

Policy Statement

SUBJECT: City of Detroit Email Record/Spoofing Policy

I. Overview

A. Purpose:

The City of Detroit (“City”) is committed to protecting the integrity, confidentiality and availability of its data and information assets. This policy:

- Outlines the proper use of the City’s email service and mail records; Ensures employees are aware of what the City deems to be acceptable and unacceptable use and modification of mail record data.
- Informs employees that by using the City of Detroit email service the user agrees to comply with this policy and will follow the outlined procedures.
- Places users on notice that the City of Detroit can and may terminate any mail record that does not comply with this outlined procedure, without prior notification, and that the City of Detroit reserves the right to take disciplinary action, including termination or legal action for failing to adhere to this policy.

B. Audience/Scope:

This policy applies to all mail records for all mail domains created or maintained by the City of Detroit.

II. Detailed Email Record / Spoofing Policy Provisions

General

1. The following are prohibited by Policy as they impact the security of City of Detroit systems:
 - Adding City of Detroit mail records for mail servers that are not directly maintained and managed by the City of Detroit.
 - Allowing outside entities to send email as a domain that is owned or maintained by the City of Detroit.

III. Exceptions

1. If there is a requirement to have mail sent to internal users only, this can be done through approval from the requesting department’s Director and the Director of IT to create the exception to the policy.
2. If there is an exceptional business use case, or application restriction that requires an outside entity to send email as a City of Detroit owned domain. The City of Detroit CIO and Director of the requesting department must both approve of the exception to the policy.

IV. Approval Block

Email Record/Spoofing Policy	
Approval Date: 08/21/2020	Review: Bi-Annual
Effective Date:	Last Review: