Department of Fish and Game

DEPARTMENTAL BULLETIN

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To: Department of Fish and Game Employees

Subject: DFG_ ALL E-mail Policy

Due to recent misuse of the Department-wide e-mail distribution list (DFG_ALL), I have established a new policy limiting the use of this list. Effective immediately, only those with a clear need to utilize DFG_ALL have authority to do so. This includes, but is not limited to, the Director, Deputy Directors, Branch Chiefs, Regional Managers and select Administrative, Enforcement, Executive, Fiscal and OLEO staff.

We realize e-mail is an important communication tool and internal e-mail allows employees across the department to stay connected. However, overuse of e-mail can be cumbersome for the recipient and drastically increases load on our server(s). DFG_ALL e-mail should be used to impart information of relevance to all employees. Should you need to share such information, please contact your supervisor to make sure the information meets the criteria outlined below. Your branch chief or regional manager will have the ability to send the information to DFG ALL.

DFG ALL may be used only to send communications necessary to the normal course of business and which typically require some official action be taken individually by recipients. Such permitted uses include:
- Dissemination of urgent information of health and safety concern for DFG employees.
- Communication of information regarding changes of DFG policies or procedures, or related to employee compensation or benefits.
- Regular communications required by law, regulation or DFG policy for which mass e-mail may largely replace paper transmittal.
- Dissemination of information of importance and relevance to all DFG employees.

DFG ALL Criteria

The purpose of these guidelines is to improve the effectiveness and efficiency of electronic communication, and to minimize the amount of undesired e-mail DFG employees receive from other DFG employees.
- Approval must come from a supervisor for any DFG_ALL e-mail. A supervisor can grant pre-approval for messages, especially recurring or required e-mails.
- Keep the message concise and informational only. Take into consideration the diverse group receiving the e-mail.
- Do not use attachments. Whenever a supporting document is needed, please upload it to your intranet page and include a link to the document in the e-mail. If you need assistance with uploading documents to the intranet, please contact ITB.
- DFG_ALL may not be used for personal purposes, advertising or solicitations, or political statements or purposes.

When sending out a DFG ALL e-mail, always:

- Insert your own name* in the To: field
- Put the DFG ALL list address in the BC: field
- Begin the e-mail message with, "This e-mail is being sent to all DFG employees."
- Be sure the body of the e-mail includes the name and contact information of the person that readers may contact to ask questions.

 *If you are sending the e-mail from a distribution mail account, insert the name of the mail account (e.g. DFG News, HRB Information, etc) in the To: field.

General E-mail Guidelines

Judicious and well-managed use of bulk e-mail, even for permitted purposes, is critical to maintaining recipients' perspectives of the validity and effectiveness of electronic communications. The following additional design guidelines are strongly suggested for any e-mail distributions originating from DFG employees and sent to recipients inside or outside DFG:

- Use bulk e-mail infrequently and for reasons of high value to the recipients.
- Keep bulk e-mail messages short.
- Always use a valid DFG GroupWise address in the From: line.
- Always fill in the subject line in a clear, specific manner.
- Use plain text; avoid HTML.
- Clearly identify in the body of the message the originating unit or individual, the scope of individuals being e-mailed and the purpose of the message.
- Use URLs rather than attachments to refer readers to policy or practice statements, and long content.
- Do not include or attach personal, confidential or sensitive information.
- Carefully target lists of recipients to minimize the number of people who receive any given bulk e-mailing.
- Use the blind copy (BC:) address field to suppress a long list of addresses in the To: field. In general, the information presented should directly address, or require action by those in the To: field. While for those in the BC: field, the e-mail will be simply an FYI.

Failure to comply with this policy may result in disciplinary action.

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