

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Use of County-Owned Communication Devices Equipment

Number: E 13

Approved: Signature on file

Date: 11/2/16

POLICY

Generally, County-owned communication devices are provided to authorized users for conducting official County business during business or approved operational hours.

The Social Services Agency (SSA) reserves the right to investigate, retrieve and read any communication, data, or information composed, transmitted or received through any type of County-owned communication devices, without further notice to the user to the extent permissible by law. There is no right to privacy for any use of County-owned communication devices.

If non-business related calls are necessary, the use of mobile device or desktop telephones shall be kept to a minimum level or frequency of use. Users will be required to reimburse the County of Orange for any excessive use of non-business related usage costs incurred by the County. They may also be required to complete the Special Incident Report and/or reimburse the County for costs associated with lost or damaged devices. If damage or loss is determined to be intentional and/or negligence by authorized user, the user may also be subject to disciplinary action and/or legal action.