Rockville City Police Department
GENERAL ORDER

Subject USE OF COMPUTERS		Procedure G.O. # 6 - 8
Authorizing Signature	**Effective** **02-26-10**	**Total Pages** **4**

I. POLICY

The Rockville City Police is committed to providing an atmosphere that encourages the use of computers and electronic information to support the goals of the department. It is the responsibility of each employee to ensure that this technology is used for proper business purposes and in a manner that does not compromise the confidentiality of proprietary, protected, restricted or other sensitive information.

II. GENERAL

A. All computer equipment, systems and software owned, maintained or used by the Rockville City Police Department are for official use only. No employee shall use or cause to be used any computer system for personal gain or benefit of any sort.

B. Software and/or hardware must not be installed, moved, and/or modified on any computer system owned, maintained or used by the Rockville City Police Department without written approval from the City of Rockville's Chief Information and Technology Officer.

C. The Department reserves the right to monitor its computer systems at its discretion in the ordinary course of business and to examine any system at any time.

D. Software may not be copied from a City of Rockville computer or from a City of Rockville owned distribution disk for use on an individual's personally owned computer, if the duplication would violate the Copyright or Licensing Laws. Prior to any such duplication taking place, written approval must be received from the City of Rockville Chief Information and Technology Officer. Software piracy is a violation of Federal Law.

III. REGULATIONS

A. The City of Rockville Information and Technology Division shall have administrative control of all computers.

B. Computer hardware shall not be moved or modified in any way without prior approval from the Chief Information and Technology Officer.

C. Employees shall not copy software from a Department computer for use on their personally owned computers except as provided under section II D.

D. All thumb drives must be scanned by an approved, fully updated anti-virus utility prior to being introduced to any computer equipment owned by the City of Rockville.

E. Software shall not be installed on any computer system without obtaining written approval from the Information and Technology Division.

F. All products that are created on or added to a computer system are considered to be owned by the City of Rockville.

IV. E-MAIL PROCEDURES

A. All e-mail correspondence is the property of the City of Rockville.

B. Employee e-mail communications are not considered private despite any such designation either by the sender or the recipient.

C. Messages sent to recipients outside the City Government, if sent over the Internet and not encrypted, are not secure.

D. The Department reserves the right to monitor its e-mail system - including an employee's mailbox - at its discretion in the ordinary course of business. In certain situations, the Department may be compelled to access and disclose messages sent over its e-mail system.

E. The existence of passwords and message delete functions do not restrict or eliminate the Department's ability or right to access electronic communications.

F. Employees shall not share an e-mail password, provide e-mail access to an unauthorized user, or access another user's e-mail box without authorization. This provision does not preclude or prohibit the computer systems administrator from accessing e-mail boxes as part of the regular monitoring of these communications.

G. Employees shall not post, display or make easily available any access information, including, but not limited to, passwords.

H. Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Department's and the City's policies concerning Equal Employment Opportunity and Sexual Harassment.

V. SOFTWARE PROCEDURES

A. All employees will use all software in accordance with the software license agreements.

B. No employee will make unauthorized copies of any software under any circumstances. Anyone found copying software is subject to appropriate discipline.

C. The Department will not tolerate the use of any unauthorized copies of software within this organization. Any person reproducing unauthorized copies of software can be subject to civil and criminal penalties including fines and imprisonment. Anyone who makes, uses, or otherwise

acquires unauthorized copies of software licensed to the City or who places or uses unauthorized software on City premises or equipment shall be appropriately disciplined, which may include termination of employment.

D. No employee shall provide copies of software licensed to the City to anyone not employed by the City of Rockville including clients, customers, and others, without prior written permission of the Chief Information and Technology Officer.

E. No employee shall accept donated software for City use without proper software license agreements and written approval of the Chief Information and Technology Officer. Contact the Chief Information and Technology Officer for specific procedures.

F. Any employee who believes that there may be a misuse of software within the Department should notify the Chief Information and Technology Officer immediately.

VI. INTERNET PROCEDURES

A. Internet messages should be treated as non-confidential. Anything sent through the Internet passes through a number of different computer systems, all with different levels of security. The confidentiality of messages may be compromised at any point along the way, unless the messages are encrypted.

B. Because postings placed on the Internet may display the Department or the City's address, make certain before posting information on the Internet that the information reflects the standards and policies of the Department and City. Under no circumstances shall information of a confidential, sensitive or otherwise proprietary nature be placed on the Internet.

C. Subscriptions to news groups and mailing lists are permitted when the subscription is for a work-related purpose. Any other subscriptions are prohibited.

D. Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of posted information or otherwise available information on the Internet may be done only by express permission from the author or copyright holder.

E. Unless prior approval of Information and Technology has been obtained, users may not establish Internet or other external network connections that could allow unauthorized persons to gain access to the City's computer systems or related information. These connections include the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP.).

F. All files downloaded from the Internet must be checked for possible computer viruses. Before downloading, do not forget to store the downloaded files in a temporary directory and run a virus check.

G. Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Department's and the City's policies concerning Equal Employment Opportunity and Sexual Harassment policies.

H. Certain Internet sites contain information that is not appropriate for City use and should not knowingly be accessed. This material includes, but is not limited to, adult forums, hate/violence and pornography.

VII. VIOLATIONS

Any employee who is found in violation of this General Order shall be subject to disciplinary action, up to and including termination of employment.