

**ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
04- 1**

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy for the use of the Jefferson County electronic mail system.

I. POLICY

It is the policy of the Jefferson County Commission that the County's electronic mail system shall be used for the legitimate conduct of County business. It is also the policy of the Jefferson County Commission that employees and others who use the County's electronic mail system for any purpose other than the legitimate conduct of County business shall be subject to formal disciplinary action and criminal prosecution to the fullest extent of the law.

II. PROHIBITIONS

County employees and other users of the County's electronic mail system are prohibited from:

- A. Using for any purpose without proper authority any County computer that is not assigned to user.
- B. Transmitting a virus via the County electronic mail system.
- C. Transmitting an electronic mail message under the name of another person.

**APPROVED BY THE
JEFFERSON COUNTY COMMISSION**
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- D. Transmitting obscene, pornographic or offensive material.
- E. Using the County electronic mail system to penetrate a computer assigned to another employee or belonging to another person.
- F. Using any County computer for any purpose in violation of any applicable federal or state law or regulation.

III. CONSEQUENCES OF VIOLATION OF THE POLICY

County employees who violate any provision of this Administrative Order shall be subject to formal disciplinary action, which may include termination of their employment for a first offense. Jefferson County will also seek criminal prosecution of any County employee or other individual who violates any state or federal law or regulation in the use of a County computer. Occasional use of the electronic mail system for personal communication is not inherently a violation of this policy. Provided, such use may be restricted or terminated by a supervisor for abuse.

IV. RESPONSIBILITY OF COUNTY OFFICIALS AND DEPARTMENT HEADS

It shall be the responsibility of each County Official and Department Head to provide publication and instruction to all their subordinates of this Administrative Order and policy.

ORDERED at the Jefferson County Courthouse this 27 day of April,
2004.



LARRY P. LANGFORD, President
Jefferson County Commission