

E-MAIL AND ELECTRONIC WORKPLACE ISSUES

All Sheriff's Department members have an absolute right to work in a workplace which is free from all forms of discrimination, harassment and retaliation. This discrimination free (zero tolerance) work environment clearly expands into the use of all Department computer systems, including e-mail, Intranet and Internet.

The use of any Department computer resource is restricted to those activities related to Department business. The use of computers and electronic communications by employees is authorized in support of our law enforcement mission, as well as our administrative responsibilities. Sheriff's Department employees and other authorized users shall adhere to the Department's Electronic Communications Policy found in the Manual of Policy and Procedures Sections 3-07/200.00 through 3-07/250.00.

The Department's e-mail may not be used for sending or storing messages or images which are defamatory, fraudulent, threatening, harassing, sexual/sexist, or contain racially derogatory or religious content. Employees shall not use e-mail for financial, commercial, political or other personal use. Department members should have no expectation of privacy when sending or receiving electronic transmissions on Department computer systems. The electronic files and e-mail are considered property of the Department and may be accessed without the employee's permission.

As a general guideline, the primary e-mail rule that I encourage every member to follow is that the content of your e-mail messages should be appropriate for a formal correspondence, i.e., memo or letter. You should always assume that any message you write, business or personal, will be permanently recorded, archived, and could be made public at any time. Department members found to be in violation of the communication policy will be subject to discipline. It is also imperative that use of the Department's Intranet and the Internet always exemplify the standard of professionalism that I expect from every member of the Sheriff's Department. Furthermore, as members of this Department we will be guided by *Our Core Values* at all times.