

Cuyahoga County Police Chiefs Association

Google Group

Purpose

The primary purpose of the CCPCA Google group is to disseminate pertinent emails to the membership. Individual members may now send emails directly to the membership and simultaneously post the message on the group message board for reference by all members. The secondary purpose is to allow CCPCA members to engage in discussions on the CCPCA Google group message board. The final purpose is to archive messages.

CCPCA Google Group Rules

1. Membership in the CCPCA Google Group is restricted to Association members.
2. Members shall comply with [Google Groups Content policy](#).
3. Members shall comply with the provisions of the CCPCA Constitution and By-Laws as they may apply.
4. Members may post information, questions or surveys pertinent to the interests of the membership and in the furtherance of the purposes of the Association. Messages concerning the commercial sale of goods or services are not permitted.
5. Messages concerning training may only be posted/emailed by a Chief of Police.
6. Associate Members may only post/email messages with prior approval of message content by the Board of Governors via the Executive Director.
7. Members are expected to make reasonable use of their authorization to post/email content. Members shall not abuse this authorization with excessive postings/emails.
8. Members who violate any of these rules may have their authorization to post/email suspended or revoked by the Board of Governors.

Procedure Guide

General information concerning posting/emailing and using the CCPCA Google Group

1. When you post a message or post a reply on the [CCPCA Google Group message board](#) it is simultaneously emailed to the entire CCPCA membership.
2. To post/email a message go to the [CCPCA Google Group message board](#) and click the red, **NEW TOPIC** button at the top of the page.
3. Include your identification on all messages that you post/email. Google Groups only identifies you by your email address unless you have added your display name to your member information.
4. State the subject of your content concisely and clearly in the subject line. This allows members to search the message board archives by subject. ie. Training, Job Posting, Survey, Question, etc.
5. Select the Type of Post.
6. Click Attach a File if you have a file or files to attach to your message.
7. Enter your message content in the message section and sign your message.
8. Click the red, **POST** button at the top of the page. Your message will be posted and emailed to all CCPCA members.
9. To reply only to the sender of a post/email, use “Reply” from your personal email screen.
10. If you click the red, **POST REPLY** on the message board it will be posted and emailed to the entire membership.

Links

[Google Groups Content policy](#)

[CCPCA Google Group message board](#)