

POLICY AND PROCEDURE

POLICY NUMBER: 210-1000-003

POLICY TITLE: Electronic Mail Policy

EFFECTIVE DATE: 06/01/99 REVISION DATE

APPROVED BY:

MAYOR CITY MANAGER

Confirmed by Council of The Columbus Consolidated Government, Resolution No. 244-99

dated the 1st. day of June, 1999.

STATEMENT OF POLICY:

The Columbus Consolidated Government (CCG) provides electronic mail to employees for business purposes. This policy document delineates acceptable use of the electronic mail system by CCG employees. All electronic messages are the property of the CCG and therefore are not considered private.

SCOPE:

This policy applies to all full or part-time employees of the CCG or others authorized by the City Manager or his designee.

This policy applies to all electronic mail such as Internet and intranet e-mail, as well as Wizard Mail on the mainframe.

RESPONSIBILITY:

It will be the responsibility of the Information Technology (IT) Department to monitor usage of the electronic mail system, but not the contents of the messages. It is also the responsibility of the management and supervisory staff of the CCG to assure compliance with the provisions of this policy within their departments or work areas. It is the responsibility of the employee to adhere to all policy requirements regarding the use of electronic mail.

The I T department will be solely responsible for installing, setting up and enhancing a uniform electronic mail system within the CCG. Stand alone e-mail systems are prohibited.

PROCEDURE:

PROHIBITED USAGE

The following uses of the CCG's Electronic Mail System are prohibited:

1. Use of the electronic mail system to send chain letters.
2. Use of the electronic mail system to send copies of documents in violation of copyright laws.
3. Use of the electronic mail system to compromise the integrity of the CCG and it's business in any way.
4. Use of the electronic mail system for "moonlighting", job searches, or the advertisement of personal business.
5. Use of the electronic mail system to send messages containing offensive, abusive, threatening, hostile, or other language inappropriate for the organization.
6. Use of the electronic mail system to send messages that violate the CCG's Sexual Harassment Policy or any other policy set forth in the CCG Employee's Policy and Procedure Manual.

B. Access Violations

It is a violation of the CCG's policy for any user, including the supporting I T staff, to use the electronic mail and computer systems for purposes of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to the files or communications of others.

Anyone found to have engaged in such practices will be subjected to disciplinary action which could result in termination of system access, termination of employment and/or criminal prosecution, if appropriate.

C. Monitoring of Electronic Mail

All electronic mail messages are the property of the CCG. The CCG reserves the right to access messages whenever there is a legitimate purpose to do so or under the following circumstances:

1. Upon leaving the employ of the CCG for any reason, a user's mail may be accessed for the purpose of saving those messages that pertain to government business. This access will be granted only upon written notification from the department head to the I T Department. These files may be subject for transfer to another user if necessary to conduct government business;
2. If required by law to do so;
3. In the course of an audit or investigation triggered by indications of impropriety or as necessary to locate substantive information;
4. When necessary to investigate a possible violation of a CCG policy or a breach of the security of the electronic mail system; and
5. In the event there is reasonable suspicion that a user has committed or is committing a crime against the CCG or for which the CCG could be held liable.

D. Disclosure of Mail Accessed by Monitoring

The director of I T or this designee upon written request from the city manager could provide the contents of electronic mail, within the organization without the permission of the user. However, any internal disclosure without the consent of the employee who sent the message shall be limited to those employees who have need for access to the information or in the course of an investigation.

E. Disciplinary Actions

Violations of this policy may result in disciplinary actions in accordance with the CCG Disciplinary Policies, termination of system access privileges and/or criminal prosecution, if appropriate.

F. Retention of Electronic Mail Messages

1. All messages are retained on file for 90 days unless saved by user. All saved messages are stored until deleted by the user.
2. Tape backups are retained for two weeks.

G. Messages

1. Bulletin Board: The use of the bulletin board is encouraged for personal messages and announcements such as; items for sale, personal announcements, personal events.
2. Company News: Official announcements, such as; job openings, promotions, fund raisers, etc.
3. All User Messages: Official time sensitive messages only. **PERSONAL ANNOUNCEMENTS USING THE ALL USER MESSAGE ARE PROHIBITED.**

For information regarding this policy document contact the Director of Information Technology at 653-4045.