



Policy 1303

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By Order of the Police Commissioner

POLICY

1. **Professional Communications.** Email is an integral component of communication within the BPD. As such, it is the policy of the Baltimore Police Department (BPD) that all members' internal electronic mail (email) be professional and routinely read.
2. **Sensitive Information.** As a law enforcement agency, sensitive information is relayed daily. It is imperative that members receive this information in a timely manner.
3. **Public Information.** BPD emails can become public at any moment through a Maryland Public Information Act (MPIA) request. Users shall only construct and send emails that would be deemed professional and in compliance with departmental policy if made public.

REQUIRED ACTION

Member

Email Access

All members of the BPD, regardless of rank, title or assignment shall:

1. Ensure access to your BPD email account by possessing and maintaining valid log-in credentials and passwords.
2. Log-in to your BPD email account via desktop computer, tablet or mobile device, and read all unopened emails during each tour of duty.
3. Delete email periodically to ensure your mailbox does not reach full capacity and block receipt of new email. Members are responsible for ensuring their inbox is able to receive email.
4. Members must notify their first-line supervisor, as well as the Information Technology Section (ITS), should issues with log-in access or sending/receiving emails arise.
 - 4.1. Members are responsible for ensuring any issues with BPD emails are remedied through the ITS Help Desk (x-2074) as soon as possible.

Email Construction

1. Write well-structured emails and use short, descriptive sentences.

2. Signatures must include your name and job title.
3. Do not send unnecessary attachments. Compress attachments larger than 5 MB before sending them.
4. If you need to send files over 25 MB, do not send them via email. Contact the ITS Help Desk (x-2074) to find alternate methods for sending the information.
5. Do not write emails in all capitals.

Use of Email

1. All messages distributed via BPD email, including personal emails, are BPD property. Members have no expectation of privacy for any email created, stored, sent or received on the BPD email system.
2. Email is a professional communication tool employees are obliged to use in a responsible and effective manner. Members are to adhere to the following email guidelines:
 - 2.1. Only officers the rank of Lieutenant and above, and civilian equivalents, are permitted to send email to the large distribution lists (e.g., ALLBPD, Police Officers, etc.).
 - 2.2. Other employees who are regularly required to send emails to these distribution lists will be granted an exception to this rule. Requests for an exception shall be made by commanders to the Director of ITS.

NOTE: Before sending email to a large distribution group, consider sending the email to a smaller, more focused distribution group.

- 2.3. Be On the Lookout (BOLO) messages shall be entered into the BOLO Database in Lotus Notes. BOLOs are not to be distributed through BPD email.

Personal Use

Although the BPD email system is meant for business use, limited personal use is permitted if it is reasonable and does not interfere with work duties. The sending of chain letters, junk mail, and jokes is prohibited.

Passwords

Use a combination of letters, numbers and special characters for passwords. All passwords must be made known to the BPD if requested by a supervisor. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

Malware

Email is a common source for malware (virus) attacks. If you receive an email containing an attachment from an unknown source do not open the attachment. Employees having any questions should contact ITS.

ASSOCIATED POLICIES

- Policy 102, *Written Directives*
- Policy 604, *Social Media*
- Policy 1305, *Use Of Departmental Personal Computer Systems*
- Policy 1306, *BPDnet and Internet Usage Policy*
- Policy 1307, *Personal Communication Devices*

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.