



# POLICY AND PROCEDURE

# NO.321

## E-Mail Policy

Date Issued September 12, 2002	Date Effective September 12, 2002	Revision No.	No. of pages 1
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It shall be the policy of the Worcester Police Department that each officer shall, during his or her tour of duty, log into the Department's computer system and shall check their E-Mail account, open and read all communications received and respond if required.

All updates to departmental policies and procedures, along with court notifications may be disseminated through E-Mail. It shall be the duty and responsibility of each officer to keep him/herself apprised of changes in departmental policy or procedures by checking E-Mail for their update and changes, court notifications, or any other departmental communications. This does not preclude other existing methods of communication or notification.

It is the duty and responsibility of each officer not familiar with the use of the E-Mail account to contact his/her immediate supervisor to be trained in the use of their E-Mail account.

Each Unit Commander will continue to maintain and update the hard copy of the policy and procedure book within their command.

Per:

*James M. Gallagher*  
Chief of Police

JMG:GJG:km