

## **Internal Operating Policy 21-05**

Submitted by Director to the Georgia Public Defender Standards Council: 5/27/05

Approved by Standards Council: 9/16/2005

Effective: 9/16/2005

Authority: O.C.G.A. § 17-12-5(c) (2)<sup>1</sup>

Subject: Unauthorized email accounts

---

Email accounts set up by the Standards Council technical staff are the only official email accounts to be used by circuit defenders for business communications. The Standards Council has specifically set up email accounts to be used by the circuit offices and through the circuit public defender intranet and web based accounts. No other email accounts shall be used as official circuit defender communications. The technical staff has gone through great lengths to protect the email system from viruses and to make it secure. Employees of the Standards Council may not use state equipment to access or communicate official circuit defender business through unauthorized email systems.

No additional technological features may be added to the system without first discussing it with the director.

---

<sup>1</sup> O.C.G.A. § 17-12-5 (c) (2) provides as follows: “(c) The director shall... (2) Develop such rules, policies, procedures, regulations, and standards as may be necessary to carry out the provisions of this chapter and comply with all applicable laws, standards, and regulations, and submit these to the council for approval”.