



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 01.120-DIR  
Date: August 1, 2012  
Page: 1 of 3**

**BOARD DIRECTIVE**

---

**SUBJECT: LOUISIANA BOARD OF PARDONS & PAROLE ELECTRONIC  
MAIL (E-MAIL)**

**PURPOSE:** The purpose of this directive is to establish guidelines for the administrative processes for electronic mail for members of the Louisiana Board of Pardons and Committee on Parole (Board) who use any Department of Public Safety & Corrections (DPS&C) information resources.

**AUTHORITY:** LAC, Title 22, Part V and Part XI

**DIRECTIVE:** The Board requires utilization of electronic message (E-mail) in accordance with State law and ethical considerations.

Information resources are strategic assets of the State of Louisiana that must be managed as valuable state resources. Thus, this directive is established to achieve the following:

- To ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources;
- To create prudent and acceptable practices regarding the use of E-mail; and
- To educate individuals using E-mail with respect to their responsibilities associated with such use.

**DEFINITIONS:** For purposes of this directive, the following definitions will apply:

Electronic mail system - refers to any computer software application that allows electronic mail to be communicated from one computing system to another.

Electronic mail (E-mail) - any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic mail system.

Information Resources - any and all computer printouts, online display devices, and all computer-related activities involving any device capable of receiving E-mail, browsing Websites, or otherwise capable of receiving, storing, managing, or transmitting electronic data,

including but not limited to, mainframes, servers, personal computers, notebook or laptop computers, hand-held computers, telecommunication resources, telephones, fax machines and printers. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

**PROCEDURE:**

E-mail and the messages sent via DPS&C electronic mail systems are considered the same as all other office equipment and work produced. They are the property of the DPS&C, whose management maintains the right to access. All user activity on DPS&C information resources assets is subject to logging and review. There is no expectation of privacy in E-mail.

**I. Utilization**

- A. E-mails are to be used to conduct State business. When using E-mail for these purposes, the messages should be directed to the specific users who have an interest in or need to know the information.
- B. E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the Board unless appropriately authorized (explicitly or implicitly) to do so.
- C. Individuals shall not send, forward, or request to receive confidential or sensitive Board or DPS&C information through non-DPS&C accounts. Examples of non-DPS&C E-mail accounts include, but are not limited to, Hotmail, Yahoo mail, AOL mail, and E-mail provided by other Internet Service Providers (ISPs).

**II. Prohibited Activities**

- A. The following activities are prohibited:
  - 1. Sending E-mail that is intimidating or harassing;
  - 2. Using E-mail to transmit or receive material that may be offensive, indecent, or obscene;
  - 3. Use of E-mail for personal benefit or non-Board or non-DPS&C personal solicitations;

4. Sending E-mail for purposes of political lobbying or campaigning;
  5. Posing as anyone other than oneself when sending E-mail, except when authorized to send messages for another when serving in an administrative support role; and
  6. The use of unauthorized E-mail software;
  7. Sending or forwarding chain letters; and
  8. Sending unsolicited messages to large groups except as required to conduct Board business.
- B. All E-mail activities and Internet sites accessed as a result of using E-mail must comply with DPS&C Regulation A-05-07, "Internet, E-Mail, and Web-Mail Usage and Access".

**SHERYL M. RANATZA, CHAIRMAN**

*\*Signature on file*