

Memorandum

Date: November 20, 2017
To: All Sheriff's Employees
From: Undersheriff Melekian
Subject: Use of Department Computers/Electronic Devices



Sheriff's Bulletin: 17-9

This Sheriff's Bulletin is being disseminated as a reminder of our policies involving the purpose and scope of the Sheriff's Office email system (Lexipol 212), Department technology use (Lexipol 342), mobile digital computer use (Lexipol 448), and personal communication devices (Lexipol 702).

Each of these policies have specific guidelines relating to the specific topic addressed by the policy, but they all share two core concepts:

1. When using a department owned device, computer, or technology the employee has no expectation of privacy.
2. Use of a department owned device, computer, or technology shall be limited to work related activities (unless otherwise authorized per policy).

All Sheriff's Employees are required to familiarize themselves with the above noted policies. Should you have any questions regarding the applicability of these policies, you should consult with your immediate supervisor.

A handwritten signature in cursive script that reads "Bernard Melekian".

BERNARD MELEKIAN
Undersheriff