

RESOLUTION NO. 1403

A RESOLUTION OF THE PORT OF PASCO COMMISSION ESTABLISHING POLICIES FOR ELECTRONIC TABLET DEVICES

WHEREAS, the Port of Pasco has determined that the use of electronic tablet devices to receive and use written materials for Commission meetings will result in efficiencies and the saving of resources; and,

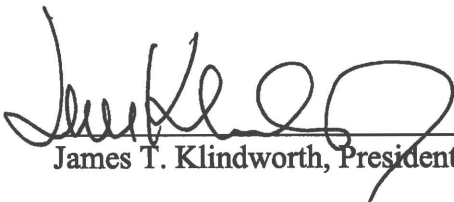
WHEREAS, the issuance and use of tablet devices will provide a convenient and uniform way for all Commissioners to receive and respond to Port related email correspondence; and,

WHEREAS, the use of Port issued devices and Port email addresses will assist the Port in fulfilling requirements of the Public Records Act; and,

WHEREAS, the Commission deems it necessary to establish the policies by which Commissioners shall be governed and tablet devices used;

NOW, THEREFORE, the Port Commissioners of the Port of Pasco, Washington, do resolve that the Port of Pasco Electronic Tablet Policies, attached hereto as Exhibit A, are hereby adopted this 22nd Day of January 2015.

PORT OF PASCO


James T. Klindworth, President

Ronald P. Reimann, Vice-President


Jean Ryckman, Secretary

EXHIBIT A

Port of Pasco Electronic Tablet Policies

1. **PURPOSE.** In order to save paper, time and money the Port of Pasco Commission and selected staff are being issued electronic tablets (tablet). This will allow a convenient way to receive agenda packets and email correspondence. The responsible use of this technology will improve the efficiency with which the Port operates. This policy shall apply to the use of any tablet or similar device issued by the Port. This policy is intended to supplement other legal requirements established by local, state, or federal laws and regulations.
2. **EMAIL USE.** All Port related email use should be made on the tablet or similar device, as issued, using the standard email address system in use for Port employees: (first initial, last name)@portofpasco.org. As email, using the Port's domain, is automatically captured on the Port's email retention system for Public Records Act compliance, no other email address should be used for Port purposes, nor will such non-Port addresses be published on information provided or printed by the Port.
3. **CONNECTIVITY.** The Port will provide internet service for tablets via a shared data plan. Tablets will also receive free Wi-Fi access at the Port of Pasco Administrative Office and the Tri-Cities Airport. As overage costs apply if the limits of the shared data plan are exceeded, staff will monitor usage to determine if adjustments to the plan limits need to be made. Users are encouraged to limit usage to essential business needs of the Port.
4. **PERSONAL USE.** The tablet should be used to conduct Port business. Some limited, incidental personal use is permitted, so long as it does not subject the Port to additional cost or liability, does not interfere with Port business, productivity or the performance of duties, is brief in duration and frequency, does not pose additional risk to security, reliability or privacy or cause or tend to cause damage to the Port's reputation or credibility. The tablet should not be used by family, friends, or any person other than the person to whom the device was issued.
5. **PRIVACY.** As personal use is not specifically prohibited, users should be aware that any record created, item viewed, application used, email sent, or other such use of the device will likely be subject to public disclosure. Tablet users should have no expectation of privacy regarding any use or content of the tablet.
6. **RETENTION OF RECORDS.** Users may be required to turn in the tablet at any time for maintenance, a system or memory backup, public disclosure, or for any other reason. It should be anticipated that the tablet will need to be turned in at least once annually, if not more frequently. To the extent notes, agenda packets, or other public records are created or used on the tablet, they should not be deleted until the Port has created a backup copy, or until the Port's Public Records Officer has approved destruction of the record (this is not necessary for email on the Port's address system as outlined in paragraph 2, above). As a rule of thumb any record on the device should be considered a public record.
7. **LOSS PREVENTION.** Reasonable care should be taken to avoid theft of or damage to the tablet. In the event the device is lost, stolen, damaged, or becomes inoperable the Port Public Information Officer should be notified. Failure to take reasonable care to prevent theft or damage to the tablet may result in assessment of replacement costs.
8. **ETIQUETTE.** The tablet should not be used to conduct internet research or send messages via email or other format during public meetings. Using the device to send or receive communications during public meetings or to send "serial" email to the Port Commission members may violate the Open Public Meetings Act and is to be avoided.
9. **PERSONNEL POLICY.** This group is expected to be familiar with and comply with the Port of Pasco Personnel Policy 270, Use of Port Owned Computers and the Internet.
10. **PRIVILEGES.** Any misuse of the tablet, including, but not limited to, any violation of this policy, or Personnel Policy 270, may result in a revocation of the user's privileges to use the device.