



Approved:
Chief Marcia Harnden

Subject:

631. Electronic Mail

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631.1: PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (email) system by employees of this Department. Email is a communication tool 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, such as the Oregon Public Records Law set forth in [Oregon Revised Statutes \(ORS\) 192.420](#). Messages transmitted over the email 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.

631.2: POLICY

It is the policy of the Albany Police Department to make email available to Department employees to enhance efficiency in the performance of job duties and to be used in accordance with generally accepted business practices and current law, such as the Oregon Public Records Law (ORS 192.420).

631.3: PRIVACY

- a. All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore department property.
- b. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment transmitted over its email system or that is stored on any department system.
- c. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.
- d. Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

631.4: MAINTENANCE OF EMAIL ACCOUNTS

Members provided with a City email address should check their City email accounts at least once per work shift.

631.4: PROHIBITED USE OF EMAIL

- a. Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.
- b. Email messages addressed to large distribution lists (including Police-Everyone, Police-Internal, and Police-Sworn), shall be approved by a supervisor before being sent and are only to be used for official business related items that are of particular interest to those users.
- c. Exceptions to the policy are email messages related to department investigations (e.g., attempts to locate, identification from pictures, and items related to evidence.)
- d. Use of Department email for personal advertisement is prohibited.
- e. Members shall not transmit messages under the name of another user.
- f. Members should lock their computer access when their computer is unattended in order to ensure data security and potential misuse of the member's email and/or password.

631.5: EMAIL RECORD MANAGEMENT

- a. Email may, depending upon the individual content, be a public record under the Oregon Public Records Law and must be managed in accordance with the established records retention schedule and in compliance with state law.
- b. The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the [Records Maintenance and Release: Policy 601](#).