	LOWER MERION TOWNSHIP POLICE DEPARTMENT **Ardmore, Pennsylvania**
	Policy 3.17.17

Subject:		Distribution:
Computers and Electronic Systems		**All Personnel**
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	**Until Amended or Rescinded**	**N/A**
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		**Superintendent of Police**

PURPOSE

The Communications Center operates several systems capable of electronic messaging, including Internet-connected PCs and a Computer Aided Dispatch System (CAD) that allow for the transmission of electronic mail and terminal to terminal or multi-terminal message sending. These systems are intended for the enhancement of operations, not as personal communication tools.

Casual or improper use of information technology systems create liability for the agency from both employees and the public and have the potential to introduce security issues that directly impact the operation of the Communications Center.

POLICY

It is the policy of this department that all electronic systems and devices owned by the township will be used strictly for public safety/work related business.

PROCEDURES

A. Prohibited Messages

Messages of any type that include any of the following are strictly prohibited:

1. Discrimination on the basis of age, gender, marital status, race, creed, color, religion, national origin, sensory, mental or physical handicap, or sexual preference.

2. Sexual harassment.

3. Personal political views.

4. Any unlawful activity.

5. Content that is disparaging or discrediting to the reputation of the Department, an individual, or a group of individuals.

6. Behavior that violates other policies related to professional or ethical conduct.

B. System Access

1. It is prohibited for anyone but trained and specifically authorized individuals to access or otherwise make use of the CAD System, CLEAN terminal(s) or any electronic systems in which specific user authorization is not granted.

2. It is prohibited for anyone to attempt to circumvent in any manner the security measures of any system, including using another person's password or accessing systems without authorization, or after authorization has expired.

3. Passwords and system access will be disabled immediately upon employee termination or other change in employment status that would preclude system access.

C. System Use

1. All Computer Aided Dispatch system use shall be expressly public safety related. Any personal use of the CAD system is strictly prohibited.

2. Use of Internet-connected systems shall not interfere in any way with the conduct of the employee's duties.

3. It is prohibited to use any township resource or system to play electronic games, play music files, watch movies, or otherwise operate it in a manner for entertainment.

4. It is prohibited for anyone to tamper with, or attempt to repair, any hardware or software component for which he/she has not been specifically trained and authorized to maintain and/or repair.

5. It is prohibited for anyone to modify, reconfigure, add to, or delete any software application, operating system or peripheral device unless specifically trained and authorized to do so.

6. It is prohibited for anyone to download or install any software, add-on applications, extensions, or additional files on any system or computer unless specifically trained and authorized to do so.

7. Any software installed shall be properly licensed and utilized in accordance with all applicable copyright laws.

8. It is prohibited for anyone to knowingly make a fictitious, unauthorized, anonymous, or inaccurate entry into the system.

9. It is prohibited for anyone to connect any external device to a township computer without prior authorization. This includes, but is not limited to, USB drives, external hard drives, or any other peripheral which may compromise system security.

10. No system may be interconnected to a secure Department network without being properly filtered and guarded with current and operational anti-virus software and a connection through a hardware or software firewall.

D. Privacy

1. Use of township owned and/or issued equipment while employed by the Department shall not create an expectation of privacy while in use.

2. All communications, both verbal and electronic, are recorded and reviewed to ensure compliance.

E. Reporting

1. Anyone who has cause to believe that system security and/or integrity has been violated, compromised, or jeopardized, shall report the same without delay to their supervisor.

F. Cellular Telephone Use

1. Cellular phone use for making or receiving personal telephone calls, sending or receiving text messages, capturing digital pictures, or recording audio in the operational area of the Communications Center is prohibited. Cellular phones, and other electronic communication devices not issued or used by the Communications Center as part of the employee's current assignment within the Department, shall not be permitted while in the Communications Center.

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