

Jessica Fox
Shelby County Clerk & Recorder
301 East Main Street
Post Office Box 230
Shelbyville, IL 62565
Phone (217) 774-4421 – Fax (217) 774-5291

June 6, 2023

COUNTY CLERK/RECORDER EQUIPMENT USE POLICY
POLICY BECOME EFFECTIVE IMMEDIATELY

I understand that all the equipment in the County Clerk/Recorder's office is owned by Shelby County, a governmental entity, and not to be used for any type of personal, non-county related work of any kind, at any time. This includes the creation of non-county work related word/excel documents, printing any type of non-county work related information, personal use of the county fax machine, use of the county telephone for personal phone calls, or use of the county copy machines for any type of non-county work related copying.

To date there has been no county policy of any kind related to the use of county equipment, but as Shelby County Clerk/Recorder, I feel it necessary to put this in place, since I do not access employee's computers, have access to usernames or passwords, or have time to individually monitor their usage of the equipment.

By signing below, I state that I understand if it is discovered that I, as a county employee with access to the above-mentioned equipment, use said equipment for any purpose other than for work done on behalf of Shelby County, I could face disciplinary action and potentially termination from the Shelby County Clerk/Recorder's office, should it be determined I have violated this policy.

Dated and effective as of June 6, 2023.

Elizabeth Rags

Angie Bricker

Lisa Sweeney

Jessica Fox

FILED
JUN 06 2023

Jessica Fox

SHELBY COUNTY CLERK