

November 8, 2002

DEPARTMENT MEMORANDUM NO. 02-28

SUBJECT: Use of Department E-Mail

Effective immediately, all department members will cease using the department's Electronic Mail (E-Mail) system to sell, advertise, or make requests for any items. Procedural Instruction 01-08, Annex B, Section III, A, states: "The department's e-mail system generally should be used for official use only. Incidental personal use is permissible as long as it does not interfere with productivity or preempt official use."

Recently, individuals have been using the e-mail system to inappropriately sell or request tickets, etc. Department members are encouraged to use the department's Bulletin Board, which is available through our internal network. The department Bulletin Board can be accessed at <http://internal.kcpd.org>.

The Bulletin Board is provided for the use of Kansas City, Missouri Police Department Personnel. The intent of this Bulletin Board is to publish "general information" and "for sale" postings that would otherwise clutter up the mail services provided. This Bulletin Board requires a name be input to post a message. All "Anonymous" postings, messages using someone else's name, profane language or malicious content will be deleted. The administrator of this site reserves the right to delete or edit messages.

Richard D. Easley
Chief of Police

DISTRIBUTION: All Department Elements
Post on all bulletin boards for two weeks.