone lines at the City of Glendale must remain open for business calls and to service our customers. Employees/volunteers are requested to discourage any personal call – incoming and outgoing – with the exception of emergency calls. No long distance calls are to be made on company phones that are not strictly business related.