

**WESTMINSTER POLICE DEPARTMENT
MEMORANDUM**

TO: Patrol personnel
Dispatch personnel

FROM: Deputy Chief Tim Carlson
Deputy Chief Mike Cressman

SUBJECT: Electronic messaging

DATE: April 16th, 2009

Through a recent random audit of electronic messages it has been discovered that there are some patrol employees who are sending inappropriate, offensive, and unprofessional messages using the messaging system on I-leads. Messages include derogatory statements about other employees, messages containing sexually offensive comments, messages suggesting unprofessional behavior, and profanity.

I am very disappointed in these people who have engaged in this conduct. I am proud of our department and the professionalism we try to instill. These activities fly in the face of what our organization stands for and will not be tolerated. Those individuals who have been identified will be facing discipline.

This audit was random and rather small in scale yet turned up a long list of inappropriate messages.

This memo is intended to serve as a blanket reminder to all employees of the appropriate use of city messaging systems to include I-leads messaging, e-mail messaging, or any other electronic system provided by the city for your use. The city's personnel policy is very clear on what is appropriate and what is not. Please refer to Administrative Memo 2007-04, "Electronic Media Access and Acceptable use Policy" for further guidance. This can be found attached to the personal policy on the intranet.

For those of you who use these systems correctly and professionally, I am sorry you have to once again sit through this warning. For those of you who cannot or will not follow the appropriate use policy, discipline may be in your future.

Everything you do and send as a message is discoverable, whether it is on I-Leads, Outlook, Facebook or various other electronic mediums. If you would not want your mother reading it, if you would not want to be on a witness stand reading a transcript of what you sent, or, if you would not want it being read by a news anchor at 5 p.m., then do not send it.

We will be doing regular and continuing audits on messages sent and received from this point forward. Be professional. Be mature. Think before you hit the send button. Thanks for your attention to this very important topic.