



DEPARTMENT NOTICE

24-090

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Update to Pop-up Network Acceptable Use Statement on Workstations and Phones

(Update to DN 23-059)

All SFPD members, sworn and professional staff, must acknowledge the acceptable use policy each time they access an SFPD workstation and work issued cell phone. This acceptance is an agreement to follow all department policies when using SFPD equipment. The modified policy statement will be reflected on your devices on May 21, 2024. The policy is also stated below.

Members may use Department owned and issued equipment, including computer equipment, smart phones, laptops, or any other electronic devices, for work related purposes only. No member shall use access to e-mail, the Internet, or any computer program for any purpose other than those reasonably necessary for the performance of their work assignment. (Penal Code § 502).

Members are specifically prohibited from using e-mail, texting, social media, or Internet accounts to access information reasonably considered offensive or disruptive to any member. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would reasonably offend someone based on age, race, sexual orientation, religious or political beliefs, national origins, or disability.

Emails, texts, documents and all other content on City-owned computers and smart phones are not private. Per Department policies and procedures, the Department may monitor, record, access, retrieve, or delete any information, including websites that a member viewed, created, stored, received, or sent over the Department's computers, smart phones, internet links or email systems for any reason with or without cause or notice at any time and without the member's permission.

[REDACTED]

[REDACTED]

[REDACTED]

The use of any CLETS provided or CJIS derived information for other than official business and/or official law enforcement purposes, may be a violation of Penal Code Sections § 502, §11105, §11140-§11143, §13301-§13304 and California Vehicle Code Section §1808.45-47 and may result with the employing agency seeking dismissal and/or prosecution of the employee.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.