

**ADMINISTRATION & REGULATORY AFFAIRS DEPARTMENT**

<b>Subject:</b>	<b>Use of City Owned Technological Assets</b>	<b>No.</b>	<b>ARA- 805.00R</b>
		<b>Effective Date:</b>	<b>April 1, 2009</b>
<b>Issue Date:</b>	<b>April 1, 2009</b>	<b>Revision No.:</b>	<b>1</b>

**I. POLICY STATEMENT**

To ensure that the Administration and Regulatory Affairs Department (ARA) is in compliance with the City of Houston policy on use of city owned technological assets and to ensure uniformity in practice and procedure.

**II. SCOPE**

This policy applies to all employees reporting to the Director of Administration & Regulatory Affairs Department (ARA). This policy supersedes all former department policies, procedures and directives.

**III. POLICY**

- 3.1 All equipment and services provided by the city that enable an employee to perform his/her job are considered property of the city. This includes, but is not limited to, computer hardware, computer software, printers, copiers, telephones, pagers, electronic mail boxes, facsimile machines, and televisions.
- 3.2 All ARA property is to be used in the most economic, environmentally fit, and efficient manner possible. A move to a networked printer/copier environment will be implemented to promote cost efficiency. As existing stand alone printers become obsolete, a network printer will be installed. At the discretion of the ARA Director, special circumstances may require an employee to retain a stand alone printer.
- 3.3 All ARA property is to be used for official business only. ARA provided resources are not to be used for private or non-official use even if that use is outside scheduled work hours. The city is authorized to use whatever means required to gain access to this equipment including overriding of passwords.
- 3.4 Employees are required to have on file with an authorized supervisor any privately established passwords, e.g. any password which was not initially established by a system administrator. Changes in passwords require immediate written notification to the authorized supervisor.
- 3.5 Electronic mail is provided by the city for the employee's use for city business only. The electronic mail system shall be treated as a shared filing system, and employees shall expect that electronic mail sent or received will be available for review, use and disclosure by any authorized representative of the city. These communications are formal business documents and should not be used for personal, private communications.
- 3.6 Employees will be provided with the software required to perform their duties. Employees must advise their supervisors if they require additional software. If the supervisor approves and if funds are available, the software may be purchased.

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- 3.7 City-purchased software is not to be loaded on personal computers that are not city-owned except as directly authorized by the supervisor.
- 3.8 Supervisors must give written authorization in order for employees to receive access to all databases and systems not on the employee's personal computer including the Internet.
- 3.9 It is the responsibility of the supervisor to immediately notify the appropriate system security administrator when an employee terminates employment with the city so that his/her security access can be withdrawn.

<b>Approved:</b> 	<b>Date Approved:</b> <b>April 1, 2009</b>	<b>Policy No.:</b> <b>ARA- 805.00R</b>
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