

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: A-8  
SECTION: Administration  
DATE: 11/05/2008  
SUPERSEDES: New  
TITLE: INTERNET AND E-MAIL USAGE

**POLICY**

The policy of this agency is to set the highest standards regarding District internet and e-mail usage. Compliance with the District's policy on both these mediums is expected.

Internet and e-mail system guidance is important for the District in order to clarify expectations and boundaries of usage. These guidelines apply regardless of the user's location when signing on, and at any time on duty.

- It is the responsibility of each system user to ensure they are in compliance with all District policies and regulations, including personnel confidentiality, computer security, virus detection, public image and accountability.
- The internet and e-mail system is a District tool and individual self management is an expectation for its use.
- We manage the integrity of the agency, its members and the work we do as District employees.
- We protect our positive organizational perspective by those outside the organization through avoidance of counterproductive messages, inappropriate messages, or personal attacks.
- Downloading or installing programs on District computers without Management permission is prohibited.
- Anything which could be construed as sexually explicit, scandalous, defamatory, libelous, immoral or discriminatory based on race, national origin, sex, sexual orientation, age, disability or religious or political beliefs is banned from the system.
- Users understand that the use of the District provided system is a privilege. Unauthorized use will result in disciplinary action as deemed appropriate.

The District e-mail system is provided by the District to assist in the communication of District business related matters through reliability of message receipt and speed of processing.

Since the implementation of the District e-mail system, we have seen a significant improvement in structured written communication, both in terms of timeliness and in reliability of access for each member. Continued improvement in this area remains a goal.

## **PROCEDURE**

### E-Mail

Please keep in mind the following points when using the District e-mail system:

- This is an operational tool of the District and the Fire Chief is responsible for its management and use. Inappropriate use is a poor reflection on the individual, Fire Chief and the District.
- Only official business of the District is to be transmitted via e-mail. Personal announcements and items for sale are not to be transmitted over the e-mail system. Please utilize the section of the website set aside for this activity.
- Personal attacks directed at any District member or other agency employees or citizens are unacceptable. Sarcasm is inappropriate and is not in keeping with the District's Mission, Vision, and Values.

Distribution list or mass mailings in the District system are restricted to:

- Sending mass mailings to individual mail boxes whether directly or indirectly through distribution lists without authorization is prohibited. The Fire Chief's approval is required before transmission of any such message.
- Member wellness/welfare information can be transmitted via e-mail through the District's Administrative Assistant or a Chief Officer. This includes information on births, illness, injury or death of any current or past member/family of the District.
- District-wide information from the command staff regarding apparatus, program updates, equipment and/or information relating to programs or services originating from a staff officer or designee.
- Information concerning potential fire operations issues at a site such as access, sprinkler system status, hydrant status, maps, safety issues, etc.
- Road closures/restrictions.
- Official business originating from a company officer or designee relating to District programs or services.

The e-mail system is not to be used in a way that skirts the chain of command of the District and the operational work we perform.

### Internet

Internet use should not interfere with the employee's responsibilities or conflict with District rules, regulations and ethics.

The following guidelines are to be followed:

- Accessing a web site or location on the internet where a monetary transaction is charged is prohibited, without the Fire Chiefs approval.

- Conducting business other than District business is prohibited. (i.e., trading stocks, planning vacations, research for personal gain, other business for personal gain, personal shopping, etc.)
- Accessing sites that are pornographic or questionable in nature is prohibited.
- Participating in chat rooms is prohibited.
- All members are responsible for logging out of the web and off the computer once they have completed their session. Activity that occurs during a members “logged on” session will be tied to that employee’s internet use record.

Written by: Chief Steve Mayotte

Approved by: \_\_\_\_\_

Date: November 25, 2008