

**SAN BERNARDINO COUNTY
FIRE/SPECIAL DISTRICTS DEPARTMENT
ELECTRONIC MAIL (E-MAIL) POLICY**

USE OF DISTRICT E-MAIL SYSTEMS:

Various e-mail systems are provided to District employees at District expense to assist them in carrying out District business. The e-mail systems are to be used **only** for District business related purposes, and all messages sent, received or stored are treated as District business messages. **DISTRICT BUSINESS DOES NOT INCLUDE BUSINESS CONDUCTED BY OR FOR EMPLOYEE REPRESENTATION ORGANIZATIONS.** The District has the capability and reserves the right to access, copy, delete and use for District purpose any messages stored on the e-mail systems, Messages must be professional and courteous. **NO USER OF DISTRICT E-MAIL SYSTEMS SHOULD HAVE AN EXPECTATION OF PRIVACY IN ITS USE.** Should employees make incidental use of the District e-mail systems to transmit personal messages, such messages will be treated as business messages. Employees cannot use the e-mail systems for messages that they wish to keep private, as the District may access and use any of the messages and they may become public records.

Captains are responsible for the use of station computers and e-mail systems during their assigned shift.

Misuse of the District e-mail systems is cause for disciplinary action, up to and including termination. Misuse of the District e-mail systems includes, but is not limited to the following: pejorative racial, gender, or related comments; threats; sexual harassment; and accessing e-mail messages intended for other employees (snooping).

CONFIDENTIAL DISTRICT INFORMATION:

District employees should be careful in transmitting confidential information. Confidential information should not be transmitted or forwarded to outside individuals or companies not authorized to receive such information, and should not be sent or forwarded to other employees inside the district/county who do not need to know the information. Refrain from routinely forwarding messages containing confidential information to multiple parties unless there is a clear business need to do so.

ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS:

Some messages and files sent, received or stored on District electronic systems may constitute confidential, privileged communications between the District and its attorneys. Upon receipt of a message either from or to counsel, do not forward it to others without counsel's authorization. Never forward such messages to any outsider. Such messages should include within the text the phrase, "Attorney-Client Privileged Communications."

COPYRIGHTED INFORMATION:

Use of the District e-mail systems to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.

OTHER PROHIBITED USES:

Electronic/communication devices and systems shall not be used in violation of any law or San Bernardino County/District policy, nor shall they be used to transmit defamatory, obscene, offensive, or harassing messages, "X-rated" materials, or messages that, without authorization, disclose confidential and/or personal information.