

**FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (FCERA)**  
**PORTABLE ELECTRONIC DEVICE POLICY**

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

**I. Purpose:**

- 1) This policy is intended to set forth the authorization and limitations of use of Fresno County Employees' Retirement Association (FCERA) portable electronic devices.

**II. Scope:**

- 1) These guidelines apply to all FCERA Board members and staff.

**III. Background:**

- 1) FCERA Board packet material is extensive. Copying, delivering, and producing the packet material is expensive and contrary to environmental practices of FCERA. FCERA currently generates an electronic version of the Board packets. FCERA facilitates the offsite access and usage of this electronic version by allowing Board members and staff to use FCERA portable electronic devices to retrieve, store, edit and read the electronic Board packet.

Portable electronic devices are a potential security risk because they may contain private, confidential or sensitive FCERA member information, and being portable, are at risk for loss, theft, or other unauthorized access.

**IV. Policy:**

- 1) Board members and staff must understand that their authorization to periodically use FCERA portable electronic devices is limited to and for the sole purpose of conducting FCERA business and not for personal use. Board members and staff have no expectation of privacy
- 2) FCERA 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 will be rotated amongst Board members and staff in accordance with FCERA's business needs. FCERA is entitled to and will require such devices to be returned to FCERA 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 FCERA portable electronic devices to the FCERA Administrator upon their termination of Board membership or FCERA employment.
- 3) Board members and staff will not permit anyone else to use this FCERA property for any purpose.

- 4) Only the electronic versions of the Board packets will be downloaded to FCERA portable electronic devices. No other data or programs may be downloaded to FCERA portable electronic devices for any purpose, without prior written authorization from the FCERA 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 FCERA 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) FCERA portable electronic devices may remotely access the FCERA network only through secure remote access systems maintained by FCERA.
- 7) The electronic versions of the Board packets may not be transferred from FCERA portable electronic devices to any other electronic devices for any purpose.
- 8) In order to avoid inadvertent violations of open meeting laws, the Board members may not use portable electronic devices (whether issued by FCERA or otherwise) to communicate with each other during a meeting of the Board. Further, consistent with law and FCERA's other policies, a majority of the Board members may not communicate with each other (either at the same time or serially) regarding FCERA 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) FCERA portable electronic devices should not access unprotected public WiFi.

## **V. Policy Review**

- 1) The Board shall review the FCERA Portable Electronic Device Policy at least every three (3) years, ensuring it remains relevant and appropriate. This policy may be amended from time to time by a majority of the Board.
- 2) This policy was adopted by the Board on September 7, 2011.
- 3) This policy was reviewed and amended by the Board on October 21, 2015, October 3, 2018, and October 6, 2021.

**VI. Secretary's Certificate**

I, Donald Kendig, the duly appointed Secretary of the Fresno County Employees' Retirement Association, hereby certify the adoption of this Policy.

October 6, 2021

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***Date of Action:***

*Donald C. Kendig*

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***By: Retirement Administrator***