

Calipatria Police Department GENERAL ORDER 2004-XXX			
Subject:	EMAIL, INTERNET ELECTRONIC INFORMATION SHARING	Page 1 of 3	Issued 08/27/04

Purpose and Scope:

The purpose of this general order is to establish guidelines for the proper use and application of the Electronic mail (email) and Internet by employees of this Department. Email and Internet are communication and research tools available to Department employees to enhance the efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g. California Public Records Act). Messages transmitted over the email system and Internet websites visited must only be those involving Department business activities or contain information essential to Department employees to accomplish job related tasks, and/or communication directly related to business, administration or practices.

Definitions:

For the purposes of this order, the following definitions shall apply.

Email- Email shall mean any computerized system or software designed for the transmittal of written messages, either with or without attachments, from one person to another, from one computer to another, or from one or more email addresses to one or more other email addresses. Email shall include such messages generated from personal, network, desktop and/or laptop/notebook or palm computers, as well as other mobile digital terminals or other such vehicle-mounted systems.

Internet- Internet shall mean any computerized information source accessed via modem or other means from a source external to or apart from the computer or computer network through which the information is sought.

Right of Privacy:

There shall be no expectation of privacy in Department email messages and/or access of the Internet, all of which are subject to periodic and unannounced audits to ensure compliance with this order. All email messages transmitted over the computer network and all Internet web sites visited are considered Department records and, therefore, the

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system and Internet is not appropriate for confidential communications. If a communication must be private, an alternate method to communicate the message should be considered. Employees using the Department's email/Internet shall have no expectation of privacy concerning communications or website viewing in the system.

Prohibited Use of Email/Internet:

Transmission of email or accessing of Internet websites with derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or other inappropriate messages, that are harmful to the Department, or involved access to "chat rooms", or similar interactive messaging systems on the Internet, or,

Use of the email/Internet system for the operation of private commercial enterprise operated by or employing the Department employee, or,

Such use of the email/Internet system that would interfere with an employee's performance of his/her duties or other obligations to the Department, or,

Violate any Department Policy, or any other applicable law, rule or regulation, including restrictions on the access or use of confidential information or criminal history, conflict of interest, harassment, defamation, copyright violation or any illegal activity.

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Receipt of Email/Internet and Information Sharing Policy Acknowledgement



I have read and fully understand the Department's email and Internet and Electronic Information Sharing Order. I acknowledge that I am required to adhere to this policy at all times. I also acknowledge that inappropriate use of the Department's email or Internet policy may result in disciplinary action in accordance to the Department's Personnel Rules and Regulations. I also acknowledge that I have no expectation of privacy for any email messages I send or receive or any Internet websites I access.

Employee' Name

Employee Number

Employee Signature

Date