NIAGARA FALLS POLICE DEPARTMENT GENERAL ORDER		
EFFECTIVE DATE: 10/01/2013	SUBJECT: **NFPD COMPUTER SYSTEM**	Number 336.00 (NYSLEAP O-55-6)
RESCINDS: 04/15/2003		Number of pages 3

I.   Purpose:

      A.   To outline the Niagara Falls Police Department's computer policy.

II.   Definitions:

      A.   The NFPD Computer System is defined to include all components, including hardware, software and peripherals of the Impact System, the New World System, the Niagara Falls WAN (to include Internet and E-Mail), NYSPIN (through the E-Justice Portal), Visual Computer Aided Dispatch (VCAD), Veripik, Biometrics 4 All, Vigilant and Remington Elsag License Plate Readers, Voice Stress Analyzer, TRACS System, D Tective Enhanced Video and Audio Recording System, and all other personal computers and Mobile Data Terminals.

III.   Policy:

      A.   It shall be the policy of the Niagara Falls Police Department to maintain a complete and secure computer system. The computer system will contain the official, permanent records of the Niagara Falls Police Department.

      B.   The computer system and all of its components and information shall only be used for official business.

      C.   It is each member's responsibility to be familiar with and use the NYSPIN in accordance with all applicable standards.

IV.   Procedures:

      A.   Access:

            1.   Access to the computer system is strictly on a need-to-know basis.

            2.   Only the menus authorized for an individual member shall be accessed by that member.

3. Access by unauthorized personnel is forbidden.

4. Officers shall log off a terminal before physically leaving it, even for a brief period.

B. Security ID:

1. Each member has a unique computer sign-on, consisting of a USER NAME and PASSWORD, to access the computer system.

2. Access by any individual using another member's sign-on is prohibited.

3. A member may elect to change their password at any time on their own.

a. Any member not aware of the procedure to accomplish this should contact the System Administrator.

C. The NFPD Computer System shall only be used for authorized police information and official Police duties. Information stored in the computer system is for Departmental use only. No information shall be given out unless authorized by directive of the Superintendent or designee.

a. Exceptions to the foregoing will be: Routine exchange of information for bona fide law enforcement purposes.

D. Hardware/Software:

1. No unauthorized hardware/software will be added to or removed from any component of the computer system.

2. Hardware/software will be added and/or removed only by the System Administrator.

3. No unauthorized copying or duplicating of software will be permitted. Copying and duplicating of software will be done only by the System Administrator.

E. External Access:

1. External access via modem to the NFPD computer system is forbidden unless authorized by the Superintendent or designee.

F. Real Time Data Entry:

1. Under no circumstances will members enter any knowingly false information or statistics into the record keeping system.

G. Incidents:

1. Members are responsible for the incidents and cases assigned to them.

2. Intentional, unauthorized editing, deleting or tampering with incidents, cases or any other record within the computer system is absolutely forbidden.

H. Violations:

1. The intentional violation of any of the foregoing may result in disciplinary action.