

1002 Electronic Mail (Email) Communications

1002.4 STANDARDIZED EMAIL SETTINGS

1002.4.1 STANDARDIZED EMAIL SIGNATURE

- (a) Employees are encouraged to set up an electronic signature block for all new email messages. If an employee chooses to use an electronic signature block for their emails it shall be the one designated for Sworn or Civilian, as applicable. Personally customized email signature blocks are not authorized.
- (b) Replies do not need to have an electronic signature; however, if an electronic signature is used it can be shortened from the example below.
- (c) Employees have the right to be addressed by the pronouns that correspond to the employee's gender identity, which may be identified in an employee's email signature.
- (d) Employees are prohibited from adding content such as, mottos, scriptures, quotes, etc.
- (e) Sample signature blocks can be copied from the original which is stored in the APD Approved Forms Memos & Letterheads Folder at G:\Public\Public Data for APD Only \Approved APD Forms\Memos & Letterheads. The two approved examples are shown below.

Sworn



John Smith ([he/him/his](#))
Commander Downtown Area Commander
Austin Police Department
512.974.XXXX | john.smith@austintexas.gov
Pronouns: (he/him/his)

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Civilian



Jane Smith ([she/her/hers](#))
Public Information Specialist Senior
Austin Police Department
512.974.XXXX | jane.smith@austintexas.gov
Pronouns: (she/her/hers)

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