



**BALTIMORE COUNTY, MARYLAND AND
THE BALTIMORE COUNTY VOLUNTEER
FIREFIGHTER'S ASSOCIATION**



MEMBERS ELECTRONIC COMMUNICATION INDIVIDUAL USE POLICY

PURPOSE

The purpose of this policy is to define individual standards for using Baltimore County purchased personal computers with access to Baltimore County applications (collectively the "County System"). This policy is designed to minimize the potential exposure to Baltimore County from damages, which may result from inappropriate use of the County System.

SCOPE

This policy applies to all Baltimore County volunteer members who have access to the County System located at each of the volunteer fire stations.

POLICY

This policy sets forth Baltimore County Government's (hereinafter the "County") policy on access and use of the County System located in volunteer fire stations. This policy applies to all volunteer members who use the County System. This policy may be changed by the County at its sole discretion after a 30 day notification to the MIS Committee of the Baltimore County Volunteer Firefighter's Association (BCVFA). Should this policy need to be changed for reasons deemed urgent by the Director of the Office of Information Technology, that change shall occur immediately, and the BCVFA MIS Committee shall be notified that the change has occurred.

Volunteer members are advised that there is no expectation of privacy regarding any communications that occur during the use of the County System. All messages and transmissions are the property of the County. The County reserves the right to access, maintain, monitor, and disclose all transmissions, messages, and files over its information systems at all times without prior notice.

Volunteer members are also advised that use of the County System is for business purposes only. Intentional misuse of the electronic communication systems or use for non-business purposes may lead to disciplinary action as set forth in this policy. Intentional misuse may include, but is not limited to, display, receipt, downloading, or transmission of sexually explicit images, messages or cartoons or any transmission that contains ethnic slurs, racial epithets, harassment or otherwise offensive, defamatory or interruptive communications. Unauthorized interception of communications by volunteer members is strictly prohibited and is in violation of this policy. Moreover, any use which violates federal, state or local law constitutes a violation of this policy.

Certain content placed on the Internet may be protected by copyright law or other forms of intellectual property protections. Volunteer members should refrain from downloading data designated as protected by copyright law or other forms of intellectual property protections without authorization.

SECURITY POLICIES

Volunteer members that utilize the County System agree to adhere to the attached security policies: Exhibit A-1 - Password Policy
Exhibit A-2 - Remote Access
Policy Exhibit A-3 - Anti-Virus
Policy.

ENFORCEMENT

Inappropriate use by a volunteer member shall result in the following:

1. Upon the first violation, an individual's password to the County System shall be revoked and access will be immediately suspended for no less than ninety (90) days. The Volunteer Association MIS Committee will be notified of the details of the violation. The Senior Administrative Officer (SAO) of the Volunteer station will be notified by the MIS Chair. The SAO will be responsible for counseling the member involved as well as ensuring that such steps are taken to avoid an additional occurrence.
2. Upon a second violation by the same individual, the volunteer will have their privileges to access the County System permanently revoked. The MIS Committee of the Association and the President of the Baltimore County Volunteer Firefighter's Association will meet with the involved company leadership. A written notice of the revocation of privileges will be provided for the Company, and member. A review of both incidents and how and why they occurred will be conducted. The Company will within 30 days after that meeting provide the President of the Baltimore County Volunteer Firefighter's Association a plan for ensuring that such a violation will not recur in their station.
3. Should a third violation involving the same member occur, the Baltimore County Volunteer Firefighter's Association will expect that the involved company will immediately revoke the involved member's physical access to the station, or take such other action that is mutually agreed upon by and among the involved company, BCVFA, and the County as to assure no further violation, and shall cooperate fully with the legal action taken against the member by Baltimore County.

I have read Baltimore County's Individual Use Policy and I understand all enforcement measures. I understand that violation of these policies may result in the forfeiture of my membership in any volunteer fire company in Baltimore County. I further understand that this policy applies to me any time I am accessing Baltimore County's System or using equipment that Baltimore County has provided for my use.

NAME OF COMPANY	STATION NUMBER
PRINTED NAME OF MEMBER	MEMBER'S ID NUMBER
SIGNATURE OF MEMBER	TODAY'S DATE
EMAIL ADDRESS	
<p>NOTE: Send the original copy to: BCVFA NFIRS ADMINISTRATION 700 East Joppa Road – 3rd Floor Towson, MD 21286</p> <p><u>OR</u></p> <p>A scanned copy can be sent to volsafety@baltimorecountymd.gov and keep original at the station.</p>	<p>CONFIRMATION: This member will be activated in about a week after this request has been received. To verify that activation has taken place, send an email to volsafety@baltimorecountymd.gov Be sure to include the full name AND member ID number in your request.</p>