

WOLFEBORO POLICE DEPARTMENT

SOP 6.8

Date Issued: 12/27/2019

Review: 03/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

COMPUTER POLICY

Policy To abide by safe guidelines on the use of our computer system, internet and utilization of the computers by employees to ensure that the system remains secure, confidential and operates correctly.

Purpose To establish guidelines for:

- Computer software Authorized use
- Virus
- Email

Definitions

Authorized Software: Programs essential to the operation of the computers that has been approved by the Chief of Police.

E-Mail: The electronic transfer of information typically in the form of electronic messages, documents, and photographs.

Computer: An electronic device, either portable or stationary, that is used to process and/or store information either through electronic medium or printing.

Hardware: A computer and the associated physical equipment that is directly involved in the performance of communications or data processing function.

Accessory Equipment: Items used to support operation, such as printers, cables, carrying cases or any device that attaches to or enhances the use and capability of a computer.

Computer Access Only authorized member are allowed to use the WPD computer system. Computers will have limited access by password & user ID
Any other access must be approved by a Supervisor.

**SOP 6.8
Computer Policy**

**User
Responsibility**

During the period a subject is signed on they shall be responsible for all activity that occurs on the system under their access.
The introduction of portable storage devices (i.e. thumb drive, compact disk) to the system must be checked for viruses prior to their use.

**Unauthorized
Access**

No member shall access a co-worker's email or department accounts without the Chief's approval.

**Private
Software**

May be allowed, if approved by the Chief.
It will not be permitted or removed if:

- It is not legally registered or pirated.
- Conflicts with the departmental hardware or software.

**Hardware
Enhancements**

Any hardware enhancements or additions must be approved in writing by the Chief of Police.

**Off Duty - Use
of Files**

Members should not use their personal computers to work on departmental investigations. To do so can develop legal issue(s) to determine what is discoverable and what personal files can be brought into court in certain cases.
