



Policy Number: 204 – Electronic Mail
Effective Date: February 18, 2020
Revision Date: February 18, 2020
Approved By: Denis Otterness, Chief of Police

204.1 PURPOSE AND SCOPE

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

204.2 POLICY

Department members shall use email in a professional manner in accordance with this policy, the Montana State University Billings Information Technology Use Policy, Board of Regents policies and procedures (1303.3), and all applicable Federal and state laws.

204.3 PRIVACY EXPECTATION

Department 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 RESTRICTIONS ON USE OF EMAIL

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 only to be used for official business related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor.

It is a violation of this policy to transmit a message under another Department members name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. 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 his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT

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