Electronic Mail and Messaging

212.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper use and application of electronic mail (e-mail) and digital messaging (text) by employees of this department. E-mail and messaging are communication tools available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices, current law (e.g., California Public Records Act), and the Acceptable Use Policy of California Polytechnic State University. Messages transmitted over the system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

212.2 E-MAIL RIGHT OF PRIVACY
All e-mail messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its e-mail system or that is stored on any department system.

The e-mail system is not a confidential system since all communications transmitted on, to or from the system are the property of the Department. Therefore, the e-mail system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of e-mail. Employees using the Department's e-mail system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal accounts to exchange e-mail or other information that is related to the official business of the Department.

212.3 PROHIBITED USE OF E-MAIL OR DIGITAL MESSAGE
Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, and harassing or any other inappropriate messages on the e-mail or digital message system is prohibited and will not be tolerated.

E-mail or digital messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Chief of Police, the Operations Commander, or the Administrative Division Associate Director, prior to transmission. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user’s name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would prevent the misuse of an individual's e-mail, name and/or password by others.
212.4 MANAGEMENT OF E-MAIL
Because the e-mail system is not designed for long-term retention of messages, e-mail that the employee desires to save or that becomes part of an official record should be printed and/or stored in another database. Users of e-mail are solely responsible for the management of their mailboxes. Messages should be purged manually by the user at least once per week. All messages older than one month will be deleted at regular intervals from the server computer.