



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 320.04 COMPUTER ACCESS/SECURITY AUTHORIZATION 03-09-17

### PURPOSE

The purpose of this order is to establish procedures for providing and withdrawing access and basic attributes to the Department computer systems and for issuing badge/identification numbers to new employees.

### POLICY

It shall be the policy of the Sacramento Police Department to ensure personnel are provided access to computer systems consistent with the requirements of their duties.

### PROCEDURE

#### A. COMPUTER ACCESS

1. The Personnel Services Division (PSD) shall request computer access via e-mail for new employees during the hiring process.
2. The Volunteer in Police Services (VIPs) Coordinator shall determine the need and request computer access via e-mail for all volunteers.
3. The level of computer access provided shall be based on the employee's or volunteer's job assignment and responsibilities.
4. All new employee's/volunteer's personal information, including physical descriptors and identifiers, shall be entered in the Sacramento County CJIS system, and a security remark in that system will be generated for all Sacramento Police Department personnel.
5. A general level of security control (Control Code "1") and a password shall be assigned to all employees who will be using the CJIS Known Person system

#### B. UPDATING/REMOVING COMPUTER ACCESS

1. The Personnel Services Division (PSD) shall
  - a. Notify the Public Safety Information Technology (PSIT) Section when an employee's badge number or rank changes.
  - b. Submit a request to PSIT to have the employee's computer access updated/revoked when employees are promoted, leave the Department, or are terminated.
2. Internal Affairs Division (IAD) shall
  - a. Submit a request to PSIT to have the employee's computer access revoked when Department employees are placed on administrative leave.
  - b. Request that PSIT restore the employee's computer access when the employee is returned to duty.
3. PSIT shall
  - a. Provide additional access or remove computer access for each employee/volunteer based on authorization by a Lieutenant or above.
  - b. Re-evaluate and adjust computer access when employees or volunteers are moved to another section.

#### C. BADGE/IDENTIFICATION NUMBERS

1. Newly assigned personnel shall be issued badge/ID numbers to permit access to various Department facilities and computer systems.
2. The PSD shall
  - a. Issue badge/ID numbers to permit access to various Department facilities and computer systems.
  - b. Direct all personnel to the ID unit for their ID cards.



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- c. Assign badge numbers to reserve police officers.
3. The VIPS coordinator shall
  - a. Assign badge/ID numbers for new volunteers.
  - b. Direct all volunteers to the ID unit for their ID cards.
4. Protected blocks of badge numbers shall no longer be necessary except when metal badges are issued and greater control is necessary. The current classification requiring protected blocks of numbers are
  - a. Sworn personnel – 0000-5999
  - b. Dispatchers (and supervisors) – 6000-6199
  - c. Police Records Assistants (and supervisors) – 6200-6299
  - d. Community Service Officers – 8100-8199
  - e. Reserve Officers – 7700-7999
  - f. To distinguish volunteers from permanent employees, volunteers shall receive ID numbers that begin with the letter “V” (example: V0001).