

## Electronic Mail

### 1500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Office.

### 1500.2 POLICY

Montgomery County Sheriff's Office members shall use email in a professional manner in accordance with this policy and current law (e.g., North Carolina public records laws).

### 1500.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

### 1500.4 RESTRICTIONS ON USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, and harassing or any other inappropriate messages on the email system is prohibited and will result in discipline.

Email messages addressed to the entire Office are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

### 1500.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record and subject to disclosure under North Carolina public records laws and must be managed in accordance with the established records retention schedule and in compliance with State law.

Derogatory, defamatory, obscene, disrespectful, sexually suggestive, and harassing or any other inappropriate messages received through the email system should be immediately reported to a supervisor or the designated Information Technology manager.

Messages that relate to any crime report or case shall be included in the appropriate investigative files by the member sending or receiving the message.

# Montgomery County Sheriff's Office

Policy Manual

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The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.