

Madison County Department of Emergency Medical Services

Standard Operating Guideline



Title	Electronic Media
Number	031
Adoption Date	1/1/07
Revision Date	
Approved by	Lewis Jenkins, EMS Director



Purpose:

To give direction concerning the use of electronic media and computer usage by Madison County EMS personnel while on duty. EMS personnel may use the Internet while on-duty in an effort to improve themselves professionally through research and education.

Policy:

1. Access to the Internet is permitted during work hours.
2. All electronic systems and all information transmitted by, received from, or stored in, County owned or operated systems are the property of Madison County, and are subject to random monitoring of system use.
3. **NO** unauthorized software, programs, or files are to be downloaded onto station computers.
4. Only the County Administrator or the EMS Director may authorize the downloading or installation of programs, software, and/or files onto the Station computers.
5. It is the responsibility of each employee to prevent the introduction of computer viruses.
6. All employees must keep in mind the County's Policy regarding accessing inappropriate Internet sites. Employees are expected to use all electronic communication resources of the County, including the Internet, responsibly and professionally and will not use any of these services in an inappropriate, illegal, malicious, or obscene manner.
 - A. Examples of such inappropriate sites include:
 - Pornography and/or sexual content;
 - Excessive violence and/or hate material;
 - Materials that may subject an individual, or group of individuals, to feelings of discomfort.
 - Any other subjects that a "reasonable, prudent, person" would consider inappropriate in a work setting
 - B. The act of willingly accessing an inappropriate site will be subject to disciplinary action.

