

# Metropolitan Police Department ★ Washington, D.C.



## SPECIAL ORDER



Subject:

**Electronic E-Mail**

Series	Number	Distribution
<b>99</b>	<b>2</b>	<b>B</b>
Effective Date		
<b>March 16, 1999</b>		
Expiration Date		
*		

The Metropolitan Police Department Electronic Mail System (E-mail) is designed to facilitate departmental business communication between employees and other business associates. The E-mail may be used in place of MPD hard copy mail distribution or for electronic file transmission.

All data and other electronic messages are the property of the MPD; therefore, members have no property or privacy rights with regard to the information contained within the system. For example, when necessary for departmental business, management may be granted temporary access to an employee's E-mail if that employee is on extended leave or on extended absence from the department.

The content of E-mail messages may be monitored or retrieved for official investigatory purposes. Requests must be made, in writing, to the Chief Information Officer, Information Technology Division.

Employees may not intentionally intercept, record, read, alter, print, or receive another's E-mail messages without authorization from the Chief Information Officer, Information Technology Division or without express permission from the user.

The intentional misuse of the E-mail system may subject the originating/participating member to disciplinary or criminal action.

### **E-MAIL PASSWORDS**

Passwords are personalized codes that enable the user to access the E-mail system. Passwords must be kept confidential to prevent unauthorized access to individual E-mail files. Passwords should be changed periodically to ensure the security of individual E-mail files.

### **PROHIBITED USES OF THE E-MAIL SYSTEM**

The Metropolitan Police Department's E-mail system will not be used for:

- a. Solicitation of funds.

Publication	Effective Date	Change Number	Page Number
Special Order 99-2	March 16, 1999	N/A	2 of 3

- b. Notifications for union activities or union business.
- c. Political messages.
- d. Delivery of messages or printed material containing abusive, harassing, demeaning, vulgar or sexually explicit language.
- e. Social announcements or personal events.
- f. Non-departmental sponsored fund raisers.
- g. Mass advertisements.
- h. Broadly disseminated greetings.

The E-mail system is not intended to transmit sensitive materials, such as intelligence information or personnel decisions which are more appropriately communicated by written memorandum or personal conversation.

E-mail messages sent to all users of the MPDNet create a heavy traffic load on the system. Users must obtain approval from their Commanders or Directors for broad dissemination of electronic mail messages to large numbers (20 or more), or all users of the system.

### **RETENTION OF E-MAIL**

Generally, E-mail messages are temporary communications of a non-emergency nature and may be discarded routinely. However, depending on the content of the E-mail message, it may be considered a more formal record and will be retained as a hard copy in the appropriate file. These documents will be retained in accordance with the Department's record retention schedule.

The following are examples of E-mail messages that should be retained as an official record:

1. Messages that contain information developed in preparing position papers, reports, or studies.
2. Messages that reflect official actions taken in the course of conducting MPD official business.
3. Messages that convey information on agency programs, policies, and decisions.

Publication	Effective Date	Change Number	Page Number
Special Order 99-2	March 16, 1999	N/A	3 of 3

4. Messages that convey statements of policy or the rationale for official decisions or actions.
5. Messages that document oral exchanges during which policy or MPD activities were discussed or formulated.
6. Messages that include calendars or information from external systems.

#### **DELETION OR PURGING OF E-MAIL MESSAGES**

Deletion of E-mail messages is at the discretion of the user. However, users will not allow messages to accumulate in their mailboxes. Timely review and purging of messages serves to lessen the burden on the system.

#### **NON-MPD USER ACCESS TO E-MAIL**

Occasionally, contractors, part-time employees, or volunteers in service to the Department may require access to the MPDNet for official purposes. Non-MPD user access requests must be submitted in writing, to the appropriate senior executive of the organizational element involved, for approval.

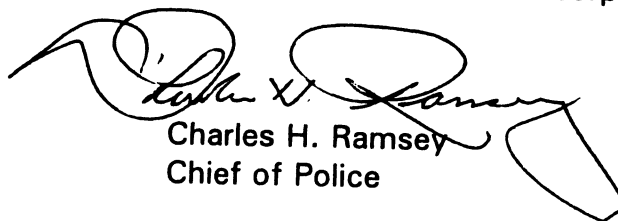
If the request is approved, it is the responsibility of the Chief Information Officer, Information Technology Division, to ensure that the user is properly instructed as to access limitations and has been fully apprised of the contents of this directive.

Criminal sanctions may be imposed against a nonmember for misuse of the Department's E-mail system.

#### **TERMINATION OF E-MAIL ACCESS**

Employees who are voluntarily or involuntarily separated from the Department will immediately have their right of access to E-mail terminated. Employees separating from the Department have no right to the contents of their mailboxes during the ending or final stage of the separation/termination process.

\*The contents of this Special Order shall remain in effect until incorporated into the appropriate general order.

  
Charles H. Ramsey  
Chief of Police

CHR:DW:SMF:smp