



Carrboro Police Department

Subject: Chapter 35: INTERNET USE POLICIES & PROCEDURES		Number: VIII. Subsections
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- II. E-mail Privacy
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I. PURPOSE

To establish rules for the use of Town computer, e-mail, and Internet systems by officers and employees of the Department.

II. E-MAIL PRIVACY

- A. All computer systems are owned and operated by the Town of Carrboro and as such all communications conducted on these computer systems are controlled by the Town.
- B. All employees of the Town shall be aware that e-mail messages sent and received on Town computers, whether of a personal or business nature, are NOT private. Employees retain no privacy expectation whatsoever in any file, data, information or communication made from, received by or stored on any computer or any other communications device owned or maintained by the Town of Carrboro.
 - 1. Many such e-mails may be part of the public record, depending on the nature of the material within the message.
 - 2. Messages sent and received should be of a nature that appropriately reflects this situation.
- C. Town management and the Chief of Police reserve the right to review any e-mail messages sent and received from within the Town's computer systems without prior notice to the affected employee(s). This may be necessary for reasons of security or investigation of internal or external matters related to the conduct of Town business. Generally, e-mail messages shall not be reviewed, accessed, or monitored on a random basis.



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- D. All written communications made in the course of employment with the Town, or for town business are “public records” under N.C. Gen. Stat. §132-1.2 if the writing meets the definition of a public record. The ownership of the device creating the e-mail, text message, picture or other writing is not a consideration. Employees have a duty to provide public records made on private devices if and when requested to do so.

III. APPROPRIATE E-MAIL USAGE

- A. E-mail is to be used for the conduct of Town business and for communication with the citizens of Carrboro.
- B. Under no circumstances shall e-mail messages contain inappropriate language. This includes, but is not limited to, racist, hateful, offensive, and/or sexually explicit messages.
- C. Employees should also keep in mind that e-mail messages can easily be “misinterpreted” by a reader due to the lack of the natural vocal inflection and emotion found in a spoken conversation. Care should be taken in writing e-mail messages so that recipients are not inadvertently offended. As always, courtesy and respect for others are good guides.
- D. Incidental personal usage of the Town’s e-mail system will be allowed as long as it follows these guidelines:
1. Personal usage should not be excessive and should not interfere with the conduct of Town business;
 2. Appropriate language is adhered to as discussed above; and
 3. Jokes, forwarded messages, and other “chain mail” messages shall be avoided and shall not be sent or forwarded to others.

Officers and employees receiving such messages from third parties shall politely request that the third parties no longer forward such messages to the Town e-mail account, especially if the material is inappropriate.



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IV. ATTACHMENTS AND VIRUS SCANNING

- A. All attachments to e-mail messages from third parties shall be scanned for viruses prior to being opened.
- B. Unknown or unanticipated attachments to e-mail messages shall never be opened unless the officer or employee knows who it is from and what the purpose of the file is.

V. APPROPRIATE INTERNET USAGE

- A. The Internet shall be used for the conduct of Town business and for related research.
- B. Under no circumstances are employees to access materials of an inappropriate nature without the approval of their Department Head except in situations set forth below. This includes, but is not limited to, pornographic sites, sexually explicit sites, gambling sites and sites with patently offensive and/or racist materials. In cases that require officers for investigative purposes to access material and/or websites forbidden by this policy, the officer shall seek approval from the Chief or his designee.
- C. Incidental personal usage of the Internet will be allowed within the following guidelines:
 - 1. No inappropriate web sites as defined above shall be visited;
 - 2. Personal usage is allowed only during breaks and lunch hour and shall not interfere with the conduct of Town business;
 - 3. Chat sites shall not be accessed from Town computers; and
 - 4. Use of streaming data applications (Real Player, Windows Media Player, Pandora, etc.) is prohibited, except if a Department Head deems it necessary in an extreme situation to better serve the Town, e.g. storm tracking.
- D. No video or digital images of any Carrboro Police function shall be transmitted to



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any website or file for public viewing or display without the permission of the Chief of Police or his designee. These images include but are not limited to:

1. Images contained in an ongoing or completed investigation;
2. Images that have been recorded on any patrol vehicle video camera or Body Worn Camera; or
3. Photos that have been taken of any subject for arrest documentation.

VI. SOFTWARE DOWNLOAD AND INSTALLATION

- A. All software installed on the Town computer must be for business purposes only. Software that is for personal use shall not be installed on the Town's computer system.
- B. All software (including shareware) installed on a Town computer shall be approved and installed with the approval of the Network Administrator.
- C. Employees shall not bring personal software on CD ROM, disk, or any other means, to be installed and used on Town computers. Such software and any data stored with the program shall be removed from computers by the Network Administrator without the approval or knowledge of the individual user.

VII. SECURITY

- A. Employees shall not send materials over the Internet or e-mail that would compromise the security of the Town or any of its employees.
- B. Personal information, passwords, IP addresses and private information shall not be sent electronically. Employees shall communicate this type of information orally or on written paper when needed.

VIII. ENFORCEMENT

- A. The Department shall be responsible for the enforcement of the Town's e-mail and Internet usage policy with its employees.



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- B. The Chief of Police or his designee shall review all reported and perceived violations of this policy.
- C. The Chief of Police shall take corrective action when Department employees do not adhere to the policy.
- D. Violations that are not promptly remedied may result in disciplinary action, including terminations or any other action deemed necessary under this policy.