

Resolution 2025-22

RESOLUTION ON VOLUNTEER ACCESS OF CITY COMPUTERS

Whereas, it is in the best interest for the city of Horseshoe Bend Arkansas to protect sensitive and private information, and

Whereas, it is sometimes necessary to allow volunteer help to in the course of city business,

Therefore be it resolved by the City Council of the City of Horseshoe Bend, Arkansas to enact the restrictions for Volunteers as defined in Exhibit A attached.

Passed and approved this 24 day of March, 2025

Approved: _____

Mayor Duane DeLair

Attest: _____

W. Vardner

Recorder-Treasurer

unsigned

Exhibit A

Volunteer Qualifications and Restrictions

1. Volunteer must fill out a volunteer application form
2. Volunteer must be recommended by staff member or elected official
3. Volunteers should not have access to non-public areas of City Hall
4. Volunteers should not be left alone in areas where improper access to private information is possible
5. Since all computers at City Hall are connected to shared servers which contain sensitive banking, personnel and employee health information, access to computers by volunteers is prohibited unless a staff member or elected official is watching over volunteer's shoulder.
6. Qualified service technicians are exempt from these rules, but should still have adequate oversight
7. Volunteers can use their own computer but should not connect to the network printers, only local, cable-connected printers