



Series 300 Support Services	Effective Date 10/13/2022	Review Date Annually	Directive Number 307.2
Chapter 307 – Information Systems Management			
Reviewing Office Technical Services			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <i>Printed in Italics</i>
References			

TECHNICAL SERVICES

307.2 - 1 POLICY

The Detroit Police Department utilizes a variety of computer systems for the purpose of providing services to the community. All members shall be trained in the use of various computer systems and shall exercise the utmost level of integrity with all computers, local networks, and non-local networks.

307.2 - 2 Definitions

307.2- 2.1 Hardware

Computer components, which include, but are not limited to, processor, keyboard, monitor, printer, mouse, cables, connectors, adapters, telephones, and any other device attached to any component.

307.2- 2.2 Network

System of connected devices (computers, printers, etc.), that communicate and share services.

307.2- 2.3 Software

Any removable magnetic media, Compact Disk (CD)/Digital Video Disk (DVD), Universal Serial Bus (USB), Flash Drive, Secure Digital (SD) Card, tape, or program that resides on or can be copied to removable magnetic media for use in a computer readable language.

307.2 - 3 Computer Hardware

1. Department owned personal computer (PC) equipment shall not be removed from department facilities or tampered with in any way, except with the authorization of Technical Services. PC equipment includes the central processing unit (CPU) and any peripheral device(s) attached to the PC such as a monitor, keyboard, printer, scanner, mouse, or modem.
2. Members shall not attach a privately-owned peripheral device (e.g., modem, mass storage device, etc.) to a department PC without permission from Technical Services.

307.2 Technical Services

- Members shall not open the computer case to add, remove, or exchange internal parts. Further, no member shall alter, change, or configure any dip switch, jumper setting, chip setting, CMOS or software setting on main boards, I/O cards, video cards, network interface cards, CPU's, CDROM drives, modems, or floppy or hard drives without prior permission from Technical Services. This also includes altering, changing, adding, removing, or editing configuration or startup files. Department provided computer equipment remains the property of the department and shall not be converted for personal use.

307.2 - 4 Computer Software

- All software installed on department PC equipment shall be properly licensed. Generally, software installed on department PC equipment shall be owned by the city of Detroit. Therefore, department software shall not be copied, altered, transferred, or removed from department PC equipment without permission from Technical Services. Privately owned software, including "shareware" or "freeware" shall not be installed on department PC equipment unless approved by Technical Services. Members shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. A license for any privately owned software installed on department PC equipment must be forwarded to Technical Services for retention. Any software by which proof of licensing cannot be provided is subject to removal by authorized department personnel.
- Members are cautioned that dangerous and unethical software exists that can introduce viruses into the system, break passwords, and/or observe mail packets. Although it is the department's intent to detect and eradicate this type of software and/or infected data, all personnel are advised to use appropriate precautions when using programs or data from a source outside the department, including downloading software programs and data from the Internet. Members must also bear in mind that downloading programs and files from the Internet may violate federal copyright law.

307.2 - 5 Computer Use

Department computer equipment shall only be used for department related business. All material, files, data, programs, or other information generated from department computer equipment during the normal course of business shall be treated in a confidential manner and remains the property of the department. The use of any such material, file, data, program, or other information for non-department business is strictly prohibited.

307.2 - 6 Inspection

- Technical Services is responsible for basic systems maintenance as well as the detection of unauthorized software.

307.2 Technical Services

2. It is the commanding officer's responsibility to ensure that the department PC system is maintained in accordance with department policy. The commanding officer shall ensure that a monthly inspection is made of all department PC equipment. In addition to the commanding officer's monthly inspection, personnel from Technical Services or other command(s) designated by the Chief of Police will make random inspections of department PC equipment.
3. The commanding officer shall ensure that all violations of department policy are fully investigated. Technical Services shall be notified whenever unlicensed software or tampering with department computer equipment is discovered.
4. No member shall access, or allow others to access, any file or database unless that person has a need and a legal right to such information. Additionally, personal identification and access codes shall not be revealed to any unauthorized source.