



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 537	Effective Date: March 19, 2021
Subject: Employee Internet and Electronic Mail Policy	
Reference Standards:	
Rescinds: N/A	
Page 1 of 6	Attachments: None

I. **PURPOSE:**

As part of the Town of Macedon's commitment to the utilization of new technologies, the Town recognizes the Internet and World Wide Web (WWW) as business tools that will enhance our employee's knowledge and productivity while furthering the quality of services provided to the citizens of the Town of Macedon. In order to ensure compliance with existing copyright and decency laws, and to protect the Town of Macedon from being victimized by the threat of viruses or hacking into our systems, the following policy has been established.

II. **POLICY:**

The Town of Macedon may utilize software and hardware monitoring devices that can examine and record all Internet usage. Be aware the security systems are capable of recording (for each user) each World Wide Web (WWW) site visit, each chat, newsgroup or email message, and each file transfer into and out of our internal networks. The Town of Macedon reserves the right to utilize available monitoring systems at any time. No employee should have any expectation of privacy as to his/her Internet usage. The department heads and/or network administrators may review Internet activity and analyze usage patterns. Internet resources are devoted to maintaining the highest levels of productivity.

III. **INTERNET:**

- A. The Town of Macedon reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.
- B. Employees will not access inappropriate sites. Inappropriate sites are sites that are clearly not used for management approved business purposes.
- C. The display of any kind of sexually explicit images or documents on any Town system is a violation of the Town policy on sexual harassment.

1. Sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
2. If an employee finds himself or herself incidentally connected to a site that contains sexually explicit or offensive material, the employee must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.

(Exception: Police Officers while in the performance of their duties for investigative purposes.)

- D. The Town of Macedon's internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, town, province or other local jurisdiction in any material way.
- E. Any software or files downloaded via the Internet into the Town networks becomes the property of the Town of Macedon. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
- F. No employee may use Town of Macedon facilities knowingly to download or distribute pirated software or data.
- G. No employee may use the Town's internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
- H. No employee may use the Town's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- I. Each employee using the internet facilities of the Town of Macedon will identify himself or herself honestly, accurately and completely (including affiliation and function where requested) when participating in work related chats or newsgroups, or when setting up accounts on outside computer systems. (Exception: Police Officers while in the performance of their duties for investigative purposes.)
- J. Only those employees or officials who are duly authorized to speak to the media or in public gatherings on behalf of the Town of Macedon with respect to their official duties may speak/write in the name of the Town of Macedon in any Internet transaction.
 1. With Department Head Approval, employees may participate in work- related newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only

for themselves.

- K. Use of Town of Macedon Internet access facilities to commit infractions such as misuse of Town assets or resources, harassment*, unauthorized public speaking and misappropriation or theft of intellectual property is also prohibited by the policy of the Town of Macedon.

*Harassment:

Those perceived to be offensive or harassing in statement or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, religious, or political beliefs.

- L. Employees may use their Internet facilities for non-business research or browsing during meal-time or other breaks, or outside of work hours, provided that all other usage policies are adhered to.
- M. Employees with Internet access may not use Town Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.
- N. Only those Internet services and functions with documented business purposes for the Town of Macedon will be enabled at the Internet firewall.

IV. E-MAIL:

- A. E-mail is to be used primarily for the business purposes of the Town of Macedon.
- B. Incidental personal use of the electronic mail system is permitted as long as it does not interfere with the Town's operations nor shall it cause harm or embarrassment to the Macedon Police Department.
- C. E-mail should be used to increase timely and effective business communications.
 - 1. Use of email is a privilege and may be revoked at any time.
 - 2. Use of email constitutes acceptance of this policy.
- D. Uses of E-mail that will not be tolerated include, but are not limited to:
 - 1. Illegal activities
 - 2. Wagering, betting or selling chances; or other violations of Federal, State or Local Laws

Violence

3. Harassment
 - a) Those perceived to be offensive or harassing in statement or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, religious, or political beliefs
 4. Use of profanity or vulgarity is prohibited
 5. Soliciting or sending sexually oriented messages or images
 6. Commercial activities, such as operating a business or soliciting for personal gain
 7. Solicitation, except on agency sanctioned activities
- E. Because each Internet E-mail user's identification includes the "FirstinitialLastname@macedontown.net", it is imperative that employees not participate in news groups, chat groups or bulletin boards where the content is not clearly related to individual responsibilities because such messages might be construed as an official Macedon Police Department position.
- F. E-mail messages must be able to withstand public scrutiny without embarrassment to the Department, its citizens or its employees if messages are forwarded beyond the intended recipients, accessed or inadvertently disclosed, subpoenaed in a legal action, or otherwise made public.
- G. Employees should use generally accepted standards of business conversation in all E-mail messages. Use good judgment in the type of message created, and the tone and content of messages.
- H. Incoming E-mail messages containing attachments may imperil Town computer systems by importing viruses. Such attachments should be routinely scanned for viruses prior to using or executing the attachments. Messages of a confidential nature should not be sent over the Internet.
1. Physical security of messages cannot be guaranteed in most E-mail systems. The content of the message determines whether the message is public or non-public. Messages containing non-public data may not be sent in clear text but should be encrypted by utilizing the security features available in the email browser.
- I. It is a supervisor's and Network Administrator's responsibility to oversee use and to determine if internet services are appropriate to assigned

work.

- Content of E-mail messages is not routinely monitored or disclosed.
1. Monitoring or disclosure may occur internally under administrative procedures at any time without notification to the employee.
 2. Externally, under subpoena or other legal actions, in connection with charges of improper or illegal actions by an individual, unexpected absence of an employee, or upon request for public data and other appropriate business or technical reasons.

V. TECHNICAL:

- A. User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. Town policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites.

VI. SECURITY:

- A. The Town has installed security systems to assure the safety and security of the Town's networks. Future security devices may be installed at any time without prior notice.
- B. Any individual who attempts to or successfully disables, defeats, circumvents and/or tampers with any Town owned or controlled personal computer, server, network or other component (including software) will be in violation of N.Y.S. Penal Law § 156 and may be prosecuted, as such, under the laws of New York State.

By Order of the Chief of Police

John P. Colella

John P. Colella (Mar 19, 2021 11:50 EDT)

John P. Colella

Chief of Police

Dated this 19th day of March, 2021

FREQUENTLY ASKED QUESTIONS

I received a notice that my account was used to access web sites that may contain material prohibited by Town of Macedon policies. What should I do?

- First, review Internet & Email Usage Policy so that you understand what types of activities are prohibited. Avoid these activities in the future.
- Second, change your password, just in case someone else may have been using your account. If you wish to change your password contact the Network Administrator through your supervisor.
- If you believe your job requires you to access web sites that may contain prohibited material, review the matter with your supervisor and be sure that you agree on the scope of your Internet use.

Does the policy apply for use of my account outside normal working hours (e.g. on weekends, in the evening, or during my lunch hour)?

- Yes. The policy applies for all use of your Internet account, at all times.

Can I get a detailed report of my Internet account activity?

- In most cases, no. Detailed reports will not be produced unless there is sufficient justification, as determined by your department head or other Town of Macedon authority. Your supervisor may be able to get a report of your Internet account activity in certain circumstances, and you should discuss the matter with your supervisor if you believe a report is necessary.

I think someone else is using my Internet account. What should I do?

- Change your password. You can change your password by contacting the Network Administrator through your supervisor.

After I change my password, are there other security measures I need to take?

- Yes. You should remember to change your password regularly, perhaps every 60 to 90 days. Also, you should not leave your computer unattended if you have logged on to the Internet. To "log off" your Internet account, simply shut down your browser and logout of the terminal in use.

I let other people in my department use my Internet account. Is this allowed?

- No. Sharing your Internet account is not permitted. You are responsible for all use (and misuse) of the account registered in your name. If you let others use your account in the past, immediately change your password, and do not share your password in the future.