



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.21	DATE OF ISSUE: 1/31/2024	EFFECTIVE DATE: 2/12/2024
SUBJECT: Authorized Software & Internet Usage	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission: 11.5.1; 41.3.7	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	

## I. POLICY **[11.5.1] [41.3.7(3A)]**

The introduction or installation of unauthorized or unlicensed software, whether online or offline, into components of the computer system of the Acton Police Department is not allowed without express authorization from the Chief of Police **[11.5.1] [41.3.7 (3B)]**.

Data disks and computer software from a non-secure source could corrupt the agency's computer system; therefore, security protocols must be established to address both situations. Security Protocols are determined by the IT Department for the Town of Acton. Components shall be considered to be any computer equipment owned, operated, and/or maintained by this agency and shall include, but are not limited to, desktop computers, laptops, tablets, cellular phones, and Mobile Data Terminals (MDTs) **[41.3.7 (1A-1D)]**.

The electronic data and information contained within the Department's information management systems are proprietary in that they shall not be manipulated, copied, transferred, or downloaded to external or removable storage devices, such as but not limited to, Discs, CDs, DVDs, thumb drives, or other storage devices without express authorization from the Chief of Police or his designee in his absence **[11.5.1] [41.3.7(3C)]**.

The transferring of information from any source, including online sources, is prohibited without express authorization from the Chief of Police or his designee in his absence.

All Employees should familiarize themselves with the Department's Social Media Policy (4.20) and the Town of Acton Electronic Systems Equipment Acceptable Use Policy.

### Authorized Software & Internet Information

**History:** None