

# DALTON POLICE DEPARTMENT

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| <i>Effective Date</i>                                   |                                       | <i>Number</i>                                 |
| <b>June 27, 2000</b>                                    |                                       | <b>GO00-2.24</b>                              |
| <i>Subject</i>  |                                       |   |
| <b>Use of Computers, Phones, and Related Technology</b> |                                       |   |
| <i>Reference</i>  |                                       | <i>Revised</i>                                |
| <b>CALEA Standards – 11.4.4, 41.3.7</b>                 |                                       | <b>September <del>22, 2020</del> 27, 2022</b> |
| <i>Distribution</i>                                     | <i>Re-evaluation Date</i>             | <i>No. Pages</i>                              |
| <b>All Personnel</b>                                    | <b>September <del>2022</del> 2024</b> | <b>5</b>                                      |

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 computer systems, including mobile data terminals.
2. Employees shall only use computer software and related equipment in the direct performance of their assigned duties, unless authorized by their Division Commander.
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 data storage device or other files introduced into the Department’s computer system must be scanned for potential virus infection.
5. Supervisors are responsible for reviewing electronic transmissions, such as submissions of incident reports, motor vehicle crash reports, and other information, from mobile data terminals.

B. Use of software

1. Requests for new software 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 on Department computers.
3. No software from the Department shall be copied for personal use.
4. Employees shall not use Department 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 while employees are on-duty is the property of the Department and the City of Dalton.
6. All software shall be installed and / or uninstalled by a member of the City's IT Department and shall be subject to review at any time.
7. Employees shall comply with the copyright and licensing restrictions of all software applications.
8. Employees shall not manipulate or alter current software running on Department-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 Department shall be for conducting business only. No personal messages are allowed.
2. All messages between mobile computers shall be business-related and for law enforcement purposes only.
3. All e-mail and messages are the property of the 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 / Department's internet service shall use the service for official business only.
2. The internet service 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

**RESTRICTED LAW ENFORCEMENT DATA**

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

1. Employees of the Department that need to access the Department's computer system have individual passwords / **passphrases** that allows them to access the system.
2. An employee shall not share or offer the use of his or her password / **passphrase** so that anyone else may gain access to the system.
3. Unauthorized use of another employee's password / **passphrase** is prohibited.
4. No personal computer hardware is authorized for use by employees on Department computers.
5. The City's IT Department may conduct administrative security inspections, as needed, to evaluate the effectiveness of the security system for the Department's computer system.

F. Expectation of privacy

1. All information generated, stored, or maintained by employees within the Department's computer system is the property of the 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's computer system.
3. The e-mail system is the property of the Department and the City of Dalton. All messages are viewed as Department messages and not personal, confidential messages of the employee.

G. Telephone Use

1. Personal use of the Department's telephone system should not be excessive. Personal calls should be limited in frequency and duration and shall 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 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-issued cellular phones

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- a. Cellular phones that are the property of the 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 shall be reviewed to ensure that the Department cellular phones are being used properly. If the calls exceed the number of minutes in the cellular phone contract, the employee shall 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 his / her personal cellular phone while on duty shall 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 his / her cellular phone to the Chief of Police or his / her designee.

I. Use of Department Materials

1. All photographs, images, recordings, or other materials captured, recorded, or secured by other means with Department-issued equipment or personal equipment, while used on duty, is the property of the Department.
2. Department materials 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 Department materials for other than official purposes without permission from the Chief of Police.

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*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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