

CITY OF MONROE
RESOLUTION NO. 2025-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE,
WASHINGTON, ADOPTING THE UPDATED ELECTRONIC MEDIA
POLICY

WHEREAS, the City of Monroe recognizes the importance of clear and consistent policies governing employee use of electronic media, including email, internet, social media, and other digital communication tools; and

WHEREAS, the City's prior electronic communication guidelines have been reviewed and updated to reflect current legal requirements, technological advances, operational needs, and best practices; and

WHEREAS, the updated Electronic Media Policy establishes standards for appropriate, professional, and secure use of City-owned electronic resources, including provisions addressing confidentiality, public records retention, prohibited uses, and compliance with applicable laws and regulations; and

WHEREAS, the policy promotes transparency, accountability, and operational effectiveness by ensuring that electronic communications are consistent with the City's mission, values, and obligations under state and federal law;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Adoption of the updated Electronic Media Policy. The Electronic Media Policy, which sets forth rules and procedures regarding employee use of email, internet, social media, and other electronic communication tools, is hereby adopted in the form and content provided in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full. It supersedes and replaces the City's previously adopted electronic communication and technology use policies.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 9th day of December, 2025.

Resolution No. 2025-024
Approved: 12/09/2025
Effective: 12/09/2025

CITY OF MONROE, WASHINGTON:


Geoffrey Thomas (Dec 10, 2025 11:21:36 PST)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:


Jodi Wycoff (Dec 10, 2025 13:22:20 PST)

Jodi Wycoff, City Clerk


Zach Lell (Dec 10, 2025 10:52:29 PST)

J. Zachary Lell, City Attorney

Policy Record

Approval Date	Effective Date	Approved By
December 9, 2025	December 9, 2025	Resolution 2025-024

Last Review: 06/2019	Policy Number: 2025-024
Next review:	Replaces: HR2014-001
	Superseded By:
Policy Administrator: IT Director and IT Manager	

Related Procedures

N/A

Policy Statement

The City of Monroe provides electronic communication and computing resources to support efficient, secure, and transparent public service. This policy governs the acceptable use of City-issued and personal devices used for City business, ensuring compliance with legal, ethical, and operational standards.

Purpose

To define acceptable use of City technology resources, protect City data, and ensure compliance with Washington State public records laws, cybersecurity standards, and evolving digital communication norms.

Definitions

Technology Resources: City-issued computers, mobile devices, email, internet access, cloud services, and communication platforms.

Incidental Personal Use: Limited, non-disruptive personal use that does not interfere with City operations or violate policy.

Public Record: Any record created or received in the course of City business, including emails, texts, and electronic messages as defined under the Public Records Act ([RCW 42.56.010\(3\)](#)).

Electronic Messaging: Includes email, SMS, instant messaging, and collaboration tools (e.g., Teams, Zoom).

Phishing: A type of cyber attack where attackers attempt to trick individuals into providing sensitive information by pretending to be a trustworthy entity.

MFA/2FA (Multi-Factor Authentication/Two-Factor Authentication): Security processes that require users to provide two different authentication factors to verify their identity.

SCADA (Supervisory Control and Data Acquisition): A system used for monitoring and controlling industrial processes, such as water treatment or electrical power distribution.

HVAC (Heating, Ventilation, and Air Conditioning): Systems used to regulate the temperature, humidity, and air quality in buildings.

Policy

1. General

1.1. Privacy and Monitoring

Employees have no expectation of privacy when using technology resources.

All activity may be monitored and is subject to disclosure under [RCW 42.56](#) (Public Records Act).

1.2. Ownership and Confidentiality

All software, programs, applications, templates, data, data files and web pages residing on City of Monroe computer systems or storage media or developed on City of Monroe computer systems are the property of the City of Monroe. The City of Monroe retains the right to access, copy, modify, destroy or delete this property. Data files containing confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

1.3. Acceptable Uses of City of Monroe's Technology Resources

The City of Monroe's technology resources are to be used by employees or volunteers for City of Monroe business, except as provided herein. Incidental, de minimus personal use may be permitted where, in the judgment of the employee's supervisor or department director, such use does not interfere with employee or department productivity, nor distract/take time away from the worker or co-workers assigned work. Generally speaking, incidental, de minimus personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to the City of Monroe; (5) it does not solicit for or promote commercial ventures; (6) it does not utilize excessive network resources; and (7) it does not constitute any prohibited use, as discussed below.

1.4. Prohibited Use

Use of the City of Monroe's technology resources to engage in any communication that violates federal, state, or local laws or regulations, or any City of Monroe policy, is strictly prohibited at all times. The following list includes examples of uses that are inappropriate and strictly prohibited at all times:

- Interfering with the intended use of information resources
- Using technology resources for personal financial gain or outside business activities
- Accessing, transmitting, or storing obscene, pornographic, or sexually explicit material (unless as part of a law enforcement investigation conducted by authorized Police personnel)
- Engaging in any type of unlawful harassment, discrimination, or hate speech
- Downloading or installing unauthorized software or applications
- Circumventing security protocols or attempting to gain unauthorized access
- Using another employee's credentials or impersonating others
- Transmitting confidential or sensitive information without obtaining appropriate authorization from the owners or custodians of such information
- Using to engage in political campaigning or lobbying
- Excessive personal use that interferes with network performance or job duties
- Connecting unauthorized personal devices to the City network
- Storing City data on unapproved cloud services or personal storage

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred as a result of copyright and licensing requirements.

1.5. Security and Compliance

Users must:

- Complete annual cybersecurity training
- Report suspected phishing or malware immediately to IT Department
- Use strong passwords and secure authentication methods
- Avoid downloading files or opening attachments from unknown sources

***** Use of a personal device for MFA/2FA does not constitute that device to be available for public disclosure**

2. Data

2.1. Records Retention

All electronic communications must be retained per Washington State retention schedules at [Local Government Records Retention Schedules | WA Secretary of State](#) and the City of Monroe 2024-008 Email & Electronic Message Retention Policy.

Employees must not delete or alter records that may be subject to public disclosure.

2.2. Copying Software, Programs, Applications, Templates, etc.

Employees must notify the Information Services Department and receive proper authorization before attempting to copy software, applications, programs or templates. In many cases, copyright laws and/or licenses for commercial software, programs, applications and templates used by the City of Monroe prohibit the making of multiple copies. The City of Monroe and its employees are required to abide by the federal copyright laws and to abide by all licensing agreements.

2.3. Downloading Files from the Internet or Opening Email Attachments

Downloading files from the internet or opening email attachments from sources outside the City of Monroe can lead to malware that can severely damage or degrade the City of Monroe's network and/or data. The Information Services Department has installed antivirus software on all City of Monroe computers and continuously updates signature definition files. However, that does not guarantee that all malware is blocked, or that all viruses are caught.

If you are downloading a file and receive a message that a virus or malware has been detected, you must call the IT Department immediately for assistance. Similarly, if you receive an email with a suspicious attachment, or from an unusual source, you should notify the Information Services Department before opening it. If you notice that your computer is operating strangely or you suspect malware or a virus, notify the IT Department.

2.4. Online File Sharing

The City of Monroe has cloud services allowing employees to share files online. A file-sharing service, cloud storage service, or online file-sharing provider hosts user files via the Internet. Users can upload files that can be accessed and shared over the Internet with collaborators.

- The City, not employees, owns City records.
- The City establishes approved sharing services and devices.

- Designated City employees are authorized to make decisions on data collection, storage methods, use, modification, sharing, protection, and disposition of City records.
- Employees are custodians of City records and should:
 - Understand that online file storage services are to be used temporarily to share copies of records for collaboration and access by other external collaborators, computers, and mobile devices. File-sharing services are systems of engagement.
 - Ensure that the final version is stored back on City computer systems. Exceptions can be made depending on City business needs.
 - Use, store, share, and protect City records according to City direction and applicable statutes, policies, contracts, and data classification.
 - Keep the records as long as required to meet records retention schedules (CORE), then disposition them as required unless they are subject to an open public disclosure request or legal hold.
- Employees must only use City-approved online file storage services and City provided accounts on those services to share City records or access them from other computers and mobile devices. Outside organizations, agencies, contractors, and customers can also share through their approved services, and City employees can participate in those services.

3. Hardware & Software

3.1. Standardized Software and Hardware

The City of Monroe has established standard software and hardware for commonly used applications. The use of unauthorized, non-standard software or hardware, including personally owned software or hardware, on city computer systems without approval of the IT Department is prohibited.

3.2. Purchasing of Information Systems Software and Hardware

Purchases of technology or systems for City use must be coordinated through IT. ‘Technology’ typically implies anything that will require IT support or will be connected to the City’s other technology. ‘Systems’ means entering and analyzing City data into a software package that fulfills a City business function. This policy applies to all computing and network-related resources of the City of Monroe, whether located in the City, in remote locations or facilities or hosted by third-party service providers (infrastructure-as-a-service, platform-as-a-service, software-as-a-service, etc.). The City’s technical resources include but are not necessarily limited to:

- Desktops, laptops, and servers;
- Software running on these devices;

- Peripheral equipment (e.g., printers, scanners, cameras, etc.);
- Cabling or connectivity-related devices;
- Audio-visual equipment such as projectors;
- Security camera(s) and monitoring equipment that requires IT assistance to install and maintain;
- Mobile devices such as cell phones, smartphones, and tablets;
- Operational technology that requires IT resources or services (e.g., LAN, WAN, wireless networking, etc.) to function. Examples of OT include HVAC or SCADA systems;
- Infrastructure/Platform/Software/Anything-as-a-service or Cloud providers.
- Purchasing peripheral equipment for personal use is prohibited.

3.3. Installation of Software and Hardware

Improper installation of software or hardware can damage a computer system, cause system malfunction, or conflict with system configuration. All standardized software and hardware is to be installed by the IT Department. Specialized software and hardware technologies exclusive to individual departments may be managed within the appropriate department, in coordination with the IT Department. Any moving, relocating, or rearranging of computer software or hardware should also be coordinated with the IT Department.

3.4. Personal Devices or Media

Personal devices or media, i.e., USB hard drives, flash/thumb drives, CDs/DVDs, laptops, cell phones/smartphones, and similar devices, may NOT be loaded or attached to any City-owned equipment without authorization by the respective Department Director.

Resolution 2025-024 Updated Electronic Media Policy

Final Audit Report

2025-12-10

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✔ Agreement completed.

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