



## Use of County Resources

Teton County resources, including time, material, equipment, and information, are provided to further County business. Teton County email, computer, internet, copies, phone and voice mail systems are County property. Employees are trusted to behave responsibly and use good judgment to conserve County resources. Department Heads, Elected Officials and appointed Boards are responsible for the proper use of resources assigned to their offices. Incidental personal use is allowed provided it does not interfere with work, consume County resources or create potential County liabilities.

County business is open to public review, which means that employees have no right to privacy when using county computers or phones. Teton County reserves the right to examine data stored on all phone, computer and network systems through both physical examination and electronic monitoring. If the information collected reveals violations to County guidelines or the law, the County may use its discoveries for disciplinary actions and/or provide the information to law enforcement. All email on county servers becomes a matter of public record, unless it contains non-public information as defined by state statute.

**Computers, Email & Internet.** See “Computers, Technology & Information Security” policy.

**Telephones.** Teton County recognizes that employees will occasionally need to place and receive personal phone calls during the workday. In all cases, personal calls should be minimal. Personal long distance calls are prohibited. Excessive work time spent on personal calls is considered a misuse of employee’s work time and taxpayer funds; and may result in disciplinary action. All personal cell phones and other communication devices must be kept in silent mode or turned off while employees are on duty.

**Copy Machines.** Teton County recognizes that employees may occasionally desire to make personal use of County copy machines. Such use is permitted for small numbers of copies if they are made after business hours and paid for at the rate established in the County Fee Schedule.

**Heavy Equipment, Tools, Machinery and Shop Facilities.** All heavy equipment, tools, machinery and maintenance shop facilities are provided solely for use by county employees working on county projects. Such equipment, tools and facilities shall not be used for non-public purposes.