

Communications that document the organization, functions, policies, decisions, procedures, operations or other activities of the Township are public records. Communications made using the Township communication system should be presumed to be public and not confidential. Even when a message is erased, it is still often possible to retrieve that message. Further, the use of passwords or access codes does not guarantee confidentiality. All passwords, or access codes to any Township communication system must be disclosed to the applicable Department Head and/or the Township Administrator.

All users are prohibited from using a code, accessing a file, or retrieving any stored information unless authorized to do so. Employees are prohibited from attempt to gain access to another Employee's messages or files without the person's permission.

All users are responsible for the content of all messages that they have sent or stored using the Township's communication system.

Anyone using a desktop computer, laptop computer, tablet I-pad or other similar device to conduct Township business shall regularly download all information related to Township business and all other public documents to the Township computer server. Township communication devices should be stored properly in a manner that prevents unauthorized access.

Any user who abuses the privilege or the Township's communication system will be subject to discipline or corrective action, including termination of their employment. If necessary, the Township also reserves the right to inform the appropriate law enforcement agency or officials regarding any illegal violations or suspicious activity involving the Township communication system.

### **CELLULAR TELEPHONES**

Cellular telephones and pagers will be issued only to those Employees with a demonstrated need for these types of communication. Cellular telephones and pagers shall be authorized by the appropriate Department Head or the Township Administrator.

Employees must safeguard any Township owned or contracted cellular telephone and pager equipment in their possession.

Employees must immediately report to the Department Head the loss of any Township owned or contracted cellular telephone or pager equipment immediately. If theft is suspected, the Township police department and any other police department with jurisdiction over such matter shall also be notified and a theft report will be filed.

Employees must exercise extreme caution when driving and talking on a cellular telephone. Unless utilizing "hands free" speakerphone, Blue-Tooth, or other similar device, Employees should make a reasonable effort to stop their vehicle, as soon as safely possible, to use cellular telephones. When responding to an emergency situation, police and fire Employees shall follow any directives issues by their Department Head regarding the proper use of cellular telephones and adhere to any state laws or regulations.

When an Employee no longer has a demonstrated need for the cellular telephone or pager, or when the Employee's employment is terminated or suspended, the Employee must immediately return any cellular telephone or pager, and any related equipment, to the Township. Employees must provide their Department Head or the Township Administrator any passwords upon surrender.

## **SOCIAL MEDIA**

The Township expects Employees to be conducting Township related business when working. Employees are not permitted to access, or make postings on, personal websites, or social networking sites, when they are working without the approval of their Department Head or the Township Administrator. This does not apply to postings being made by or on behalf of the Multi-Media Coordinator as outlined herein. Department Heads may access or authorize other Employees to access such websites or make postings when it is in the interest of the Township to accomplish its mission or responsibilities. When Employees make postings on personal websites, or social networking sites, related to matters that affect the Township, they must include a disclaimer making it clear to others that such postings or opinions are being made in their personal capacity and not as an Employee or authorized representative of the Township. Employees