

ORC:	_____
OAC:	_____
COA:	_____
CFSR:	_____
Board:	_____
Other:	_____

Next Review Date: 9/2020

Last Reviewed: 9/2017

Review Responsibility: Employee Relations and Information Technology

FCCS PROCEDURE

NO.: 12C.06

SUBJECT: Accessing Information on Employees' Computers and Phones

Approved by: Executive Council

Effective Date: September 22, 2008

Date(s) of Revision: Sep 27, 2010; Feb 19, 2014; Sep 26, 2017

Responsible for Implementation: All Staff, Information Technology Department

Information on any agency-issued device (voice or data) remains the property of FCCS. There should be no expectation of privacy regarding voice or data stored in an agency-issued device. With agency approval, Information Technology will provide supervisory personnel access to voice and/or data stored on any agency-issued device.

Procedures:

Any request for access to voice and/or data by supervisory personnel must be approved by the Executive Council member over the department.

Information Technology Service Desk will process an approved request through a service desk ticket. Approvals may be written or in email form. No verbal requests will be processed. The service desk technician will provide an estimated date and time of delivery. A record of the request and fulfillment will be kept in a service desk ticket for future reference.