



# CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

## COMPUTER NETWORK, E-MAIL, INTERNET ACCESS

<b>GENERAL ORDER:</b> 03.12	<b>CREATED:</b> December 01, 2000	<b>ISSUE DATE:</b> October 1, 2022
<b>CALEA STANDARD:</b>		<b>EFFECTIVE DATE:</b> October 1, 2022
<b>ACTION:</b> Annual review of general order.		<b>REVIEW DATE:</b> February 1, 2025

### **03.12.0**     **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.

### **03.12.1**     **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.

JAMES S. HUGHES  
CHIEF OF POLICE