



Catoosa County Government

800 LaFayette ST, Ringgold, GA 30736
Phone: 706-965-2500 Fax: 706-935-3112
www.catoosa.com

EMPLOYEE TECHNOLOGY UTILIZATION

As a Catoosa County Employee you may be assigned several tools with which to perform duties as they relate to your job description. Below are some of the tools you may be assigned. In addition to this summary of your tools, you will also receive and familiarize yourself with the ACCEPTABLE TECHNOLOGY USAGE POLICY. Regardless of the tools you are assigned, you are required to understand and comply with all technology equipment usage policies while you are employed by Catoosa County Government.

TOOL

ASSIGNMENT INFORMATION

	Computer	Laptop	Tablet	(Circle all that apply)
<input type="checkbox"/> Data Processing Equipment	Make/Model: _____	Serial Number: _____	Make/Model: _____	Serial Number: _____
	Make/Model: _____	Serial Number: _____	Make/Model: _____	Serial Number: _____
<input type="checkbox"/> Internet Access Level*	None	Limited	Full	(Circle one)
<input type="checkbox"/> Mobile Phone	Phone Number: _____	Make/Model: _____	Serial Number: _____	
<input type="checkbox"/> Email	_____ @catoosa.com	(first name.last name)		

* Employees with NO Internet Access may be allowed to access certain sites that would directly relate to the performance of their job duties at their supervisor's discretion. A "Whitelist" (Approved Sites) Form will be utilized to allow exceptions and authorize site access on a case-by-case basis. A description of the 3 levels of internet access is provided in the ACCEPTABLE TECHNOLOGY USAGE POLICY.

*****Whitelisted sites are on the back of this form*****

EMPLOYEE (PRINT & SIGN)

DATE

DEPARTMENT

DEPARTMENT HEAD/CONSTITUTIONAL OFFICER

Instructions to Department Head/Constitutional Officer:

- 1) Complete this form (if you need help, please call **Human Resources at 706-965-2500**)
- 2) Send form to **Human Resources** via email to: jairo.lerma@catoosa.com
- 3) Human Resources will contact you when item assignment is completed.

