

Subject: Departmental Email	Page 1 of 2
Effective Date: November 2011	Revision Date: November 2011
Amends/Supersedes:	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	

Section 900.50 Departmental Email

Policy

The Shively Police Department, to better serve the citizens of this community, will maintain its ability to communicate with the neighboring jurisdictions, Shively citizens and interdepartmental messaging by the means of providing departmental email accounts to all personnel.

Specifically, all personnel have an assigned “@shivelyky.gov” account. Therefore, the following procedures and restrictions will be adhered to:

Definition

Electronic mail (email) is an electronic system for sending and receiving messages via a computer network.

Usage

All personnel are required to check their departmental email daily to ensure they are receiving interdepartmental messages.

The department provides technology resources for business purposes. Although members may use these resources occasionally for personal non-business purposes, such use shall be in strict compliance with this policy.

Email Restrictions

Personnel are prohibited from:

- Using departmental email for personal gain or profit, except for approved secondary employment (off-duty).
- Using their departmental email as an email address for personal accounts (e.g. bank accounts, eBay), unless it has a direct relation to the member’s departmental duties.
- Sending, forwarding or storing email that is intimidating, harassing, indecent or obscene, except to a supervisor for reporting purposes or as part of official investigative duties.
- Sending, forwarding or storing unsolicited email messages, including the sending of “junk mail”, “spam”, or other advertising material to individuals who did not specifically request such material, except to a supervisor for reporting purposes.
- Creating or forwarding “chain letters” or other “pyramid” schemes of any type.
- Unauthorized use or forging of email header information.
- Soliciting email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.
- Using a departmental email address to send or receive correspondence for a private company or business.
- Using email for the purpose of political lobbying or campaigning, except as allowed by the collective bargaining agreement with the Fraternal Order of Police, Lodge 17.
- Violating copyright laws by inappropriately distributing protected works.
- Posing as another person, unless authorized by a commanding officer, when conducting an investigation or when authorized to send messages on behalf of another when serving in an administrative support role.
- Sending or forwarding or responding to email likely to contain computer viruses.

Subject: Departmental Email	Page 2 of 2
Effective Date: November 2011	Revision Date: November 2011
Amends/Supersedes:	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	

Outside Correspondence

Email messages distributed outside of the department shall be viewed as direct correspondence from the department. Email users are prohibited from representing the department, either implicitly or explicitly, unless authorized by a commanding officer to do so.

If an email or email attachment contains sensitive or private information (e.g. Social Security Numbers, personal identification information) appropriate steps to protect that information should be taken. Personal information contained in wanted and/or attempt to locate flyers sent for law enforcement purposes to other law enforcement individuals/agencies is exempt. If in doubt, contact a commanding officer for guidance.