

**Section 8: Communication**  
**Subject: Staff Computer Access**  
**Minimum Standard:**  
**Revised:**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

**POLICY**

All employees of the Erie County Jail who, while in the performance of their duties, use a computer (including those privately owned or owned by an entity other than this agency) or any computer related equipment shall do so for official agency use only. All other uses are hereby prohibited. The sole purpose of the Erie County E-mail Service is to allow a flow of work related communication between staff. Corrections Staff are required to check their E-Mail on a daily basis.

**PROCEDURE**

- A. Prohibited uses of computers, computer related equipment, Internet, Electronic Mail, and Online Services include the following:
  1. Operating a business for personal gain.
  2. Sending chain letters.
  3. Sending, receiving or storing communications that contain offensive or harassing statements, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs.
  4. Sending, receiving, or storing communications that contain incendiary statements that might incite violence or describe or promote the use of weapons or devices associated with terrorist activities.
  5. Sending, receiving, or storing data for, or using a computer for recreational purposes,
  6. Sending, receiving, storing or disseminating sexually oriented messages, materials or images.
  7. Sending, receiving, storing, downloading, disseminating, or printing copyrighted materials (including articles and software) in violation of copyright laws.
  8. Any activity not directly related to this agency's operation
- B. The above prohibitions do not apply to any data or images sent, received, stored or disseminated in conjunction with a criminal investigation being conducted by this agency or by a law enforcement agency with which this agency is cooperating with or aiding in a criminal investigation.
- C. Agency employees shall not use an account (Internet, electronic mail, information service, or bulletin board system), electronic mail address, or signature line other than their own.
- D. Access to Erie County funded Internet service is restricted to agency personnel only. Agency personnel are prohibited from authorizing, allowing, or assisting others in gaining access to the county Internet service.
- E. All Erie County Jail staff members are required to maintain a properly functioning E-Mail system.
  1. Jail administration will establish an E-Mail account
  2. Jail Staff is responsible to contact the Erie County I.T. Department in the event of a malfunctioning or nonfunctioning account.
  3. Staff is responsible to check their E-mail messages on a daily basis.