



# POLICY MANUAL

## Daily Operations - Miscellaneous

### Computer Use

Revised: 01-31-01

Code: 1 – 14 – 14

Book Chapter Subject

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14.0 Purpose: Establish policy for computer use while on duty

14.01 Scope: All Fire/EMS Personnel

#### 14.02 POLICY

The use of the Internet will be governed by Administrative Memo #00-01, Policy and Procedures for the Use of City Technology Resources.

Fire/EMS Personnel **can not bring in and use their own AOL or other Internet provider** for use during the shift.

Fire/EMS Personnel **can not bring their personal modems** for use on duty and/or use personal modems on City-owned computers.

Fire/EMS Personnel who fail to follow Department and City policy governing computer use as identified in SOP 1-14-14 and Administrative Memo #00-01 will face disciplinary action. Violation of the use of City-owned technology resources could lead to the employee's loss of his/her privilege of access to the Internet at City of Clovis work sites.

If it has been identified that Internet access at a Fire Department work site might have been violated, all Internet access for all computers at that work site will be deleted until a department investigation can determine which individual(s) were involved and what violation(s) might have occurred. Once the department's internal investigation has been completed, the employee(s) who violated Internet access will be addressed and Internet access to those employees who have not violated the Internet access privilege will be reinstated.

#### 14.03 RESPONSIBILITY

It will be the responsibility of the Company Officer or supervisor to ensure all Fire/EMS Personnel under his/her supervision are advised of this policy and understand the consequences for not following Department policy.

Ultimately, it is the responsibility of each Fire/EMS Employee to adhere to the policy.