

**Pippa Passes Police Department  
100 Purpose Road  
Pippa Passes, KY 41844**

**Disciplinary Policy**

**Subject:** Disciplinary Policy

**Purpose:** This guideline aims to establish policies for Disciplinary actions.

**Scope:** This procedure applies to all members of the Pippa Passes Police Department

**General:** The Pippa Passes Police Department realizes that Disciplinary actions are needed occasionally and that a policy needs to exist to set these actions.

**PROCEDURE:**

In support of Pippa Passes Police Department's mission of public service to the city of Pippa Passes of Knott County, Kentucky citizens, the Pippa Passes Police Department provides the needed technological resources needed to personnel to access FBI CJIS systems and information in support of the agency's mission. All agency personnel with access to FBI Criminal Justice Information (CJI) or any system with stored FBI CJI, have a duty to protect the system and related systems from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the information.

All technology equipment: computers, laptops, software, copiers, printers, mobile devices, operating systems, etc., used to process, store, and/or transmit FBI CJIS is a privilege allowed by the Pippa Passes Police Department, state CSO, and the FBI. To maintain the integrity and security of the Pippa Passes Police Department's and FBI's CJIS systems and data, this computer use privilege requires adherence to relevant federal, state, and local laws, regulations, and contractual obligations. All existing laws and the Pippa Passes Police Department regulations and policies apply, including not only those laws and regulations that are specific to computers and networks but also those that may apply to personal conduct.

Misuse of computing, networking, or information resources may result in temporary or permanent restriction of computing privileges up to employment termination. In some misuse situations, account privileges will be suspended to prevent ongoing misuse while under investigation. Additionally, misuse can be prosecuted under applicable statutes. All files are subject to search. Where follow-up actions against a person or agency after an information security incident involve legal action (either civil or criminal), the evidence shall be collected, retained, and presented to conform to the rules for evidence laid down in the relevant jurisdiction(s). Complaints alleging misuse of the Pippa Passes Police Department's computing and network resources and FBI CJIS systems and/or data will be directed to those responsible for taking appropriate disciplinary action.

Misuse may be, but not limited to:

1. Using someone else's log-in that you are not the owner.
2. Leaving your computer logged in with your login credentials unlocked in a physically unsecure location, allowing anyone to access the Pippa Passes Police Department systems and/or FBI CJIS systems and data in your name.
3. Allowing unauthorized persons to access FBI CJI anytime for any reason. Note: Unauthorized use of the FBI CJIS systems is prohibited and may be subject to criminal and/or civil penalties.

4. Allowing remote access to the Pippa Passes Police Department issued computer equipment to FBI CJIS systems and/or data without prior authorization by the Pippa Passes Police Department Information Technology.
5. Obtaining a computer account that you are not authorized to use or obtaining a password for a computer account of another account owner.
6. Using the Pippa Passes Police Department 's provided network to gain unauthorized access to FBI CJI.
7. Knowingly performing an act that will interfere with the regular operation of FBI CJIS systems.
8. Knowingly propagating a computer virus, Trojan horse, worm, and malware to circumvent data protection or compromise existing security holes in FBI CJIS systems.
9. Trying to hack (or guess) another person's computer account, password, or the CJIS systems.
10. Violating terms of software and/or operating system licensing agreements or copyright laws.
11. Duplication of licensed software, except for backup and archival purposes that circumvent copyright laws, for use in the Pippa Passes Police Department, for home use, or any customer or contractor.
12. Deliberately wasting computing resources to include streaming audio videos for personal use that interferes with the Pippa Passes Police Department's network performance.
13. Using electronic mail or instant messaging to harass others.
14. Masking the identity of an account or machine.
15. Posting materials publicly that violate existing laws or the Pippa Passes Police Department 's codes of conduct.
16. Attempting to monitor or tamper with another user's electronic mail or files by reading, copying, changing, or deleting without explicit agreement of the owner.
17. Using the Pippa Passes Police Department 's technology resources to advance unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
18. Unauthorized possession of, loss of, or damage to the Pippa Passes Police Department 's technology equipment with access to FBI CJI through unreasonable carelessness or maliciousness.
19. Maintaining FBI CJI or duplicate copies of official Pippa Passes Police Department files in either manual or electronic formats at his or her place of residence or in other physically non-secure locations without express permission.
20. Using the Pippa Passes Police Department 's technology resources and/or FBI CJIS systems for personal or financial gain.
21. Deliberately failing to report promptly any known technology-related misuse by another employee that may result in criminal prosecution or discipline under this policy.
22. Using Personally owned devices should store the Pippa Passes Police Department data, State data, or FBI CJI.

As stated, the above are possible cases of misuse but are not limited to only the above instances. Any suspected technology resource, FBI CJIS system, or FBI CJI misuse will be handled by the Pippa Passes Police Department on a case-by-case basis. Activities will not be considered misuse when authorized by appropriate Pippa Passes Police Department officials for security or performance testing.

## **Privacy Policy**

All agency personnel utilizing agency-issued technology resources expressly acknowledge and agree that such service, whether for business or personal use, shall remove any expectation of privacy. Use of the Pippa Passes Police Department systems indicates consent to monitoring and recording. The Pippa Passes Police Department and Information Technology reserves the right to access and audit any and all communications, including electronic and physical media, at rest, in transit, and at the end of life. The Pippa Passes Police Department personnel shall not store personal information.

## **Personal Use of Agency Technology**

The computers, electronic media, and services provided by the Pippa Passes Police Department are primarily for business use to assist personnel in performing their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

## **Misuse Notification**

Due to the increase in the number of accidental or malicious computer attacks against both government and private agencies, the Pippa Passes Police Department shall: (i) establish an operational incident handling capability for all information systems with access to FBI CJIS systems and data. This includes adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) tracking, documenting, and reporting incidents to appropriate agency officials and/or authorities.

The Pippa Passes Police Department personnel are responsible for reporting misuse of the Pippa Passes Police Department technology resources to appropriate Pippa Passes Police Department officials.

Local contact LASO: Phillip Slone. [phillipslone@alc.edu](mailto:phillipslone@alc.edu) Phone: 606-438-6811

I have read the policy and rules above and will abide by the Pippa Passes Police Department's Disciplinary policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / 20\_\_\_\_