



Section 3/400 ♦ Records		
3 / 405	Computer Security	7/1/04
Accreditation Standards	11.4.4	

3 / 405.05 GENERAL

All computer systems and components within the Laurel Police Department are to be utilized only by Laurel Police personnel. Supervisory personnel will authorize access levels for each employee, which will be enabled on the AS400 system and LPD Server by members of the Department of Information Technology and Community Services.

3 / 405.10 SECURITY AUDITS AND REVIEW

Employees will be required to change their passwords for each computer system under the authority of the City of Laurel at least every 90 days. All computer systems under the authority of the City of Laurel will be audited daily for access violations or irregularities by personnel from the Department of Information Technology and Community Services. Any violations, irregularities or patterns of misuse will be reported to the Chief of Police on a regular basis not to exceed annually.

END OF ORDER