

## **UNIT ORDER #32 - COMPUTER FILE SERVER SECURITY**

The following guidelines shall be followed when the administrative password for the Dictaphone file server is needed.

- The administrative password to the Dictaphone file server shall be restricted to the building network administrator and his/her designee who shall memorize the password.
  - In rare instances there may be a need to obtain the password when the network administrator or his designee are not available. In this situation, the number may be obtained from an envelope maintained in the bureau safe.
  - The file server administrative password shall be maintained in a sealed envelope and kept in the safe at all times.
  - Should a need arise to obtain this number, a written explanation shall be included inside the envelope. The envelope shall be immediately thereafter be re-sealed and returned to the safe.
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