North Kingstown Fire Department

Standard Operating Guidelines		2000 Series
Effective Date:	Internet Use & Consent to Monitoring	Human Resources
04/2021		2112
Revision Date:		
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I. PURPOSE

Establish a clear and unequivocal understanding related to electronic and telephone communications for all personnel.

II. POLICY

It is the policy of the North Kingstown Fire Department (Department) to copy, view, listen to, archive, and share ***ALL*** emails, files, data, software, images, voice mails, text messages, electronic communications, and stored electronic communications.

Department personnel have zero expectation of privacy in any of the above.

III. PROCEDURE

All Departmental personnel shall be required to acknowledge the North Kingstown Fire Department's *Computer, Electronic Communications, and Internet Use Policy. (See attached.)*

North Kingstown Fire Department Computer, Electronic Communications, and Internet Use Policy

I hereby acknowledge that I have no expectation of privacy in ***any*** electronic communication, stored electronic communication, file, data, software, image, voice mail, or text message that is sent, received, or stored on any Town of North Kingstown, North Kingstown Fire Department, and/or North Kingstown Public Safety Communications Department computer system. Further, I consent to the above listed entities examining copying, backing up, viewing, listening to, storing, archiving, sharing with third parties, and forwarding to third parties, any and all emails, files, data, software, images, voice mails, text messages, electronic communications, and stored electronic communications.

I hereby acknowledge that I have received and read the North Kingstown Fire Department's Computer Usage, Internet Use and Consent Monitoring Policy. I understand that my use of the fire department computer system is conditioned upon my understanding of, and consent to, the terms of this policy.

I acknowledge that I have been given an opportunity to ask questions about the policy and the computers, intranet, and internet that I have no further questions; and that I understand who I need to ask in the event questions arise in the future.

_____ _____

Employee Signature Date

_____

Employee Name

_____

Division/Company

_____

Witness