

HOUSING AUTHORITY OF THE CITY OF LUMBERTON

Electronic Communication Devices Policy

Electronic Communications Devices (“ECDs”) include, but are not limited to cellular phones, smart phones, PDAs, radios, and any other wireless device used for communication. Housing Authority owned or issued ECDs are intended to be used for Housing Authority business. The Housing Authority understands, however, that extenuating circumstances may arise in which employees may need to use their Housing Authority owned or issued ECD for personal reasons. Personal use should be kept at a minimum and shall not be abused. Excess personal use of Housing Authority ECDs may result in disciplinary action up to and including termination. Excess use of personally owned ECDs that interferes with the successful completion of job duties may also result in disciplinary action, up to and including termination.

Employees who require the use of an ECD in the performance of their Housing Authority duties should try whenever possible to allow placement of business-related calls or communications either prior to or after operating any motor vehicle. In addition, employees who operate Housing Authority-owned vehicles should try whenever possible to allow placement of either business-related or personal calls prior to or after operating a Housing Authority-owned vehicle.

ECD use shall be avoided while operating a Housing Authority or personal vehicle to conduct Housing Authority business. Employees are prohibited from using ECDs to send or read text messages or emails while driving. Employees must adhere to all federal, state, and local laws and guidelines regarding ECD use at all times.

Housing Authority employees should use reasonable consideration and respect for Housing Authority clients, vendors, Commissioners and employees when placing or accepting phone calls, text messages, or any other electronic communications. These actions should be avoided while in meetings or when dealing with clients, except in situations where there is an emergency. ECDs should be placed on a silent or vibrate mode to avoid unnecessary interruptions.

Employees who violate this Electronic Communications policy are subject to discipline up to and including termination.

The Housing Authority reserves the right, for legitimate business reasons, to audit and review calls, text messages, and any other communications made using a Housing Authority owned or issued ECD. Housing Authority employees shall have no expectation of privacy with regards to calls, text messages, or other communications made using a Housing Authority owned or issued ECDs.

Adopted this the 22nd day of September, 2014



Mr. Paul Matthews, Chairman
HACL Board of Commissioners