

## **Unit Order: 16-002**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 16-002**

**Effective Date: 10/24/2016**

**Revision Date:**

**Subject:**

Department equipment and resources

**Reference:**

MPP 3-07/210.05 Permissible Use; MPP 3-07/210.10 System Use; MPP 3-07/210.15 Privacy

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish unit level guidelines related to the usage of Department equipment and resources.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

As outlined in the above referenced Department Policy and Procedures, all personnel are reminded all County resources/equipment are to be utilized for business related purposes only and there is no exception of privacy while using such devices. County resources/equipment include, but are not limited to: all Department owned or controlled, printers, copying machines, phones, computers, and all accompanying software/data bases.

Additionally, each supervisor has the affirmative responsibility to monitor these Department owned or controlled resources to ensure compliance; therefore, all non-supervisory computer monitors must be unencumbered by any "privacy screens" or any other item used to minimize the visibility of one's monitor by others in the vicinity.

All employees are reminded that these guidelines remain in effect even during lunch or official break periods.

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