

City of Cocoa Florida

OFFICE OF THE CITY MANAGER

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Serving the Community

INTEROFFICE MEMO

TO: City of Cocoa Employees
FROM: John A. Titkanich, Jr., City Manager
DATE: March 26, 2014
SUBJECT: GPS MONITORING POLICY

The use of City equipment including, but not limited to, computers, telephones, electronic equipment, vehicles and other property ("City Equipment") are intended for City business purposes and not personal use. The City has an interest in safeguarding City Equipment from theft, loss or misuse and tracking the location and employee's usage of City Equipment. In furtherance of safeguarding City Equipment and tracking employee usage of City Equipment, the City reserves the right to install GPS systems in any and all City Equipment. Depending on the type of City Equipment, these devices allow the City to monitor the location, speed, direction, ignition status, and other information related to the usage of City Equipment. It is also possible for the City to be alerted to the fact that City Equipment may have been lost or stolen, may have entered or exited certain geographical areas and a vehicle has exceeded the speed limit. By using any City Equipment, employees consent to the City monitoring and reviewing information obtained through such GPS systems. The use of City Equipment does not give rise to an expectation of privacy and monitoring data may be subject to public records disclosure under chapter 119, Florida Statutes. Employee's must not turn-off, disable or remove the GPS system if one is installed in City Equipment and required to be operative by the City. Employees should understand that GPS data from these systems is deemed by the City to be reliable and that the City may use this data to make employment and management decisions based solely, or in part, on GPS data regarding employees, as well as decisions affecting the future use of City Equipment. Employees may be disciplined for any violation of City policy detected by monitoring of City Equipment.