

RESOLUTION # 552

A RESOLUTION OF THE TOWN OF YACOLT, WASHINGTON, ADOPTING A TOWN POLICY FOR ELECTRONIC DEVICE USAGE FOR EMPLOYEES AND ELECTED OFFICIALS MARKED AS ATTACHMENT A ELECTRONIC DEVICES POLICY.

**WHEREAS:** The Town Council of the Town of Yacolt, Washington is in regular session this 6<sup>th</sup> day of March 2017; and

**WHEREAS:** The members of the Town Council have had notice of the time, place, and purpose of said meeting; and

**WHEREAS;** It is important to have clear policies in place detailing the guidelines for appropriate behavior for employees and elected/town officials; and

**WHEREAS:** the Town Council wishes have a clear policy in effect for the usage of wireless internet systems and town assigned electronic devices by elected/town officials and employees; and

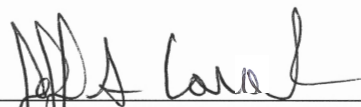
**WHEREAS;** such policies brings the Town of Yacolt in compliance with the auditing requirements of the State Auditor's Office;

**NOW THEREFORE, BE IT RESOLVED,** that the Town Council of the Town of Yacolt, Washington do hereby adopt the attached policy marked as Attachment A Electronic Device Policy as the official policy regulating the usage of the wireless internet, email, messaging and other forms of communication with electronic devices owned by the Town of Yacolt; and

**BE IT FURTHER RESOLVED** that a receipt acknowledgement form shall bear the signature from each employee or town official who is assigned an electronic device and such document shall be kept by the Town Clerk in a file of records and further resolves that Resolution #552 shall become effective upon the date of adoption by the Town Council of Yacolt, Washington on this 6<sup>th</sup> day of March, 2017.

APPROVED this 6<sup>th</sup> day of March, 2017

Town of Yacolt

  
\_\_\_\_\_  
Jeff Carothers, Mayor

Attest:

Cindy Marbut

Cindy Marbut, Town Clerk

Ayes Tester, Harrock, Lister, Myers & Wallway

Nays \_\_\_\_\_

Absent \_\_\_\_\_

Abstain \_\_\_\_\_

Published: N/A

Effective Date: March 6, 2017