

**POLICY
212**

**EFFECTIVE
DATE
04-01-16**

**Eugene
Police Department**



Electronic Mail

212.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the City's electronic mail (e-mail) system by employees of this department. E-mail is a communication tool available to City employees to enhance the efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices, department and City policies (including those contained in §4.7 of the APM), and current law, such as the Oregon Public Records Law set forth in *ORS 192.410 to 192.505*. Unless specifically exempted in this policy or in the APM, messages transmitted over the e-mail system must only be those that involve City business activities or contain information essential to City employees for the accomplishment of business-related tasks, and/or communication directly related to City business, administration, or practices.

212.2 E-MAIL RIGHT OF PRIVACY

All e-mail messages, including attachments transmitted over the department computer network, are considered department records, and are therefore the property of the department. The department reserves the right to access, audit, and disclose as it deems necessary all messages, including attachments, transmitted over its e-mail system or placed into its storage, and reserves the right to access any personal folders maintained on City computers, to assure compliance with this policy.

The e-mail system is not a confidential system, since all communications transmitted to or from the system are the property of the department and are subject to the Oregon Public Records Law. Therefore, care should be taken when using the e-mail system 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 will have no expectation of privacy concerning communications utilizing the system.

212.3 PROHIBITED USE OF E-MAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, and/or harassing messages, or any other inappropriate messages, on the e-mail system is prohibited.

E-mail messages addressed to the entire department are only to be used for items related to official business that are of particular interest to all users and must be approved by the Chief of Police or a Division Manager. (This authority may be delegated to an employee to allow him or her to send out department-wide e-mail messages which are necessary for the employee to perform his/her job.) Employees may not use the City e-mail system to conduct

personal business except as specifically authorized by the APM 4.7.

It is a violation of this policy to transmit a message under another user's name. Each user is strongly encouraged to log off the network or "lock" the computer when his or her computer is unattended. This added security measure will reduce the possibility of misuse of an individual's e-mail, name, and/or password by others.

There are additional prohibitions contained in §4.7 of the APM that are also applicable to department employees regarding the use of email. Any violation of City or department policies may result in disciplinary action.

212.4 MANAGEMENT OF E-MAIL

Because the e-mail system is not designed for long-term retention of messages, work-related e-mail that the employee desires to save or that becomes part of an official record should be stored in an appropriate personal folder or another database. Each user of e-mail is responsible for the management of his/her e-mail account. Messages which may impact an employee's job should be accessed and read each work day. Items requiring a response should be responded to in a timely manner and items which do not need to be saved should be regularly deleted. FLSA-subject employees should not access work-related e-mail while off-duty without supervisory authorization. If server space is needed, employees may be requested or required to delete or move some stored items.



PETE KERNS
Chief of Police