

	<b>Abbotsford Police Department Policy</b>	
	<b>Administration</b>	<b>Information Management</b>
	<b>I.F.066</b>	<b>Computer System Usage</b>

## **POLICY**

- (1) Employees are required to act in an ethical, professional, and lawful manner when using the AbbyPD Computer System.
- (2) The intended primary use of the AbbyPD Computer System is to assist Employees in the performance of their job duties. Some limited personal use, subject to limitations noted in this and other AbbyPD policy and procedure, is permitted.
- (3) Personal use of the AbbyPD Computer System is a privilege, not a right. Inappropriate and/or excessive use by an employee may result in restriction or cancellation of those privileges and/or disciplinary action.
- (4) Unless authorized by the Director of Human Resources, AbbyPD Computer Systems must not be used to promote or facilitate an employee's off-duty activities (see policy I.C.180 Off-Duty Activities).
- (5) AbbyPD owns any communication sent via, or received to, the AbbyPD Computer System. AbbyPD retains the right, at any time, to access any material stored on the AbbyPD Computer system, an AbbyPD Storage Device or Cloud Storage solution provisioned by AbbyPD.
- (6) AbbyPD personnel must safeguard the organization's assets, and report loss of or damage to AbbyPD Computer Systems to their supervisor as soon as practicable. Information security concerns must be immediately reported to the Information Technology (IT) Manager or their delegate, including concerns arising from perceived system vulnerabilities or events involving the potential loss or disclosure of data.

*Paragraphs (1) through (6) constitute policy approved by the Police Board on June 28, 2023.*