

# Fauquier County Department of Fire Rescue

## **OPERATING PROCEDURE**

No. 123



## **Receipt of Email**

Effective Date: July 1, 2010  
Revision Date: January 30, 2018

Page 1 of 1  
Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

A handwritten signature in black ink, appearing to read 'Darren L. Stevens', is written over the printed name.

### **PURPOSE**

To establish guidelines and expectations for personnel to review county email on a regular basis as it necessary to receive current information in order to perform duties in the most efficient manner.

### **SCOPE**

This regulation pertains to all Fauquier County Department of Fire, Rescue and Emergency Management personnel (operational and administrative).

### **I. POLICY**

- A. Since it is necessary for all personnel to remain informed about operational and administrative matters within the department, as well as county government in general, all personnel, when on duty, will check their county e-mail at a minimum no later than 2 hours after coming on duty each morning and again after 1600 hours each afternoon.
- B. All personnel of the rank of lieutenant or above, while on duty, will check their county e-mail no later than 2 hours after coming on duty each morning, mid-day and after 1600 hours daily. It is recommended for personnel of the rank of lieutenant or above to check for county emails during normal days off to maintain a strong situational awareness of department business.
- C. In the event that personnel have email forwarded to a personal account, they must still log into their county email account a minimum of once every two weeks.