Unit Order 13 - Station Computer Network

PURPOSE:

The purpose of this Station Order is to provide uniform guidelines for the proper use and maintenance of the Station's computer network including all desktop workstations and all related peripherals and assigned software.

SCOPE:

This Station Order applies to all Station Personnel who access the computer network or use any of the station's computer equipment.

ORDER:

West Hollywood Station has an extensive local area computer network consisting of numerous desktop workstations, printers, scanners, related peripheral network hardware, and MDCs. The following paragraphs detail the requirements to which personnel shall adhere when using any of the station's computer equipment.

Tenns and conditions of use:

Station computers are for Departmental Business only. All station computers will be configured with the Department Standard software by the Systems Administrator. Only that software which is licensed by the Department or West Hollywood Station shall be loaded onto station computers. Personnel are forbidden to tamper with, modify or load any software or hardware into any station computer. Any requests for software modifications shall be submitted to the Systems Administrator.
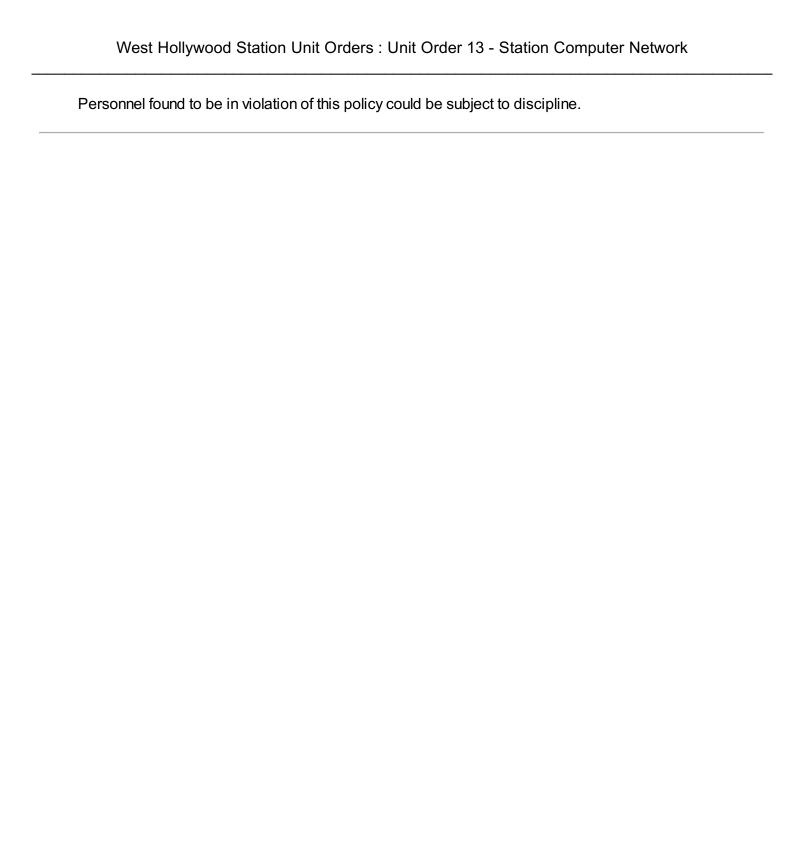
Problems or needed repairs to any desktop workstations should be reported to the Systems Administrator. Computer Operations will coordinate repair requests with Data Systems Bureau. If a laptop is not in proper working order or configuration, it shall be immediate)y removed from service and given to Computer Operations for repair or reconfiguration.

Use of Department issued software:

No non-system disks or software shall be loaded or installed on any station computer without the approval of the network supervisor. Anyone wishing to use outside software must present it to the network supervisor for consideration and review. The network supervisor will form a "review committee" to consider all outside software. This procedure should ensure the integrity of the network and limit the potential for infection of the system by a virus transmitted from a non-system disk or program. Additionally, the unauthorized copying of licensed software and/or applications is strictly prohibited by Federal copyright laws. The copying of any software and/or applications from the station's computer network is prohibited. All software used on the station's computer network is documented and licensed through either Data Systems Bureau or station computer operations. Station software is controlled and maintained by Computer Operations. The Systems Administrator should be contacted regarding any software questions and/or problems.

Adherence to Station Orders:

Personnel found to be in violation of this policy could be subject to discipline.