

Electronic Mail

206.1 PURPOSE AND SCOPE

Best Practice

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

206.2 POLICY

State

Toms River Fire Department members shall use email in a professional manner in accordance with this policy and the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.).

206.3 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any internet site that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

206.4 RESTRICTED USE

Best Practice

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 his/her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor.

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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.

206.5 EMAIL RECORD MANAGEMENT

State

Email may, depending upon the individual content, be a public record under the New Jersey Open Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law (N.J.S.A. 47:1A-1; N.J.A.C. 15:3-2.1 et seq.).

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.