

## **LCS Unit Order 25**

### **LANCASTER STATION**

#### **UNIT ORDER # 25**

### **COMPUTER USAGE AND ELECTRONIC MAIL (E-MAIL)**

#### **PURPOSE:**

The purpose of this order is to outline the proper use of Department computers and to mandate that station personnel check their e-mail at least once a day.

#### **ORDER:**

With electronic mail now an integral part of our working environment, it has become necessary that all personnel assigned to Lancaster station log on to a department computer and check their e-mail. Department announcements, policies and directives from the captain are just a few of the items sent out via e-mail and most are required to be read by all personnel.

Per MPP 3-07/210.10

Employees are expected to use electronic communications and network systems with a high degree of professional and personal courtesy. Employees must ensure the tone and content of electronic communications are businesslike and exclude inflammatory remarks or inappropriate language. Although e-mail senders have no rights of privacy, employees should respect the privacy of e-mail delivered to them. Employees shall not forward or otherwise disclose the contents of electronic messages with the intent to embarrass or otherwise harm the sender. This does not prohibit the receiver of an e-mail from divulging the contents of electronic communications messages to an employee's supervisor or to Department management. Employees who receive an electronic communication intended for another person shall attempt to notify the sender as soon as possible of the error.

Employees who are authorized users of e-mail are responsible for reading their electronic mail in a timely manner, no less than once a day, or notifying their supervisor they are unable to read e-mail. To enhance security and ensure shared computers are available to all employees, users shall logoff their computer when away from their workstation and at the end of their work shift.

All computers connected to the Sheriff's Data Network must remain "on," at all times, in order to permit after-hours maintenance, updates, and security upgrades. Authorized persons who have workstations which are used one or two shifts per day should logoff at the end of the day and leave the machines running.

Users of portable devices that connect to the Sheriff's Data Network should refer to the standards found on the Intranet under Policy/Standards/Guides on the Data Systems Bureau's Intranet web page.

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