

**MONTGOMERY COUNTY, TEXAS  
EMPLOYEE POLICY MANUAL  
2. EMPLOYMENT PRACTICES**

**2.8 PRIVACY**

- PURPOSE** 2.8-1 As a Montgomery County employee you have the right to expect a reasonable level of privacy as you conduct your daily business. However, that right must be balanced against Montgomery County's need for supervision, control, and the efficient operation of the workplace. It is also the County's duty to provide a safe work environment.
- TECHNOLOGY** 2.8-2 All messages or files created, sent, retrieved or downloaded over the County's e-mail/Internet system are the property of the County. With the exception of information made confidential by State statute, the County reserves the right to access and monitor all messages and files on the County's e-mail/Internet system. Do not assume electronic communications are totally private and do not transmit highly confidential data using this medium. Also, deleted e-mails and a history of accessed web sites can be retrieved. All electronic and telephonic communications systems and all information transmitted by, received from, or stored in these systems are the property of Montgomery County. County employees and other users of the County's electronic and telephonic communications systems have no expectation of privacy or any personal privacy right in connection with the use of these systems, or with the transmission, receipt, or storage of information in these systems.
- MONITORING** 2.8-3 Elected officials and department heads have the authority to request Communication Information Services to inspect the contents of any equipment, files, calendars, or electronic mail of their subordinates in the normal course of their managerial responsibilities. Reasons for review include but are not limited to system hardware or software problems, general system failure, regular system maintenance, a lawsuit against Montgomery County, suspicion of a crime or violation of policy, review of employee work, a need to perform work, or to provide a service.
- RIGHT TO SEARCH** 2.8-4 In your absence, departmental supervisors have the right to search desks, drawers, credenzas, and other work spaces to retrieve a needed file or other work document as necessary for the efficient operation of the department.
- 2.8-5 If you are given a locker or other storage area that needs to be secure, the County will furnish the lock and keep a copy of the key or combination; if you furnish a personal lock you must give your supervisor a copy of the key or combination.