
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Computing & Internet Guideline
	Section:	Administration
	Guideline Number:	219
	Effective Date:	January 26, 2012
	Reviewed Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety	

PURPOSE

To outline the responsibilities of the employee when using electronic media.

SCOPE

All Department employees.

RESPONSIBILITIES

In addition to the Accomack County Policy section 311.0, all staff will follow the following guidelines when using county owned computers:

1. Only Accomack County Personnel shall be permitted to use county owned computers.
 - a. Staff shall be held responsible for all computer equipment
 - b. Stations without 24-hour shifts **must** lock laptop computers in a file cabinet or staff locker at the end of the work day.
2. Staff may not install any software from personal purchase or download that is not approved by the Director and/or the IT Department.
3. Computer problems must be reported to the Battalion Chief or to the Administration office on the same day as the problem(s) occurred.

PERSONAL ONLINE/INTERNET CONTENT

Members of the Accomack County Dept. of Public Safety (ACDPS) are reminded that their conduct both on and off duty must meet a high standard. This includes, but is not limited to, conduct related to materials posted on the internet or disseminated electronically. No member shall allow or permit any electronic media to be posted to the internet that:

- Could be reasonably interpreted to express the opinions of the Accomack County Dept. of Public Safety. A member may comment on a subject of general interest, value, or concern to the public provided that, in doing so, the member does not suggest or imply that the views expressed are those of ACDPS.
- Has a reference to the member being affiliated with ACDPS which contains content that is unprofessional, unbecoming or illegal, such as lewd sexual conduct, excessive alcohol consumption or other similar behaviors.
- Could be reasonably interpreted as having an adverse effect upon agency morale, discipline, and operation of the department, safety of staff or perception of the public.

- Contains any recordings or images obtained while engaged in the performance of official duties or anything that may have an adverse effect upon the department or county.
- Contains any data or information obtained while on duty or in the performance of official duty.

USE OF OTHER MEDIA CAPTURING DEVICES

- Employees are forbidden to use any device to record or capture sound, images or video while in the performance of official duty unless specifically directed to do so by the Director or his designee.

Employees with work related problems, issues or concerns shall use established policies to report such problems.