

Chapter: **Information Management**

Classification: **Public Document**

Subject: **Electronic Mail Use**

For: **Correctional Services Division**


Authorized by the Executive Director

Policy

- 1 Correctional Services staff may only use ICTS approved applications for sending and receiving electronic mail (email), for the purpose of communicating division business in accordance with
 - (a) [Manual 300, 4.2 Electronic Mail Policy, and](#)
 - (b) this policy

Activating and Disabling Accounts

- 2 Nova Scotia Government email accounts for new employees will be requested by the facility senior manager or Senior Probation Officer or designate, through the Information Communications and Technology Services (ICTS) portal within 2 days of appointment and prior to commencement of employment. Comments should be included to have the account also added to the work site printer server, shared drives, and the Justice-Corrections group. The form is found at: [ICTS Services](#)
- 3 Upon a Correctional Services employee termination or extended absence from employment, e.g., long term disability, the facility senior manager or Senior Probation Officer or designate, will immediately request the user's email account be disabled through Information Communications and Technology Services (ICTS) portal. The form is found at: [ICTS Services](#)
- 4 Upon a Correctional Services employee changing work location, the facility senior manager or Senior Probation Officer or designate, will immediately request this change be reflected in the users' government email account and that the date of the change be simultaneous with the employee's date of transfer. This form is found at: [ICTS Services](#)

Communication

- 5 Correctional Services staff will only utilize Nova Scotia Government email accounts to conduct departmental business.

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- 6 Justice-Corrections group messages require the approval of the Executive Director, Correctional Services or designate.
- 7 Just "Facility" or Just "Community Corrections office" group messages require the approval of the facility senior manager, Manager, Correctional Services or designate.

Government Email Logon

- 8 Employees are required to manage their email account during their daily shift, all email should be read and responded to in a timely manner.
- 9 All staff will log into their email account remotely through [ICTS Remote Access](#) when working outside their normally assigned work location.

Out of Office Notifications

- 10 To be courteous to those sending email communications to Correctional Services, it is recommended staff activate an Out of Office Message for absences of one business day or more.

Electronic Signature Line

- 11 Staff wishing to use an email signature will only display one of the following approved email signature lines

(a) Version One: Correctional Services' Crest

Department of Justice
Correctional Services



Name

Job Title

 Address of work location

 work number


 work email

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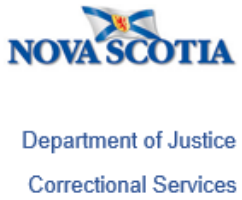
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(b) Version 2: Nova Scotia Flag

	NAME
	Position Title
	Address where you work
	Work number
	Work Email

12 Correctional Services approved signature lines will include the following privacy information in all three languages (English, Mi'kmaw, French).

This email contains privileges and/or confidential information and is intended for a specific individual and purpose. The information contained in this email is a private communication. If you are not the intended recipient(s), you are hereby notified that any disclosure, copying, distribution, or taking of any action in reference to the contents of the information contained herein is strictly prohibited. If you have received this communication in error, please notify us immediately and delete this message.

Ula Email wiaqtekl ta'n msnmekl aqq/kisna mu kisi-sku'tasinuk aqq kisitasik ukjit nek, pasik aqq tel-lukwek. Ula ta'n etek wiaqtek ula email na kimewo'kwemkewey. L'miaq kil peji wejkwakitmuksin ula, ki'l na nike' telimuksin ta'n pasik telamu'k seya'tasik, il-wikasik, iknmuetasik, kisna wesuwa'tu'n na'tal-lukwen ukjit taqoey ta'n etek ta'n ewikasik wiaqtek tett na mu asite'tasinuk. L'miaq peji-msinmin wula email, tl-wla'linen kinua'tewinen ankmu aqq mna'te'n u't petkitasik.

Ce courriel contient des informations privilégiées et/ou confidentielles et est destiné à une personne et à un usage spécifiques. L'information contenue dans ce courriel est une communication privée. Si vous n'êtes pas le(s) destinataire(s) prévu(s), vous êtes informé que toute divulgation, copie, distribution ou action en rapport avec le contenu de l'information contenue dans ce message est strictement interdite. Si vous avez reçu cette communication par erreur, veuillez nous en informer immédiatement et supprimer ce message.