

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 13 COMMUNICATIONS

SUBJECT: 1301 INTERNET / E-MAIL

USE EFFECTIVE: 01/01/2015

1. **POLICY.** The Pineville Police Department provides e-mail service and Internet access for the purpose of conducting Department business. Occasional personal use is permissible if it is consistent with the Pineville Police Department's policies and procedures and the usage standards set by the City of Pineville.

2. **PURPOSE.** It is the purpose of this policy to provide employees with guidance on the proper use of Department owned personal computers for the purposes of disseminating electronic mail and utilizing services on the Internet.

3. **GUIDELINES.** The following guidelines will be followed.

- A. There is no expectation of privacy in the use of Department e-mail or Internet services on Department owned computers. All use of Department computers, whether official or personal, is subject to public disclosure laws and can be discoverable in a lawsuit.
- B. The Pineville Police Department owns the computers, e-mail, and Internet access systems. As such, the Department may monitor and review e-mail/Internet use for compliance with this Section. The employer retains the right to determine what is and is not appropriate for the workplace.
- C. All communications written via the Internet shall be professional, appropriate, and lawful. Personal opinions or preliminary observations should clearly be identified as such.
- D. E-mail is not a secure system and should not be utilized for communicating sensitive information.
- E. Supervisors will be responsible for ensuring their staff is familiar with and adhere to the Departments e-mail policy.
- F. Employees should not use their e-mail address to subscribe to news groups or post on electronic bulletin boards.
- G. E-mail is a primary source for computer virus attacks. Employees should not open e-mail attachments from unknown source.
- H. Employees are required to check their departmental email at the beginning of each work period (shift).

4. **INTERNET.** Access to the Internet is provided to Department employees for the purpose of conducting official Department business. Primary criterion in the matters of use and misuse of the Internet will be that of reasonableness. While there are specific unauthorized uses of the Internet, the Department also allows limited personal use of the Internet, a concept that recognizes the reality of the workplace. The following guidelines are not meant to be exclusive, but rather are intended to provide a general framework of prohibited and acceptable Internet use:

- A. Employee use of the Internet cannot disrupt or interfere with the work of other Network users, or adversely affect the operation of the Internet, the City's or

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the Department's internal networks, or misrepresent the interest of the City or Department.

- B. Employee use of the Internet shall not be for illegal purposes. All use of the Internet on Department computers must be in compliance with all applicable laws and policies. This includes policies on privacy issues, any release of confidential, sensitive, or classified information, or information exempt from public disclosure, as well as copyright or licensing regulations.
- C. Employees shall not use the Department computer to conduct a personal for-profit business, although limited commercial transactions are permitted. (For example, purchase of a book through the Internet is acceptable, but conducting a consultant business while at work is not.)
- D. Employees shall not use Department computers to review personal investments or to transact any type of investment business (for example, trading in stocks, bonds, or mutual funds).
- E. Employees shall not use the Department computer to participate in any campaign for elected office or for any other political activity. This includes a prohibition on making any campaign contributions via a credit card and using the Department computer to do so. Similarly, employees may not "lobby" elected officials through use of the Department's computer.
- F. Employees shall not use the Department computers to engage in demeaning or defamatory conduct with respect to other employees or citizens. Examples of such prohibited activities include knowingly accessing pornographic materials or sites that promote exclusivity, hatred, or positions which are contrary to the City's policy of valuing cultural diversity.
- G. Employees shall not knowingly access or communicate any material of an obscene, harassing, discriminatory or derogatory nature. Examples of such include sites or e-mail containing racial or sexual slurs or jokes, or containing harassing, intimidating, abusive, or offensive material to or about others.
- H. Employees shall not access sites that incur a cost to the Department, unless prior approval is granted by a supervisor.
- I. Employees shall not install software on Department computers without prior approval by the Chief of Police or his designee.
- J. Employees shall not enter chat rooms using Department computers unless it is done as a function of a specific assignment. Specific investigations utilizing Department computers in this manner must receive prior approval from the Bureau Commander.
- K. Games are expressly prohibited from Department computers.

Note: As new technology develops this policy is subject to change.

By order of
