

FARGO POLICE DEPARTMENT
VOLUNTEER AGREEMENT

In order to provide a satisfying volunteer experience and a comfortable work atmosphere for all, I _____, consent to the following:
Printed Name of Volunteer

1. Bring to the attention of the Volunteer Coordinator any job-related problems or Grievances.
2. Fulfill my service commitment in a professional manner.
3. Work in the area I am assigned and in the manner trained.
4. Notify my supervisor prior to an absence.
5. Report hours of service to the Volunteer Coordinator.
6. **Respect the confidentiality of all information observed and learned through my work at the Fargo Police Department. Any information contained in the records or received by personal communication will not be divulged outside of the Fargo Police Department.**
7. Notify my supervisor and the Volunteer Coordinator prior to terminating my volunteer service with the Fargo Police Department.
8. Return any and all identification, clothing and equipment provided by the Department on my last day as a volunteer.
9. Use police department identification only within the scope of my particular volunteer duties. I understand that any other usage may lead to disciplinary action up to and including dismissal from the volunteer program.

Signature of Volunteer/Date

CITY OF FARGO EMPLOYMENT POLICY NO. 200-016

ELECTRONIC COMMUNICATIONS

Date Approved: 5/18/98

Date Issued: 5/18/98

Date Revised:

The City of Fargo is committed to the utilization of new technologies and provides a variety of electronic tools including, but not limited to: telephones, voice mail, computers, facsimile machines, pagers, electronic mail (E-mail) systems, Internet access and a browser for employees whose job performance would be enhanced by the technology. Employee access to and use of these electronic tools is intended for business-related purposes. Limited and reasonable use of these tools for occasional employee personal purpose that does not result in any additional costs of loss of time or resources for their intended business purpose is permitted. It is important for all employees to understand that the City of Fargo is subject to the North Dakota Open Records Law and, as such, all unexcepted records, including records or information contained on computers or telephones, are subject to disclosure upon request of any citizen. The City of Fargo faces the challenge of making maximum use of the benefits of such technologies, meeting legal requirements for access to information, and providing adequate protection for proprietary information. In order to ensure compliance with copyright laws, and protect ourselves from being victimized by the threat of viruses or hacking into our servers, this policy governs employee access to and the appropriate use of these technologies during regular business hours, before and after business hours, and during break periods and lunch (meal) periods.

It is the intent of the City of Fargo to limit Internet access to official business. Employees are authorized to access the Internet for personal use, after regular business hours, in strict compliance with the other terms of this policy. Coffee breaks and lunch hours are part of the business day and personal usage is not permitted. The introduction of viruses, or malicious tampering with any computer system, is expressly prohibited.

The electronic systems made available to City employees are City property. Additionally, all messages composed, sent or received by City employees, on all electronic systems are and remain the property of the City. They are not the private property of any employee.

Employees using the City of Fargo Internet link are acting as representatives of the City. As such, employees should act accordingly so as not to damage the reputation of the City or cause the City to be liable for the employee's actions.

Files which are downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to check for a virus and, if necessary, to prevent its spread.

The electronic mail system and computers shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Unless otherwise noted, all software on the Internet should be considered copyrighted work.

The truth or accuracy of information on the electronic systems, specifically the Internet and E-Mail, should be considered suspect until investigated and confirmed by a neutral third party appointed by the City.

The City reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, sent, or received over any electronic communications system for any purpose. The contents of electronic communications properly obtained for legitimate business purposes, may be disclosed within the City without the permission of the employee. The City reserves the right to inspect an employee's computer systems for violations of this policy. The City of Fargo may access E-Mail messages within the City's E-Mail system of all individuals covered by this policy for any purpose not specifically prohibited by law. If practicable, the employee will be notified in advance of such access. Where advance notice is not practical, the employee will receive notice within a reasonable time thereafter of the date of the access, the purpose of the access and identity of the person(s) who accessed the information and the information obtained.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security reasons does not guarantee confidentiality. All passwords must be disclosed to the Department/Division Head or they will be considered invalid and cannot be used.

Notwithstanding the City's right to retrieve and read any E-Mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees may not intentionally intercept, eavesdrop, record, read, alter or receive any E-Mail messages that are not sent to them. Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Any exceptions to this policy must receive prior approval by the Department/Division Head.

Use of the City of Fargo E-Mail system for personal business (profit or non-profit organizations of any kind) is prohibited. This includes solicitation of funds and political messages.

The electronic systems and computers are not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

All E-Mail messages as well as other non-proprietary information in the City computers may be public record and may be subject to public access upon request.

Upon written request by the Fargo City Commission, or an employee's Department/Division Head, the contents of E-Mail sent by, between and/or to individuals covered by this policy may be disclosed within or outside the City of Fargo without the permission of the individual at any

time deemed necessary by the City of Fargo and for any purpose not specifically prohibited by law.

Any employee who discovers a violation of this policy shall promptly notify his/her supervisor.

Any violation of this policy by an employee of the City of Fargo may be the responsibility of the City. Therefore, the City may choose to hold the employee liable for his/her actions. Any employee who violates this policy or uses the electronic communications system or computers for purposes in this policy shall be subject to discipline, up to and including termination of employment.

All employees who have access to City of Fargo electronic communications systems or computers will be given a copy of this policy to read and abide by. The employee will be asked to sign the following statement attached to the copy of this policy:

“I have read the City of Fargo Electronic Communications Policy and agree to abide by it as consideration for my continued employment by the City of Fargo. I understand that violation of any of the above policies may result in disciplinary action, up to and including termination of employment.”

CITY OF FARGO

ELECTRONIC COMMUNICATION ACKNOWLEDGEMENT

"I have read City of Fargo Electronic Communications Policy # 200-016 and agree to abide by it as consideration for my continued employment by the City of Fargo. I understand that violation of any of the above policies may result in disciplinary action, up to and including termination of employment."

Date

User Signature

Department

Print Name of User

Please sign and return this card to the Human Resources Department.