



**CITY OF SANTA ANA
ADMINISTRATIVE
POLICIES AND PROCEDURES**

[Signature]
CITY MANAGER'S AUTHORIZATION

SECTION

ACCESS TO INFORMATION EQUIPMENT

DATE

January 28, 1994

NUMBER

PURPOSE

To ensure that City departments have ready access to all data stored in the City's information systems and that their systems are used for authorized purposes only. This system includes but is not limited to, microcomputers, electronic mail, telephone voice mail, computer diskettes, tapes and/or any other medium of information storage.

DEFINITION

"Information systems" are defined as information workstations, stand alone or networked, including, but not limited to, electronic mail, telephone voice mail, answering machines, microcomputers, computer tapes and diskettes or any other peripheral equipment or medium of information storage.

POLICY

1. It is the policy of the City of Santa Ana that all information systems related equipment shall be used for City business only unless otherwise approved by the department head and/or his or her designee.
2. The City-provided information systems equipment as defined above is City property and employees shall have no privacy rights related to this equipment and the information stored therein.
3. Employees will be responsible for providing the department head and/or his or her designee with the required access codes, passwords or any other information which would facilitate access to the employee's information equipment or the information stored therein.
4. Employees may not bring their own personal information equipment or related peripheral equipment or any medium of information storage to work without written permission of the department head. Once the personal equipment is at work, and is being utilized for work related purposes, this policy of access shall apply to the employee's personal equipment.
5. Failure to adhere to the provisions of this policy may lead to disciplinary action and/or referral to appropriate prosecuting agencies.