

## 3-08-025 Electronic Communication



### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding electronic communication and computer use by personnel within Men's Central Jail (MCJ).

### **SCOPE OF ORDER:**

This order applies to all employees assigned to, and/or working at MCJ.

### **ORDER:**

The use of electronic communication shall be maintained for the sole purpose of conducting Department related business. All communication deemed non-Department related business shall be cause for disciplinary action by the unit commander. Employees are expected to use electronic communication with a high degree of professional and personal courtesy.

Forms of electronic communication include, but are not limited to activity involving electronic mail, Internet, Intranet, Justice Data Interface Controller (JDIC) messages, telephone lines, computers, facsimile machines, voicemail, radio, and Mobile Digital Computer (MDC) terminals.

The content and tone of all electronic communication shall remain business-like and exclude all inflammatory remarks or inappropriate language. Items that are inappropriate for electronic communication include, but are not limited to the posting, possessing, sending, soliciting, or displaying of sexually suggestive, racist, "hate-site" related, or obscene letters, notes, invitations, cartoons, posters, photographs, calendars, magazines, computer images or graphics, etc.

### **Disciplinary Action**

All personnel who are found in violation of the procedures outlined in this order and related Department policies will be held accountable for their actions, which may result in disciplinary action.

### **Reporting Violations**

All personnel who are a victim of, or have knowledge of the above electronic communication violations, are encouraged to report the matter.

### **Retaliation**

No person(s) shall be retaliated against for making a complaint regarding conduct violating policy.

### **Supervisor Responsibilities**

Supervisors shall be familiar with the policy and procedures surrounding electronic communication. They shall actively monitor their work areas to ensure no form of discrimination, harassment, and or retaliation is occurring. Additionally, supervisors shall take immediate action to prevent any form of retaliation towards a complaining party and take action to eliminate a hostile work environment.

### **Unit Commander Responsibilities**

In addition to adhering to the responsibilities as outlined above for supervisors, the unit commander shall ensure blank Policy of Equality Report/Notification Forms (POE-001) are maintained in a prominent and accessible location. The purpose of these forms shall be made known to all personnel.



**Revision Date 07/23/20**

**Revision Date 08/23/17**

**Revision Date 01/11/16**

**Revision Date 12/18/12**

**Revision Date 04/22/10**

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