

## **POLICY ADMINISTRATION**

**0916**

(No.20 September 2006)

CAL FIRE encourages all members of its community to use IT resources in a manner that is respectful of others. While respecting users' privacy to the fullest extent possible, CAL FIRE reserves the right to examine, search, monitor, perform surveillance, investigate, or impound any IT resource. The CAL FIRE reserves this right for bona fide purposes, including, but not limited to:

- Enforcing policies against harassment and threats to the safety of individuals;
- Protecting against or limiting damage to CAL FIRE IT resources;
- Complying with a court order, subpoena or other legally enforceable discovery request;
- Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law;
- Safeguarding the integrity of computers, networks, software and data;
- Ensuring performance of CAL FIRE data communications;
- Reviewing usage;
- Preserving information and data;
- Upgrading or maintaining IT resources;
- Protecting CAL FIRE or its employees and representatives against liability or other potentially adverse consequences; and
- Performing progressive discipline on employees.

CAL FIRE may restrict the use of IT resources when presented with evidence of violation of CAL FIRE policies, federal or state laws, or when it is necessary to do so to protect CAL FIRE against potential legal liability. CAL FIRE reserves the right to limit access to its IT resources, and to remove or limit access to material stored on CAL FIRE IT resources.

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[\(see Forms or Forms Samples\)](#)