

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 506.05
SUBJECT: TECHNOLOGY SERVICES	INITIAL EFFECTIVE DATE: 02/05/2001
TITLE: EMAIL USE BY EMPLOYEES	LAST REVISION DATE: 07/07/2021

### ADMINISTRATIVE DIRECTIVE:

The City of Denton (City) provides electronic mail (email) access to City employees to use in performing their duties with maximum efficiency. Email accessibility is not an individual entitlement, benefit, or privilege of employment. Email is a resource made available to employees to efficiently communicate with individuals and to perform research beneficial to the missions and goals of the City. The unauthorized use of City email addresses for purposes unrelated to City business is not only a productivity issue but an impediment to the efficient use of the system for legitimate purposes. Therefore, the City has established a directive for the proper use, access, and disclosure of email messages created, sent, or received by employees using the City's email system.

### GENERAL GUIDELINES:

- The City maintains an email system that is provided and reserved to assist in conducting business at the City of Denton. The use of email for personal use is not allowed; however, employees may forward unsolicited personal emails received at the City to a personal email account.
- The email system is City property. Additionally, all messages composed, sent, or received on the email system are and remain the property of the City of Denton. Email messages are not the private property of any employee. There is no expectation of privacy for any messages composed, sent, received, or stored using the City's email system.
- The City reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the email system for any purpose upon concurrence of the City Manager and the City Attorney, or their respective designees. The contents of email, properly obtained for legitimate business purposes, may be disclosed within the City without the permission of the employee.
- The email system may not be used to solicit or persuade employees to engage in commercial ventures. Further, the electronic mail system may not be used for religious or political causes.
- The electronic mail system is not to be used to create any offensive or disruptive messages. Among those that are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, race, color, sex, gender, sexual orientation, gender identity, religious or political beliefs, national origin, or disability.

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

TITLE: E-MAIL USE BY EMPLOYEES	REFERENCE NUMBER: 506.05
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- The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, legally privileged information, or similar materials unless authorized by an attorney of the City Attorney's Office.
- Texas law requires that all employees protect the integrity of the City's confidential information and the confidentiality of others. The confidentiality of any message should not be assumed. Even when a message is erased, it may still be possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. Confidential information should never be transmitted or forwarded to others who are not authorized to have such information because they are not a party involved in the matter.
- Notwithstanding the City's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them.
- Employees shall not use a code, access a file, or retrieve any stored information in which they have not been authorized to have. Employees should not attempt to gain access to another employee's messages or send messages using another employee's identity. No employee shall permit another employee to "ghostwrite" emails.
- Any employee who discovers a violation of this directive shall notify their supervisor or the Human Resources Department immediately upon making such discovery.
- The use of electronic mail resulting in a violation of any City policies or directives is prohibited. Any employee who violates this directive or uses the electronic mail system for improper purposes may be subject to corrective action, including the dismissal of their employment. In addition, violations of this directive may be referred for criminal prosecution, where appropriate.
- Retention and deletion of email messages and attachments are governed by the applicable Records Retention schedules. All employees are required to follow the City's Records and Retention Standards.

All employees who use email shall certify that they have read and fully understand the contents of this directive.

**CITY OF DENTON**  
**EMAIL USE**  
**Acknowledgment**

As an employee of the City of Denton, I, \_\_\_\_\_, recognize and understand all official business and correspondence related to my duties as an employee must be sent and received using the City's email system. I will not use any other email address to conduct official City business. The City's email systems are to be used for conducting the City's business only. I understand the use of the email system for private purposes is strictly prohibited except for forwarding unsolicited personal emails received at my City address to my personal email account. I understand I must also forward to my City email account any emails, text messages, images, or other electronic correspondence related to official City business received by me from any account other than my City email account. I will not forward, publish, or otherwise disclose any confidential City correspondence or confidential information to any outside email account, platform, or individual. Correspondence and information sharing within the scope of my position will be sent to others in my workgroup by using my City email address. Any request for documents, copies of emails, or copies of any other information from any individual not in my workgroup, organization, media entity, or business for City-related information in my possession or that I am authorized to access will be immediately sent to the City Secretary's Office for processing per the Texas Public Information Act. I will not respond to such requests on my own. Further, I agree not to access a file, delete, destroy, or retrieve any stored communication other than where authorized. I understand any email messages I send will not be sent anonymously, using another employee's identity without permission.

I am aware the City reserves and will exercise the right to review, audit, intercept, access, and disclose all matters on the City's email systems at any time, with or without employee notice, and such access may occur during or after working hours. I am aware use of a City of Denton-provided password or code does not restrict the City's right to access electronic communications. I am aware violations of this directive may subject me to corrective action, including and up to the dismissal of my employment.

I authorize I have read and understood the City's directive 506.05: EMAIL USE. I authorize I have read, understand, and will follow all provisions in this notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Date Signed

**PLEASE RETURN TO:**  
**CITY OF DENTON HUMAN RESOURCES DEPARTMENT**