

CHAPTER XIII Computer Operations
SUBJECT 4 Use of City of Cincinnati Internet and Electronic Mail System
TOPIC 1

POLICY

- A. The use of the City of Cincinnati's electronic mail system is a privilege.
1. It an inherent responsibility, on the part of the user, to exercise responsibility and self-discipline in developing and disseminating the content of any electronic mail.
 2. Users must ensure that the content of any e-mail message is not construed as being discriminatory, insulting, disruptive, offensive or harmful to employee morale.
 3. Individual e-mail will be governed by the same rules, in regard to chain of command, as other departmental correspondence. Members should exercise caution when copying e-mail correspondence to other members who are above them in the chain of command.
- B. The City of Cincinnati respects the individual privacy of its employees. Employee privacy **DOES NOT** extend to the employee's work related use of government owned equipment and supplies. This includes the components that permit City employees to utilize the e-mail system.
- C. The City's e-mail network is the property of the City of Cincinnati and is under the control of City and Fire Department management.
1. This includes the contents of all e-mail messages, which are subject to management review at anytime, for any reason, without prior consent.
 2. Management has the right to revoke the e-mail privileges of any individual for any reason.
- D. The Fire Department will conduct random audits of the e-mail accounts of its employees, and also monitor the types of messages sent to individuals both inside and outside of the organization.

1. Any e-mail sent from non-city owned equipment, into any city owned computer system or other City owned property will be considered City/Fire Department property.
 2. Individuals sending messages in violation of the City of Cincinnati's Policies and Procedures Section 9.1 (Internet Access and Electronic Mail Policy) from outside sources into the City e-mail system will also be subject to the disciplinary process.
- E. Third party wireless service (Wi-Fi) is permitted in firehouses, but at no point should any city computer and/or property be connected to it. These services are only to be used by members on their personal devices.
1. Any unauthorized alteration to city owned property will result in disciplinary action.
- F. No personal computers will be connected to City of Cincinnati owned equipment or connections.
- G. Personal computers and other devices utilizing a wireless connection on city property must be used in accordance with established city and fire department internet use policies. The viewing of inappropriate materials on personal computers while on city property will be considered a violation of this general order and will result in disciplinary action.
- H. No individual has the authority to send group e-mail to Fire Department members or portions of our membership, using Fire Department/City of Cincinnati equipment.
1. Any group e-mails transmitted over the City's network will be prohibited, unless prior authorization is obtained from the Assistant Chief of the Human Resources Division.

2. Any message intended to have a wide distribution, such as the entire Fire Department or the entire membership of a certain organization, the message must be forwarded to the Assistant Chief of the Human Resources Division for consideration.
- I. The Fire Department Staff will not censor the messages of requestors of “groupsend” messages. They will simply inform the requestor of whether or not the message is appropriate or inappropriate for transmission.
1. If the message meets the approval of the Fire Department Staff, the message will be forwarded to the intended audience via the Assistant Chief of the Human Resources Division or the Fire Chief.
 2. No other person will have the authority to send group e-mail unless authorized by either of these individuals.
 3. When one of these messages is received, members are cautioned that replying to the message by using the reply to all option will be considered as sending a non-authorized group e-mail. This action will expose the person who is sending the response to disciplinary action. Responses to group e-mail should be limited to one individual.
- J. Violation of this procedure will result in the following disciplinary actions: Departmental charges with progressive discipline, up to and including termination of City employment.
- K. Every January 1st and July 1st, Company Commanders and District Fire Chiefs will ensure that all personnel assigned to their respective companies and districts or work programs review this policy. They shall document that this review has taken place and that all personnel are in compliance with all applicable City of Cincinnati Administrative Regulations and Policies and Procedures.

- L. Chapter 9, section 9.1 of the City of Cincinnati Personnel Policies and Procedures, Internet Access and Electronic Mail Policy, will be considered as a part of this procedure.