



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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| Policy # | 314 | Approval Date: 6/2/2015 |
| Policy Title | POLICY ON TEXTING | Effective Date: 6/2/2015 |
| | | Revision Date(s): |

PURPOSE

The purpose of this policy is to establish guidance on Short Message Service (SMS), Multimedia Messaging Service (MMS), Instant Messaging, SnapChat and other chat applications by members of the County workforce, and addresses security risks and procedural issues presented by text messaging.

GENERAL REQUIREMENTS FOR ALL TYPES OF TEXT MESSAGES:

Consult and inform your direct supervisor prior to using texting for County purposes. Texting for County purposes is a relatively new form of communication. Management along with Information Technology will provide assistance and messaging guidance and support.

Administrative Safeguards:

- Do not text clients or the public without their consent except for law enforcement purposes.
- Texting for County purposes is only allowed when authorized by the Department Head or supervisor of the employee.
- Personal use of texting on a County-provided phone is strictly prohibited.
- Employee communications by text message shall be done in a professional manner.
- No messages that are harassing, intimidating, offensive, obscene, or discriminatory toward anyone may be sent.
- All text messages sent and received in the conduct of County business may be subject to open records laws.
- The County reserves the right to read or disclose, for any reason, texts sent and received on County-provided cell phones when not prohibited by federal or state law.
- When an employee uses a County-provided cell phone for Internet and/or email, this use must comply with the County's Computer Use Policy.
- The County does not store any texts. The custody of the text remains solely with the cell carrier.

Safety Safeguards:

- Absolutely no texting is allowed while operating a motor vehicle, unless exempted as an operator of an emergency response vehicle as per WI State Statutes, 346.89(3).