



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY #28



COMPUTER USE	EFFECTIVE	08/MARCH/01
	REVISED	28/OCTOBER/2020

1.0 Purpose

1.1 The purpose of this policy is to clarify the use of the city computer system during working hours.

2.0 Responsibility

2.1 It is the responsibility of all personnel to know and understand all aspects of this policy.

3.0 Policy

3.1 All employees are required to follow the rules for use of the city computer software and hardware as specified under Administrative Order #9 "Electronic Communications" and the "Social Media Guidelines" documents contained in the city's "Employee Handbook."

3.2 The provisions covered in city policies apply to use of city resources, personal computers and mobile devices that are used during work hours.

3.3 The abuse of this privilege may subject the employee to disciplinary actions.

4.0 Reference

4.1 Highland Park Fire Department

4.2 City of Highland Park Employee Handbook

4.3 City of Highland Park Administrative Order #9

Approved:  Fire Chief