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	CARGO/INDUSTRIAL REAL ESTATE
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	CONTRACTS & PURCHASING
	DEBT & TREASURY MANAGEMENT
	EMERGENCY MANAGEMENT

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

January 30, 2019

To	From
	ENGINEERING
	ENVIRONMENTAL MANAGEMENT
	FINANCIAL MANAGEMENT
	GOODS MOVEMENT
	GRAPHICS
	HUMAN RESOURCES
	INFORMATION TECHNOLOGY
	LABOR REL & WORKFORCE DEV
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	MEDIA RELATIONS
	PLANNING & STRATEGY
	PORT PILOTS
XX	PORT POLICE X
	RISK MANAGEMENT
	TRADE DEVELOPMENT
	WATERFRONT/COMM REAL ESTATE
	WHARFINGERS

SPECIAL ORDER 19-01

TO: All Port Police Personnel

SUBJECT: Modification to Policy 212 Electronic Mail, Voicemail, and InTime Scheduling Program

Effective immediately, revised Policy 212 shall be implemented. Policy 212 has been revised to provide direction regarding voicemail storage for individual phone extensions and department issued cell phones.

All staff are directed to read and be familiar with the attached policy, which will be incorporated into the Policy Manual at its next publication.



THOMAS E. GAZSI
Chief of Police

TEG:GPC:cr

Electronic Mail, Voicemail, and InTime Scheduling Program

212.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (email) system by employees of this department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

212.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Department. Therefore, the email system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the Department's email system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

212.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Chief of Police or a Division Commander. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. Employees using shared computers are to log off of it when they are finished using it. This added security measure would minimize the misuse of an individual's email, name and/or password by others.

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212.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

212.5 REQUIREMENT TO CHECK EMAIL

All Port Police employees except employees that do not have access to a computer are required to periodically check his/her individual email account. At a minimum email shall be checked once within the first two hours of a work period and once within the last two hours of a work period. An appropriate response should be made to an email within 48 hours of receipt.

212.6 REQUIREMENT TO CHECK VOICEMAIL

All Port Police employees that have been provided with an individual phone extension or a department issued cell phone are required to check these phone lines for voicemail messages at least once during each work period. An appropriate response should be made to a voicemail message within 48 hours of receipt. Employees with department issued cell phones should ensure that the voicemail storage is not filled to capacity, and that the phone is able to receive messages at all times. Employees are to ensure that their voicemail greeting is professional sounding.

212.7 EMPLOYEE RESPONSIBILITIES REGARDING THE INTIME SCHEDULING PROGRAM

Each sworn employee is responsible for accessing and monitoring his/her individual schedule in the InTime program through the Employee Self Serve (ESS) portal. Every sworn employee lieutenant and below shall check his/her work schedule and notifications each work day to look for additions, changes, updates, or any notes. Since the system is designed to display court subpoenas, and changes to those issued subpoenas, it is imperative the InTime program is monitored by every sworn employee. Additional direction regarding subpoenas is in Policy 348.

The Employee Self Serve (ESS/MyTime) portal is available via a secured internet connection on a 24/7 basis. While accessing the portal on work days is required, accessing the portal on non-work days is not required. Should an employee wish to check his/her notifications or the InTime ESS/MyTime Portal outside their normal work hours (off-duty), they are only permitted to do so up to a maximum of five (5) minutes in a 24 hour period. The department wants to ensure that such time spent is "de minimis", and as such, non-compensable.

212.8 OTHER CONTROLLING DOCUMENTS

Additional direction regarding Electronic Mail is provided in City and Harbor Department documents including City policy ITPC-003 and the Harbor Department Administrative Manual section 8.9. See Policy Manual Section 106.7 regarding hierarchy of controlling documents.