

CITY OF SANTA CLARITA
ELECTRONIC COMMUNICATIONS POLICY
ACKNOWLEDGEMENT OF RECEIPT

I have received, read, and understand the City of Santa Clarita's Policies and Guidelines on City of Santa Clarita Policy III-13.4 Electronic Communications Systems. I am aware that violation of this Policy may result in disciplinary action, up to and including termination, as provided for in the City's Personnel Rules. I understand this signed acknowledgement will be maintained in my personnel file.

I recognize and understand that the City's Electronic Communications Systems are to be used primarily for conducting City business. I am aware that I have no expectation of privacy or confidentiality when using the City's Electronic Communications Systems and/or Electronic Storage. I understand that the City has, and will exercise, the right to monitor, review, copy, and/or disclose all matters on the City's Electronic Communications Systems and/or Electronic Storage at any time, with or without notice to me, and that such access may occur during or after working hours. I realize that the use of a password or other security features does not restrict the City's access.

I agree to comply with all provisions of this Policy.

I also hereby consent that the City may monitor, review, and/or copy any information, both personal and business related, on the City's Electronic Communications Systems and/or Electronic Storage at any time, and may, without further notice, disclose that information to a third party, including law enforcement agencies.

Employee's Name (PLEASE PRINT)

Employee's Signature

Date