

DALTON POLICE DEPARTMENT

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<i>Subject</i> Use of Computers, Phones, and Related Technology		
<i>Reference</i>		
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I. Policy

It is the policy of the Dalton Police Department to regulate the Department's computers and related technology and the manner in which they are used.

II. Procedure

A. Use of computers

1. Only the employees of the Dalton Police Department and other designated persons are authorized to use or access ~~the~~ Department's computers.
2. Employees ~~will shall~~ only use computer software and related equipment in the direct performance of their assigned duties, unless authorized by their Division Commanders.
3. Employees are required to submit a computer work order for all hardware or software problems and installations. **Computer work orders are submitted through email to the City's Information Technology Department.**
4. Any removable storage device or other files introduced into Department computers must be scanned for potential virus infection.

B. Use of software

1. Requests for new software ~~will shall~~ be made through the office of the Chief of Police or his / her designee.
2. No unapproved software shall be brought into the Department and installed ~~into on the~~ Department's computers.
3. No software from the Department shall be copied for personal use.

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4. ~~No~~ Employees shall ~~not~~ use ~~the~~ Department's computers to develop software to be used outside the Department ~~without prior authorization by the Chief of Police or his / her designee.~~
5. Any software developed on the Department's time is the property of the ~~Dalton Police~~ Department and the City of Dalton.
6. All software ~~must shall~~ be installed and / or uninstalled by a ~~Department approved MIS employee~~ member of the City's IT Department and ~~will shall~~ be subject to review at any time.
7. Employees ~~will shall~~ comply with the copyright and licensing restrictions of all software applications.
8. Employees ~~will shall~~ not manipulate or alter current software running on Agency-owned mobile, desktop, or handheld computers ~~or other devices~~ unless legally authorized.

C. Use of electronic mail

1. Internet e-mail to and from the ~~Dalton Police~~ Department shall be for conducting business only. No personal messages are allowed.
2. All messages between mobile computers ~~should shall~~ be business-related and for law enforcement purposes only.
3. All e-mail and messages are the property of the ~~Dalton Police~~ Department and the City of Dalton, may be retrieved ~~at any time~~, and are subject to review.

D. Use of the internet

1. All employees who use the City of Dalton / ~~Dalton Police~~ Department's internet service shall use the service for official business only.
2. The internet service ~~will shall~~ not be utilized to access any non-job-related website for personal use.
3. Personal use of the internet service is a privilege limited to the employee's personal time and must be pre-approved by the employee's Supervisor.
4. Employees should understand that sites visited, number of times visited, and total time connected to each site are maintained and are subject to review.

E. Security

1. Employees of the ~~Dalton Police~~ Department that need to access the Department's computers have an individual password that allows them to access the system.

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2. An employee ~~may shall~~ not share or offer the use of his or her password so that anyone else may gain access to the system.
3. Unauthorized use of another employee's password is prohibited.
4. No personal computer hardware is authorized for use by employees on Department computers.

F. Expectation of privacy

1. All information generated, stored, or maintained by employees within ~~the~~ Department computers is the property of the ~~Dalton Police~~ Department and is subject to review.
2. Employees do not have a right to privacy regarding any personal or business-related information stored in the Department computers.
3. The e-mail system is the property of the ~~Dalton Police~~ Department ~~and the~~ City of Dalton. All messages are viewed as ~~Police~~ Department messages and not personal, confidential messages of the employee.

G. Telephone Use

1. Personal use of the Department's telephones should not be excessive. Personal calls should be limited in frequency and duration and should not interfere with the employee's job performance.
 - a. Employees shall make long distance phone calls only when necessary and in the official performance of their duties.
 - b. Personal long distance calls shall not be charged to the ~~Dalton Police~~ Department.
2. Voicemail on all extensions may be subject to review by order of the Chief of Police or his / her designee.

H. Cellular Phone Use

1. Department cellular phones
 - a. Cellular phones that are the property of the ~~Dalton Police~~ Department are intended to be used by employees for the official performance of their duties.
 - b. If personal calls are necessary, any charges incurred are the responsibility of the employee.
 - c. Monthly cellular phone bills will be reviewed to ensure that the Department cellular phones are being used properly. If the calls

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exceed the number of minutes in the cellular phone contract, the employee will be required to reimburse the Department for charges incurred for personal calls.

2. Personal cellular phone use
 - a. Personal cellular phones may be used for official duties but are not required. The Department shall not be responsible for any costs associated with personal cellular phones.
 - b. Personal cellular phones shall not be used while responding to calls for service.
 - c. The use of personal cellular phones to conduct personal business (secondary employment) shall not be allowed during on-duty hours.
 - d. The use of personal cellular phones, for personal calls, should be limited in frequency and duration and shall not interfere with the employee's job performance.
 - e. An employee that is in possession of their personal cellular phone while on duty must provide the number of that phone to his / her Division Commander upon request and may be required to make available any statements, invoices, or account information concerning the use of ~~their~~ his / her cellular phone to the Chief of Police or his / her designee.

I. Use of Agency Material

1. All photographs, images, recordings, or other material captured, recorded, or secured by other means with Departmental-issued equipment or personal equipment used while on duty is the property of the ~~Dalton Police~~ Department.
2. Agency material shall only be disseminated in an official capacity and only to persons that are authorized to receive such information.
3. Employees are prohibited from disseminating Agency material for other than official duties without permission from the Chief of Police.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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