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SUB-SECTION:
3313 Facsimile Guidelines

REVISION
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3313.1 – Purpose

Facsimile (fax) technology has become a well-accepted means of transmitting documents. Using this technology, information can be sent/received quickly and efficiently. The guidelines presented below are intended to ensure that this technology is utilized appropriately.

Department heads have ultimate accountability for subordinate compliance with County policies and responsibility to assure that the use of resources is consistent with the business and service purposes of the department.

Employees are expected to act in a responsible manner by complying with all applicable policies and laws pertaining to use of facsimile machines. All employees have a responsibility to understand and comply with the "*Facsimile Guidelines*."

Violation of these "*Facsimile Guidelines*" may result in disciplinary action as defined in San Joaquin County Civil Service Rules and Regulations [Rule 18].

3313.3 – Document Identification

All facsimile transmissions shall include proper sender identification and addressing information placed in a margin at the top or bottom of each transmitted page and/or on the first page of the transmission (e.g., cover sheet).

Sender information shall include:

- a. Date and time of transmittal
- b. Identification of the agency and individual sending the message
- c. Telephone number of the sending machine and contact telephone number of the individual sending the message

Addressing information shall include:

- a. Identification of the agency and individual to whom the document is being sent
- b. Telephone number of the receiving machine
- c. Description of the document, including the total number of pages sent

No communication may be sent which hides the identity of the sender or represents the sender as someone else, unless authorized by departmental directive.

3313 Facsimile Guidelines**3313.7 – Confidentiality**

All communications sent via County facsimile must comply with County policies and may not disclose any confidential or proprietary County information. "Confidential" documents shall be transmitted via facsimile to authorized persons only. Department heads are responsible for ensuring that confidential materials are handled in an appropriate manner.

3313.7 – Acceptable Uses of Facsimile Machines

County facsimile equipment is intended to be used to conduct County business. Employees are encouraged to use technical resources as an efficient and effective business tool.

Equipment must be used in a manner that does not jeopardize security, confidentiality, or place the County in a litigious position as a result of breaking any local, state or federal law pursuant to privacy, public record, or copyright.

3313.9 – Unacceptable Uses of Facsimile Machines

County facsimile equipment may not be used for transmitting, retrieving, or storing of any communications of a discriminatory or harassing nature or materials that are perceived as being obscene. Harassment of any kind is prohibited by County policy. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. No abusive, profane, or offensive language or pictures will be transmitted by a County facsimile machine unless authorized by departmental directive.

Facsimile equipment may not be used for any other purpose that is illegal, against County policy or contrary to the County's best interest. County equipment shall be used only for authorized County business.

It is unacceptable for employees to use facsimile equipment for personal gain or profit, or for personal reasons that would result in depleting resources, impeding the organization's ability to conduct business, or cause any interruption or delay in service to the public.