

COVINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

Subject: LAPTOPS

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I. Purpose

To establish guidelines concerning the issuance and usage of Departmental laptops.

II. Statement of Policy

It shall be the policy of the Covington Police Department to make laptop computers accessible to all employees for the purpose of writing reports. Laptop computer systems have been found to decrease employee's time writing reports and thus allowing them to be more available for calls for service and proactive patrol.

III. Procedures

- A. The Information Systems Specialist shall issue each member of the Patrol Division a laptop computer. Members of the Criminal Investigations Division will be assigned a laptop by the Information Systems Specialist. Upon assignment of a laptop, the receiving employee shall sign the "Laptop Assignment Form", which acknowledges receipt of a specified, serial numbered laptop, acknowledges understanding of this SOP and acknowledges understanding the City's policy on computer, email and internet usage.
- B. Laptop computers, their components, operating systems, reports, or any other functional parts will not be altered without the permission of the Support Services lieutenant or the Chief of Police. Any member of this Department, who adds, removes or changes any of the system devices or programs that come installed on their assigned laptops will be subject to loss of their assigned laptop and disciplinary sanctions.
- C. Laptops are to be used for legitimate Police Department business and are subject to inspection at any given time. Inspections will include all operating components and departmentally loaded software.
- D. Operation of the laptop computers.
 1. Each laptop will be issued with all charging components. Each employee will responsible for taking care of all equipment that is provided.

2. At the beginning of each shift, the employee will ensure their assigned laptop is charged and available for use during the shift. At no time will the laptop be unsecured within a vehicle. The acceptable method to secure a laptop is on the mounted laptop docking station within the vehicle.
 3. No one shall use any other employee's equipment without the consent of his or her supervisor. Employees shall ensure that they take all possible steps to ensure that their assigned laptop will be fully functional during the next working day.
 4. When removing the laptop from the network location, the employee will first shut down the laptop. There will be no carrying of laptops while in operation.
 5. When placing the laptop into the network location, the employee will first shut down the laptop.
 6. It is allowable for an employee to save reports on the C:\ drive. In many cases, it may be more beneficial to save reports on the C:\ drive, as it is less likely to have errors than a diskette. Employees are also encouraged to save their work to a jump drive as well.
 7. In order to prevent the introduction of a virus into the laptop computers, employees will make sure that only City issued disks are utilized. Viruses can cause a variety of damages to a computer to include the total incapacitation of a computer. Employees will make all attempts to prevent this from occurring.
- E. The Chief of Police will assign the department's Information Systems Specialist as the employee in charge of laptops. This employee will have sole responsibility for maintaining the lap top systems. This employee will coordinate with the 911 Center IT person, the departmental IT support contractor and/or the manufacturer of the laptops in reference to any problems or changes with the laptop computers.
- F. Employees should ensure that the laptops are not exposed to any liquids or extreme heat. Employees are reminded that extreme heat or liquids could adversely affect/or damage any computer system, even though the laptops are considered ruggedized.

IV. Responsibilities

- A. The Information Systems Specialist, along with the sergeant, will schedule a random inspection of the department laptops that are utilized under this policy in conjunction with the inspections of other officers' equipment and include this in their monthly report. This will be accomplished at the discretion of the Chief of Police. The purpose of this inspection is to ensure that City and Departmental procedures are being adhered to.
- B. The Information Systems Specialist shall conduct a random, unannounced inspection of all the Department's laptops. This inspection shall be used to verify that there is no damage to any laptops that has not been reported and to ensure that no programs have been added to the system.

- C. Employees utilizing departmental lap tops:
1. Employees utilizing departmental laptops will adhere to City and Police Department written directives, alike, which regulate the operation and maintenance of the issued equipment.
 2. Employees utilizing departmental laptops will be responsible for the documentation of any problems found. As soon as a problem, damage or issue arises with any laptop, that employee will be responsible for turning the laptop into the Support Services lieutenant along with a memo detailing how the damage was caused and/or what problems are occurring. Any employee who is found to willfully or negligently cause damage to their assigned laptop shall be held responsible and accountable for the repair of said laptop.
 3. If a laptop must be sent off for repairs, the Support Services lieutenant will make arrangements to provide a spare laptop, if available.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police