

## Use of Technology

**1. Purpose:**

- 1.1 The purpose of the policy is to provide guidelines for the use of current and future technologies and/or media with respect to the business of the International Association of women Police.

**2. Objectives:**

- 2.1 To outline the IAWP expectations and standard operating procedures for electronic communications.
- 2.2 To place an Internet Advisory Committee to oversee the duties of the IAWP Webmaster

**3. The content of the IAWP website shall include, but not be limited to:**

- 3.1 Educational purposes
- 3.2 Information, as it pertains to our organization and/or the criminal justice system
- 3.3 Membership recruitment
- 3.4 Support of women in law enforcement in accordance with the IAWP strategic plan

**4. Duties and Responsibilities of the President and Webmaster:**

- 4.1 The Webmaster shall be appointed by the President with the approval of the Board of Directors
- 4.2 The appointee must demonstrate the necessary knowledge, skills, abilities, and experience necessary to competently manage the IAWP website and the duties involved in the facilitation of effective and appropriate use of the website as described in the formal description of work.
- 4.3 The Webmaster shall ensure that information posted is current relevant, and not of a sensitive nature, **or** protected under IAWP policy or governmental regulations.
- 4.4 All information added to the IAWP web pages shall be routed through the Webmaster
- 4.5 The President may choose to refer significant technological issues or policy concerns to the Board of Directors for discussion

**5. The internet Advisory Committee:**

- 5.1 The Committee shall consist of members of the Board of Directors, and members of the association who have indicated a familiarization with

Internet and associated technologies, and shall be approved by the Board of Directors

5.2 The Webmaster shall Chair the Committee

5.3 The Webmaster shall compose IAWP information in consultation with the Committee and with the approval of the President and/or the Board of Directors

**6. Communications Guidelines:**

6.1 Board of Directors/Trustees and members shall use the IAWP website and other electronic communications in the context of IAWP or in the course of IAWP business with the full expectation that they may be audited in the event of emergency, for investigative purposes, or for quality assurance and the maintenance of professional standards as set out in the organizational mission, vision, and values

**7. Electronic Mail and/or Internet Service**

7.1 Expenses for E-mail or Internet service shall not be reimbursable, unless specifically approved by the Board of Directors and when the need can be demonstrated as exclusively for IAWP

7.2 E-mail and Web addresses shall be included wherever contact information is provide on Board Officers and where feasible on letterheads, correspondence, or other IAWP documents.

7.3 The use of the internet for any other commercial activities or practices such as harassment, invasion of privacy, or violating any policy or law is expressly prohibited

7.4 All Internet correspondence shall be professional, reflecting an ethical and business-like manner

7.5 E-mails shall be limited to material pertaining to IAWP business and/or other related law enforcement issues

***Amended April 20, 2013 - content.***