

Electronic Mail

204.1 PURPOSE AND SCOPE

Best Practice

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

204.2 POLICY

Best Practice

Syracuse Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., New York State Freedom of Information Law (FOIL)).

204.3 PRIVACY EXPECTATION

Best Practice

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

204.4 MANAGEMENT OF EMAIL

Best Practice MODIFIED

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

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

Email messages addressed to the entire Department are authorized upon approval from the Chief's Office.

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. 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 their password has become known to another person shall change their password immediately and notify the Technology and Program Management Division.

204.5 EMAIL RECORD MANAGEMENT

State MODIFIED

Email may, depending upon the individual content, be a public record under FOIL and must be managed in accordance with the established records retention schedule and in compliance with state law.

Syracuse Police Department

Policy Manual

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The Commanding Officer of the Technology and Program Management Division shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy (Public Officers Law § 87; 21 NYCRR § 1401.1 et seq.).