

# SHERIFF OF GARFIELD COUNTY

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### GARFIELD COUNTY SHERIFF'S OFFICE

### POLICY / PROCEDURE

### GENERAL

#### SUBJECT: E-MAIL MANAGEMENT

**EFFECTIVE DATE:** January 01, 2024

#### **POLICY:**

The Garfield County Sheriff's Office prohibits the use of GCSO electronic communications resources for any purpose other than its intended lawful and professional use. The GCSO also prohibits electronic communications that interfere with the use of these resources by employees, or those that could strain or compromise these resources.

#### **PURPOSE:**

To provide the employees of the Garfield County Sheriff's Office with an understanding of the policies and procedures that are unique to the Sheriff's Office e-mailing system. E-mail is a communication tool available to Sheriff's Office employees to enhance the efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices.

#### **METHOD:**

**Garfield County Sheriff's Office resources may not be used to:**

- **E-mailing Illegal Material.** Do not send e-mails that contain any information that is illegal (i.e., copyright violations, trade secrets, obscene material, harassing or threatening language). Additionally, be aware that the transit of material into, or through, other countries may be required to comply with the law in that country. In some cases, this may include the transmission of encrypted messages
- **Perpetuate chain e-mail letters or their equivalents.** This includes letters that require the recipient to forward an e-mail to a specified number of addresses in order to achieve some monetary, philosophical, political, superstitious, or other goals. These types of e-mails can take up enormous system resources and place un-necessary strain on the system.
- **Pyramid Selling, and Multi-Level Marketing Schemes.** These are similar to the paper and mail-based letters that make these claims. E-mails that are part of a multilevel marketing or pyramid-selling scheme, sometimes known as "Ponzi Schemes," are illegal in many places and are specifically forbidden under this policy. Typical abuse of this sort includes the "Make Money Quick" scams. These not only waste resources, they are illegal in certain countries and may render the poster liable to prosecution.
- **Create and/or send "spam."** Spam is defined as any unsolicited electronic communication that is sent to any number of recipients who did not specifically request or express an interest in the material advertised in the communication. It will be considered a greater offense if the company's electronic communications resources are exploited to amplify the range of distribution of these communications.

- **Send or encourage "letter bombs."** Letter bombs are extremely large or numerous e-mail messages that are intended to annoy, interfere, or deny e-mail use by one or more recipients.
- **Practice any activity designed to deny the availability of electronic communications resources.** Sometimes called "*denial of service attacks*," these activities deny or limit services through mail bombing, malicious executables such as viruses, threatening a virus, or opening a large number of mail connections to a mail host or SMTP relay (Mail Server) without authorization or permission.
- **Denial of service is any activity that prevents a host on the Internet from making full and effective use of their facilities.** This includes, but is not limited to:
  - Mail bombing an address in such a way to make Internet access impossible, difficult, or costly.
  - Opening an unnecessarily large number of mail connections to the same mail host or making a connection to a SMTP relay (sometimes known as a smarthost) without authorization or permission.
  - Sending e-mail designed to damage the target system when executed or opened; for example, sending malicious programs or viruses attached to an e-mail.
  - Sending e-mail that is designed to cause confusion, consternation, fear, uncertainty, or doubt, such as fake virus warnings.

**Discussing confidential information.** The e-mail system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the county e-mail system shall have no expectation of privacy concerning communications transmitted over the system. All e-mail messages, including any attachments that are transmitted over county networks are considered Sheriff's Office records and therefore, county property. The Sheriff's Office reserves the right to access, audit or disclose, for any lawful reason, any message including any attachments that is transmitted over its e-mail system or that is stored on any county system.

**Sending Inappropriate Messages:** Regardless of an organization's e-mail policy, users need to be aware and employ appropriate caution: Think before pressing "Reply to all", double-check addresses before clicking send. *Use restraint when using the corporate e-mail system for non-business related messages.* Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, racially discriminating, harassing or any other inappropriate messages on the e-mail system is prohibited and may result in discipline.

**Monitoring:** In order to enforce these policies, computer, internet and e-mail usage may be monitored by the Sheriff's Office, including retrieving and reading e-mail messages and other computer files and monitoring of Internet traffic. Therefore, e-mail messages and other uses of Sheriff's Office computers is not confidential and even though you may be issued a private password or other private access code to log into a computer or system, you have **no expectation of privacy** with regard to your use of the system.