

## **1500 Workplace Privacy Policy**

### **1500.1**

The workplace is owned by the City of Amarillo. All facilities, vehicles, fixtures and devices owned, leased or rented or provided by the City of Amarillo may be inspected, searched, or reviewed at anytime by the City Manager or designee. This may be done with or without your presence. Refusal to cooperate with a search under this policy will be considered insubordination and is grounds for disciplinary action including termination.

All workplace technology such as telephone systems, computers, e-mail and voice mail systems, fax, answering machines and peripherals are owned by the City of Amarillo. All communications over and activity conducted on the City-owned systems are property of the City. If you bring your own technology device to use at work, then it becomes subject to this policy.

Passwords used by employees are to prevent unauthorized access by other employees, but should not be construed as creating an expectation of privacy for the employee that uses the password. Employees have no expectation of personal privacy when using City-owned property or systems.

### **1500.2**

Users of City-provided Internet accounts should not assume they are provided any degree of anonymity.