

# THURMONT POLICE DEPARTMENT

<b>GENERAL ORDER</b>	<i>Date Issued:</i> August 18, 2006	<i>Effective Date:</i> August 18, 2006	<i>Order No:</i> CHAPTER 37.2
<i>Authority:</i> Chief of Police		<i>Manual Page No:</i>	
<i>Subject:</i> <b>Use of Department Internet and E-Mail</b>		<i>Replaces Page No:</i>	
<i>CALEA Standard:</i> 82	<i>Distribution:</i> <b>ALL</b>	<i>Amends:</i>	<i>Number of Pages:</i> 4
<i>Related Documents:</i> Central Records System		<i>Rescinds:</i>	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

## I. PURPOSE:

To ensure responsible and acceptable use of the Internet consistent with municipal policies, all applicable laws and the individual user's job responsibilities, and to establish basic guidelines for appropriate use of the Internet.

## II. POLICY:

The Internet is a useful research and communications resource that is provided to municipal employees for uses related to municipal business. The intent of this policy is to ensure the responsible and acceptable use of these resources.

This policy applies to all employees of this department who may be provided access through the Department Internet connection and Internet e-mail system. Each individual user is responsible for the appropriate use of this resource as described in this document.

The Department reserves the right to review any and all data, information or computer files stored in or sent to or from computers owned or supplied by the Town of Thurmont. This includes any type of Internet or subscription service.

The Chief of Police, or his designee, has the right to change this policy at any time without notice.

### **III. PROCEDURE:**

- 1) All Personnel will be given an intra-departmental e-mail account. Absent exigent circumstances, personnel shall check their e-mail within the first hour of their tour of duty.
- 2) Internet resources are to be used primarily to conduct business; however, incidental and occasional personal use during non-working hours is permitted with supervisory approval.
- 3) Users must abide by copyright, contract, and any local, state and federal laws, and Town administrative directives and policies.
- 4) Downloading of application programs or files without the consent of the, Chief of Police, or designee is prohibited. Any and all material downloaded from the Internet should relate to legitimate Department use.
- 5) The Department staff is prohibited from downloading or installing on Department computers any software from the Internet. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard Department applications. No Internet materials shall be downloaded until special authorization is obtained from the Chief of Police, or designee.

Appropriate anti-virus software must be installed and operational before any Internet use is authorized. If a virus is detected, the IT Coordinator and the user's immediate supervisor should be notified immediately. In the event of a serious virus outbreak, any infected equipment will be disconnected from the Internet and the Department's other computer systems until the problem is resolved.

- 6) Users shall not share passwords for Internet access with any unauthorized person, nor obtain any other user's password by unauthorized means. Users should not construe the use of passwords as an expectation of privacy.
- 7) There shall be no participation in web-based surveys without authorization from the Chief of Police. Such participation could imply that the participant is expressing the view of the Department.
- 8) There shall be no use of any Internet services where a fee is involved, without prior approval from the Chief of Police.
- 9) There are a number of prohibited activities, which include the following. This list is not intended to be inclusive of all prohibited activities, but only as general guidance:
  - a. Any illegal, illicit, improper, unprofessional or unethical activity, or any activity that could reasonably be construed to be detrimental to the interests of the Department.

- b. Use of Internet resource for access to or distribution of indecent or obscene material, child pornography, inappropriate text or graphic files.
  - c. Use of Internet resources for commercial use or profit, or in any unauthorized manner.
  - d. Extensive use of Internet resources for personal use.
  - e. Interference with another user's legitimate access to Department computer equipment.
  - f. Creation or distribution of a computer virus of any kind, regardless of whether any demonstrable harm results.
- 10) A wide variety of information is available on the Internet, some of which individuals may find offensive or otherwise objectionable. Individual users should be aware that the Town has no control over and can therefore not be responsible for the content of information available on the Internet.
- 11) Any unlawful use of the Internet, or use in violation of this policy may result in discipline up to and including dismissal. Unlawful use may result in referral for criminal prosecution.
- 12) The e-mail system is provided by and the property of the Town of Thurmont. Notice is hereby given that there shall be NO reasonable expectation of privacy and that e-mail boxes may be opened and inspected and read by Departmental or Town Administrators at any time and without notice.

**ATTACHMENTS:**

Appendix 37.2A – Social Networking

**DOCUMENT DATES:**

*Amended Date:*

*Review Date:*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written by: Sergeant Shawn R. Tyler*

*Order Edited and Approved by: Chief Gregory L. Eyer*