

# Chevy Chase Village Police Department

## General Order

**Subject:** COMMUNICATIONS SYSTEMS

**CALEA:**

- New
- Amended
- **Rescinds 7 - 2**

**Approved:**  
Roy A. Gordon  
Chief of Police

**Effective:**  
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### **I. POLICY**

It is the policy of the Chevy Chase Village Police Department that various communications systems provided by the Village be used for official business only.

### **II. GENERAL**

- A. Various “communications systems” may be utilized by or provided to Village employees for the mutual benefit of both the employee and the Village. These systems include both contemporaneous and pre-recorded communications; some of which are:
1. Telephones and tele-facsimilie (fax) devices;
  2. Electronic mail (e-mail) systems;
  3. Voice and video recorders and players, to include video surveillance systems;
  4. Radio and paging systems;
  5. Bulletin boards;
  6. Places where documents, paper mail, and messages are posted or stored.

- B. Ordinarily, employees should not access communications intended solely for another employee or person unless requested to do so by the intended recipient, or directed to do so by a supervisor. All communications shall be in English, unless the other party does not speak or read the language. No encryption programs shall be used without the approval of the Chief.

### **III. SOME PROHIBITIONS**

- A. *Inappropriate Use.* Except when incidental to an investigation or as a part of an official inquiry/response or report, communications systems shall never be used:
  - 1. To threaten or intimidate another person;
  - 2. To send images that contain nudity, or to send images or words of a prurient or sexually suggestive nature, even if the recipient has consented to or requested such material; or
  - 3. To send jokes or comments that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance or agility, mental or physical disability or occupation.
- B. *Secrecy.* Classified, confidential, sensitive, propriety or private information or data must not be disseminated to unauthorized persons or organizations.

### **IV. MANAGEMENT RIGHTS**

- A. Employees are advised that they do not have a reasonable expectation of privacy when they use a computer or communications system that is Village-authorized or is provided for the mutual benefit of the employee and the Village. Management has the right to monitor telephone conversations, to read messages to and from employees, to inspect mail or documents sent to or by employees, including the deciphering of encrypted text and the removal or inspection of software installed by employees on Village-provided computers.
- B. Management may also access, without notice, data or text caches, pager memory banks, e-mail and voice-mail messages or accounts, and other Village –provided electronic storage systems. Management does not need to obtain prior judicial approval, and the employee’s continued employment waives any claims the employee may have for an infringement of privacy.