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| Wintergreen Fire and Rescue Standard Administrative Policy | |
| Subject: | Email |
| Reference Number: | Adm 04-008 |
| Effective Date: | 24-Jan-05 |
| Last Revision Date: | N/A |
| Signature of Approval | Curtis Sheets, Chief |

Purpose:

To establish a policy for the use of email.

Policy:

Wintergreen Fire and Rescue will establish an email account for each employee if he/she does not already have one or wishes not to establish an account with one of the free services online.

Employees are required to have an email account due to the amount of operational business conducted via email.

Employees are required to check their email account at least once per shift.

Employees shall not give out another employee's email account without the permission of said employee.