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University of Pittsburgh Police Department Rules and Regulations Manual	**Issue Date:**	10-5-2018
	Effective Date:	Immediately upon release
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Title: **Electronic Mail (E-Mail)**	_____ By Order of James K. Loftus, Chief of Police	

1.0 POLICY

E-mail is an integral component of communication within the University of Pittsburgh Police Department. As such, it is the policy of the UPPD that all member's (commissioned and non-commissioned) e-mail be professional and routinely read. This policy is in addition to all applicable University of Pittsburgh policies governing computer access and use.

2.0 E-Mail General Responsibilities

A. All UPPD members shall read their e-mail a minimum of one time during every working day and promptly reply to senders when necessary.

B. All UPPD members are responsible for the maintenance of their e-mail boxes. Subfolders (e.g. Inbox, Deleted Items, Sent items, etc.) should be routinely cleared to allow new messages to be sent to the inbox.

C. Members of the UPPD will use the same professional courtesy in e-mail communications as is used in other verbal or written communications. The tone and content of all e-mail correspondences shall remain businesslike and will not include inflammatory remarks or inappropriate language.

D. Only members that are the rank of Sergeant or above may send e-mail to large distribution lists (e.g., Police-All Commissioned). Other employees who are regularly required to send e-mails to these lists will be granted an exemption.

   1. Any Officer or Security Guard that wishes to send an e-mail to a large distribution list, shall request permission from a member with the rank of Sergeant or higher.

   2. The beginning of the e-mail shall state "This e-mail is sent with the permission of _____(supervisors name)_____."

3.0   Harmful of Offensive E-mail Communications

E-mail shall not be used in any way that may be seen as offensive, harmful, inappropriate or insulting to any person. Examples of inappropriate uses of e-mail include but are not limited to:

- Any communication that contains ethnic or racial slurs;
- Any communication that contains vulgar or profane language;
- Any communication that contains sexually explicit images, cartoons, messages, or jokes;
- Any use that does not meet the primary goals or interests of the UPPD;
- Any other transmission that may be interpreted to be harassment or disparagement of others based on their race, color, religion, ancestry, age, national origin, place of birth, gender, sexual orientation, familial status, or disability status.

Reference: University of Pittsburgh Staff Handbook;
              University Policy 10-02-05, Computer Access and Use