



WRITTEN DIRECTIVE	No. PD15-1302	Page: 1 of 3
	Subject:	Effective Date: 4-22-15
	Computer Information System	Supersedes/ Amends: PD11-1302
		Reference: 11.4.4, 82.1.6



I. Purpose

The purpose of this directive is to establish the policies and procedures for the use and maintenance of the Computer Information System and the records and reports generated and maintained by the system.

II. Policy

It is the policy of the Lynchburg Police Department to maintain all computer systems in a secure manner. A regular check of passwords, access codes and other security devices will maintain the integrity of the system and security of records contained in the system.

III. Procedure

A. All personnel operating the Computer Information System shall comply with the general regulations and specific procedures regarding the system.

82.1.6 D

B. It is the responsibility of the Computer Operations Unit Supervisor to perform a documented annual audit of central records computer systems for verification of all passwords, access codes, and user accounts.

1. The audit will include:
 - a. Verification of all user accounts on all computer platforms that are in use by currently employed users or have been disabled.
 - b. Verifying all user accounts are password protected.

- c. Reviewing all permissions to verify that all users may access only the information required for the performance of his/her duties.
- d. Reviewing the firewall configuration to determine if all allowable connections to the police network are currently required.
- e. Reviewing the logging process and ensuring the logging configuration is adequate.
- f. Review of any other security measures as appropriate.

82.1.6 A,B

- C. The Information Systems Coordinator will be responsible for maintaining computer files, back up and storage.
 - 1. Dynamically changing computer files (i.e. arrest information) will be backed up on a daily basis, while complete systems backups will be performed weekly.
 - 2. All backups will be stored at a secure location off site of the Public Safety building.

11.4.4 / 41.3.7

- D. The Computer Operations Unit will be responsible for approving all software loaded on department computers which includes all office, laptop and hand-held computers (smartphones).
 - 1. Software includes any programs, routines or scripts that direct the use of computers. For this application, any file that is loaded into any memory of any departmental computer is considered software.
 - 2. Employees intending to load licensed software and external data onto department owned computers must first consult with an LPD network administrator to ensure that the software does not interfere with other programs and systems on the computer.
 - 3. All applicable software loaded into any system should be recorded so that a record of licensed computer software inventory can be maintained. The software must be licensed to the Lynchburg Police Department or the City of Lynchburg.
 - 4. Software media should first be scanned with a virus detection program before the installation.

5. Any media used in any device that is not owned by the Lynchburg Police Department should be scanned before loading any files into a departmental computer, including word processor and spreadsheet documents.
- E. Any computer transmission initiated from departmentally owned computers (stationary terminals or laptop computers) by employees of this department will:
1. be for police related business only,
 2. not be used for personal business, chat lines, inappropriate language or pictures, or any other misuse.
- F. Employees are to be mindful that any message transmitted by computer is:
1. to be held to the same standard as radio transmissions
 2. permanently maintained and subject to discovery by the public through the Virginia Freedom of Information Act.

Original Signed

Parks H. Snead
Chief of Police

April 22, 2015

Date