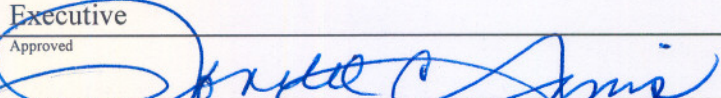




<p>Title <b>KING COUNTY ONLINE INTERNET EMPLOYEE TELEPHONE DIRECTORY STANDARDS</b></p>	<p>Document Code No. INF 10-2-1 (AEO)</p>
<p>Department/Issuing Agency Executive Approved </p>	<p>Effective Date. February 14, 2002</p>

**This order requires all departments to fully participate in the On-line Internet Telephone Directory and provides county agency directors with objective standards for excluding employees based on legitimate safety concerns.**

**WHEREAS**, the purpose of the King County On-line Internet Telephone Directory (hereinafter "Directory") is to provide open access to county government and the people who carry out the work of the county; and

**WHEREAS**, legitimate safety concerns warrant the exclusion of some county employees from the directory; and

**WHEREAS**, all county employees and agency Directors benefit from the uniform application of objective standards for decisions about the exclusion of some employees from the directory;

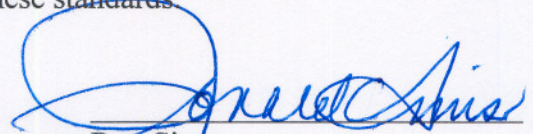
**NOW, THEREFORE**, I Ron Sims, King County Executive do hereby order and direct:

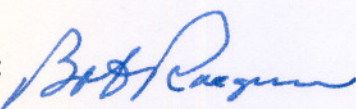
1. All departments of King County government are required to fully participate in the Directory by submitting and updating employee and group contact information.
2. If a Department determines that listing an employee or a group of employees would seriously and substantially compromise their work or safety, the director of that agency may elect either not to include those employees in the Directory or to restrict the listing to the county Intranet only.
3. **APPROVED EXEMPTED EMPLOYEE CATEGORIES:** Employees with positions in the following non-exclusive list are exempted from listing in the Directory. Departmental Directory Data Coordinators will not list any employees with positions listed below unless specifically directed by their Department Director. Directors are cautioned that placing an employee name in the Directory will make that entry available in a public disclosure request even if the information was previously considered exempt from public disclosure. Moreover, placing an employee name in the Directory may make information on other employees in comparable positions subject to public disclosure.
  - a) Chemical Dependency Counselors
  - b) Prosecuting Attorney's Office employees
  - c) Department of Adult and Juvenile Detention employees
  - d) District Court Probation employees



- e) District and Superior Court Clerks, Bailiffs, and Court Reporters
  - f) Public Health Jail Health Services employees
  - g) Public Health North Rehabilitation Facility employees
  - h) Emergency Medical Technicians
  - i) Sheriff's Office personnel (Sworn and Professional)
  - j) 911 Emergency Telephone Operators
  - k) Transit Operators
  - l) County Designated Mental Health Professionals
  - m) Legal Financial Obligation Collectors (First name only is approved)
  - n) Employees who do not have a telephone/email
4. REQUESTS FOR EXEMPTIONS DUE TO PERSONAL SAFETY: If an employee feels there is a legitimate personal safety reason for their name to be exempted from the directory, they should apply to their Department Director for a decision to have their Departmental Directory Data Coordinator remove their name from the Directory pursuant to departmental policy and these standards.
5. APPROVED EXEMPTIONS UNDER PERSONAL SAFETY: The following non-exclusive list is provided to assist Department Directors in determining whether there is a legitimate personal safety reason for an exemption from the Directory:
- a) victim of domestic violence
  - b) a victim or witness to a crime
  - c) currently involved in the witness protection program
  - d) a victim of stalking
  - e) protected by a court issued anti-harassment, protection, restraining, or no contact order
6. PROCESS & PROCEDURES: Department Directors are responsible for making decisions in accordance with these standards about the inclusion or exclusion of employees within their departments. Each Department Director will identify a Departmental Directory Data Coordinator. Data Coordinators must maintain and update the Online Telephone Directory data pursuant to the decisions of their respective Department Directors and these standards.

Dated this 1<sup>st</sup> day of MARCH, 2002.

  
Ron Sims  
King County Executive

Attest:   
Bob Roegner, Manager  
Records, Elections, and Licensing





Title  
**KING COUNTY ONLINE INTERNET EMPLOYEE TELEPHONE  
DIRECTORY STANDARDS**

Document Code No.  
INF 10-2-1

Department/Issuing Agency

Executive  
Approved

Effective Date.  
February 14, 2002

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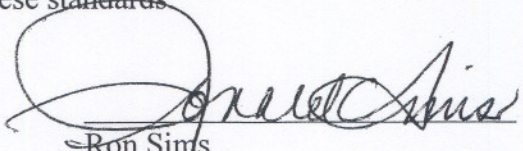
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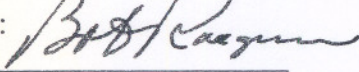
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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

  
 Ron Sims  
 King County Executive

Attest:   
 Bob Roegner, Manager  
 Records, Elections, and Licensing





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# King County Administrative Policies and Procedures

*old policy*

## Executive Orders, Policies & Procedures

### Executive Order: King County Online Internet Employee Telephone Directory Standards

Document Code No.: INF 10-2 (AEO)  
Department/Issuing Agency: Executive Office  
Effective Date: February 14, 2002  
Approved: /s/ Ron Sims  
Type of Action: New

*ARIAL*

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6. PROCESS & PROCEDURES: Department Directors are responsible for making decisions in accordance with these standards about the inclusion or exclusion of employees within their departments. Each Department Director will identify a Departmental Directory Data Coordinator. Data Coordinators must maintain and update the Online Telephone Directory data pursuant to the decisions of their respective Department Directors and these standards.

DATED this 14<sup>th</sup> day of February, 2002.

Ron Sims, King County Executive (Original Signed)

ATTEST: (original signed)

Robert Roegner, Manager  
Records and Elections

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Updated: February 20, 2002

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[The details.](#)



**Adams, Tony**

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**From:** Harrison, Shelley  
**Sent:** Wednesday, March 06, 2002 10:34 AM  
**To:** Adams, Tony  
**Subject:** RE: New Executive Order - INF 10-2 (AEO)

He signed it March 1st.

-----Original Message-----

**From:** Adams, Tony  
**Sent:** Wednesday, March 06, 2002 10:25 AM  
**To:** Harrison, Shelley  
**Subject:** RE: New Executive Order - INF 10-2 (AEO)

Hi Shelley - I received the original signed Executive Order, however, in reviewing the document, I noticed the second page of the document where Executive Sims signed was not dated. If you let me know the date he signed it, I'll print the date on the document as date signed. Thanks.

-----Original Message-----

**From:** Harrison, Shelley  
**Sent:** Friday, March 01, 2002 1:06 PM  
**To:** Adams, Tony  
**Subject:** RE: New Executive Order - INF 10-2 (AEO)

Below is the revised version of the directory Executive Order. I put the correct document code on it and used the old effective date of 2/14/02. The hard copy is on it's way to you.

-----Original Message-----

**From:** Adams, Tony  
**Sent:** Thursday, February 21, 2002 2:23 PM  
**To:** Harrison, Shelley  
**Subject:** RE: New Executive Order - INF 10-2 (AEO)

Hi Shelley - Julie left County service effective February 6. We've requested to turn off her e-mail but, apparently, that didn't happen. As soon as I get the changes to this order, I'll publish it as an amendment. The Executive Order Number will be INF 10-2-1 (AEO). Please call me at 296-1572 if you have questions.

-----Original Message-----

**From:** Harrison, Shelley  
**Sent:** Thursday, February 21, 2002 12:28 PM  
**To:** Adams, Tony  
**Subject:** RE: New Executive Order - INF 10-2 (AEO)

I sent Julie Kerksen an e-mail yesterday saying that changes to this Order were being made & that we would send it to her by the end of the week. Is she out? How do you want us to handle this?

-----Original Message-----

**From:** Adams, Tony  
**Sent:** Thursday, February 21, 2002 11:35 AM  
**To:** ZZGrp, Executive Policies Manual Stations  
**Subject:** New Executive Order - INF 10-2 (AEO)



This will inform you that a new Executive Order relating to **On-line Internet Employee Telephone Directory Standards** has been signed by the Executive and now published on the King County Web Site at:  
<http://www.metrokc.gov/recelec/archives/policies/inf102aeo.htm>

Please print and place a copy of the new Policies and Procedures in your office's Executive Policies and Procedures Manuals.