

**Paradise Valley Community College  
Suspected Technology Resources Abuse Response Procedures**

A technology incident includes, but is not limited to, suspected abuse of Maricopa's [Technology Resource Standards](#), suspected email abuse or misuse, and employee or student conduct investigations that may involve computing resources. Complaints about suspected abuse of computing resources should follow established Maricopa [procedures](#). The following procedures are for initial internal PVCC suspected abuse of technology resources:

1. Suspected abuse should be reported to an employee's supervisor, vice president or MCCCCD ombudsperson.
2. The vice president, or his/her designee, in consultation with PVCC HR, District Employee Relations, MCCCCD ombudsperson and/or Maricopa Legal Department will make the determination if the process of investigating the incident should continue.
3. The vice president will contact the Dean of Information Technology, or his/her designee, with the request.
4. The Director College Technology working in conjunction with the Enterprise System Administrator will perform the requisite duties of the investigation and provide a written report of findings to the Dean of Information Technology and appropriate vice president.

It is at the discretion of the college president, appropriate vice president and employee's supervisor, working in consultation with PVCC HR, District Employee Relations and Maricopa Legal Department, to make a final determination and resolve the complaint.