



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: USE OF PUBLIC PROPERTY

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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INDEX AS: Email Usage
Equipment, Materials, or Property
Internet Usage
Facsimile Equipment
Photocopier Equipment
Public Property
Telephone Usage

PURPOSE: The purpose of this Policy & Procedure is to define the parameters within which the Sturgeon Bay Police Department employees may use public property, including the internet and email, in executing business activities.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITIONS
- II. EQUIPMENT, MATERIALS, OR PROPERTY
- III. TELEPHONE
- IV. PHOTOCOPYING & FACSIMILE EQUIPMENT
- V. INTERNET USAGE
- VI. EMAIL USAGE

I. DEFINITIONS

- A. City: refers to the City of Sturgeon Bay, which includes the Sturgeon Bay Police Department.
- B. Email: refers to an electronic mail system that creates, stores, and forwards information using telecommunication links between computer terminals, work stations, servers, or personal computers.

II. EQUIPMENT, MATERIALS, OR PROPERTY

- A. No employee shall request or permit the use of City owned equipment, materials, or property for personal use, convenience, or profit except when such services are available to the public generally.
- B. Employees shall be responsible for proper operation, care, and conservation of City equipment, tools, and supplies. City equipment and supplies shall not be used for unauthorized purposes. Employees shall promptly report accidents, breakdowns, malfunctions, or thefts of any equipment so that necessary repairs or investigations may be made. An explanation of these procedures may be obtained from a supervisor.

III. TELEPHONE

- A. Telephone lines are provided for official City business only and are not to be used for personal business, except in the case of an emergency or specific personal business that cannot be conducted during non-working hours. Work duties shall take precedence over personal matters. Employees shall reimburse the City for any toll charges incurred for personal calls.
- B. Any employee found to be abusing telephone privileges shall be subject to disciplinary action.

IV. PHOTOCOPYING AND FACSIMILE EQUIPMENT

- A. Generally City photocopying and facsimile equipment shall be used only for City related business.
- B. Photocopying of a personal nature may be done, but reimbursement must be made to the Administrative Assistant at 5 cents a copy or 2 1/2 cents if you supply your own paper.
- C. Personal facsimile messages may be sent or received if it does not interfere with regular business. Personal facsimile messages received will be reimbursed to the City at 5 cents per page and any long distance fees will be reimbursed to City for personal use.

V. INTERNET USAGE

- A. It is the policy of the City of Sturgeon Bay to provide Internet services for City employees to enhance their professional activities, improve public communication, and provide superior customer service; refer to Policy & Procedures 1.18, 1.20, and 1.21 for policy governing these services.

VI. EMAIL USAGE

- A. It is the policy of the City of Sturgeon Bay to provide email for employees as a communication tool in order to conduct City business, also refer to Policy & Procedures 1.18, 1.20, and 1.21.

Arleigh R. Porter
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 12/01/2015