

# NEW CANAAN POLICE DEPARTMENT

## SUBJECT: USE OF COMPUTER SYSTEMS

General Order Number: 00-1-108

File: SRVS 2

Auxiliary & Technical

### **I**     PURPOSE/POLICY

The purpose of this general order is to ensure that computer system usage among employees of this Department is consistent with the policies and procedures of the Town of New Canaan and all applicable State and Federal laws. It is the policy of the New Canaan Police Department that all data and software used by employees on Department work stations is used for the completion and aid of work related duties and not for personal use.

### **II**    RESPONSIBILITY

It is the responsibility of all Department personnel to adhere to the procedures set forth in this general order. It is the additional responsibility of the supervisory staff to insure its compliance.

### **III**   PROCEDURES (ADMINISTRATION)

- A.** The Chief of Police shall designate a Systems and Software Administrator (S.S.A.) from available department personnel. The S.S.A will report directly to the Captain of Staff Services and indirectly to the Town of New Canaan Information Technology (I.T.) Department. The Department's S.S.A. will work with the Town's I.T. Department and shall be responsible for the Department's computer system and network functions.
- B.** Authorized software may be loaded onto Department workstations or the network by the S.S.A. and/or the Town's I.T. Department personnel.
  - 1.** Unauthorized software and/or external data from outside sources may not be loaded onto any Department workstation or network.
  - 2.** Only software licensed to the Town of New Canaan or the Police Department may be installed onto Department workstations or the network.
- C.** The Department is committed to standardizing software usage. Department employees will use installed software applications to complete their work in a uniform and standard fashion.
- D.** The Department's S.S.A. or the Town's I.T. personnel may need to monitor, update, modify or delete certain programs or functions in order to protect the integrity of the Town's or the Department's computer network. Including, but not limited to the following:
  - 1.** Town I.T. or the Department S.S.A. may delete any unauthorized installed software or data files.
  - 2.** Town I.T. personnel or the Department S.S.A. may remove any unauthorized hardware installed on Town or Department computers.

3. The Town I.T. Department and/or the Department's S.S.A. may log network usage and file server space utilization by system users.
  4. The Town or the Department may, for just cause, prohibit an employee from accessing the computer network if said employee is suspected of misuse of same.
- E.** All computer systems utilized by the Department shall be protected with anti-virus software.
- F.** The Department's S.S.A. shall be responsible for maintaining the integrity and proper functioning of the Department's workstations and network.
- G.** The Town's IT personnel shall be responsible for the managing the back-up of data generated on the Department's computer network.
1. All data will be automatically backed up on a daily basis at an offsite location using EMC's Avamar Backup System. Avamar uses de-duplication technology and data encryption and is a disk based system that utilizes Raid 6 technology.

**IV**     **PROCEDURES (OPERATIONS)**

- A.** All Department employees are issued a confidential password that allows access to the Department's computer network.
1. It shall be the responsibility of each employee to maintain the security of his/her password.
  2. If an employee believes that his or her password has been compromised the employee shall contact the S.S.A. immediately.
  3. The S.S.A. shall conduct an annual audit of all assigned passwords, access codes and access violations.
  4. All Department personnel should insure that they have properly logged off of the network when they have completed their work or left the workstation unattended. This will prevent unauthorized access to Town and Department systems and data.
- B.** Employees are prohibited from making unauthorized copies of Town or Department owned software.
- C.** All Department Personnel shall access the network using their assigned password or access code.
1. The Department's S.S.A. may access the network by using passwords belonging to other users in order to troubleshoot, update or maintain files on the network.

**V**     **PROCEDURES (USE OF INTERNET & E-MAIL)**

- A.** Department employees may be issued E-Mail accounts. Those employees with E-Mail access should employ the same security precautions outlined in Section IV, Part 1 of this general order.
1. The electronic mail network and connections in all Town facilities are owned by the Town of New Canaan.

2. E-Mail messages sent or received through the Town's E-Mail account are not considered personal or private and as such there is no expectation of privacy. Information contained in those messages may be released to the public under Freedom of Information laws and subpoenaed in the course of potential litigation. Therefore, all messages must be written with the same formalities as any correspondence.
- B.** Use of E-Mail by Department personnel should be for the purpose of official Department or Town business and should always be used in a professional manner. The following guidelines shall govern the proper use of E-Mail by Department Personnel:
1. Access to E-Mail and Internet accounts shall be made by use of an employee's assigned password or access code only.
  2. E-Mail messages shall not be made for illegal or unethical purposes.
  3. E-Mail messages shall not be sent with the intent to harass, intimidate or coerce another party.
  4. E-Mail messages that may be perceived as obscene, abusive, insulting or derogatory shall not be sent to another party.
  5. E-Mail messages that contain sensitive, private or confidential information should not be sent.
  6. Unusually large files that consume large portions of network resources should not be sent via E-Mail without the approval of the Department's S.S.A. or the Town's I.T. personnel.
  7. E-Mail messages shall not be used for the unauthorized distribution of information.
  8. Copyright software, text, e-mail, text attachments, pictures, video, music or voice recordings are not to be sent or received by e-mail if such transmission violates copyright laws.
  9. Department personnel shall not open any e-mail or e-mail attachment unless the sender or subject matter is recognized.
  10. Department personnel shall not use Town or Department Internet accounts for solicitation of personal, religious or political causes.
  11. Department personnel are prohibited from using the e-mail system to operate their own business enterprise.
  12. Department personnel, annually on the 2<sup>nd</sup> of January, shall review and sign the Town of New Canaan Police Department's Computer Usage, E-Mail and Internet Employee Acknowledgment and Consent Form. (the Form) (Said Acknowledgment and Consent Form is attached to this General Order and marked as Appendix A.) The Department's S.S.A. shall be responsible for ensuring that all Department personnel, both sworn and civilian, review and sign the Form. The S.S.A. shall maintain a file that contains the signed forms of all Department personnel.
- C.** The Department's S.S.A. and/or the Town's I.T. Department reserve the right to monitor E-mail accounts. The Department may periodically access E-Mail accounts, when necessary for the following reasons:
1. To diagnose technical problems.
  2. To access information, when an employee has been or will be absent from work for an extended period of time.

3. To report possible E-Mail misuse.
4. To comply with Freedom of Information requests and/or subpoenas.
5. To report and/or assist in the investigation of suspected breeches in the Department's or the Town's networks or workstations.

**VI PROCEDURES (USE OF THE INTERNET)**

- A. Use of the Internet by Department personnel should be for the purpose of official Department or Town business and should always be used in a professional manner. Department employees may be issued user names, which will allow access to the Internet. Those employees with Internet access should employ the same security precautions outlined in Section IV, Part A of this general order.
- B. These administrative guidelines apply to the use of all Town Internet connections by all Department employees:
  1. The Internet connection in all Town facilities is owned by the Town of New Canaan.
  2. Any illegal or improper use of the Internet, including but not limited to accessing pornographic or obscene materials, engaging in harassment, solicitation, criminal or prohibited activities or gambling, is strictly prohibited.
  3. The system's Internet technology is not to be used for accessing games or Internet chat rooms. Exceptions to chat room usage would be usage to conduct Department business.
  4. Department members are prohibited from using the Internet connections to operate their own business enterprise.
  5. Department members are prohibited from soliciting or receiving any service or information that results in financial charges of any kind to the Department unless they have followed established Department purchasing procedures and guidelines.
  6. Employees are prohibited from using the Internet in ways that violate copyright and software licensing restrictions.
- C. The Department's S.S.A. and/or the Town's I.T. Department may periodically monitor Internet usage, when necessary for the following reasons:
  1. To diagnose technical problems.
  2. To report possible Internet misuse.
  3. To comply with Freedom of Information requests and/or subpoenas.
  4. To report and/or assist in the investigation of suspected breeches in the Department's or the Town's networks or workstations.

**VII DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

**VIII EFFECTIVE DATE**

This Order is approved by the Police Commission on June 21,2000 and effective as of July 01, 2000.

Revised: December 2008

Revised: September 2011

Revised: July 2015

Per Order,

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Leon M. Krolikowski  
Chief of Police

**APPENDIX A  
COMPUTER USAGE, E-MAIL AND INTERNET POLICY  
EMPLOYEE ACKNOWLEDGEMENT AND CONSENT FORM**

I have been provided with a copy of the Town of New Canaan Police Department's Computer Usage General Order 00-1-08. I have read the General Order and agree to abide by it at all times.

1. I understand that all computer equipment and all communications and information transmitted by, received from or stored in these systems are the property of the Town of New Canaan Police Department. This includes the computer, e-mail, Internet systems.
2. I also understand that these systems are to be used only by authorized individuals for facilitating Department-related business.
3. I have no expectation of privacy in connection with the use of these systems or with the transmission, use or storage of information via these systems and equipment including but not limited to e-mail messages, internet usage, word processing and other computer files.
4. I consent to the monitoring and maintenance of these systems, its interception of files, data, information and messages in the systems and surveillance of communications. I understand that this may include accessing, retrieving, examining, reviewing, copying, saving, transferring, disclosing or deleting of any stored messages, files, data or information and the interception, use, disclosure or monitoring of all computer files, e-mail communications and internet usage.
5. As a result of my employment or other association with the New Canaan Police Department and its association with the Computerized Information Systems (to include but not limited to COLLECT, LEAS, and NCIC), I may be in receipt of information, which, in itself or by implication, is confidential or sensitive. As such, I will safeguard the security and privacy of this information in accordance with all department policies, general orders, COLLECT and NCIC policies, State and Federal laws and regulations designed to protect the confidentiality of computerized record information.

Name of Employee \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name of Supervisory Witness \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Date: \_\_\_\_\_