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Board of Selectmen

Policy Statement

2016-08-22

Electronic Communications Policy for Elected Officials and Members of Boards and Commissions

The Town of Provincetown has adopted a comprehensive Electronic Communications and Computer Usage Policy, found in Chapter 13 of the Town's Personnel Regulations for town employees.

This Policy 2016-08-22 supplements Chapter 13, and provides guidelines relative to use of e-mail by elected officials and members of town board and commissions. Reference should be made to Chapter 13 of the Personnel Regulations, whenever further explanation is needed.

Questions about this policy may be directed to the Board of Selectmen.

Policy:

It is the policy of the Town that all elected/appointed officials who have been assigned a "provincetown-ma.gov" e-mail address for official use, **must** in fact use that e-mail address for all Town business-related e-mail communications. For those elected/appointed officials who have not been assigned a "provincetown-ma.gov" e-mail address, all Town business-related e-mail **must** be copied to a staff person assigned to assist the official/board/committee/commission, or other board/committee/commission liaison, so that all e-mail sent or received by an elected/appointed official is able to be captured and archived through the Town of Provincetown's computer systems by the Systems Administrator. Furthermore, antivirus software must be used when communicating through personal e-mail accounts for Town business-related e-mail communications.

This vote of the Board of Selectmen constitutes policy that takes effect with the date of the vote, August 22, 2016.

Adopted: August 22, 2016

In favor: Raphael Richter, Erik Yingling, Tom Donegan, Cheryl Andrews, and Robert Anthony

Opposed: None