

ORDINANCE NO. 3362

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS, REVISING THE GENERAL GOVERNMENT POLICIES AND PROCEDURES MANUAL BY ADDING SECTION 19.4 TO CHAPTER 19 THEREBY ADDRESSING THE USE OF THE CITY'S E-MAIL AND INTERNET SYSTEMS BY CITY EMPLOYEES; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE AND DECLARING AN EFFECTIVE DATE THEREOF.

WHEREAS, the City of Mesquite has adopted a General Government Policies and Procedures Manual; and

WHEREAS, Chapter 1 of the Policies and Procedures Manual provides for the revision of the policies and procedures set forth in such manual by adoption of ordinance; and

WHEREAS, it has been determined that policies and procedures relating to the City's e-mail and Internet systems are in need of adoption.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

Section 1. That the General Government Policies and Procedures Manual is hereby revised by adding Section 19.4 to Chapter 19 to read as follows; said Policies and Procedures Manual in all other respects to remain unchanged.

CHAPTER 19

GENERAL PROVISIONS

19.4 Electronic Mail and Internet

- A. Purpose: The efficient utilization of the Electronic Mail (e-mail) and the Internet for communications and research can improve the quality and productivity of the City's work force. Every City of Mesquite employee is responsible for ensuring that the City's Electronic Mail and Internet system is used properly and in accordance with this policy. Any questions about this policy should be directed to the Human Resources Director.
- B. Access: Requests for Internet access or an e-mail address must be approved by the employee's Department Director and the City Manager or designee before access is granted. All requests shall be submitted to the MIS Division for necessary action.

C. Usage and Privacy:

1. Downloading of software products from Internet sites is not permitted without prior approval of the MIS Division. City employees shall virus scan all files which are downloaded from the Internet and follow all copyright laws.
2. City's resources for accessing the e-mail system and the Internet is the City's property and should be used for City purposes only. Personal business should not be conducted by means of these systems. E-mail messages should be sent only for valid business reasons.
3. Employees should disclose information or messages from the e-mail or Internet only to authorized employees or recipients. City confidential information must be protected from improper dissemination to unauthorized employees or to third parties through the e-mail system. City employees must use caution in the transmission and storage of confidential or restricted information.
4. Employees shall not share their passwords with others.
5. No e-mail or Internet messages will be created, sent or downloaded which may constitute intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, age or disability. The City's policy against sexual or other harassment applies fully to this policy.
6. The City reserves the right to monitor e-mail and Internet usage to assure that its resources are being used only for business purposes.
7. Employees do not have a personal privacy or property right in any matter created, received or sent using the e-mail or Internet.
8. The City reserves the right to access, retrieve, read and delete any communication that is created, sent or received using the City's e-mail or the Internet to assure compliance with this and other policies.
9. Any employee who becomes aware of misuse of the e-mail or Internet system shall promptly contact their supervisor.
10. Under no conditions will City employees access, download, scan or otherwise use material unrelated to the employee's City tasks. Using the network for business to yield personal financial gain, or for any commercial or illegal activity, is not allowed.
11. Computers or terminals shall not be left unattended in a state which affords inappropriate access to records of the City, allows unauthorized users access to the e-mail or Internet, or otherwise compromises security.

12. When a City employee leaves the employment of the City, the Human Resources Director will notify the MIS Manager immediately to ensure that the list of users is kept up to date.

SECTION 2. That all ordinances or portions thereof in conflict with the provisions of this ordinance, to the extent of such conflict, are hereby repealed. To the extent that such ordinances or portions thereof are not in conflict herewith, the same shall remain in full force and effect.

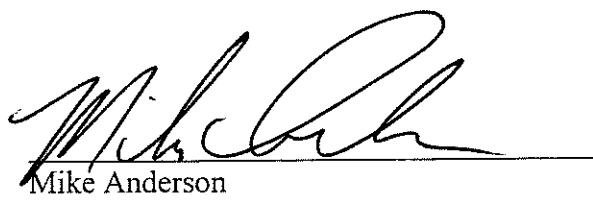
SECTION 3. That should any word, sentence, clause, paragraph or provision of this ordinance be held to be invalid or unconstitutional, the validity of the remaining provisions of this ordinance shall not be affected and shall remain in full force and effect.

SECTION 4. That, as with all policies and procedures contained in the General Government Policies and Procedures Manual, the provisions of this ordinance are not intended to create contractual rights between the City of Mesquite and its employees.

SECTION 5. That upon passage of this ordinance all employees of the City of Mesquite shall be notified of the revisions made herein to the General Government Policies and Procedures Manual.

SECTION 6. That this ordinance shall be effective on and after June 1, 2000.


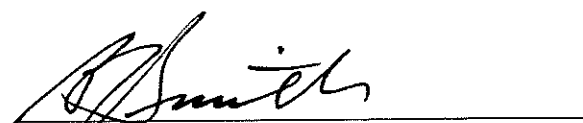
DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas, on the 1st day of May, 2000.



Mike Anderson
Mayor

ATTEST:

APPROVED:


Ellen Williams
City Secretary
B. J. Smith
City Attorney