

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

## POLICY

- (1) Users are required to act ethically, professionally, and lawfully when using the AbbyPD Computer System.
- (2) The intended primary use of the AbbyPD Computer System is to assist Users in the performance of their duties. Some limited personal use, subject to limitations noted in this and other AbbyPD policies, agreements and procedures, is permitted. Where such personal use takes place, AbbyPD Computer Systems may contain, access or store information or records relating to this personal use, e.g. personal emails, documents, voicemails, text messages, photos, videos and records of internet and social media use (“Personal Use Records”).
- (3) Personal use of the AbbyPD Computer System is a privilege, not a right. Inappropriate and/or excessive use by a User may result in restriction or cancellation of those privileges and/or disciplinary action. Personal use of the AbbyPD Computer System must be infrequent and of short duration, or it must occur outside of working hours.
- (4) Users 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.
- (5) The AbbyPD Computer System and all information, communications and records created, generated, transmitted, processed and stored on the AbbyPD Computer System (including duplicate or backup copies) are the property of the AbbyPD. The AbbyPD recognizes that some exceptions may apply. However, such exceptions, if any, must be set out in writing and agreed to by the AbbyPD (e.g., in

accordance with written agreements with Users, as set out in approved intellectual property policies or third-party agreements).

- (6) Nothing in this Policy should be interpreted in a manner that is inconsistent with AbbyPD's legal obligations, including its obligations under any terms of employment or engagement with individuals, software license agreements or AbbyPD's obligations under applicable privacy legislation.

*The above approved by the Police Board on November 20, 2024.*