

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2012-006**

BE IT RESOLVED, upon recommendation of Judge Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee to add the following Section X to "Chapter 8: Regulations" of the Hardin County Government Policies and Procedure Handbook:

Section X: Social Media and Internet Use

Computers and office equipment owned by the County are for official use. Employee use of those computers and county-provided internet services is considered a privilege and not a right. All County employees are public servants and are representatives of the County. Activities conducted at work are a reflection upon the County.

- A. Access, viewing, posting or commenting on social media sites, including but not limited to *Facebook* and *MySpace*, are prohibited during an employee's regular duty hours. Departments may determine whether lunch hour use is appropriate and permitted. Exceptions to this policy will be made by the employee's supervisor and should be based on use of such media for a work-related purpose.
- B. County employees are strictly prohibited from disclosing or posting protected, confidential, private or sensitive information, photographs, or video obtained in the workplace or through performance of official duties. Information which is governed by KRS 61.810, the Kentucky Open Records Law, shall not be disclosed via social media.
- C. County employee use of county equipment or hardware to email, use the internet, disseminate information, view social media, transmit or post information, may be subject to disclosure under the Kentucky Open Records Law and can be accessed by Department Heads, or the Judge/Executive or his/her designee at any time. There is no right to privacy in any such use of County equipment.
- D. Failure to abide by the policies contained in Subsections A, B and C may result in further restriction of use of County equipment and/or discipline up to and including termination from employment.

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 10 January 2012.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk