

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

March 17, 2015

Policy Number 2.69

ELECTRONIC MAIL

POLICY

To establish and delineate user responsibilities regarding the creation, use, and retention of departmental electronic mail (e-mail) messages.

PROCEDURE

I. DEFINITIONS

City resource: The city's definition states that "virtually every type of city-owned property and information is considered a city resource. All city equipment, such as typewriters, computers, and motor vehicles are city resources. City premises, including city offices, conference rooms, and working areas, are city resources. Also included are less tangible items such as computer software, employee information, and your 'honolulu.gov' or 'co.honolulu.hi.gov' e-mail address."

Electronic mail: A system for sending messages from one individual to another via telecommunications links between computers or other electronic devices such as personal digital assistants (PDAs). For the purposes of this policy, e-mail shall include all forms of electronic communication created, sent, and/or received via a city-owned computer, the city's e-mail system, or a city server network and shall be considered the property of the Honolulu Police Department (HPD).

Instant message: An electronic mail message sent by an instant messaging mechanism.

Internet: A worldwide network of interconnected computers.

Web mail: An e-mail agent that is accessible from the Internet. Users may access their departmental e-mail messages from any computer connected to the Internet that runs a supported configuration and browser.

II. GENERAL GUIDELINES

- A. Usage of departmental e-mail from mobile data computers, laptops, PDAs, and computer aided dispatching systems shall be included in this policy.
- B. There shall be no expectation of privacy by the user when utilizing city resources. Certain electronic communications may have restrictions based on their content. This includes privileged attorney-client and/or police-informant communications, classified information that could be detrimental to legitimate departmental functions, and/or information that, when revealed, could be a violation of the law.
- C. E-mail messages sent or received shall be subject to the mailbox limit set by the Department of Information Technology (DIT). This limit is independent of individual personal folders created by the user.
- D. Noncompliance with the city's and/or department's policies, guidelines, or procedures may result in the revocation of e-mail and Internet privileges and/or other appropriate disciplinary action. This includes reprimand, suspension, termination of employment, or (if warranted) civil or criminal prosecution.
- E. Refer to the DIT's security policy regarding the use of e-mail and the Internet in its entirety, as well as the HPD's Policy 8.20, COMPUTER SECURITY.

III. RETENTION AND PRESERVATION OF E-MAIL MESSAGES

Personnel are not required to retain nor preserve any e-mail messages, except upon service of a subpoena, search warrant, or other lawful order.

IV. PROHIBITIONS AND LIMITATIONS

- A. Personnel shall not use the city's e-mail system for the following:
 - 1. Profiting from nonapproved city purposes;

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- 2. Advertising or lobbying (other than for city purposes);
 - 3. Engaging in disruptive activities, such as software/information destruction or unauthorized changes to files;
 - 4. Uploading, downloading, creating, and/or propagating viruses;
 - 5. Playing computer games;
 - 6. Installing, copying, or distributing any copyrighted material in violation of copyright laws;
 - 7. Gambling or engaging in any other activity in violation of local, state, or federal law;
 - 8. Jeopardizing the city's network or other networks on the Internet by disclosing or sharing passwords with unauthorized persons; and
 - 9. Suggesting to other associates that they view, download, or seek materials; files; information; software; or other content that may be offensive, defamatory, misleading, infringing, or illegal.
- B. Personnel shall not use any e-mail account that is not authorized by the department to share or conduct official departmental business.

V. EXCEPTIONS

Personnel are allowed the following exceptions when using the city's e-mail system as a personal convenience for noncity purposes:

- A. When it is for a short period of time;
- B. When it does not interfere with the productivity of the employee;
- C. When it does not create an additional cost to the city;
- D. When it is not for the employee's own personal business, financial, or commercial purposes. "Personal business" in this context refers to a commercial activity engaged in for profit; and

- E. When it is for a project with a communitywide benefit that recognizes there are nonprofit and charitable organizations that sometimes rely on government support. These exceptions are officially designated as charities by the Mayor or City Council (e.g., Hawaii Foodbank, Aloha United Way, and March of Dimes).

VI. USERS' RESPONSIBILITIES

Users of the city's e-mail system:

- A. Shall not tamper with or attempt to disguise or hide the true origin of any e-mail message unless such messages are required for testing or for diagnostic purposes;
- B. Shall delete and not send, download, print, request, or store fraudulent, offensive, or pornographic messages and/or materials;
- C. Shall not access, review, monitor, copy, or disclose the e-mail usage of others without an authorized city business;
- D. Shall be cognizant that e-mail can become evidence in court, potentially be considered public record, or otherwise can be open to scrutiny; and
- E. Will be allowed Web mail access on a case-by-case basis as determined by the Information Technology Division.

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CARY OKIMOTO
Acting Chief of Police

Post on bulletin
board for one week

Policy first issued
March 31, 2008