



CONCORD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

COMPUTER NETWORK, E-MAIL, INTERNET ACCESS

GENERAL ORDER: 03.12	CREATED: December 01, 2000	ISSUE DATE: October 1, 2022
CALEA STANDARD:		EFFECTIVE DATE: October 1, 2022
ACTION: Annual review of general order.		REVIEW DATE: May 23, 2023

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.

GARY J. GACEK
CHIEF OF POLICE