

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 7.1

Subject: E-Mail Policy

Effective Date: October 11, 2007

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I. PURPOSE

The purpose of this policy is to:

- A. Ensure proper use and provide consistent procedures and standards for the use of e-mail.
- B. Respect the legal protection provided to programs and data by copyright and license as they apply to e-mail used within the city and with the Internet.
- C. Protect data from unauthorized use or disclosure as required by state, federal, and city regulations.

II. GENERAL GUIDELINES

- A. Personal use of e-mail is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason. Personal e-mail is not to be stored and is to be read and deleted.
- B. Lotus Notes Users: The mail server was sized for a specific number of users with adequately sized e-mail boxes. Business e-mail to be retained must be filed or archived locally on the C drive of the PC used to access the mail. *It is the user's responsibility to perform backups of their own data.*
- C. iNotes users (Police sworn personnel), have been granted storage on the server and must print and delete their e-mail to stay within the parameters set since no personal assigned PC is available.
- D. E-mail passwords are not to be shared. Access to an employee's e-mail box should be granted by the employee when others need to perform work during his/her absence or at his/her supervisor's request. Passwords do not guarantee privacy nor does deletion.
- F. No person using e-mail has the right to privacy with regard to email. ALL information, including e-mail, located on the city iSeries, servers, and microcomputers are the property of the city and is subject to management review.

- G. Recorded e-mail messages and data files are subject to the requirements of the Texas Public Information Act and the laws applicable to records retention. The employee is responsible for printing or saving any e-mail that is subject to records retention.
- H. Each user must sign a written statement acknowledging receipt of city rules, procedures, guidelines, and the consequences of violating such policies.
- I. When an employee sends an e-mail in the capacity of his/her job position, the employee should use the following disclaimer at the end of the message:

*“The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited.”*

- J. Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the City of Beaumont’s entire network. All city e-mail users are responsible for taking appropriate steps to secure their passwords.
- K. Be used only for legitimate city business; however, brief and occasional e-mail messages of a personal nature may be sent and received under the policy guidelines.
- L. This policy does not supersede any state or federal laws, nor any other policies regarding confidentiality, information, dissemination, or standards of conduct.

### III. RESTRICTIONS

- A. Sending or forwarding personal e-mail that impedes the conduct of city business.
- B. Use of the city’s e-mail system to transmit anything that the recipient might consider racist, sexist, threatening, obscene, pornographic, or otherwise offensive.
- C. Use for any personal monetary interest or gain.
- D. Subscriptions to mailing lists or mail services strictly for personal use.
- E. Causing the city to incur a direct cost in addition to the general overhead of e-mail.
- F. Use of encryption to prevent employer access.
- G. Sending copyrighted documents without permission, libeling another company or violating laws.
- H. Sending or receiving unauthorized city information.
- I. Downloading programs without Technology Services approval.

### IV. PENALTIES

Abuse or unlawful use of the privilege will result in disciplinary action up to and including termination. Unlawful use may result in referral for criminal prosecution.