



Grant County, Washington Policies & Procedures

POLICY NUMBER 500

Standards of Conduct

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501 – General

- 501.1 As contained within Policy 400, Section 401, Grant County is an at will employer. Nothing in this section shall be construed to create an employment contract, nor shall it be construed to alter the fact that employment is at will.
- 501.2 To meet the County's current and future needs while serving together with public and private entities in a manner that fosters a respectful and successful work environment is the essence of Grant County's mission. Employees are expected to represent the County in a professional manner, which is courteous, efficient, and helpful. Grant County expects the highest standards of integrity, honesty, and ethical conduct from its employees.
- 501.3 Grant County strives to provide superior service to its citizens and visitors. Employees are an integral part of providing these services. It is essential that all citizens and visitors, co-workers, and members of management be treated courteously at all times. Employees can, in turn, expect the same courtesy from their co-workers and members of management.
- 501.4 Integrity is a firm adherence to a set of moral values or standards. In employment matters, integrity emphasizes consistency; following the goals, values, policies and procedures of the County at all times, even when the outcome is unpleasant.
- 501.5 Honesty means to be free from fraud and deception. At work, being honest means telling the truth, but also not withholding information in order to deceive or protect personal interests or the interests of others.
- 501.6 Ethical means the use of a moral code, to distinguish between right from wrong or fair from unfair. In employment matters, it may generally refer to a conflict between personal interests and job requirements. Unethical behaviors include those in which the "professional" role is used to pursue a personal interest. County Policy No. 200, Section 201, Code of Ethics, sets forth what is acceptable and unacceptable behavior for Grant County employees.

502 – Personal Appearance and Image

- 502.1 First impressions are often lasting. The County's image rests on the impressions created by written materials, telephone etiquette, and the appearance of employees and worksites. The quality of services shall be consistently reinforced by professional appearance and image.
- 502.2 Employees are expected to be neatly dressed and clean in appearance at all times. The County expects employees working in an office setting to dress in a manner consistent with its commitment to maintain a professional office environment. Office dress standards may be relaxed due to extreme weather conditions or because of special work requirements. Field personnel must be in proper uniform, if applicable,

including any required identification badges. Remaining field personnel are expected to dress neatly and in keeping with the County's commitment to operate in a professional and safe manner. Elected Officials/Department Heads may develop and require adherence to more strict personal appearance standards, including uniforms.

502.3 Employees may be required to wear safety attire as associated with their position. Employees should see their supervisor for specific personal appearance and/or safety attire standards for their position.

502.4 Failure to comply with personal appearance and/or safety attire standards will result in corrective action, up to and including termination of employment.

503 – Off-Duty Conduct

Grant County encourages its employees to bear in mind that their off-duty conduct may serve to reflect either positively or negatively upon their employer. Employees should ensure that their off-duty conduct does not adversely affect their work performance or cause them to violate any County policies while they are on the job.

504 – Contacts with the News Media

The Board of County Commissioners and EOs/DHs shall be responsible for all official contacts with the news media, including answering questions from the media. The Board of County Commissioners or EO/DH may designate specific employees to give out procedural, factual, or historical information on particular work-related subjects. If contacted by the media regarding a subject an employee is not authorized to publicize, the employee must report this request to his/her supervisor and refer the media to the appropriate designated person. If in doubt, employees should first ask their supervisors.

505 – Personal Visitors

The County requests that personal visitors be kept to a minimum. Employees should meet visitors in the lobby area of each office or department. For security, confidentiality, and liability purposes, several offices or departments restrict personal visitors from the actual work area.

506 – Parking

Due to the service nature of Grant County's operations, it is important that visitors to the County's various worksites have ample parking. Each worksite has specified areas for visitor parking, which employees may not use. At the Courthouse complex in Ephrata, employees are to leave all street parking spaces immediately adjacent to the courthouse available for visitors. Employee parking is provided and specified and employees may use this designated parking on a first come first serve basis. The County has no reserved parking spaces in employee parking areas.

507 – Conflicting Outside Activities/Moonlighting

507.1 Moonlighting

- 507.1.1 Regular employees considering outside employment or association membership must ensure that such activity does not interfere or conflict with their employment at Grant County. Policy 200, Section 209, Conflicts of Interest, should be consulted for specifics and examples of conflicts of interest.
- 507.1.2 Employees must not accept a position which would pose a conflict of interest, compete with or negatively affect their performance at Grant County, or which requires the use of Grant County property. Employees are to inform their supervisors of any prospective employment in addition to that of Grant County.
- 507.1.3 Specific policies regarding conflicting outside activities may vary between offices/departments, based on the nature of service, labor contracts, and/or federal and/or state regulations. The employee's supervisor will inform the employee of his or her office/department's policy. Employees may be required to inform their supervisors of any employment or outside activities in addition to that of Grant County.

507.2 Political Activities

- 507.2.1 Grant County employees may participate in political or partisan activities of their choosing provided that County resources and property are not utilized and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on County time or in a County uniform, or while representing the County in any manner. Employees may not allow others to use County facilities or funds for political activities, except as otherwise allowed by law.
- 507.2.2 Any County employee who meets with the public, may be observed by the public, or otherwise represents the County to the public while performing regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit a contribution for partisan political cause(s) on County time or County property, except in specific cases, such as the Fair or Museum.

508 – Quality of Work

- 508.1 Employees of Grant County are part of their office or department's team and part of the County's team. As such, for the benefit of the employee, co-workers and the County, we ask that employees perform the

responsibilities of their job with thoroughness, thoughtfulness and integrity while always keeping the County's goals in mind.

- 508.2 Grant County strives to provide quality services to citizens and visitors. Individual employees, as part of the team, are important to the County's success.

509 – Confidentiality/Public Records

- 509.1 Grant County is a public employer and many of its services are to provide information of public record to any and all persons requesting such information. However, there is some information that is of a confidential and sensitive nature and may require specific procedures for providing the information to requesting parties. Each office or department is responsible to advise employees of policies and procedures regarding information/ records, confidentiality, if applicable, and proper requests for information procedures, including the Grant County Public Records Ordinance and state law. When in doubt, employees should make inquiry before releasing information.
- 509.2 Failure to comply with an office or department's policies and procedures regarding confidential information and requests for information as set forth in this section may result in corrective action up to and including termination of employment.
- 509.3 All records, files, etc. – whether physical or electronic – are the property of Grant County. These resources and information are subject to disclosure to law enforcement or government officials, or to other third parties through subpoena or other process including, without limitation, court orders, requests for public records, investigations, and/or disciplinary proceedings.
- 509.4 Officials and employees should have no expectation of privacy to any information created or maintained in or on County property or that is transmitted (sent or received) or stored through Grant County's electronic communications resources, and there is no assurance on anonymity, except as otherwise provided by law, such as attorney-client privilege and confidential communications.
- 509.5 Grant County has a Public Records Officer (PRO) who is the County's official designee for receipt and processing of all Requests For Public Records. Each County office and department is to provide all records requested of it by the PRO in a timely manner. The PRO will list records as exempt, perform redactions, and/or release records pursuant to state law and/or the advice of the County's legal counsel specializing in the Washington State Public Disclosure Act.
- 509.6 Offices/departments that fail to abide by the instructions of the County's PRO as they pertain to the processing of Requests For Public Records are subject to payment of all attorney's fees and penalties from any litigation

that occurs as a result of not providing materials to and/or failing to follow the instructions of the PRO.

- 509.7 Questions as to what constitutes a public record or specific inquiries regarding the Public Disclosure Act (PDA) and/or current case law regarding the PDA should be directed to the County's Public Records Officer.
- 509.8 Authorized personnel, including an employee's supervisor, is to be permitted access to review any and all information created, stored, sent, or received in or on County property.
- 509.9 Despite security precautions, there is no absolute in preventing or ensuring unauthorized access of stored files either physically or electronically.

510 – Research & Development

- 510.1 Grant County encourages the research and development of better ways to provide services. As a part of an employee's position, he/she may be required to develop specific procedures for Grant County. All work and work product, in any format (including electronic format) that is produced or developed during work hours, using County resources, and/or on behalf of Grant County remains property of Grant County, even after an employee separates employment from Grant County. Employees may not sell or otherwise distribute products developed for Grant County. Products developed for Grant County are not for personal use, profit, or gain.
- 510.2 Violation of this policy may result in corrective action, up to and including termination of employment. In addition, violation of this policy may result in Grant County pursuing any and all legal remedies available, including recovery of profits and/or gains.

511 – Security of Personal and County Property

- 511.1 Grant County may issue property to an employee for his/her use to perform his/her job. These may include, but not be limited to, computers, lockers, vehicles, pagers and cellular telephones. Employees are solely responsible for property issued to them. Employees shall not allow use of issued property by other employees through sharing keys, access codes, passwords, combination lock information, etc. Employees are responsible to ensure access to such items is secure.
- 511.2 Grant County does not assume responsibility for loss, theft, or damage to personal property brought to the workplace. While the County cannot guarantee security of an employee's personal property, employees are asked to report any incidents immediately to their supervisors in the event of loss, theft, or damage to personal property brought to the workplace.
- 511.3 Grant County reserves the right to inspect and/or search any employee's personal property or vehicle brought to or taken from the premises based

on reasonable suspicion or violation of alcohol and/or controlled substance policies or any other relative County policies.

512 – Use of County Resources

512.1 General

- 512.1.1 County communications and computer systems, supplies, materials, vehicles and equipment belong to Grant County and are provided by it to facilitate the performance of County work. Unless specifically provided for under this section and/or additional Grant County policies, such as the Electronic Communications/Computer Usage Policy (Section 512.3), personal use of County resources is prohibited.
- 512.1.2 All County resources must be used in accordance with all County policies, as well as local, state, and federal laws and/or guidelines.
- 512.1.3 County resources include, but are not limited to, an employee's work time, County work location telephones, County-issued cell phones, facsimile machines, copiers, the County's entire computer network, internet scan numbers, supplies, materials, vehicles, equipment, etc. The County's computer network resources include – but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptop computers, software, data files, and all internal and external computer and communications networks, such as Internet, commercial online services, value-added networks, e-mail systems, telephones, voicemail systems, etc. that may be accessed directly or indirectly from Grant County's network.
- 512.1.4 Violations of any portion of this policy may result in disciplinary action, up to and including termination of employment; in certain instances, improper use of County resources may also include criminal prosecution.
- 512.1.5 Employees may use County work location telephones for personal calls on a *di minimus* basis, and only for local calls. An employee's use of work location telephones for personal calls that hinder productivity, interfere with County use, or is excessive is beyond a *di minimus* basis and therefore prohibited.
- 512.1.6 Utilization of County computers for employees' personal use is only permitted as set forth in Section 512.1, Section 512.3, Electronic Communications, and/or Section 512.4, Computer Usage.

512.1.7 Use of County resources, which includes work time, for personal or private purposes is prohibited unless specifically provided for under additional, active Grant County policies.

(a) For example, an employee's use of a personal electronic device that hinders productivity, interferes with County responsibilities, and/or is excessive is prohibited; and

(b) Except in cases of emergency, personal phone calls, computer usage, etc., should occur only during clearly defined lunch, morning, and/or afternoon break times.

512.1.8 Use of any County resources for personal financial gain is strictly prohibited.

512.1.9 Employees must make conscientious and careful use of all County resources and seek to incur minimum, necessary expenses.

512.2 County-Issued Cell Phones/SCAN Card Numbers/Pagers

512.2.1 Specifics:

(a) Some positions may require the use of a pager (due to the layout of the County worksite) or a cell phone (when an employee is away from his/her normal work location) while he/she is conducting County business. SCAN cards/numbers may also be assigned to employees for the purpose of making long distance calls or faxes. These resources are provided to employees on an "as needed" basis for County business purposes only. Personal long distance calls utilizing either a County cell phone or SCAN number is prohibited.

(b) Employees provided with pagers are required to have them turned on and in their possession at all times or as designated by their supervisors. Employees are required to respond to pages they have received in a timely manner.

(c) Employees are prohibited from using cell phones when operating a motor vehicle or heavy equipment in the course of conducting County business.

(d) County cell phones, pagers, and SCAN card numbers provided by Grant County are the property of Grant County and must be returned at separation of employment or at the request of the County. SCAN card accounts of departing employees are to be closed by the EO/DH immediately upon an employee's separation.

- (e) The purpose of this policy is to establish efficient and standard procedures with respect to:
 - (1) The use of County owned and personal cell phones used for County business for which reimbursement will be requested; and
 - (2) Departmental and employee responsibility for cell phone management and control of costs of cell phone acquisition and services.

512.2.2 Issuance Standards: EOs/DHs are responsible for conducting a need assessment prior to authorizing the acquisition of a cell phone and service. Cell phones shall be issued to individual employees and only after determining the:

- (a) Business need for cell phone communication of the department and employee;
- (b) The amount of time the employee spends away from the customary work site;
- (c) The need for immediate contact with the employee;
- (d) Benefits of cell phone service versus the comparative cost of alternative and less expensive means of communication; and
- (e) Public safety needs and employee safety issues.

512.2.3 Acquisition Standards: After determining and approving the business need for a cellular telephone, the EO/DH will obtain service and equipment from the County's preferred provider. The account should be set up with the County's name and also the employee that is to receive the phone. The phone's serial number and phone number should be entered on the small and attractive items inventory, which is to be maintained by each department. The EO/DH should also determine the appropriate equipment and level of service that satisfy the requirements of the position and department's needs.

512.2.4 Usage Standards:

- (a) A County issued cell phone shall be used for appropriate business purposes when a safe, convenient and less costly alternative is not available. Only County staff and other authorized persons conducting County business may use County cell phones.

- (b) Personal use of a County cell phone is prohibited, except in cases of personal emergency or when extended work hours, unexpected travel or other unanticipated changes in job-related circumstances require the employee to contact family members, teachers, doctors, daycare center, and/or others affected by the change.
- (c) An employee is **not eligible for reimbursement** in the event that the employee uses a **non-county** cell phone for County business.
- (d) Employees are responsible for taking proper care of cell phones and take reasonable precautions against damage, loss or theft. Loss of a County cell phone should immediately be reported to the EO/DH. Losses attributable to negligence shall be replaced by the employee at his/her personal expense.
- (e) With the exception of law enforcement officers and emergency services personnel in the case of emergency, employees are prohibited from using County-issued cell phones while operating any motor vehicle, including County motor vehicles and/or heavy equipment.
- (f) Discussions of confidential information over a cell phone should be avoided.

512.2.5 Additional Restrictions: Departments may adopt more restrictive policies with respect to usage as their operations and circumstances warrant.

512.2.6 Monitoring: EOs/DHs are responsible for periodically reviewing employees' cellular telephone usage patterns. In the event cellular telephones no longer meet demonstrated business requirements, are unused, or no longer "fit" the subscribed service plan, the EO/DH shall ensure the cancellation, reassignment, or adjustment of the cellular telephone service.

512.2.7 Compliance:

- (a) Through the procurement process, the EO/DH should ensure monthly cellular telephone invoices detailing calls are sent by the vendor directly to the EO/DH, and include the name of the employee to whom the cell phone has been issued on the invoice. It is the responsibility of the EO/DH to forward the original, appropriate invoice to the individual employee assigned a County cell phone prior to payment by the County. The employee shall review the bill for accuracy and identify any personal calls reported on the invoice. The employee shall further:

- (1) Sign and date the invoice;
 - (2) Indicate (highlight) any emergency personal calls (if any) recorded on the invoice;
 - (3) Provide reimbursement to the County for emergency personal calls, as defined earlier **if the maximum allowed minutes under the set fee are exceeded. The employee shall pay at the rate charged for excess minutes;**
 - (4) Attach a personal check made out to Grant County or a copy of the receipt for reimbursement for personal calls to the cell phone invoice; and
 - (5) Return the invoice and any payment for personal calls to the EO/DH for further processing for payment.
- (b) The EO/DH or designee shall review all invoices returned for compliance with the above and for the purpose of identifying any equipment purchases, unexplained calls made on unusual days or at unusual times, repetitive calls, calls of long duration, long distance calls, and/or calls incurring roaming charges.

512.3 Electronic Communications

512.3.1 Specifics: Grant County provides employees, in applicable positions and work needs, with electronic communication resources and authorized access for the purpose of efficiently conducting County business. The County reserves the right to change these policies, with or without prior notice, at any time as may be required under the circumstances. Each office or department may adopt a more strict set of policies regarding electronic communication resources and their uses. Employees should discuss questions regarding electronic communication usage with their supervisors.

- (a) Electronic communication systems include, but are not limited to, electronic mail systems, network schedulers, voice mail systems, facsimile devices, teleconferencing, cellular telephones and other electronic communication media which generate, store, transmit and display messages for internal and external County business communication purposes;
- (b) These systems are the properties of Grant County and are to be returned at separation of employment;

- (c) All electronic communication resources are provided by Grant County for the sole purpose of performing business related tasks;
- (d) Use of electronic communication resources at home is allowed only with previous authorization;
- (e) Grant County prohibits the use of electronic communication resources in ways that are in violation of County policy or policies, disruptive, offensive to others, illegal, and/or harmful to morale;
- (f) Employees should not leave voicemail messages or transmit e-mails that they would not want someone other than the intended receiver to hear or read;
- (g) Should an employee receive a voicemail message or e-mail that was clearly intended for someone else, the employee is not authorized to use the information contained within the message or discuss same with anyone other than his or her supervisor.

512.3.2 Property of Grant County: All electronic communication resources and all information transmitted by and received from, or stored on, County systems are the property of Grant County.

- (a) Such resources are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process, including, without limitation, requests for public records, as well as disciplinary proceedings;
- (b) Users should have no expectation of privacy as to any information created or maintained in or on the County's property or transmitted or stored through Grant County's electronic communication resources, except as otherwise provided by law, such as attorney-client privileged and confidential communications;
- (c) Users are required to allow authorized personnel, including his or her supervisor, access to review all information created, stored, sent or received on the County's electronic communications resources;
- (d) Despite security precautions, there is no absolute in preventing or ensuring unauthorized access of stored files; and
- (e) Deleted messages or files are recoverable, often months or years after the initial and/or final communication.

512.3.3 Monitoring

- (a) To ensure that the use of County electronic communication resources and records are consistent with the County's legitimate business interests and obligations – which include but are not limited to determining compliance with local, state or federal laws, assessing employee performance, evaluating excessive and/or improper use, and/or investigating improper disclosure of confidential information – Grant County reserves the right to review, monitor, intercept, copy, delete and disclose all matters contained in or transmitted by such systems and records at any time, with or without notice; and
- (b) The County reserves the right to override any passwords, encryption or codes for these purposes. The County will use automated software to monitor any message sent electronically. The County reserves the right to use any software and/or programs to retrieve information, including deleted messages.

512.3.4 Personal Use

- (a) Personal use of County electronic communications is regulated by Section 512 and its subsections; and
- (b) A supervisor may impose additional restrictions regarding personal use; however, all employees must abide by County policy regardless of an Elected Official's position regarding personal use of County resources.

512.3.5 Copyrights: Users should be aware that federal copyright laws, regardless of whether a copyright notice appears on the work, might protect any information, software or graphic on the Internet. Users may not duplicate or transmit such material or download shareware without written authorization from the Director of Technology Services.

512.3.6 Security: Technology Services must authorize any and all applications and users are required to scan freeware, shareware or any downloaded application for viruses using authorized procedures and software.

- (a) Users must never open, execute or run unsolicited binary code e-mail attachments;
- (b) Users are required to take all necessary steps to prevent unauthorized access to County information;

- (c) Users must keep passwords secure and unknown to all other persons and refrain from sharing accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed quarterly. All default passwords must be changed within two (2) business days. Authorized users should take steps to prevent unauthorized access to their accounts by logging off when their terminal will be unattended;
- (d) All messages to and from in-house or outside legal counsel seeking or giving advice should be clearly marked, "PRIVILEGED AND CONFIDENTIAL; ATTORNEY/CLIENT COMMUNICATION". To preserve the attorney-client privilege, never send or forward messages to or from counsel to anyone outside the County, without prior authorization from legal counsel;
- (e) Authorized users may use encryption software when sending proprietary or confidential information via external e-mail. Use of encryption software is prohibited except with written authorization from the Director of Technology Services in accordance with the above statement regarding proprietary or confidential information;
- (f) Users should be especially sensitive when transmitting confidential data; consider whether other forms of communication are more appropriate;
- (g) Users may not access a computer account that belongs to another user;
- (h) Users must use their own logon ID and password only, are responsible for all activity on their logon ID and must immediately report any known or suspected compromise of the logon ID or password to the Technology Services Director; and
- (i) Users shall not install any program without authorization from Technology Services and may not knowingly or recklessly run or install (or cause another to run or install) a program, such as a "worm" or "virus", intended to damage or place an excessive load on the County's electronic communication resources.
- (j) Before sending an e-mail, ensure that only appropriate recipients have been designated. Make sure the electronic distribution lists are updated as necessary.

512.3.7 Prohibited Uses: Employees are expressly prohibited from certain uses of County electronic communication resources which include, but are not limited to, the following:

- (a) To send, store, view or willingly receive material that is, including but not limited to, fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate. Users encountering or receiving this type of material must immediately report the incident to their supervisors or Technology Services, except as it may pertain to work or as authorized by law;
- (b) To produce, distribute, or store commercial or personal advertisements, employee-owned business materials, solicitation, promotions, political materials, etc.;
- (c) Deliberate acts that waste electronic communication resources or unfairly monopolize resources to the exclusion of others, including sending mass mailings or chain letters, subscribing to non-business-related list servers and mailing lists, spending unnecessary time on the Internet, engaging in online “chat groups”, or otherwise causing network traffic unrelated to legitimate County business;
- (d) To copy software for use on personal computer. Provide copies of software to any independent contractors or clients of Grant County or to any third party;
- (e) To install software on any of Grant County’s workstations or servers; this includes downloading any software from the Internet, or other online service, to any of Grant County’s workstations or servers, including screensavers, without the authorization of Technology Services;
- (f) To modify, revise, transform, recast, adapt, reverse-engineer, disassemble or decompile any software;
- (g) To use “spoofing”, obscuring the origin of any message, using an assumed name, or utilization of any other means to disguise one’s identity or send a message under another individual’s name in any e-mail or other correspondence; and
- (h) Any use that violates local, state or federal laws.
- (i) Users must immediately report to their supervisors or the Director of Technology Services any violation of the above-prohibited activities.

512.3.8 Netiquette: Users should exercise the same care in crafting e-mails and other electronic documents as they would for any other written communication. The quality of an employee's writing will reflect either positively or negatively on Grant County. The following criteria are should always be applied:

- (a) Write down only what you mean and communicate it directly; do not use double meanings, innuendo, sarcasm, nicknames, or slang. E-mail may appear "informal" when it is composed, but not when it is read.
- (b) Users should ensure that each of their electronic communications is truthful and accurate.
- (c) Always strive to use proper grammar and correct punctuation.
- (d) Whenever there is confusion regarding the material, which cannot be clarified within two electronic messages, use another form of communication such as the telephone.
- (e) Statements about co-workers, providers, the people we serve, etc. that is degrading is prohibited.

512.4 Computer Usage: It is critical to ensure the provision of computer and telecommunications resources and services to Grant County employees for the purpose of conducting business. This policy section applies to all users of Grant County computer and telecommunications resources and services. Violations of this policy may result in corrective action, up to and including termination of employment; it is also possible that, depending upon the nature of the violation(s), criminal charges and/or legal action may result.

512.4.1 Specifics

- (a) The Department of Technology Services provides computer users with technical resources. All computer users have the responsibility to use County computer resources in an efficient, effective, ethical, and lawful manner. This Policy 500, Standards of Conduct, sets forth the requirements and expectations of employee conduct and usage of County resources.
- (b) All computer usage is to be in conformance with Section 512 and its subsections; applicable and binding policies set forth hereinabove are not duplicated in this subsection 512.4.
- (c) Viewing of any internet site of a sexual nature is strictly prohibited and could result in disciplinary action, up to and including termination of employment.

512.4.2 Security and Monitoring

- (a) Grant County seeks to protect computer-based information, recognized as a primary administrative, educational and research asset, from accidental or intentional/unauthorized modification, misuse, destruction, disruption, or disclosure. In order to make every reasonable effort to protect the integrity of its computing systems, workstations, networks, etc., Grant County has the right and responsibility to monitor its computing resources.
- (b) All County computer users must read and sign an acknowledgement of having received and read Policy 500, Standards of Conduct, Section 512, *Use of County Resources*, prior to authorization for use. This form is provided by the Human Resources Department at employee orientation. Refusal to read and sign the policy may be grounds for discipline, up to and including termination of employment.
- (c) Grant County has the right to monitor any and all aspects of a system, including individual login sessions to determine if a user is acting in violation of County policy, state, and/or federal laws. The issuance of a password or other means of access is to assure appropriate confidentiality of County files and information, and does not guarantee privacy for personal or improper use of County equipment or facilities.
- (d) All user Internet activity is monitored, tracked, and documented. Reports and documentation stemming from Internet activity monitoring is a matter of public record, with the exception of certain law enforcement matters. In addition, it is available to management as a tool to assist in determining an office's, department's, or individual's use of County time, resources, and adherence to related County policies.
- (e) All users are assigned an individual log on with password protection.
 - (1) Each user is responsible for safeguarding his or her user identification and password.
 - (2) Users should not print, store on-line, or provide their password(s) to others.
 - (3) The user is responsible to make authorized usage of the ID for its intended purpose only.
 - (4) Each user is responsible for all transactions made under the authorization of his or her ID.

- (5) Any user who suspects a breach of password protection should report their concern immediately to his/her supervisor and immediately make arrangements with Technology Services for the ability to select a new password.
- (f) Computer users shall not intentionally view, provide, or modify information in or obtain copies of files, programs, keystrokes, or passwords belonging to other computer users. This includes all system files and accounts.
- (g) The copying or sharing of copyrighted materials, software, video and audio files (including MPEG files) is prohibited.
- (h) Due to risks of electronically transmitted viruses, it is suggested that software upgrades, installation files, and other executable files (*.exe files) should only be downloaded and installed from the internet after consultation with or instruction from Technology Services staff. This includes executable files (*.exe) attached to electronic mail messages, but does not include document files such as Word (*.doc) and Excel (*.xls). Individual users who do not conform with this policy must take responsibility for all problems and issues that may subsequently arise.

512.4.3 Site Access – Federal/Other

- (a) *Criminal Justice Information System (CJIS) Requirements:* Certain County offices/departments work under Criminal Justice Information System (CJIS) requirements as prescribed by the Washington State Patrol and the Federal Bureau of Investigation (FBI). Access to the CJIS site includes the following requirements:
 - (1) Agencies must conduct a state of residency and fingerprint-based background check for all personnel within 3 days of employment or assignment.
 - (2) The agency's Technical Agency Coordinator (TAC) must retain the State Identification Number (SID) of each employee who uses **A Central Computerized Enforcement Service System (ACCESS)** or maintains the application or network connection. Below is a list of personnel that will fall under the background check requirements:
 - i. Law enforcement officers
 - ii. Corrections
 - iii. Court personnel

- iv. Probation personnel
 - v. Technical staff
 - vi. Technical vendors for applications/network assistance
 - vii. Contractors
- (3) Terminal locations must be secure from unauthorized access and all employees authorized to access files must be instructed on proper use and dissemination of information.
- (4) All visitors to computer centers and/or terminal areas must be escorted by authorized personnel at all times. This would include:
- i. The public
 - ii. Prospective employees
 - iii. Contractors
 - iv. Vendors
- (5) The FBI requires all personnel who manage or have access to FBI CJIS systems (including technical staff) must receive security awareness training every three years. The technical point of contact must keep a record of training completion dates and provide ACCESS a copy of the employee's signature sheet. ACCESS requires agencies to conduct a background re-investigation every five years for all personnel who use or work on the connection to ACCESS.

512.5 County Electronic Payments, Card Usage

512.5.1 Specifics: Grant County authorizes and provides for certain electronic payments to be made and/or accepted by County employees to improve cash management, reduce costs, and increase efficiency for conducting County business. This includes the County's Credit and Travel Card Programs pursuant to RCW 43.09.2855, the County's acceptance of electronic payments pursuant to RCW 36.29.190, and internal policies contained herein to further control and manage County resources effectively. This policy is separated into the following categories:

- County Procurement/Credit and Travel Card Program/User Agreements (Sect. 512.5.2)
- Acceptance of Electronic Payments by the County (Sect. 512.5.3); and
- Creation/Issuance of Pre-Paid Cards (Sect. 512.5.4).

(a) Definitions

- (1) Credit/Travel card – For the purpose of Section 512.5.2 of this policy, County Procurement/Credit and Travel Card Program/User Agreements, “credit card” or “card” refers to a credit card issued by the Accounting Department to an Elected Official (EO), Department Head (DH), and County employees to improve cash management, reduce costs, and increase efficiency for conducting County business.
- (2) Cardholder – means an EO/DH or County employee who has been issued an individual purchasing or travel card.

(b) Issuance, Distribution, and Limitations

- (1) Cards are issued in the name of the County EO/DH and/or the County employee.
- (2) Office/department credit limits will be set by the Board of County Commissioners and may vary between offices/departments.
- (3) Points are accumulated on County credit card purchases that may be used to procure various goods (such as flat screen TVs). The Grant County Auditor will advise the Board of County Commissioners to help determine priorities/needs for which County office/department is next in line for exchanging County-earned points to procure work-related merchandise.

(c) Authorized Card Use, Responsibilities & Accountability

- (1) The Cardholder to whom the card is issued is responsible for the control of use and all purchases made on the card.
- (2) Cardholders are authorized to use the purchase card to procure merchandise or services required as a function of their duties on behalf of Grant County. The travel card is to be used solely for travel related expense or services required as part of approved travel on behalf of Grant County. Card usage for travel and meal expenses is governed by Grant County’s Policy 1200, Travel, Training & Expense Reimbursement, Sect. 1202. Unauthorized and/or inappropriate card use is prohibited and addressed in Section 512.5.2(d) of this policy.

- (3) A purchase made with a credit or travel card may be made over the counter, the Internet, or by telephone. The card user must obtain and return original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. The Cardholder may be allowed to file an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained.
- (4) It is the responsibility of the EO/DH to reconcile, or arrange for the reconciliation of, all credit card activity within his/her office or department. The Accounts Payable Clerk in the Accounting Department must receive the reconciliation and all receipts by the established due dates.
- (5) It is the responsibility of the EO/DH to pay any finance charge/late fee as a result of a statement being submitted late to the Accounting Department. NOTE: Late fees are calculated against the total County amount due, not just the office/department's amount due; therefore, the EO/DH responsible for any County late fee/finance charge must pay the entire fee amount due.
- (6) The Accounting Department will process only those credit card vouchers that are: (a) accompanied by the credit card statement; and (b) all supporting receipts.
- (7) Accounting will process credit card vouchers (*i.e.*, make payment) at a minimum of once per month from the credit card statement.
- (8) The Accounting Department is responsible for keeping a current list of active Cardholders, card numbers, card limits and card status. The Accounting Department is also responsible for the integrity of processing statements for payment and may request a full audit of any office/department's account.
- (9) Credit/Travel cards are not to be loaned out to non-County employees.
- (10) Should a Cardholder lose or have his/her credit card stolen, it is the responsibility of the Cardholder to immediately notify the Accounting Department (within one business day) after discovery of the loss or theft of the card.

- (11) EOs/DHs are responsible to take any other steps necessary to ensure that the credit card is used only for authorized purposes.
- (12) Neither the bank nor the merchant bears any responsibility for inappropriate purchases. If a purchase was made by a department/office member, the merchant will be paid and the department/office budget charged unless the item is returned and the merchant agrees to take it back and issue a credit.
- (13) The Cardholder must surrender the credit card – which may be revoked – to the County Auditor or Director of Human Resources for any of the following:
 - 13a. If the credit card is used in a manner which is inconsistent with this policy and/or any County or department policies and procedures;
 - 13b. If the EO/DH or Cardholder resigns, is not re-elected, is transferred, or otherwise terminates employment with Grant County. Notwithstanding, the County Auditor may permit an Elected Official that is not re-elected or a Department Head transferring to another position within the County or who is resigning on good terms to leave the card in the temporary custody a trusted staff person within that office/department in the interim.
 - 13c. The County Auditor, Chief Accountant, and/or Board of County Commissioners can determine it is in the County's best interest to revoke/deactivate a Cardholder's credit card use privileges for any reason.

(d) Unauthorized and/or Inappropriate Card Use

- (1) Use of County credit cards to purchase items for personal use or for non-County purposes, even if the cardholder intends to reimburse the County, is strictly prohibited and can and will be considered misappropriation of County funds and may result in disciplinary action, which is addressed in Section 512.5.2(e) of this policy.
- (2) Unauthorized and/or inappropriate card use includes, but is not limited to:
 - 2a. Items for personal use;

- 2b. Items for non-County purposes;
- 2c. Food and/or beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for County-related meetings and hotels for travel in compliance with County policies and after obtaining pre-approval from the County Auditor for special expenses);
- 2d. Alcoholic beverages;
- 2e. Weapons of any kind or explosives (except for authorized Sheriff's Office purchases);
- 2f. Relocation expenses;
- 2g. Entertainment;
- 2h. Recreation;

Additionally:

- 2i. Cards shall not be used to obtain cash advances or other expenses that are not allowed as established by state statutes and County purchasing policies and/or procedures;
- 2j. In order to help ensure compliance with IRS 1099 reporting requirements, the credit card shall not be used to pay non-corporate entities for personal or professional services;
- 2k. A purchase should not be made with a County credit card unless it is the most productive purchasing method. Credit cards should not be used to replace planning. The County promotes progressive, productive work methods.

(e) Disciplinary Action for Violation of Section 512.5.2

- (1) A cardholder who makes an unauthorized purchase with the County credit card or uses the card in an inappropriate manner as set forth in Sections 512.5.2(c) and (d) above will be subject to:
 - 1a. Revocation of the credit card; and/or
 - 1b. Disciplinary action up to, and including, termination of employment; and/or

1c. Restitution to Grant County for unauthorized purchases; and/or

1d. Criminal prosecution.

(2) If any item purchased with a credit card is deemed unacceptable by the Auditor or Board of County Commissioners, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check; then the funds must be deposited immediately with the County.

2a. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, Grant County shall have a prior lien against – and a right to withhold – any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. Any official or employee who has been issued a charge card by the County shall not use the card if any disallowed charges are outstanding and shall surrender the card to the Grant County Auditor or Director of Human Resources upon demand of the Grant County Auditor or Board of County Commissioners. Grant County shall have unlimited authority to revoke use of any charge card issued under this section and, upon such revocation order being delivered to the charge card company, shall not be liable for any costs.

2b. Violations of Section 512.5.2 of this policy, County Procurement/Credit and Travel Card Program/User Agreements, may result in disciplinary action, up to and including termination of employment, as well as civil and/or criminal liability.

(f) User Agreements for County-Issued Credit/Travel Cards

(1) Elected Officials and/or employees who are issued either a County Credit Card or Travel Card are required to immediately review and sign a user agreement form, attesting to their having read and understood the conditions set forth. These forms are provided by the Accounting Department upon card issuance and must be returned to the Accounting Deputy after signature.

512.5.3 Acceptance of Electronic Payments by the County

(a) Definitions

- (1) Payment card – For the purpose of Section 512.5.3 of this policy, Acceptance of Electronic Payments by the County, “payment card”, “credit card”, “debit card” or “card” refers to any card utilized by an individual, group, company, entity, etc. to make payment to a Grant County office or department that is authorized and set up to accept such payment(s) to improve cash management, reduce costs, and increase efficiency.
- (2) Payment Card Industry Data Security Standard (PCI DSS) – A standard created to increase controls around cardholder data to reduce credit card fraud *via* its exposure. Validation of compliance is conducted on an annual basis by an external Qualified Security Assessor that creates a Report on Compliance for organizations handling large volumes of transactions, or by Self-Assessment Questionnaires for companies handling smaller volumes.
- (3) County Card Reading Device – Equipment used for the purpose of taking or making payments for County services, etc. *via* debit or credit cards – or any other type of payment card – that is to only access the Public Internet, either wired or wireless, and not be attached or connected to the County’s secure internal network.

(b) Authorization of Card Reading Devices

- (1) Strict regulations exist for the creation and additional level of protection for card issuers by ensuring that merchants meet minimum levels of security when they store, process, and transmit cardholder data through the Payment Card Industry Data Security Standard (PCI DSS). While Grant County is not a “merchant”, its offices/departments that are using card reading devices to accept payments from individuals are strictly prohibited from using a card reading device that will store, process, or transmit cardholder data *through or using the County’s server (internal network infrastructure or equipment)*.
- (2) The only acceptable internal credit or debit card transaction devices for County business are those which only access the Public Internet, either wired or wireless, and are not attached or connected to the County’s secure internal network. Users are hereby advised that

the County in no way guarantees the security of any such external network.

- (3) Any office/department using or seeking to use an office card reading device to conduct County business must do so through the expertise and instruction of Grant County Technology Services to ensure that Grant County's entire network is not subject to PCI DSS requirements, validations, and audits for same.
- (4) For the purpose of this policy, any EO/DH or employee's failure to abide by this policy's Section 312.5.3, Acceptance of Electronic Payments by the County, and/or the recommendations of Grant County Technology Services for internal credit or debit card transaction devices, will be considered an unauthorized and/or inappropriate card use and may result in disciplinary action, as set forth in Section 512.5.3(e) of this policy.

(c) Responsibilities/Accountability & Fee Payments

- (1) Any County office/department accepting electronic payments on behalf of the County will utilize appropriate financial record-keeping methods/accounts payable practices. Questions as to which methods/practices are acceptable should be directed to the Chief Accountant.
- (2) The handling of card fee payments for electronic purchases made by the public to the County will differ from one office/department to another, paid in accordance with RCW 36.39.190.

(d) Credit Cards Grant County Does Not Accept

- (1) Grant County does not accept the following credit cards due to exorbitant fee payment rates/percentages:

1a. American Express

(e) Disciplinary Action for Violation of Section 512.5.3

- (1) Any EO/DH and/or employee who utilizes a County card reading device that does **not** meet the above requirements of only accessing the Public Internet, either wired or wireless, has engaged in unauthorized use(s) of the County's network and servers and violated Section 512.5.3 of this policy, which may result in disciplinary action, up to and including termination of employment, as well as civil and/or criminal liability.

512.5.4 Creation/Issuance of Pre-Paid Cards

(a) Definitions

- (1) Gift Card – For the purpose of Section 512.5.4 of this policy, “gift card” refers to any pre-paid card that is purchased for the purpose of necessary County program implementation.
- (2) County Office/Department Issued Pre-Paid Card – For the purpose of Section 512.5.4 of this policy, Creation/Issuance of Pre-Paid Cards, “debit card” or “card” refers to any payment card created/activated by a County office or department and issued to an individual with a dollar amount equal to that which is owing to that individual, such as the balance of an inmate account upon release from custody.
- (3) Payment Card Industry Data Security Standard (PCI DSS) – A standard created to increase controls around cardholder data to reduce credit card fraud *via* its exposure. Validation of compliance is conducted on an annual basis by an external Qualified Security Assessor that creates a Report on Compliance for organizations handling large volumes of transactions, or by Self-Assessment Questionnaires for companies handling smaller volumes.

(b) Gift Card Limitations for County Program Implementation

- (1) Due to auditing concerns stemming from the inability to ensure appropriate purchases are being made, Grant County generally does not permit the purchase and/or distribution of gift cards to individuals for County programs.
- (2) Any County office/department requiring gift card purchases/issuance must receive prior written approval from the County Auditor, Chief Accountant, and/or Board of County Commissioners and create and implement written, internal controls for gift card procurement, storage, and issuance (utilizing appropriate financial record-keeping methods/accounts payable practices) and provide a copy of same to the Chief Accountant.
- (3) Questions as to which methods/practices are acceptable should be directed to the Chief Accountant.

(c) Authorization for Creation/Issuance of Pre-Paid Cards

- (1) Pre-paid cards will be activated and issued by the County in limited instances, such as those in which an inmate who is being released from custody is provided with a pre-paid card with a dollar amount equal to his/her inmate account balance. Questions regarding pre-paid cards should be directed to the Chief Accountant.
- (2) Any County office/department desiring to issue pre-paid cards must receive prior written approval from the County Auditor, Chief Accountant, and/or Board of County Commissioners and create and implement written, internal controls for card use and responsibilities, providing a copy of same to the Chief Accountant.
- (3) Strict regulations exist for the creation and additional level of protection for card issuers by ensuring that merchants meet minimum levels of security when they store, process, and transmit cardholder data through the Payment Card Industry Data Security Standard (PCI DSS). While Grant County is not a “merchant”, its offices/departments that are creating pre-paid cards for individuals are strictly prohibited from doing so *through or using the County’s server (internal network infrastructure or equipment)*.
- (4) The only acceptable method in which to create a pre-paid card for the purposes described in paragraph 512.5.4(a)(2) above are those methods which only access the Public Internet, either wired or wireless, and are not attached or connected to the County’s secure internal network. Users are hereby advised that the County in no way guarantees the security of any such external network.
- (5) Any office/department creating or seeking to create a pre-paid card for the purposes described in paragraph 512.5.4(a)(2) above must do so through the expertise and instruction of Grant County Technology Services to ensure that Grant County’s entire network is not subject to PCI DSS requirements, validations, and audits for same.
- (6) For the purpose of this policy, any Elected Official, Department Head, or employee’s failure to abide by this policy’s Section 512.5.4, Creation/Issuance of Pre-Paid Cards, and/or the recommendations of Grant County Technology Services for the creation of a pre-paid card

for the purposes described in paragraph 512.5.4(a)(2) above will be considered an unauthorized and/or inappropriate card use and may result in disciplinary action, as set forth in paragraph 512.5.4(e) of this policy.

(d) Unauthorized and/or Inappropriate Pre-Paid Card Creation/Use

- (1) Any County office/department or employee that is creating, activating, issuing, or using a pre-paid card without having met the requirements of paragraphs 512.5.4(c)(1) through (6) hereinabove has engaged in unauthorized and/or inappropriate pre-paid card use.
- (2) EOs/DHs and/or employees are strictly prohibited from loaning, giving, or using a pre-paid gift card for any purpose other than that set forth in the written approval request.

(e) Disciplinary Action for Violation of Section 512.5.4

- (1) Any EOs/DHs and/or employee who:
 - 1a. creates or authorizes the creation of a pre-paid card to an individual due money from the County that does **not** meet the above requirements of only accessing the Public Internet, either wired or wireless has engaged in unauthorized use(s) of the County's network and servers and violated Section 512.5.4 of this policy; and/or
 - 1b. has created, activated, issued, or used a pre-paid or gift card in an unauthorized and/or inappropriate manner as set forth hereinabove, either of which may result in disciplinary action, up to and including termination of employment, as well as civil and/or criminal liability.

512.6 Asset Inventory

512.6.1 Specifics: The purpose of an asset inventory system is to gather and present information needed for the preparation of financial statements and to provide for the control and accountability of the assets of Grant County. Maintaining an asset inventory system demonstrates to the public the legitimacy of the expenditures as well as the government's sense of responsibility for the proper care and maintenance of assets purchased with public funds.

512.6.2 Responsibility of Elected Officials and Department Heads: The Board of County Commissioners shall, on the first Monday of

March each year, adopt the inventory according to RCW 36.32.210. The Board of County Commissioners has delegated to the County Auditor the responsibility for compiling, maintaining, updating and reporting the annual asset inventory. One of the fundamental responsibilities of public officials is to make certain that public property is adequately protected and that its use is properly managed.

- (a) Physical Inventories: Each Elected Official (EO) and Department Head (DH) will receive in January of each year an inventory update document for the annual inventory process. This document shall be used to reconcile the department inventory. Missing or incorrect information shall be reported to the County Auditor. The inventory reconciliation shall be conducted by a person or persons not directly responsible for the assets.
- (b) Reporting: Each EO/DH is required to use the Grant County Property Transaction Form as prescribed by the County Auditor for any purchase, transfer, sale or other property actions (*i.e.*, tagged assets over a \$550 purchase value).
- (c) Internal Controls: Each EO/DH is required to assure that there are proper internal controls over their property, including assuring that only authorized and needed property is procured; property is recorded timely and accurately on the Grant County Property Transaction Form; physical security measures are commensurate with the size, type and value of property; transfers, disposals, and losses are reported timely; assets are properly requisitioned and used exclusively for government activities.
- (d) Audits from the County Auditor: When an EO/DH leaves office, a physical inventory may be taken to reconcile the property of the department at the time of transitioning in the new EO/DH.

512.6.3 Acquisition of Assets: Assets may be acquired by outright purchase, construction, lease-purchase agreement, installment purchase contract, eminent domain, tax or special assessment foreclosure or gift.

512.6.4 Inventory Account Classes

- (a) Land: This class usually includes all land purchased or otherwise acquired. Purchased land shall be carried on the records at cost. Donated land should be recorded at the appraised market value of the land at the time of its donation.

- (b) Buildings: This class usually includes the value of all buildings at purchase price or construction cost. Donated buildings shall be recorded at the appraised fair market value as of the date donated. Additions and improvements to buildings as well as the cost of heating and ventilating system or other permanently attached fixtures may be added to the building value if it is betterment to the building.
- (c) Improvements (other than Buildings): This class usually includes such items as infrastructure (e.g., parking lots, sidewalks, bridges, and roads) and site improvements (e.g., fences). Items are recorded on a cost of construction basis.
- (d) Machinery and Equipment: This class usually consists of property that does not lose its identity when removed from its location and is not changed materially or expended in use. These assets are to be recorded at cost, including freight, installation and other charges incurred to place the asset in use.
- (e) Construction Work in Progress: This class usually consists of the amounts that have been expended on an uncompleted building or other capital construction project. When the project is complete, the cumulative costs are transferred to the appropriate asset class.
- (f) Infrastructure: The term infrastructure means roads, bridges, sidewalks, water lines, drainage and similar systems. A complete and accurate inventory of infrastructure includes; capturing all costs related to developing the infrastructure and putting it into service; providing a documented audit trail of changes in infrastructure value over the life of the asset; and establishing an efficient means of monitoring the infrastructure's condition and reconciling the results with the fixed asset accounting system.

512.6.5 Inventory of Assets: All assets as defined below are to be inventoried and reported using the mandatory inventory form as prescribed by the County Auditor.

- (a) Capitalized Assets: Includes all assets that cost \$5,000.00 or more and are to be capitalized in the asset inventory system.
- (b) Controlled Assets: Includes property items that cost less than \$5,000 but \$550 or more, and are therefore controlled as if they were capital assets.

- (c) Leases/Purchased Assets: Includes all leased and purchased assets.
- (d) Grant Purchased Assets: Includes all assets purchased with grant funds. It will be the responsibility of the Elected Official or Department Head to indicate on the inventory form which office or department will have custody of the asset when the grant program/project is finished.
- (e) Other Governmental Owned Assets: Includes all assets that have been assigned to Grant County from other governmental entities.

The following assets will be the responsibility of the Elected Official or Department Head to keep an inventory of:

- (a) Small and Attractive Items: Small assets (controlled assets), including cameras, hand held calculators, palm pilots, and similar items owned by Grant County which are sensitive, portable and theft-prone in nature.
- (b) Artifacts and Library Resources: Includes books, films, documents or other audio-visual under the control of a recognized cataloging system and which are to be recorded on the records of the agency as a single item. Primary control of this type of asset is to be maintained through the cataloging system.

512.6.6 Identification of Property

- (a) All assets are identified, marked with a property number and recorded promptly upon receipt and shall remain so identified as long as they are in the custody, possession or control of Grant County. Assigned property numbers are recorded on all applicable vouchers, receiving, transfer and disposal documents and any other records that may be a part of the inventory asset system. Such markings and identification are removed or obliterated from the property only when sold, scrapped or otherwise disposed. Once a property number has been assigned, no change is made during the life of the item.
- (b) A unique number shall be assigned to each asset. These numbers will be preprinted on Grant County Property Number decals. Should the identification number be accidentally or mistakenly obliterated, defaced or removed, the equipment shall be marked again with another tag and a new inventory form will be created showing both the original and the new replacement number.

- (c) Tagging should be approached carefully. Many assets, due to their size and immobility, need not be tagged. For those items that are tagged, consistency must be developed on the placement of the tag. When an asset has an identification plate, locating the tag adjacent to the plate is a good practice. On other assets, a policy of placing the tag on the upper left-hand corner is generally accepted. Tags should be placed so that they are not hidden and can be scanned with a handheld scanner without moving the asset, yet they should not distract from the appearance of the asset.
- (d) All vehicle license numbers will be recorded on the inventory form and will be assigned a vehicle number that shall be plainly and conspicuously marked on the lower left-hand corner of the rear window in accordance with Ordinance No. 2000-39CC dated April 25, 2000 for definition of County Owned Vehicle Markings.
- (e) A manufacturer, model and serial number should identify all individually controlled equipment such as business machines, power tools and audiovisual equipment.

512.6.7 Valuation of Assets: Assets should be accounted for at cost or, if the cost is not determinable, at estimated cost. Donated assets should be recorded at their estimated fair value at the time received. The cost of an asset includes not only its purchase price or construction cost, but also ancillary charges necessary to place the asset in its intended location and condition for use. Ancillary charges include costs such as freight and legal claims directly attributable to the assets acquisition.

- (a) Estimated Costs: In some cases the original purchase documents may not be available. It may therefore be necessary to estimate the original cost of such assets on the basis of such documentary evidence as may be available, including price levels at the time of acquisition and to record these estimated costs in the appropriate asset accounts.
- (b) Gifted or Donated Assets: Donated assets should be recorded in the department that has custody of the asset, at their estimated fair value at the time of acquisition.
- (c) Constructed Assets: Assets that are built, such as cabinets or shelves, will be reported on an inventory form with the value to be reported as the total cost, including labor.

512.6.8 Capital Leases: If a lease is a Capital Lease, the lessee must record the property acquired under the lease as an asset at the inception of the lease. The amount recorded under the lease should equal the present value of the lessee's payments under

the lease, excluding lessee payments for insurance and maintenance. If the present value of the payments exceeds the fair market value of the property at the beginning of the lease term, the lessee should record the property at its fair market value. A Capital Lease must meet one or more of the following criteria:

- (a) The lease transfers ownership of the property to the lessee by the end of the term of the lease;
- (b) The lease contains an option to purchase the property at a bargain price;
- (c) The lease term is equal to seventy-six percent (76%) or more of the useful life of the leased property as estimated at the inception of the life of the leased property; or
- (d) The present value of the lessee's payments, including any purchase option price, equals ninety percent (90%) or more of the fair market value of the property at the inception of the lease term.

512.6.9 Disposal of Assets: All items sold, traded-in, scrapped, abandoned or in any way removed from service are considered disposals.

- (a) Surplus: Only the Board of County Commissioners can declare an item surplus by Resolution. The County Treasurer can only sell property declared surplus or delegate in writing each year the sale of this property by another County department (e.g., the annual County auction). Elected Officials and Department Heads can, per resolution by the Board of County Commissioners, accept sealed bids for the sale of a County asset.
- (b) Interdepartmental Transfers: Each transfer from one office or department to another is reported by the receiving office or department on the inventory form as per RCW 43.09.210 and per State Auditor's Budgeting, Accounting and Reporting Systems (BARS) manual.
- (c) Lost or Stolen Equipment: Lost or stolen equipment must be reported immediately to the Law Enforcement agency jurisdiction in which the item was lost or stolen, and to the County Auditor. If, after 90 days, the equipment has not been recovered, it shall be removed from the inventory records.

- (d) Trade-ins: RCW 36.34.070 states the policy for the trade-in of equipment. The trade in must be included in the bid proposal.
- (e) Destroyed (broken) Assets: A destroyed asset should be disposed of properly and an inventory form shall be completed immediately.
- (f) Intergovernmental Sales: As per RCW 36.34.130, the Board of County Commissioners may dispose of County property to another governmental agency and may acquire property from another governmental agency by means of private negotiation upon such terms as may be agreed upon and for such consideration as may be deemed by the Board to be adequate.

512.6.10 Depreciation: Depreciated capital assets will use the straight-line depreciation method with no residual value with one exception, that exception being Fund 510. Fund 510 will use ninety percent (90%) of current price and a residual value of ten percent (10%) except on Buildings. The asset life will be determined by the IRS guidelines.

512.6.11 Real Property: The Accounting Division of the Auditor's office will receive copies of all deeds of all real property purchased, sold, donated, vacated or foreclosed upon by Grant County.

512.7 County Mail Services

512.7.1 County employees are not to use the County Mail Services for personal mail and/or packages, which is not to say that posting an occasional stamped letter or card is disallowed. Rather, this policy is to ensure that County employees are not using County Mail Services to receive personal mail and packages, send personal packages, or send out voluminous, stamped mailings (such as holiday greeting cards).

512.7.2 Use of the County address to receive personal mail or packages, even though County Mail Services is not involved, is discouraged.

512.7.3 The County Mail Clerk is prohibited from delivering personal packages, shopping catalogues, and other non-County business related materials to employees.

512.7.4 Employees are prohibited from using County Mail Services to mail personal packages.

512.8 County Motor Vehicles/Use of Personal Vehicles for County Business

512.8.1 Specifics: Grant County will provide employees the use of the County owned Motor Pool vehicles only for the purpose of conducting official County business. Grant County will reimburse employees for mileage when use of a personal vehicle for County business is necessary or required.

512.8.2 County Owned Vehicles

- (a) An employee's supervisor may authorize the use of Motor Pool vehicles to be used only on County business.
- (b) The employee shall be responsible for maintaining the good appearance of the Motor Pool vehicle, and for adhering to careful driving practices and careful observance all traffic laws and regulations at all times.
 - (1) Washington State law prohibits anyone operating or riding in a Motor Pool vehicle without wearing seat belts at all times.
- (c) Employees are prohibited from operating a Motor Pool vehicle while under the influence of alcohol or drugs.
- (d) Employees are prohibited from smoking in Motor Pool vehicles.
- (e) County vehicles shall be parked in designated parking areas.
- (f) County Motor Pool vehicles shall not be taken home, except under approval of an Elected Official/Department Head and then only on a temporary basis. The Board of County Commissioners may make exception for emergency and/or 24-hour personnel where lack of a County vehicle would prohibit their ability to perform the essential functions or have a major impact on their ability to do their jobs.
- (g) County Motor Pool vehicles are assigned on a first-come first-served basis. Motor Pool vehicles are distributed through the Commissioner's Office.

512.8.3 Use of Privately Owned Vehicles for County Business

- (a) The use of privately owned motor vehicles to conduct official County business may be authorized by an employee's supervisor when the following criteria have been met:
 - (1) A County Motor Pool vehicle is not available; or

- (2) It is found, mutually, to be more advantageous to the County and the employee that an employee travel in a privately owned vehicle; and
 - (3) The authorized supervisor and employee acknowledge the requirements/information contained in Section 512.8.3 paragraphs (a)-(e) herein prior to authorizing and/or utilizing a personal vehicle for County business.
- (b) The employee is advised that many automobile insurance carriers exclude coverage for business use, and employees are to contact their insurance company and/or agent to discuss any potential coverage deficiencies in their automobile insurance policy. Furthermore, employees are advised that if a claim occurs in their personal vehicle while on County business, their automobile insurance company may deny the claim, raise their rates, and/or even cancel their automobile policy. Grant County is not liable for such action taken by an employee's automobile insurance carrier, under any circumstances.
 - (c) The personal vehicle is required to contain current proof of insurance, as required by law, and an Incident/Accident Reporting Kit, pursuant to Policy No. 1100, Section 1102.
 - (d) Should an incident/accident occur while an employee is using a personal vehicle for County business, there is a burden of proof to show that the employee was on County business while operating their personal vehicle; and
 - (e) Personal vehicles sustaining damage while used for conducting official County business are not covered as the primary insurer by the County's insurance policy. Any claim resulting from damage to an employee's personal vehicle will first be borne by the employee's personal vehicle insurance.

512.8.4 Driver's License Requirement

- (a) No employee may operate a County vehicle or a privately owned vehicle for the purpose of County business without a valid Washington State Driver's License and valid insurance.
- (b) Certain County positions require a Commercial Driver's License and the appropriate endorsements. Should such license or endorsements be revoked, suspended, in any other way become not current, valid or not in the employee's possession, the employee shall immediately notify the supervisor and will be immediately suspended from driving County vehicles. The employee may not resume driving until proof of a valid Washington State driver's license is provided

to his/her supervisor. Depending on the position, duration of license suspension, revocation or other inability to drive, an employee may be subject to corrective action up to, and including, termination of employment.

512.8.5 Report of Accidents

- (a) All traffic accidents are to be reported by the employee pursuant to the County's Incident/Accident Reporting Procedure (see Policy 11, Health, Safety, and Security, Section 1101, Safety and Security Policy & Procedures).
- (b) Incident/Accident Reporting Kits are kept in the glove compartment of each car and must be completed for any incident/accident.

512.8.6 Traffic Tickets/Parking Violations

- (a) Payment of traffic and/or parking tickets incurred while using County Motor Pool vehicles or while using personal vehicles to conduct official County business is the sole responsibility of the employee driving the vehicle. Failure to pay such tickets before notification to Grant County by law enforcement agencies may result in corrective action, up to and including termination of employment.
- (b) Any traffic violation, moving violation, and/or parking ticket incurred while using County Motor Pool vehicles or when using personal vehicles while conducting official County business must be reported to the employee's supervisor within two (2) working days of receipt of the ticket.

512.8.7 Fuel

- (a) County Motor Pool vehicles must be returned to Grant County with at least one-half (1/2) tank of fuel. Motor Pool vehicles shall be fueled at the Public Works Central Shop whenever possible. Credit cards are available for fueling Motor Pool vehicles at public service stations.
- (b) Instructions for fueling vehicles are provided in the glove compartment of each car.

513 – Gifts & Loans

513.1 Grant County employees shall not accept any gifts, gratuities, loans, goods or services from any individuals or firms who are either conducting or seeking to conduct business with, or seeking to obtain approvals from the County. Employees will neither use their official position nor accept gifts, loans, gratuities for personal gain.

513.2 This policy does not pertain to reimbursements for County related business or the receipt of goods or services available to the general public.

514 – Solicitation

514.1 It is the County's desire to conduct its business in an orderly and efficient manner. We believe that our employees, citizens and visitors should have the opportunity to work without interference from persons who are pursuing a purpose not related to normal business activities. Therefore, we do not allow non-employees to come upon our premises to solicit employees, citizens or visitors or to distribute literature or other materials for any purpose at any time.

514.2 Employees are prohibited from distributing any form of literature or other material in their work areas, which are not related to the County's business purpose unless authorized by management. Employees are also prohibited from soliciting other employees for any cause during their assigned working time. For purpose of this policy, working time means time during which either employee is expected to be actively engaged in their assigned work.

515 – Tobacco Use

Grant County maintains a tobacco-free environment. Grant County ordinances and state regulations also prohibit the use of tobacco products in any County vehicles. Smoking shall be permitted only during rest or meal periods in designated smoking areas and in compliance with state regulations. Employees are expected to dispose of cigarette butts, smokeless tobacco, etc. in an appropriate receptacle.

516 – Drugs and Alcohol

516.1 Specifics

516.1.1 Grant County prohibits the presence and use of alcohol and/or controlled substances during work hours and/or on work premises. Grant County reserves the right to screen or test employees to determine the presence of alcohol and/or controlled substances.

516.1.2 While the County does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, Grant County does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, the County will assist the employee in seeking treatment through the Employee Assistance Program (EAP). The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved to the extent required by law.

516.2 Prohibitions/Violations

- 516.2.1 The unauthorized use, sale, transfer or possession of alcohol, drugs, controlled substances and/or “mood altering” substances (except possession or use of prescribed medication, verifiable by a current, properly issued prescription) during work hours, on County property, in County vehicles, or in personal vehicles while conducting County business is prohibited. Violation of this section is just and sufficient cause for immediate termination of employment.
- 516.2.2 Employees may not report to work, or remain at work, while under the influence of either a controlled substance or while impaired by the use of alcohol.

516.3 Use of Prescription and/or ‘Over the Counter’ Medications

- 516.3.1 Use of prescribed and/or “over-the-counter” medications that adversely affect job safety or performance must be immediately reported to the employee’s supervisor.
- (a) In the event the employee does notify the supervisor immediately upon reporting to work, and does not immediately submit a physician’s release, the supervisor will determine if the employee is able to effectively perform the employee’s duties and may decline to permit the employee to work until the effects of the medication subside to an acceptable level.
- (b) In cases where the employee is instructed by the supervisor to remain off work due to the possible side effects of over-the-counter or prescription medication, the employee may use accrued sick leave in accordance with the County’s sick leave policy.

516.4 Self-Recognized Substance Abuse. Employees with a substance abuse problem can immediately notify their supervisor of their condition without fear of termination. A substance abuse test and/or evaluation may be required. If, in the opinion of a qualified drug/alcohol counselor, the employee requires rehabilitation services and or treatment, the employee will have an option to enroll in a rehabilitation program. Any employee who complies with the above requirements prior to a violation of this policy shall immediately be granted leave in order to undergo treatment. Should the employee not have sufficient sick leave, leave without pay may be granted.

516.5 Substance Abuse Testing

- 516.5.1 Substance abuse testing procedures may be initiated if:

- (a) Management personnel conclude, through objective observation, investigation, or evaluation that an employee is under the influence or impaired by the use of alcohol, drugs and/or controlled substances; or
- (b) An employee is involved in any accident, requiring medical attention or property damage, due to the action, inaction or inattention of the employee.

516.6 Substance Abuse Testing Procedures

- 516.6.1 The employer will transport the suspected employee to a pre-determined testing facility.
- 516.6.2 The employee will be requested to submit to the testing procedures. The employee has the right to refuse to submit to the tests; however, failure to submit to the tests will be grounds for termination.
- 516.6.3 The employee will provide a urine sample, a blood sample or a breath sample. The urine sample will be provided for analysis to determine the amount, if any, contained in the employee's urine of all substances listed below. The blood or breath sample will be provided for analysis to determine the amount, if any, of ethyl alcohol contained in the employee's blood or breath. The blood and urine samples will be analyzed by QCL, Inc., the contracted provider for such services. The breath sample will be analyzed by certified law enforcement personnel or medical facility.
- 516.6.4 Collection of the specimens will be under the direction of qualified medical or law enforcement personnel. Collection of the specimens will take place as soon as possible following the observation, accident or incident. The employee will cooperate fully in the collection of the specimens. Employee tampering with the specimens or refusal to submit to the test within a reasonable period of time will result in termination of employment. If the employee is physically unable to provide a urine sample, the blood sample will be analyzed by the laboratory to determine if any of the substances listed below are present in the employee's blood. However, within twenty-four (24) hours following the drawing of the blood sample, the employee will submit to a urine test. If the employee fails to provide the urine sample within a twenty-four (24) hour time frame, that action will result in disciplinary action, up to and including termination of employment.
- 516.6.5 After collection of the specimen(s), the employee will be transported to the employee's residence or other safe location. The employee may be suspended from work with pay until the test results become available and are evaluated.

516.6.6 All specimens will be forwarded to QCL, Inc. for analysis. Strict adherence to the chain of custody requirements will be followed during the transportation of the specimen to the laboratory. The laboratory will analyze the specimen(s) for the substances listed herein. The laboratory will perform initial screening, and if positive results occur, conduct confirmatory tests on the specimen. The confirmatory test shall be the gas chromatography-mass spectrometry (GC/MS) test.

516.6.7 Levels: The following cutoff levels shall conform to current DOT standards and shall be used for the initial screening of specimens to determine whether they are negative for these drugs or classes of drugs:

	<u>Test Level</u> <u>(ng/ml)</u>
Amphetamines	1000
Barbiturates	300
Benzodiazepines	300
Cannabinoids	100
Cocaine metabolites	300
Methadone	300
Methaqualone	300
Opiates (Codeine)	300
Opiates (Morphine)	300
Phencyclidine (PCP)	25
Propoxyphene	300
For general purposes and CDL:	
Level of the positive result for ethyl alcohol	0.01 gr/dl
For liability purposes	
Level of the positive result for ethyl alcohol	0.01 gr/dl

(a) This paragraph pertains to drug test levels because there is no confirmatory GC/MS technique for confirming alcohol. All specimens for drugs identified as positive on the initial screening shall be confirmed by GC/MS techniques at cutoff levels under the rules of the Department of Transportation (DOT), 49 CFR, Part 40, Section 40.29(F) and any amendments thereto, as well as regulatory rules and regulations.

(b) Any employee violates the alcohol part of this policy if he/she has an alcohol level of 0.01. These levels are based on results from any blood, breath and/or urine specimen testing.

516.6.8 The laboratory will communicate the test results to the Elected Official (EO) or Department Head (DH). The EO/DH will evaluate

those results, and confer with the Human Resources Department to develop a recommendation for the County's course of action. The course of action will be ultimately approved by the Grant County Commissioners.

- 516.6.9 Test results will be stored in the Human Resources Department, in a secure file outside regular personnel files. Access to the file will be extremely restricted; only Human Resources, the applicable Elected Official or Department Head and the employee involved will have access. The County will treat all records in the most confidential manner. Disclosures, without employee consent, may occur when:
- (a) The information is compelled by law or judicial or administrative process;
 - (b) The information has been placed at issue in a formal dispute between the County and the employee;
 - (c) The information is needed by medical personnel for the diagnosis or treatment of a patient who is unable to authorize disclosure;
- 516.6.10 All costs associated with substance abuse testing, other than an independent analysis requested by the employee, will be paid by the County.
- 516.6.11 Should analysis of the specimen(s) indicate a negative level of a substance in an employee's system, the employee will be reinstated to the employee's former position.
- 516.6.12 Should analysis of the specimens indicate a positive level of a substance in an employee's system, the County will have the following options:
- (a) Termination of the employee; or
 - (b) Provide the employee an opportunity to enter into a Last Chance Agreement. Included in the Last Chance Agreement, the employee will be evaluated by a qualified drug/alcohol counselor to determine the extent of the employee's chemical dependency. If, in the opinion of the counselor, the employee requires rehabilitation services, the employee will be placed on a non-paid leave-of-absence for a period not to exceed ninety (90) days and enroll in and complete a certified alcohol and/or drug rehabilitation program. An employee may use accumulated sick leave or annual leave during this ninety (90) day period. If the employee successfully enrolls and completes the program within ninety (90) days, the employee will be reinstated to his/her former position. The County

reserves the right of concurrence on the selection of the rehabilitation counselor, facility and program content. Cost of the rehabilitation program will be paid by the employee or medical insurance provider (within contractual limitation). The employee will submit semi-weekly written progress reports from the employee's counselor during the entire treatment program. The employee will be reinstated to the employee's former position when the following conditions have been met:

- (1) The employee has successfully completed the treatment program; and
- (2) The attending counselor has formally released the employee to return to work; and
- (3) The employee agrees to submit to a substance abuse test.
- (4) During the next twelve (12) months following reinstatement, the employee consents to be tested for the presence of alcohol, drugs and/or controlled substances at any time, with or without cause. Any subsequent violation of this Last Chance Agreement will be grounds for immediate termination.

516.7 Employer Conducted Searches. The County reserves the right to conduct searches of County property, vehicles, or equipment at any time or place. Failure to cooperate with these procedures, without just cause, will be grounds for termination of employment.

517 –Privacy

Grant County provides its employees with the tools necessary to perform their work. Such tools shall not be used for personal gain. However, some tools may be used for personal purposes, such as storage of personal items belonging to the employee. Employees do not have an expectation of privacy regarding such personal items kept in or on County issued property and Grant County reserves the right to inspect any and all County property at any time with or without notice. County property shall include, but not be limited to vehicles, desks, lockers, computers, etc.

518 – Social Media

518.1 Specifics: Grant County recognizes that Social Media presents opportunity and risk to individual County agencies, departments, employees and the County as a whole. Grant County has a business need to augment traditional communication methods with the use of social media channels. This policy establishes Countywide social media use policies, protocols and procedures intended to mitigate associated risks from use of this technology

on and through County property where possible, and is intended to serve as a risk management policy document.

Generally, this policy is to provide Elected Officials, Department Heads, and employees with:

- 518.1.1 The specific rules and limitations governing the use of social media for County-related business or programs in order to safeguard the County's compliance with governmental regulations including, but not limited to, public records/retention requirements; and
- 518.1.2 Notice that certain social media activities engaged in by employees have the potential to create risks and legal issues for the County *and/or* its employees.
- 518.1.3 It is the intent of Grant County to implement this policy through its availability, training and education.
- 518.1.4 Policy terms, rules, and conditions apply to all employees of Grant County.
- 518.1.5 Further, Grant County reserves the right to amend or revise this policy.

518.2 Definitions

- 518.2.1 Social Media: For the purpose of this policy, social media concerns interaction with external websites or services based on participant contributions to the content. At all times material herein, social media shall be defined, but not be limited to, web and mobile based technologies that facilitate communications, social interactions and dialogue between individuals, communities and organizations. Examples include, but are not limited to: Magazines, Internet Forums, Weblogs, Social Blogs, Micro-blogging (e.g., Twitter), Wikis, Pod Casts, Photographs, Pictures, Video (e.g., YouTube), Rating and Social Networking and Bookmarking (e.g., Facebook) with technologies including, but not limited to, blogs, picture sharing, v-logs, wall posting, e-mail, instant messaging, music sharing, crowd-sourcing and voice over IP.
- 518.2.2 Employees: Elected Officials (EOs), Department Heads (DHs), and employees that are full time, part time, hourly, temporary/seasonal, and all other employees. This policy shall also apply to all County interns/volunteers. Provided: this policy should not be construed to extend employee status to any intern/volunteer.
- 518.2.3 Libel: For the purposes of this policy, libel is defined as a false and unprivileged publication by writing, printing, picture, effigy, or

other fixed representation to the eye, which exposes any person to hatred, contempt, ridicule, or obloquy, or harm to reputation, or which causes the person to be shunned or avoided, or which has a tendency to injure the person in the person's occupation.

518.2.4 Unprotected Speech: For the purpose of this policy, unprotected speech includes a social media communication by an employee concerning the County, its management, and/or another employee. In the event it is determined that the interests of the government in promoting efficient operations outweigh the interests of the employee in commenting on matters of public concern, the employee may be disciplined for such speech. Unprotected speech includes:

- (a) Speech that is prohibited and/or subject to governmental regulations and includes, but may not be limited to, communications which may be construed as lewd and obscene, profane, libelous, insulting, humiliating, abusive, hostile, and/or considered fighting words;
- (b) Threats, as they constitute intimidation;
- (c) Repeating, disseminating, or sharing confidential information; and
- (d) Stating, sharing, or posting discriminatory comments which may be construed as creating a hostile or abusive working environment.

518.3 Procedure

518.3.1 Authorization for County Business Use of Social Media. Authorization for use of social media for County business must be obtained in advance, as follows:

- (a) EOs/DHs are responsible for conducting a need assessment prior to submitting a request for access to one or more specific social media sites for County business. The request must:
 - (1) Be in writing, accompanied by a need assessment;
 - (2) Specify the names and job titles of all employees anticipated to have access to the social media site;
 - (3) Identify by name and title the individual in the office/ department that will supervise and actively monitor employee use of the social media site; and
 - (4) Be submitted to Human Resources for review.

- (b) Human Resources shall have the discretion to submit the EO/DH request to the Board of County Commissioners for review and approval.

518.3.2 County Business Usage Standards

- (a) Any social media site approved for access is to be used only for the County-related work/programs for which it was approved.
- (b) The social media site is to be used for the posting of County information only:
 - (1) It must not be enabled for the receipt of responding information, materials, opinions, or communication of any kind from internal or external parties accessing the site;
 - (2) The posting of County information is used as a “one way” informational tool, link, or notice with information on how the public and/or clients may access the County office/department’s official County website, office, and/or staff; and
 - (3) The employee creating and/or updating the site’s posting must create a printout, copy, .pdf, or any other acceptable form of public record and keep same filed in an organized fashion that is readily available for inspection, requests for public records, and conformance to the County’s records retention schedule. Questions regarding the form of public record and/or records retention schedule should be directed to the County’s Public Records Officer and to the supervising EO or DH immediately.
 - (4) Employees designated by the supervising EO or DH to write or post items on social media sites created for County business act as additional public spokespersons for the department, division, and/or the County. The County expects employees to adhere to best practices and to use common sense when using social media as authorized by the supervising EO or DH. In the interest of risk management, employees should be sure that all social media content placed on sites created for County business be consistent with County values and professional standards.

518.3.3 Statutory and Other Usage Standards/Matters

- (a) Employees using social media for County work are subject to federal and state mandates for the safeguarding of confidential, exempt, and/or sensitive information.
- (b) Posting or transmittal of any work product, data, and/or information that is protected or prohibited by federal, state, and/or county laws, policies, or guidelines through social media is expressly forbidden.
- (c) Employees shall be prohibited from using personal electronic devices to create, access and/or transmit County work product. Personal cell phones and cell phone records, computers, personal e-mail accounts, etc. are all “auditable” and open to public record if/when used for County work. Employees are not entitled to any reasonable expectation of privacy regarding electronically produced County work or work related matters, whether the medium used belongs to Grant County or is the personal property of the employee.
- (d) Employees are prohibited from posting libelous or remotely libelous statements as defined within this policy at work, and/or regarding work, on County communication networks.
- (e) Non-public and confidential information, such as information related to co-workers, personnel data, medical information, claims or lawsuits against the County, should never be shared.

518.3.4 Social Media Content Ownership

- (a) Grant County is committed to complying with the Public Records Act (RCW 42.56) which requires that a governmental entity capture, store, and retrieve all materials written, created, transmitted, etc. in the conduct of its business.
 - (1) Grant County has a property and proprietary interest in all of its social media business accounts and log-in information on its employees’ work-related social media networks and equipment.
 - (2) Employees are prohibited from using the County’s accounts for the purpose of posting personal information, pictures, and other non-business related content.

- (3) Grant County Technology Services shall act as the administrator for all social media sites, accounts, user names, and passwords.

518.3.5 Compliance/Non-Compliance

- (a) Every County employee must read and sign an acknowledgement of having received and read Policy 500, Use of County Resources, Section 518, *Social Media*. This form is provided by the Human Resources Department at employee orientation. Refusal to read and sign the policy may be grounds for discipline, up to and including termination of employment.
 - (1) Human Resources (for new hires) or the employee's supervising EO or DH (for existing employees) will discuss this policy with the employee and sign where indicated on the Acknowledgement; and
 - (2) The signed, original Acknowledgement must be provided to Human Resources for inclusion in the employee's HR file.
- (b) All incidents of potential or alleged non-compliance with this policy must be immediately reported to a supervisor and/or Human Resources for evaluation and/or investigation.
 - (1) The County will take action, whenever possible and as quickly as practical, to remove or prevent the potential for Unprotected Speech as defined hereinabove from occurring.
 - (2) If evidence is found to exist to support the allegations of policy non-compliance by an employee, the County may take corrective action up to and including termination of employment.

519 – Workplace Rules (General)

519.1 Grant County is committed to providing quality service to citizens and visitors, and as such requires the highest standard of conduct and professionalism. Employment at Grant County is at will as previously stated. This means that employees are free to resign their employment at any time, for any reason or no reason, with or without cause, and with or without notice. The County retains the right to terminate employment at any time, for any reason or no reason with or without cause, and with or without notice. Nothing in this section shall be construed to alter the fact that employment is at will. The following conduct, although not a complete list, is prohibited at Grant County:

- 519.1.1 Possessing firearms or dangerous weapons on County property, except in the case of authorized law enforcement;
- 519.1.2 Assaulting or threatening a fellow employee, citizen, visitor, vendor or applicant;
- 519.1.3 Theft, misuse or removal of County property, another employee's property or a citizen or visitor's property;
- 519.1.4 Gambling on County property;
- 519.1.5 Violating the County's Drugs and Alcohol Policy (Policy No. 500, Section 516);
- 519.1.6 Giving or taking a bribe of any nature as inducement for obtaining or retaining a County job or position or for services performed;
- 519.1.7 Conviction, deferred prosecution, or any other alternative disposition of a criminal charge, which Grant County believes would have an adverse effect regarding an employee's work and work relationships or brings into question continued suitability in the office or department;
- 519.1.8 Inappropriate/improper use of public office/authority, misrepresentation of official authority or omission of responsibilities based on official authority and responsibilities;
- 519.1.9 Conflict of interest between off-duty activities and official duties;
- 519.1.10 Failure to properly record, complete, schedule, notify, communicate, process and/or file any and all matters pertaining to County business;
- 519.1.11 Harassment of any kind;
- 519.1.12 Any breach of confidentiality requirements, whether written or verbal;
- 519.1.13 Falsifying any County record or report, such as an application for employment, a production record, a time record, etc.;
- 519.1.14 Insubordination, including but not limited to, refusal or failure to obey orders or instruction in the line of duty, in accordance with established work rules and policies;
- 519.1.15 Disrespect displayed toward a supervisor or the County while performing work for the County;
- 519.1.16 Dishonesty;

- 519.1.17 Ignoring safety rules or common safety practices, including failure to report exposures/safety hazards to one's supervisor;
- 519.1.18 Engaging in disorderly conduct, horseplay or immoral conduct;
- 519.1.19 Using uncivil, profane, insulting, vile, obscene or abusive language;
- 519.1.20 Failure to report occupational injuries or accidents, including motor vehicle accidents, immediately to one's supervisor;
- 519.1.21 Engaging in activities other than assigned work during working hours and/or while operating County equipment, without prior approval by one's supervisor;
- 519.1.22 Acting in an insulting, rude, insolent or uncivil manner toward any citizen, visitor, vendor, fellow employee or other person while working for the County, while operating County equipment, while on County premises or while representing the County;
- 519.1.23 Failure to provide appropriate, non-discriminating services to the public and employees;
- 519.1.24 Failure to exercise the care and attention to one's work required by the circumstances;
- 519.1.25 Tobacco use in restricted or prohibited areas, whether on County property or otherwise;
- 519.1.26 Acting in any manner inconsistent with common sense rules of conduct necessary for the welfare of the citizens, County or its employees;
- 519.1.27 Unexcused or excessive absences or tardiness or failure to maintain satisfactory attendance and punctuality;
- 519.1.28 Leaving work before the end of the shift, not being ready to begin work at the start of the shift or working overtime without prior approval of one's supervisor;
- 519.1.29 Sleeping, loitering or spending unnecessary time away from the job;
- 519.1.30 Unauthorized possession or use of any County property, equipment or materials;
- 519.1.31 Contributing to unsanitary conditions or poor housekeeping;
- 519.1.32 Using County property or time for personal financial gain or financial gain of another person;

- 519.1.33 Careless, reckless or unsafe use of any County property, equipment or material;
 - 519.1.34 Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday or while representing the County outside of the regular workday;
 - 519.1.35 Deliberate or negligent alteration, destruction or waste of County property, facilities, records or equipment or that of another employee or citizen;
 - 519.1.36 Violating specific departmental rules;
 - 519.1.37 Parking in reserved parking spaces, including areas specified for visitor use;
 - 519.1.38 Posting, altering or removing any matter from County bulletin boards without specific authorization;
- 519.2 The above is not intended to be a complete list. Employees are expected to use ordinary, reasonable, common sense rules of conduct throughout the performance of their work. Employees are expected to adhere to any federal and/or state regulations related to any of the above. If an employee believes that federal and/or state regulations are being violated by any department rules, the employee should notify his/her supervisor immediately. Employees who violate these rules will be subject to corrective actions, up to and including termination of employment. (See Policy 1300, *Discipline/ Corrective Action*).

520 – Corrective Action/Discipline

- 520.1 Employment is at will, as set forth in Policy 200, Section 202. Nothing in this section shall be construed to create an employment contract nor shall it be construed to alter the fact that employment is at will.
- 520.1.1 When performance issues exist, the County's method of corrective action is intended to help employees succeed in their position, if possible.
 - 520.1.2 Discipline will normally occur in a progressive manner. The employer may issue an oral reprimand and written reprimand before proceeding with termination of an employee's employment. Some infractions or behaviors are serious enough to warrant proceeding directly to termination of employment. For serious infractions, a suspension without pay may also be appropriate. Supervisors will determine what is appropriate in addressing the situation. All documentation may be considered to establish an overall conduct record. Serious corrective action

shall be reviewed with the Human Resources department prior to it taking place.

520.2 An employee may be terminated for a single occurrence of behavior or violation of policy without having been previously warned or reprimanded.

520.3 This process should not restrict the opportunity for less formal communication with supervisors.

520.4 Grant County may discipline an employee for any violations of any rules or regulations, including departmental rules. Such rules and regulations may not necessarily be enumerated in the County's written Policies & Procedures. Corrective action may include the following:

520.4.1 Oral coaching and counseling;

520.4.2 Oral reprimand;

520.4.3 Written reprimand;

520.4.4 Suspension without pay; or

520.4.5 Discharge.

520.5 The employer is not restricted to following progressive discipline.

520.6 In certain cases where it is necessary and appropriate to remove an employee from the workplace pending discipline or to conduct an investigation, the employee may be placed on Administrative Leave with or without pay. This shall be reviewed by the Human Resources department prior to implementation.

520.7 Oral coaching and counseling is informal verbal notice provided to the employee. Such counseling is documented and is included in the employee's personnel file.

520.8 Oral reprimand is a formal but verbal notice provided to the employee. Oral reprimands are documented in writing and placed in employee's personnel file. Employees shall sign oral reprimands as evidence only of having received the oral reprimand. Oral reprimands shall include an explanation of the violation or problem and request for corrective action by the employee.

520.9 Written reprimand is a formal written notice provided to the employee. Written reprimands are placed in an employee's personnel file. Employees shall sign written reprimands as evidence only of having received the written reprimand. Written reprimands should include the following:

519.9.1 Statement of the facts;

519.9.2 Statement of discipline administered;

519.9.3 Corrective action required of the employee;

519.9.4 Definite period during which the employee must clearly demonstrate improvement;

519.9.5 Statement of further potential corrective action to be taken if corrective action is not achieved; and

519.9.6 Employee's comments and acknowledgement of receipt of discipline.

520.10 Suspension without pay is an involuntary period of unpaid leave imposed for disciplinary reasons. Documentation of suspensions is to be signed by the employee and placed in the employee's personnel file. The number of days of suspension is dependent on the nature of the violation and the employee's record. In the case of Fair Labor Standards Act (FLSA) exempt employees, the suspension without pay shall not be less than one (1) week. Employees serving a suspension shall not be employable with any other County office, department or funded organization during the suspension. Written documentation of suspensions should generally follow the outline provided for written reprimands with the addition of a statement that it is a "final warning" and that the employee will be discharged upon the occurrence of any other violation/infraction.

520.11 Discharge is involuntary termination of employment. Employment at Grant County is at will. The County retains the right to terminate an employee's employment at any time, for any reason or no reason and with or without notice. Written documentation of discharge may include the reason(s) for the discharge but not necessarily because employment is at will. Prior to discharge being implemented, the Human Resources department shall review the matter.

520 – LOCATION OF POLICY 500 FORMS, ORDINANCES, ETC.

All Grant County Policy-referenced forms, ordinances, etc. are centrally located on the Intranet under Human Resources.