



<i>Wintergreen Fire and Rescue Standard Administrative Policy</i>	
Subject:	Email
Reference Number:	ADM 01-004
Effective Date:	24-Jan-05
Last Revision Date:	20-Oct-20
Signature of Approval	Curtis Sheets, Chief

Purpose:

To establish a policy for the use of e-mail.

Policy:

Most operational and administrative bulletins are released via email. Each employee shall have or create a personal email address. An email address will be provided, if needed.

Employees are required to check their e-mail account at the beginning of each shift.