



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 318A Attachment

**Effective Date** 04/19/2018

**Policy Name** Use of Departmental Computer Systems – Attachment

**Approved Date** 04/18/2018

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 01/21/2016

## DEFINITIONS FOR POLICY 318A

ACTIVE DIRECTORY(AD) – An AD domain controller authenticates and authorizes all users and computers in a Windows domain type network-assigning and enforcing security policies for all computers and installing or updating software.

APPLICATION DISK - the original program disks, CDs, or other storage media that are included with a software package at the time of purchase.

APPLICATION PASSWORD – a password that a user may assign within an application and/or document that prohibits other users from opening the secured application or document.

BROADBAND – a high-capacity transmission technique using a wide range of frequencies, which enables a large number of messages to be communicated simultaneously.

BROADBAND DEVICE (MIFI) – a device that is used to provide high-speed Internet access from mobile providers for portable devices

CITY OF TULSA NETWORK – a telecommunications system maintained by the city of Tulsa that allows computers to exchange data.

CRIMINAL JUSTICE INFORMATION – all FBI CJIS provided data necessary for law enforcement and civil agencies to perform their mission including, but not limited to identity history, biographic, property, and case/incident history data.

CRIMINAL JUSTICE INFORMATION SYSTEMS (CJIS) – Mandatory procedures for accessing criminal justice information required by the FBI.

DESKTOP COMPUTER – a personal computer in a form intended for regular use at a single location desk/table due to its size and power requirements.

DISTRIBUTION DISK – the original program disks, CDs, or other storage media that are included with a software package at the time of purchase.

EXTERNAL STORAGE DEVICE – Any device or peripheral which can be physically connected to a computer or other technology equipment for the purposes of storing electronic files and used to transport files between different computers

HOME DIRECTORY – a directory that is located on the main server and set aside specifically for an employee's use.

iNET PAGE – The introduction page the Tulsa Police Department uses for its internal website.

INTERNET – a global technology network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. For the purpose of the TPD policies and regulations, the Internet is synonymous with all computers and resources outside of the secure City of Tulsa network. These computers and resources are not under the control of the TPD or the City of Tulsa and great care must be taken

when accessing these resources.

INTRANET – a computer network that uses Internet Protocol technology to share information, operational systems, or computing services within an organization. For the purpose of the TPD policies and regulations, the intranet represents all computers and resources that are under the control of the TPD and the City of Tulsa.

LOGIN NAME – a user's name that uniquely identifies that person or user account to the computer system.

LOGIN PASSWORD – This is your AD login, it is a unique password that is used by an individual employee to log in and gain access to a computer system. Passwords must be changed regularly and must not be shared with others.

MOBILE COMPUTING DEVICE – used to access Police information systems through radio or cellular digital communications. Also, a device specifically designed and distributed for the purpose of field use. These devices are typically installed into a police vehicle along with a dock designed for said device.

MOBILE DATA COMPUTER (MDC) – any portable or laptop computer or other computing device used to access Police information systems through radio or cellular digital communications devices.

NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS) – the nationwide system used for wanted and stolen checks.

NETWORK DRIVE – a personal network storage location, also known as the “Z” drive or shared drives.

NON-SECURE LOCATION – all locations not defined as “secure location” below.

OFFICER GENERATED FILES – any document, spreadsheet, program, or other electronic file that is created, stored or produced on a PC or other computer.

OKLAHOMA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (OLETS) – this system accesses all information provided through the State of Oklahoma including driver licenses, DMV, and checks for wanted or stolen.

OLETS TERMINAL – all computers (normally desktop) that have access, via wireless or hardwired network, to OLETS, NCIC, or any other law enforcement database.

POLICE-IT GOVERNANCE BOARD – committee of TPD managers and IT managers who agree upon the policy for use of TPD computers. TPD managers will be selected at the discretion of the Chief of Police to serve on the committee.

REMOVABLE MEDIA – Portable and convenient devices used to easily exchange and/or transport information such as thumb drives, external disks, and other cards, that are usually connected via USB port.

SECURE LOCATION – areas that are TPD accessible but not open to the public and have been properly marked by “Authorized Personnel Only” signs. This term also includes official police vehicles that are locked and/or attended by authorized sworn personnel, and areas where non-sworn personnel have been certified and authorized to view CJIS data such as the City of Tulsa Municipal Jail intake, David L. Moss jail intake and dispatch.

SOFTWARE LICENSE – a legal instrument (usually by the way of contract law, with or without printed material) governing the use or redistribution of software. Under US copyright law all software is copyright protected, except material in the public domain. A typical software license grants an end-user permission to use one or more copies of software in ways where such a use would otherwise potentially constitute copyright infringement of the software owner's exclusive rights under copyright law.

STORAGE DEVICE – a device for storing data, including but not limited to, CD/DVD, USB, floppy disk, internal and external hard drives.

TPD FUSION PAGE – a centralized place for TPD information regarding criminal activity.

USER LEVELS – all employees fall under one of two Windows 7 access levels, Standard and Administrative as defined by Microsoft's User Account Control.

VPN – extends a private network across a public network, such as the Internet. It enables a computer to send and receive data across shared or public networks as if it is directly connected to the private network, while benefiting from the functionality, security and management policies of the private network.