




RETIREMENT BOARD POLICY AND REFERENCE MANUAL

SUBJECT: PORTABLE ELECTRONIC DEVICE POLICY / ELECTRONIC TRANSMISSION SECURITY	Section: 2-42 Date Adopted/Revised: 4/11/2012
SYSTEM(S): JOINT	Approved:  Retirement Administrator

PURPOSE

This policy is intended to set forth the authorization and limitations of use of City of Fresno Retirement Systems (CFRS) portable electronic devices.

For the purposes of this policy, “portable electronic devices” are defined to include cellular phones, personal digital assistants, laptops, e-readers, netbooks, notebooks, or any other electronic device capable of displaying data or images.

These guidelines apply to all CFRS Board members and staff.

CFRS currently generates an electronic version of all Board packets. CFRS would like to facilitate the offsite access and usage of this electronic version by allowing Board members and staff to use CFRS portable electronic devices to retrieve, store, edit and read the electronic Board packet.

POLICY

1. Board members and staff must understand that their authorization to periodically use CFRS portable electronic devices, associated equipment and software (CFRS portable electronic devices”) is limited to and for the sole purpose of conducting CFRS business. Board members and staff further understand that they have no expectation of privacy with regard to their use of such devices.
2. CFRS portable electronic devices are not solely assigned to individual Board members and staff but are resources to be used on an as needed basis and may be rotated amongst Board members and staff in accordance with CFRS business needs. CFRS is entitled to and will require such devices to be returned to CFRS for routine maintenance and to ensure that they are being used only in a manner that is consistent with these policies. Board and staff members must return CFRS portable electronic devices to the CFRS Administrator upon their termination of Board membership or CFRS employment.

3. CFRS portable electronic devices are not for the personal use of the Board member or staff employee or any other person or entity. Board members and staff shall not allow any unauthorized person use this CFRS property for any purpose.
4. Only the electronic versions of the Board packets will be downloaded to CFRS portable electronic devices. No other data or programs may be downloaded to CFRS portable electronic devices for any purpose, without prior written authorization from the Retirement Administrator.
5. Board members and staff who have an assigned portable electronic device are responsible for the security of the device, all associated equipment and all data. Board members and staff must immediately report any lost or stolen CFRS portable electronic equipment or data to the Administrator as soon as such loss or theft is discovered. If a member of the Board or staff loses or damages a portable electronic device and requests a replacement, the Board will decide at an open meeting whether to replace the lost or damaged portable electronic device.
6. CFRS portable electronic devices may remotely access the CFRS network only through remote access systems maintained by CFRS and/or the City of Fresno.
7. The electronic versions of the Board packets may not be transferred from CFRS portable electronic devices to any other electronic devices for any purpose. The electronic versions of the Board packets may be downloaded only to CFRS portable electronic devices and not to other personal devices (i.e. personal laptops or personal portable electronic devices not provided by CFRS.)
8. In order to avoid inadvertent violations of open meeting laws, the Board members may not use portable electronic devices (whether issued by CFRS or otherwise) to communicate with each other during a meeting of the Board. Further, consistent with law and CFRS's other policies, a majority of the Board members may not communicate with each other (either at the same time or serially) regarding CFRS matters, outside of noticed Board meetings.
9. The board may further condition or revoke the privilege of using a portable electronic device at any time.
10. CFRS reserves the right to use tracking software to locate the electronic device as necessary.
11. In the event the electronic device is lost or stolen, CFRS also reserves the right to delete all data on the electronic device remotely and reset the electronic device to its original factory standard in order to preserve the integrity of electronic records.