

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**AUXILIARY AND TECHNICAL SERVICES**

**September 24, 2018**

**Policy Number 8.08**

**USE OF COMPUTER HARDWARE AND SOFTWARE**

**POLICY**

Computer hardware and software are developed for and installed in work areas to meet the established needs of the elements. Neither the hardware nor software is to be changed in any way by element personnel without the prior written approval of the commander of the Information Technology Division (ITD) or a designee. Use of computer hardware and software shall comply with the Department of Information Technology's acceptable usage policy.

**PROCEDURE**

I. **BACKGROUND**

A number of computer problems have arisen because element personnel made unauthorized changes to computer hardware and software. As a result of these changes, individual computers and entire networks have been disabled until the problems could be identified and corrected. This has been costly both for the elements that are without the use of their computers and the ITD's data processing personnel who repair the damage.

II. **PROHIBITIONS**

In an effort to minimize such problems in the future, the following prohibitions are established:

- A. Element personnel shall not attempt to fix computer problems without the prior written approval of the ITD. If a computer is not working properly for any reason, contact the ITD Help Desk for assistance;

- B. Element personnel shall not move, exchange, or transfer any computer hardware or software without the prior written approval of the ITD. In particular, do not move equipment from one office location to another and/or software from one network or machine to another. Movement of computers from their assigned locations can result in problems with mainframe port assignments, wrong type and speed of cables for a given computer, users being deprived of special use software that had been made available to them, and numerous other problems that cannot be anticipated by element personnel who undertake such unauthorized equipment movements;
- C. Element personnel shall not change, modify, switch, or install any network or system software configuration without the prior written approval of the ITD. For example, do not alter, add, or delete any programs on the hard drive of any computer;
- D. Element personnel shall not load personal software into departmental computers without first receiving written approval from the ITD. Such programs may work well at home but can cause problems at the Honolulu Police Department;
- E. Element personnel who develop computer programs, macros, or automated forms for their own use shall not transfer them or provide copies to other departmental personnel without the prior written approval of the ITD. Such transfers have caused system problems for the entire department; and
- F. Element personnel shall not use personal devices that affect the proper operation of any city system such as communications or of signals used for cellular telephones, a Global Positioning System, and Wi-Fi.

6-10-2019

III. PRIVACY AND IMPLIED CONSENT

- A. Employees have no rights to or ownership of any data contained or processed by department-authorized computer hardware, software, peripherals, and systems.
- B. There is an implied consent by employees who directly or indirectly use department-authorized computer-related property to have data described above monitored, intercepted, captured, copied, and disclosed by authorized personnel.

IV. VIOLATIONS

Violations of these prohibitions may result in disciplinary action and/or criminal charges. Any disciplinary action taken shall be in accordance with applicable collective bargaining agreements, civil service rules and regulations, and departmental policies and procedures.

V. ADDITIONAL INFORMATION

For additional information, contact the ITD Help Desk at [REDACTED] or via e-mail at [REDACTED].



SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
October 21, 1998