1002 Electronic Mail (Email) Communications

1002.2 EMAIL PROCEDURES
(a) Employees will check email on a regular basis to ensure timely acknowledgment of information.
   1. Employees who are scheduled to be out of the office for more than four (4) work days should use the "Out of Office" reply feature in Outlook to indicate their expected return to work date and alternative contact information such as a coworker or supervisor.
(b) Department employees are encouraged to use email for, but are not limited to:
   1. Routine messages, announcements, notices, or other information that previously would have been disseminated by memorandum through the chain-of-command or by inter-department mail.
      (a) Routine internal group messages shall contain a uniform subject line to allow users to efficiently manage their email inbox. Examples include:
         1. Overtime requests shall be "Overtime: [additional information].
         2. BOLOs shall be "BOLO: [additional information].
         3. General informative Department news or announcements shall be "APD News: [additional information].
   2. Any message currently being sent by facsimile, telephone, or a paging system.
   3. Drafts of reports, projects, or proposals.
   4. Certain non-confidential Department documents such as job vacancies, Department memoranda, or Special Orders.