

97-13 STATION COMPUTER OPERATIONS: SOFTWARE APPLICATIONS

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 24, 2006

FROM: TODD S. ROGERS, CAPTAIN

TO: ALL PERSONNEL

CARSON STATION

CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-13**

STATION COMPUTER OPERATIONS: SOFTWARE APPLICATIONS

(REVISION 06-24-06)

Purpose of Directive:

This directive sets forth Carson Station's policy and procedures regarding the use of computer software applications and is in furtherance of Departmental Manual of Policy and Procedures, § 3-05/160.00.

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

The manual of Policy and Procedures § 3-05/160.00, Regulations for Installing Software on Computers at Sheriff's Department facilities reads as follows:

Unauthorized copying, installation and/or use of licensed software is prohibited by federal law. To ensure that members do not place themselves or the Department in jeopardy of

violating copyright infringement laws, unit commanders are responsible for the management of software utilized by personnel under their command at Department facilities. Required actions by unit commanders include the following:

- All software programs, whether purchased, public domain, free or demonstration/evaluation type license, shall be documented and maintained in a unit systems library. The library must be supervised by a staff member specifically designated by the unit commander. Selection of staff for this function is not restricted by rank or title and should be the most qualified person(s),
- Software provided on removable media (i.e., disk, CD-Rom, removable hard disk) must be kept in a locked cabinet. If the software is maintained in an electronic file (i.e., accessible hard disk or network), strict access controls within the computer system must be in place. Procedures to record the receipt, removal, transfer and/or disposal (returned/destroyed) of software shall be maintained,

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- A request for evaluation of a software program at a unit or facility can only be authorized by the unit commander, who must determine the need for retention and ensure the safe return of the product. When software is received at a unit, standardized logs and evaluation forms must be used to track the testing and review of the software. The evaluation software must be tracked through the testing period and properly disposed of at the end of the evaluation period. Department foiiis for this process are available on request from the Data Systems Bureau,
- Proper procedures for avoiding copyright violations must be reinforced through training at each unit. Recurrent briefings, unit meetings orientation of new employees and unit optional training methods must be utilized and documented by the unit commander to emphasize the Department's position,
- Access to all computer equipment where software can be copied to removable media in violation of license agreements must be restricted to personnel authorized by the unit commander. In situations where computers are networked, or individual computers contain critical software or data, proper password security must be in place,
- Software licensed by one unit and provided to and utilized by Department personnel of another unit on controlled computers, requires dual responsibility. The control of the licenses is the responsibility of the providing unit's commander. Ensuring that the license agreement is not violated by unauthorized copying, installation and/or use at

the specific unit where it is installed is the responsibility of that unit commander,

- Software utilized by on-duty Departmental personnel on their personally owned computers located on County property must be licensed software,
- Any computer equipment located at any off-site facility controlled by the Department is subject to the same rules as enumerated in this directive.

Inspections to insure compliance with this policy shall be accomplished in the following methods:

- Unit commander inspections,
- Random inspections by Inspectional Services Unit with technical assistance from the Data Systems Bureau,
- Unannounced inspections by the Chief

The Operations Lieutenant shall be responsible for designating a sergeant to assume collateral responsibilities for computer operations and to ensure station compliance with Departmental guidelines.

This directive and Departmental policy specifically prohibits the introduction and use of any software program or application onto any station computer's hard drive or network without the prior authorization of the Computer Operations supervisor.

The Computer Operations supervisor shall be responsible for maintaining all aspects of the station's computer systems and shall conduct periodic inspections of all computer systems and hard drives to ensure compliance. Any unauthorized software programs introduced into the system shall be removed.

TRS:JPB:jpb
