

**YAKIMA COUNTY
PERSONAL USE OF COUNTY RESOURCES POLICY
POLICY NO. HR 034**

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**YAKIMA COUNTY
PERSONAL USE OF COUNTY RESOURCES POLICY
POLICY NO. HR-XXX**

This policy supersedes any other previous County-wide policies regarding personal use of County resources.

Departments may have more detailed policies regarding personal use of county owned equipment and resources within their respective departments that take precedent over this policy. Nothing in this policy is intended to limit the ability of an Elected Official or Department Head to adopt policies for their offices or departments that are more restrictive than the prohibitions provided herein.

1. General Purpose

County Elected Officials, Department Heads and employees are obligated to conserve and protect County resources for the benefit of the public interest, rather than their private interests. Responsibility and accountability for the appropriate use of County resources ultimately rests with the individual County Elected Official and County Department Head who uses County resources or who authorizes such use. Users shall have no expectation of privacy when using any technology system, equipment or device that is used to access County resources. This includes use of any access for official County business or an allowed personal use as provided herein. All technology, except as specifically excluded in writing by the Information Technology Committee, will be vetted and approved by the Technology Services Department. This includes operations, maintenance, purchases, system development, contracting services and all other functions regarding technology, regardless of the department or agency that employs it.

2. Adherence

Failure to adhere to the terms of this policy constitutes grounds for discipline up to and including termination from County employment.

3. Implementation

This policy shall be effective immediately upon adoption and shall supersede all policies previously adopted by the County Commissioners regarding the use of County resources or property.

Note: Additional information is included in the Technology Services Policies as indicated.

4. CIS Controls

Yakima County will use The Center for Internet Security (CIS) Critical Security Controls for Effective Cyber Defense, a publication of best practices guidelines for computer security for overall policy guidance and assessment tools.

5. Definitions

- A. “Blog”, a contraction of the term “weblog”; a type of website with regular entries displayed in reverse-chronological order and featuring commentary on recent events and other materials, such as photographs or video.
- B. “CJIS”, Criminal Justice Information System requirements set by the Federal government.
- C. “County Resources” includes any information, data, money, service, software, equipment, or other property or resources under the officer’s or employee’s official control or direction or in his or her custody or to which he or she has access for business purposes
- D. “De Minimis cost” means that the actual expenditure of County funds is so small as to be insignificant or negligible. De minimis shall not be applied to the cost of property which is consumable, such as paper, envelopes, or spare parts, even if the actual cost to the County is insignificant or negligible – such costs must be reimbursed or not incurred.
- E. “Electronic mail” also called “Email” means the transmission of memos, messages (texts, instant messages), and files over an automated, networked system. Email includes receiving, storing, and forwarding capabilities and the user interface. Email includes sent or received on the Yakima County computer network, the Internet, or any other network.
- F. “Electronic media”, is media in which one can communicate information electronically rather than using paper and can share on any electronic device for the audience viewing.
- G. “ePHI”, electronic Patient Health Information that is covered by HIPAA.
- H. “Forwarding of Email” means the ability to transmit email messages addressed to a specific party or parties to another party over the network.
- I. GPS - global positioning system.
- J. “HIPAA”, the Health Information Privacy Accountability act is a federal requirement that must be used when health information is stored, viewed, or transmitted by County employees.
- K. “Internet” means the thousands of interconnected networks originally developed by the military and referred to as the Internet, the World Wide Web (www), the Net, or similar names.
- L. “Outside business” means an ongoing enterprise whether owned or operated by the employee or a third person.

- M. PCD - portable communication device.
- N. “PCI”, Payment Card Industry standards that must be covered to take credit cards electronically.
- O. “Social media” refers to Internet websites that enable users to participate in community experiences online and to connect with people of common interests to learn, play, work, organize, and socialize; networks may be open to the public or restricted to members as determined by the user. All social media includes, but is not limited to blogs, Facebook, Instagram, Snapchat, Twitter, and YouTube, etc.

Refer to Technology Services Policy 009 HIPAA Data.

6. Personal Use

A. Use of County Resources for Personal Use is Prohibited. No employee may use County resources for personal benefit or gain of the employee or any other person, except as provided in this policy.

1. Examples. These examples are simply some of the prohibited activities and are not intended to be an all-inclusive list of what conduct is prohibited:

- a. An employee may not request services from another County department or agency for personal benefit or gain, regardless of whether there is a full reimbursement of costs. This is strictly prohibited.
- b. An employee may not use the County’s network for storage of computer files unrelated to County business.
- c. An employee may not use County resources to access a personal social media account or other non-County Benefit related personal accounts.

2. Exceptions:

- a. An employee may make occasional but limited use of County resources for his or her personal benefit; provided:
 - 1) There is no cost to the County or the cost to the County is de minimis. That is, this is not intended to prohibit occasional, minor, de minimis use of photocopiers, fax machines, telephones, etc. provided the employee pays for the paper or other supplies consumed or charges incurred.

- 2) The use of County resources does not interfere with the performance or duties of the employee.
- 3) The use is brief in duration and does not disrupt or distract from the conduct of County business; and
- 4) The use does not compromise the security or integrity of County resources.
- 5) The County employee understands that any personal information stored or accessed on the County's devices can and will be subject to the Public Records Act RCW 42.56. There is no general privacy exemption.

- b. This prohibition does not apply to the use of County resources to benefit another person, governmental agency or purpose, consistent with the employee's official duties.
- c. An Elected Official or Department Head may authorize the use of County resources to support an outside charitable or community-based organization or group if the use of County resources is insignificant when compared to the benefit received by the community. The Elected Official or Department Head is responsible for monitoring such usage.
- d. Technology Services may allow, advise, or guide a user in how to install County owned software on a non-County owned device upon request by an Elected Official or Department Head, provided the installation does not violate the software license or security access controls. The County employee understands that their personal device will be subject to the Public Records Act RCW 42.56 and will fully comply with handing the personal device over for searches.

Refer to Technology Services Policy 003 Use of Software.

- e. For purposes of this policy, use of a County vehicle to travel from home to work shall not be considered personal use if an Elected Official or Department Head has determined that it meets current IRS mandates regarding employer-provided vehicles classified as a qualified non-personal use vehicle.
- f. Do not subscribe to newsletters, retail notifications, and other advertisements for personal business using your County email.

3. Absolute prohibitions. Notwithstanding the exceptions provided herein, the following personal use of County resources is absolutely prohibited:
 - a. Any use for the purpose of conducting outside business on behalf of the employee or a relative or acquaintance of the employee other than use which is consistent with the employee's duties.
 - b. Any campaign or political use. In summary, County equipment shall not be used for campaign purposes and campaigning shall not occur during work hours or on County property unless such use has been determined by the Yakima County Prosecuting Attorney, Washington State Attorney General, or Washington Public Disclosure Commission or otherwise authorized by law to not be a violation of RCW 42.17.130 or RCW 42.17A.555 as recodified effective January 1, 2012. Employees must also follow federal laws regarding campaigning.
 - c. Commercial uses such as advertising or selling, whether for personal or business purposes, other than authorized charitable or community-based promotions as designated in this policy.
 - d. Use of bulletin boards not authorized for employee personal use as designated in this policy.
 - e. Any use of County procurement services for personal use or gain, including use of purchasing processes, or County contracts with vendors for the purchase of goods or services.
 - f. Any illegal activity, including any use of the Internet, software, or any other property or resources that violates federal or state laws.
4. Nothing in this policy is intended to limit the ability of an Elected Official or Department Head to adopt policies for their offices or departments that are more restrictive than the prohibitions provided herein.

7. Access Controls and User Management

- A. This provision defines requirements for managing user accounts, authenticating information, and access control systems for Yakima County.
- B. Access to County data from any personal or private device may result in your private/personal accounts and device(s) being subject to public disclosure.

Refer to Technology Services Policy 004 Access Controls.

8. County Owned Devices

It is the policy of Yakima County to provide reliable, secure, and adequate personal computing devices. These devices shall be the property of Yakima County, have adequate virus and malware protection and provide for network connectivity if applicable.

- A. Devices are provided for Yakima County work and are subject to audit at any time and for any reason.
- B. There shall be no expectation of privacy regarding use or storage on county devices.
- C. Devices may be accessed at any time, without notice, over the County network for business purposes by approved County staff.
- D. All work files shall be stored on the file share of the County network designated for the originating department or agency. Only copies of work files may be stored on the local hard drive of any device.
- E. Adequate storage shall be provided for work products.
- F. Accessing streaming media of any kind is prohibited unless such media is directly work related.
- G. Devices may not be used for de minimis personal use by employees at any time except as allowed in Section 6.A.2 of this policy.
- H. Devices may not be used for any prohibited activities as stated in Section 6 of this policy.
- I. Devices that are used to access restricted or critical data will be positioned so that information on the screen cannot be viewed from the monitor by an unauthorized person.

9. Personal Devices (Non-County Owned)

Use of personal devices for work related purposes is prohibited. If there is inadvertent use of your personal phone for County business, please contact your supervisor at once. Yakima County acknowledges and allows for use of personal devices for specific software applications that are linked directly to a Yakima County server (i.e. outlook and Workday). Additional information including expectations of use is included in the Technology Services Policies.

Refer to Technology Services Policy 006 Yakima County Cell Phones.

10. Email and Messages

- A. General Policy. Email is an integral part of Yakima County communications. It is the policy of Yakima County to encourage the responsible use of email whether internally or externally generated or viewed. This policy is meant to make all users

aware of the risks associated with using Email and to inform them of Yakima County's policy regarding such use. This policy applies to the electronic version of the messages and any paper or printed copies of the messages.

- B. Purpose. The primary purpose of Yakima County's Email system is to facilitate the timely and efficient conduct of County business. The system is also provided to encourage and facilitate the free exchange of business-related communications and ideas between employees.
- C. Right of Inspection. The Email system is intended for business purposes. Email communications constitute public records, and the County has the right to access or monitor all messages, examine their security, or disclose them to respond to public records requests. All messages should be composed with the expectation that they are public. Users shall have no expectation of privacy in email messages, whether they are business related or an allowed personal use as provided herein. Use of Email shall be considered consent to Yakima County officials, managers, and other employees to inspect, use or disclose any Email or other electronic communications and/or data without further notice. All messages personal and work-related are subject to the Public Records Act RCW 42.56
- D. Prohibition of Inappropriate Message Contents. Email should be businesslike, courteous, and civil. All Yakima County policies, including policies prohibiting discrimination and sexual harassment, shall apply to use of email. Email shall not be used for the expression of unlawful or discriminatory ill-will or bias against individuals or groups, offensive material such as obscenity, vulgarity or profanity, or other non-businesslike material. Sexually explicit material, cursing, bullying and name-calling are expressly prohibited.
- E. Forwarding of Email. A user forwarding a message which originates from someone else should not change the substance of the message without disclosing what you have changed. Some changes do not need to be disclosed, such as deleting extra spaces or lines, lists of recipients of the email (except where that is relevant), or duplications of the same message within the email. Automatically forwarding of County email to a private, non-business-related email box is prohibited except in the case that it is expressly allowed, in writing, by Technology Services management. Forwarding an email from your County email account to any private/personal email account may result in your private/personal accounts and device being subject to public disclosure.
- F. Misdelivered Messages. If an Email message comes to a user by mistake, the user should stop reading as soon as he or she realizes that the message was not meant for him or her and notify the sender or system administrator immediately.
- G. Email Accounts: Email accounts will be disabled immediately upon termination unless authorized by Corporate Counsel.

H. Email Retention. Emails will be kept according to the Washington Secretary of State's retention policy.

Refer to Technology Services Policy 005 Data Storage and Retention.

11. Internet Access, Monitoring System Access, and Use

General Policy. It is the policy of Yakima County to encourage effective and efficient use of all County equipment for completion of County business. This includes use of the Internet to provide information to County residents, businesses, and other governmental agencies, to search for information, and for information exchange.

In a reasonably secure network and computing environment, appropriate monitoring and auditing provide a level of accountability to ensure appropriate use of information resources by employees and third parties. It is the policy of Yakima County to monitor and audit user and system activity on all Yakima County systems that allow the ability to directly access, store, process or transmit business, confidential or proprietary data, as well as determining what should be monitored or audited, and protect audit logs

- A. Personal Use. Internet access is provided for County business purposes. Except as provided in Section 6 of this policy, employees are not to use their personal Internet accounts from County equipment or use County equipment to reach personal sites.
- B. Prohibited Web Sites. Use of County equipment to access pornographic or other prohibited Internet sites is always forbidden; except access by law enforcement personnel, judges, or other staff where it is required for the performance of their official duties and with the express permission of the Departments' and Elected Officials' appointing authority. The Elected Official or Department Head reserves the right to restrict Internet access for any employee for violation of this policy after consulting with County Human Resources and the County Prosecutor. Such violations may also result in discipline up to and including termination.
- C. Access reporting and monitoring. It is the responsibility of the Elected Official or Department Head to monitor the use of the Internet within the department. If Elected Officials or Department Heads have concerns regarding employee internet access, they should consult with Information Technology Services.
- D. Copying Files. Files copied from the Internet, or any other outside service, should be for business purposes and are automatically scanned by a virus checking software prior to being used on a County computer. Information Technology Services will make options available for virus checking of copied files on external devices.
- E. Distributing Files. Caution should be used with distribution of County files via the Internet. Files distributed to the Internet have the possibility of being intercepted by others and used contrary to the County's interest. Files are not to be distributed to the Internet without the express consent of the employee's Elected Official or

Department Head. Files containing any form of “sensitive data” should never be distributed via the open Internet but rather should use appropriate encryption and protection.

F. Privacy. The County reserves the right to monitor the activities of County employees’ access of the Internet. Users shall have no expectation of privacy in accessing the Internet using County resources, whether that access is business related or an allowed personal use as provided herein.

Refer to Information Technology Services Policy 007 System Monitoring.

12. Vehicle Use

A. **Authorized Use of County Vehicle.** County employees shall be authorized to operate a vehicle on County business only as provided in this policy or individual department.

1. Employees required or authorized to operate a vehicle on County business, whether a rented, personal vehicle or a County vehicle, must:
 - a. Possess a valid Washington State driver's license and comply with any licensing restrictions.
2. Employees operating a vehicle on County business, whether rented, personal or a County vehicle may be subject to additional rules and requirements based on individual departments procedures that may include:
 - a. Purchase of comprehensive, collision and liability auto insurance
 - b. Review of driving history record
 - c. Completion of a defensive driver course
3. Employee authorized to operate a vehicle on County business shall:
 - a. Immediately notify the employee's supervisor, Elected Official or Department Head of any suspension or revocation of licensed status or any restriction placed upon the employee's license. Failure to report a change in license status is a violation of this policy.

B. **Limitations on Personal Use.** County vehicles shall be used only within the scope and course of County business. Employees may not use County vehicles for personal matters except under the following exceptions:

1. Travel to and from the employee’s residence, if the vehicle is permanently assigned for use to the employee and use for commuting is authorized. Each employee commuting in a County vehicle is responsible for following the reporting guidelines as required by Public Services - County Road ERR.

2. Limited and incidental personal use, with de minimis cost to the County, such as driving to eating establishments while traveling, unforeseen emergencies and stopping for a brief personal errand where switching to a personal vehicle is impractical or will result in unnecessary expenditure of County time and resources.

C. Passengers and Animals. Only persons directly engaged in activities which are County business may ride as passengers in a County vehicle.

1. With permission of the employee's Elected Official or Department Head, a immediate family member may ride as a passenger(s) traveling to or from employment related conferences and meetings. Employees shall not transport their children/minors in County vehicles.
2. With the permission of an Elected Official or Department Head, certain citizens and volunteers may be permitted to ride in a County vehicle after having signed a passenger permit waiver.
3. No animals may be transported in County vehicles other than official K-9-unit animals, authorized service animals or those transported by Animal Control Officers.

D. Use of Personal Vehicle for County Business. Personal vehicles may be used for County business in accordance with this Policy:

1. Personal vehicles shall not be used on County business unless prior approved by the employee's Elected Official or Department Head.
2. Yakima County does not insure personal vehicles used by County employees for County business. The Employee's personal automobile insurance is the primary carrier for liability purposes. Each employee who uses a personal vehicle for County business is required to notify the employee's insurance carrier of the business use.
3. Mileage reimbursement for business use of a personal vehicle is outlined in the Yakima County Business Expense Reimbursement Policy.

E. Safety. County and personal vehicles used for County business shall be operated under the following conditions:

1. Vehicles may be used only when in safe operating condition.
2. All drivers and passengers in County vehicles or in personal vehicles used on County business must adhere to current State and Federal driver rules and regulations.

3. Portable Communication Device Use While Driving

- a. Employees who drive on County business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones, laptops or global positioning system (GPS), while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or viewing or sending an electronic or text message via the PCD.
- b. Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.
- c. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.
- d. Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.
- e. Texting and Emailing while driving is prohibited in all circumstances.

F. Use of Tobacco, Alcohol, and Drugs Prohibited.

In addition to complying with Yakima County's Smoke/Tobacco-Free Workplace Policy and Alcohol and Drug Free Workplace Policy, County employees shall not smoke in County vehicles and shall not drive a County or personal vehicle on County business while under the influence of alcohol or any drug.

Note: If alcohol and/or drug use is determined to be a contributing factor to any vehicle accident, traffic violation or criminal traffic offense committed while operating a County or personal vehicle for County business, such use shall be grounds for separate disciplinary action up to and including termination of employment.

G. Fuel.

County vehicles shall be fueled at County provided or approved facilities whenever practical. County or personal credit cards will be used only if such facilities are not available.

H. Vehicle Operator Responsibilities. Every operator of a County vehicle shall:

1. Not use a vehicle if operating and/or safety problems are believed to be known to exist.
2. Promptly report any equipment problems, deficiencies, or failures to the employee's supervisor.
3. Operate the vehicle in a safe, legal, courteous, and defensive manner, including obeying speed limits and proper use of seat belts or other vehicle restraints as required by law.
4. Employees shall not use obscene gestures or language, overuse the vehicle horn, or engage in other behavior which may cause other drivers to retaliate.
5. Take adequate precautions to protect the County vehicle and its contents from damage or theft.
6. Promptly report any vehicle accident to the employee's supervisor and the proper law enforcement agency using the required reporting forms.
7. Possess a current and valid Washington State Driver's License, including a Commercial Driver's License (CDL) when required for the job classification and/or vehicle operated.
8. The employee will immediately report any suspension, revocation, expiration or other loss of a valid Driver's License to the employee's supervisor.

I. Driving Offenses. An employee shall report to the employee's supervisor any traffic infraction or criminal traffic offense charged while operating a County or personal vehicle on County business. Reporting should be completed within five (5) days. Employees are personally responsible for payment of all fines and civil penalties imposed as a result of traffic infractions and criminal traffic offenses committed while operating a County or personal vehicle on County business.

1. If the employee's license is suspended or otherwise restricted by the Department of Licensing.

J. Disqualification from Driving. An employee may be disqualified from operating a vehicle on County business under one or more of the following circumstances:

1. Conviction of a felony or criminal traffic violation within the last five (5) years.

2. Commission of three (3) or more moving traffic infractions within the last three (3) years, whether in a County or private vehicle.
3. Operation of any vehicle on County business while under the influence of drugs or alcohol, whether or not a criminal traffic offense has been charged or a conviction sustained.
4. Operation of any vehicle in a reckless, negligent, or careless manner while on County business.
5. Involvement in three (3) or more vehicle accidents within a period of two (2) years where the employee is fully or partially at fault.
6. A history of traffic offenses and/or a failure to comply with this policy, whether in a County or private vehicle.
7. Inability to drive safely due to health or physical abilities.
8. An employee who is subject to disqualification from operating a vehicle on County business due to one or more of the foregoing circumstances may have the employee's vehicle use immediately suspended by the employee's supervisor, Elected Official or Department Head until a final disqualification determination is made.
9. Disqualification from operating a vehicle on County business due to suspension or revocation of a Driver's License or violation of this Policy is grounds for termination of employee in all positions requiring driving as an essential job function. Termination from employment under such circumstances shall be in the sole discretion of the County.

K. Volunteers. Volunteers must be a least 18 years of age in order to operate County vehicles. Volunteers shall not operate County vehicles unless authorized by an Elected Official, Department Head, a member of the Sheriff's Reserve, or the Sheriff's Auxiliary. Volunteers shall comply with and be subject to all requirements of this policy applicable to employees.

L. Provisions. Provision of negotiated labor agreements which conflict with this policy take precedence over the policy to the extent applicable.

13. Contracting and Third-Party Access

General Policy. These provisions identify the requirement related to information security for third parties working on behalf of or in association with Yakima County. These requirements also apply when providing third-party access to Yakima County information systems that store, transmit, or process confidential information. Where applicable, these requirements should be reflected within contracts when contracting with:

- A. Third Parties that obtain, create, receive, maintain, or transmit confidential information on behalf of Yakima County; and
- B. Third Parties that have access to Yakima County information systems that store, transmit, or process confidential information.

14. Non-County Computing Facilities

General Policy. It is the policy of Yakima County to facilitate the most effective and efficient manner to do business while maintaining compliance with federal, state, local laws, and other requirements. Yakima County data may be processed and stored in non-County facilities if approved by Information Technology Services. Information Technology Services shall approve such a facility if it provides the most appropriate solution, is cost effective, and follows the appropriate security standards.

Use of non-county computing facilities is strictly prohibited in the absence of approval from Information Technology Services as it is vital that any records be stored on the County server.

Refer to Information Technology Services Policy 002 Yakima County Data Backups.

15. Networks and Security

General Policy. It is the policy of Yakima County to prevent unauthorized access to networks owned or operated by the County and to maintain the integrity of the network by providing minimum requirements for network access control.

Refer to Information Technology Services Policy 004 Access Controls.

Refer to Information Technology Services Policy 007 System Monitoring.

Refer to Information Technology Services Policy 010 Secure Data Center.

Refer to Information Technology Services Policy 012 Vulnerability Management and Threat Assessment.

16. Computer Equipment / Media Handling, Disposal and Reuse

General Policy. It is the policy of Yakima County to protect confidential and sensitive data stored on various forms of computer media and equipment from unauthorized or accidental disclosure to persons who do not have a need to know or use this information.

Refer to Information Technology Services Policy 004 Access Controls.

Refer to Information Technology Services Policy 007 System Monitoring.

Refer to Information Technology Services Policy 010 Secure Data Center.

17. Vulnerability Management and Threat Assessment

General Policy. It is the policy of Yakima County to manage information security threats and mitigate vulnerabilities within reasonable business methods and practices.

Refer to Information Technology Services 012 Vulnerability Management and Threat Assessment.

18. Change Control

General Policy. It is the policy of Yakima County to manage change to information technology in such a way as to minimize the possibility of corruption of information systems. Strict controls over changes are required to ensure integrity of information systems is maintained.

Refer to Information Technology Services Policy 008 Change Control.

19. Electronic Data Retention

General Policy. Any and all information that is created, sent, received, or stored electronically is an important Yakima County asset. This policy is intended to ensure that employees determine what information should be or is being retained and for how long. In addition, this policy serves to develop a consistent approach to the retention and disposal of electronic records.

Refer to Information Technology Services Policy 005 Data Storage and Retention.

20. Secure Data Center

General Policy. It is the policy of Yakima County to manage, maintain and operate a physical secure computing environment, the Secure Data Center, hereinafter referred to as the SDC. This environment shall meet industry standards for a tier II computing facility.

Refer to Information Technology Services Policy 002 Yakima County Data Backups.

Refer to Information Technology Services Policy 005 Data Storage and Retention.

Refer to Information Technology Services Policy 010 Secure Data Center.

21. Social Media

General Policy. All official Yakima County presences on social media sites or services are considered an extension of the County's information and communications networks. Personal presences on social media, held by County employees, should not infer or imply that they are official, speak on behalf of the County in any way or utilize any recognizable County logo(s). Employees should not use County equipment or network to access social media for personal use.

Refer to Information Technology Services Policy 011 Social Media.

22. Use of Software

General Policy. It is the policy of Yakima County that all general office software licensing shall be retained, monitored, supervised, and maintained by Technology Services. This will include but not be limited to major business systems, desktop automation, operating systems, virus and malware software, email, and other software in general use by County employees.

Refer to Information Technology Services Policy 003 Use of Software.

23. Cell Phones and Other Equipment

General Policy. It is the policy of Yakima County that all business use of cell phones be accountable, transparent and in the best interest of the County. Whether personally or County owned, cell phone business use must comply with County policy.

Use of other office equipment such as computers, printers, workspace, conference rooms and equipment must also comply with County policy.

Refer to Information Technology Services Policy 006 Yakima County Cell Phones.

Questions/Comments

Refer all questions or comments to the Human Resources Department.

Signed Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901