



# CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

## COMPUTER NETWORK, E-MAIL, INTERNET ACCESS

**GENERAL ORDER:** 07.06

**CREATED:** December 01, 2000

**ISSUE DATE:** March 21, 2018

**ACTION:** Amends original general order

**EFFECTIVE DATE:** March 21, 2018

### **07.06.0**      **PURPOSE**

The purpose of this general order is to provide guidelines to Concord Police Department coworkers on the proper use of the City of Concord's computer network, e-mail, and internet access. The City of Concord provides a computer network giving its coworkers access to the Internet, and both internal and external e-mail and file transfer services. The system allow its coworkers (users) and the public an efficient means to transfer information. The rapid growth of this electronic tool requires that a policy is in place to serve as a guideline as to how these systems are to be used.

### **07.06.1**      **POLICY**

It is the policy of the Concord Police Department to follow the City of Concord's Personnel Policy, Section 8.13 – Computer Network, E-Mail, and Internet Access. Each coworker is responsible for reading and understanding the policy.

GARY J. GACEK  
CHIEF OF POLICE