

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

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OFFICE REGULATIONS: E-MAIL CORRESPONDENCE

All Department e-mail correspondence shall be in accordance with the Office of Information Technology’s “[Responsible Use of Information Technology Resources](#)” policy, which is the County standard. Members are reminded that e-mail correspondence is not exempt from Freedom of Information Act (FOIA) requests.

A. General Guidelines.

In order to ensure consistency and to reduce the number of e-mails distributed on a daily basis, the following procedures should be followed:

1. Daily/weekly/monthly schedules will be maintained on the “W” drive, under the files “Schedules.” This file will contain a separate folder for each Division or Unit to store the most recent schedules and should not expand beyond a one-year history. The member responsible for dissemination of a unit’s schedule shall determine who should receive the schedule and develop a distribution list accordingly. The folder name should include the name of the member responsible for creation of the distribution list. Anyone who may wish to be included on a particular distribution list should contact the creator to be included.
2. Telephone outages should be directed to those affected members and should not be distributed Department-wide as a matter of routine.
3. Officer safety messages, crime analysis bulletins, and intelligence reports will be distributed Department-wide.
4. Those approved to work off-duty details should make a request to ITMB be placed on the off-duty detail distribution list for the district where you are approved to work details. Detail openings, or any other matter pertaining to details, will be disseminated to the Off-Duty Detail email distribution list for the specific district(s) you wish to communicate with on the County email system. Such notices should not be distributed Department-wide.
5. Information pertaining to the illness of a Department member or the death or illness of a family member will be left to the discretion of the affected employee’s supervisor. Such messages should not be sent unless the affected member has authorized or requested the supervisor to do so. In addition, barring extenuating circumstances, the notifications should only be sent if they pertain to an immediate family member.
6. Birth announcements may be distributed, with the affected member’s authorization, to ensure notification to the Employee Advisory Council.

7. If signatures are formatted to email, they should contain appropriate business contact information, such as title/rank, name, job assignment, office address, office phone, and cell phone. Patterned backgrounds, personal quotes, and graphics (other than those listed in section A-8) are not appropriate for business purposes. Selected font style should be clearly legible, with a size of 10 or 12 for ease of reading.
8. In an effort to promote the official internet sites of the Police Department, graphic(s) that are associated with the hyperlinks of the official Police Department website and/or official Police Department social media pages (e.g. Facebook©, Twitter©) are approved for use in work email signatures. Hyperlink graphics should be discreet in size and uniform with the format utilized by the Office of the Chief email signature.
9. When attachments are included, members should consider the file size of the attachment. Large-sized attachments slow down the time it takes to load the email for display.

B. Rundowns.

1. Patrol Rundowns are to be sent to the Police-Rundowns email distribution list ONLY, as this list has been properly vetted to include only authorized Department members, select members of the Fire Marshal's Office and certain members of the Commonwealth's Attorney's Office.
2. Any incident where there may be a question as to the Department's liability or those which may result in heightened community interest, such as a crime trend or Specialty Unit call-out, should be communicated. Incidents that might elicit inquiries to the Chief's Office, County Executive, or Board of County Supervisors should be reported, to include large responses of police vehicles and calls at public schools.
3. Pre-existing injuries do not have to be mentioned, absent unusual circumstances, such as a bio-hazard exposure.
4. Incidents referenced in rundowns should include the type of incident, location, a brief summary of the incident, and any call-outs. If applicable, any notifications should be listed.
5. The daily shift rundowns contain valuable information which can assist other members of the Department, as such any victim or arrest information should include full name (regardless of age), address, date of birth, charges, court date, and bond information. The arrest of any County employee or other law enforcement officer should be reported.
6. Euthanization of wildlife by firearms should be relayed in the rundown to satisfy reporting requirements.
7. Attended deaths by natural causes, where a doctor will sign the death certificate, need not be reported.

8. Any motor vehicle crash involving a County owned vehicle should be communicated; if not a member of the Department, the agency and job assignment should be related.
9. Patrol Rundowns.
 - a. Patrol rundowns should only be sent when there is information that needs to be disseminated. Routine shifts do not need to be documented as such.
 - b. The patrol supervisor shall determine if relevant information exists to be placed in a rundown.
10. Specialty Unit Rundowns.
 - a. Specialty Units that conduct independent activities are required to disseminate an individual rundown.
 - b. These rundowns provide pertinent and timely information that is relevant to the Department's mission of promoting traffic safety, detecting criminal activity, and preventing crime.
11. Supervisors are encouraged to mention excellent work by members.

C. Service

1. Specific questions or problems with the e-mail system may be directed to the Help Desk at extension 7447 or emailed to Police-ITMB.