



LOS ANGELES SCHOOL POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



TITLE: Electronic Mail

NUMBER: SOP 19-002

ISSUER: Office of the Chief of Police *Steven B. Spurgeon*

DATE: March 5, 2019

ROUTING
All Department Employees

PURPOSE: To establish mandates as it pertains to the Los Angeles School Police Department's Electronic Mail Systems.

MAJOR CHANGES: This Standard Operating Procedure replaces Los Angeles School Police Department (LASPD) Policy Section 12-008 and updates Lexipol Policy 205.

INSTRUCTIONS: Electronic mail systems shall be utilized to assist personnel in improving and facilitating Department communications. This system is essential to the exchange of both routine and critical information. The use of the Department's electronic mail system shall follow the same guidelines as identified in the District's Acceptable Use Policy, BUL - 999.5, dated May 1, 2012, as it pertains to the use being "in support of District business." The Department's Technology Unit is responsible for the overall operation of the email system.

Department personnel will be provided with a Department email account and shall access their Department email account once during their regular work shift to review Department correspondence and respond if required, obtain information or to follow any directives. A regular work shift refers to personnel regular work assignment and work hours. Email can be accessed by a Department issued laptop / MDC, a desktop in any LASPD report writing workspace or any LAUSD desktop. In addition, personnel issued a Department cellular phone shall use this device to access their email. Personnel attending off-site training will be exempt from the required daily accessing of email accounts while on training status. Opening of Department email shall serve as acknowledgement of delivery and act as an official receipt.

RELATED RESOURCES: LEXIPOL Policy Section 205
LAUSD Bulletin – BUL-999.5 Acceptable Use Policy (AUP) for District Computer Systems

ASSISTANCE: If you have additional questions, contact the Office of the Chief of Police (213) 202-4508