

Hurricane Fire & Rescue

Administrative Guidelines

Subject
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Computer Policy
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3

Purpose: Hurricane Fire & Rescue has installed computer terminals, printers, modems and other electronic accessories for the purpose of information transfer and emergency response. This electronic medium is provided to assist in the management and operation of the department's personnel, equipment, records, and information exchange.

Scope: All personnel

Responsibility: It is the responsibility of all personnel to adhere to these guidelines.

Computer Equipment

The department encourages the use of the computer system to communicate with fellow members and associates regarding department matters, to expand knowledge and education, and to enhance creativity and imagination. The computer and any and all programs, files, and information related to it are the property of the department. As such, the following policies have been developed to guide members in the care and use of this vital tool.

- a) Department business takes priority.
- b) Personal business may be conducted on department computers after department business is completed and at the discretion of the Fire Chief or his designee. Members must save all personal files on a diskette and not on the hard drive or network.
- c) Due to the value of the components, care should be taken to maintain the units. Members should refrain from having any liquids near the computer, monitor, or keyboard to avoid spillage. Any spills of liquids into or onto these electronic devices can result in damage to the units as well as electrical shock to the member.

- d) Computers shall be cleaned with a slightly damp soft cloth. Do not use any non-approved cleaning products to clean the computer.
- e) Members should conduct cleaning and vacuuming of computers to ensure that dust is removed from the internal components in order to prevent static buildup.
- f) Magnetic devices can seriously impact the working condition of a computer. Do not place any magnetic devices on or within eight feet of the computer.
- g) Computers are to be shutdown by the proper technique.
- h) Installation of any software or hardware, opening of computer casings, and moving, relocating, or swapping of computer components are prohibited without direct permission from the Fire Chief. . According to U.S. Copyright Law, illegal reproduction of software can subject the user to civil damages of up to \$500,000 plus costs and criminal penalties, including fines and imprisonment. The potential for virus infection is also severe from loading any software. All software will need prior approval by the Fire Chief. The Fire Chief may delete any unauthorized software, programs, and/or files found on any department computer upon discovery.
- i) Any new software must be ordered through the Chief. Members are not permitted to purchase software on their own for use in department owned computers. This will ensure compatibility of the product within our network.
- j) Department programs, data, and files are the property of Hurricane Fire & Rescue and are not to be copied or utilized for personal use.

Passwords

Unique passwords to the network and various applications are provided for all members who have access to these areas. These passwords ensure the integrity and confidentiality of member's files from external, unauthorized access, as well as protect department data. Passwords should not be shared with any other member or individual.

Passwords are not to be written down, taped to terminals, hidden on terminals, or kept for others to utilize.

Allowing the use of the computer system, without the approval of the Chief, is a violation of this policy.

You are personally responsible for all activity performed on the system by an unauthorized user if you give your password to anyone.

Security

Computers are expensive pieces of equipment. Care should be taken to ensure their security, particularly in the case of the mobile units. Do not leave these devices exposed and unattended in your vehicle or in a public area. Ensure that identification tag exists on the unit or carrying bag in the event of accidental loss so that it can be returned to the department. If your unit does not have an asset tag prominently displayed on the case, please notify the Chief.

Although occasional loss of department assets may occur despite one's best efforts, repeated loss of valuable equipment by a member may result in the member sharing in the cost of replacement and possible discontinuance of having that equipment available to them.

Business Use Statement

A member's computer, programs, files, and data are department property. The department's culture respects each member's right to privacy. However, it should be noted that while the department does not routinely access or monitor member communications directly, the department officers reserves the right to monitor the use of department computers. The department also reserves the right to inspect any information that may be contained within the station computers or within their designated areas on the network. Any irresponsible or unauthorized personal use of the computer may result in the loss of access or disciplinary actions up to and including one or more warnings and possible dismissal.