	<b>State of Alaska</b> <b>Department of Corrections</b> <b>Policies and Procedures</b>	<b>Index #:</b> 104.06	<b>Page 1 of 2</b>
		<b>Effective:</b> 8/28/2012	<b>Reviewed:</b>
		<b>Distribution:</b> Public	<b>Due for Rev:</b> 8/2016
	<b>Chapter:</b> Administration, Organization and Management <b>Subject:</b> E-mail Signature Block		

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Statutes  
AS 33:30.030

III. Purpose

This policy establishes a requirement that all staff utilizing State of Alaska e-mail shall incorporate a standard email signature block for all electronic mail messages.

IV. Application

All Staff

V. Definitions

Signature Block: a block of text automatically appended at the bottom of an e-mail message.

VI. Policy


Department of Corrections employees with State of Alaska electronic mail accounts shall utilize a standard signature block at the bottom or end of each email message as established by the Data Processing Manager

VII. Procedures

- A. Department of Corrections employees will set up their State of Alaska email accounts to include a standardized signature block as provided by the IT Help Desk.
- B. The Signature Block shall contain, at minimum, the Department of Corrections logo and singular thematic statement as approved by the Commissioner, the words "Alaska Department of Corrections," the employee's full name and title, work-site address or location, mailing address, work phone, mobile phone, fax, and e-mail address.
- C. Employees may request, and upon approval from their supervisor, use a signature block personalized to incorporate a professional title or simple nickname, such as "Rick" for Richard. No other quotes or sayings are authorized.
- D. Pending receipt of signature block prepared by the IT Help Desk, employees shall set up their email accounts to include a generic signature block containing only the employee's name, title, work-site address, telephone number and e-mail address.

VIII. Implementation

This Policy and Procedure is effective 14 days following the date signed by the Commissioner. Each manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

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8/28/2012

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Date

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Joseph Schmidt, Commissioner  
Department of Corrections