



**Kern County Sheriff's Office
Policies and Procedures**

TITLE: ELECTRONIC MAIL		NO: J-3300	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: July 12, 2011	REVIEWED: 06/22/2018	REVISED:	UPDATED: 06/22/2018

POLICY

This policy establishes guidelines for the proper use and application of electronic mail (email) by personnel of the Kern County Sheriff's Office. Email is a communication tool available to personnel as a tool to support open communications and enhance efficiency in the performance of job duties. It shall be utilized in accordance with law, this manual and the Kern County Electronic Communications Usage Policy as detailed in the Kern County Policy/Procedure Manual, Exhibit B.

All Sheriff's Office personnel with access to the County's email system shall receive, and sign an acknowledgment of receipt for, a copy of the Kern County Electronic Communications Usage Policy at least annually.

DIRECTIVE A – E-MAIL RIGHT OF PRIVACY

The County e-mail system is the property of the County of Kern and is intended to be used in carrying out the business of the County. As such, the County retains all personal property rights to any matter created, received or sent via the County's email system and such matter is not the property of the employees.

Sheriff's Office personnel are reminded that:

- The contents of any electronic communication may be disclosed to authorized personnel within the Sheriff's Office without the permission of the sender or recipient.
- Employees should have no expectation of privacy in any matter created, received or sent through the county's email system.
- Electronic communications are "public records" under Government Code section 6253.9, a part of the Public Records Act. The act essentially provides that even though records are in an electronic format, they may still be subject to review and inspection by the public.
- Employees should not use personal accounts to exchange email or other information related to the official business of the Sheriff's Office.

DIRECTIVE C – PROHIBITED USE OF E-MAIL

The County email system shall not be used in any manner that is in violation of law, or any County rule, policy or procedure. It shall not be used for any improper, illegal, offensive or

harassing purpose. All Sheriff's Office personnel shall adhere to the County's Electronic Communications Usage Policy. Additionally:

- E-mail messages addressed to the entire Sheriff's Office are only to be used for official, Sheriff's Office-related items that are of particular interest to all users. All such email messages must be approved by a Section Manager before dissemination. Personal advertisements are not acceptable.

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