



CONCORD POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

DISPOSAL OR RELEASE OF DIGITAL MEDIA

GENERAL ORDER: 06.05

CREATED: August 3, 2010

ISSUE DATE: April 14, 2020

ACTION: Amends and renames original general order

EFFECTIVE DATE: April 21, 2020

06.05.0 **PURPOSE**

The purpose of this policy is to outline the proper disposal of digital media in order to protect sensitive and classified information. Inappropriate disposal of digital media may put citizens, businesses, the department, its coworkers, and other law enforcement agencies at risk.

06.05.1 **POLICY**

It shall be the policy of the Concord Police Department that department coworkers, contractors, vendors, and temporary staff – including all personnel with access to sensitive and classified data and digital media owned, leased, or possessed by the department – fall under the terms and requirements of this general order.

06.05.2 **ENFORCEMENT AND COMPLIANCE OFFICER**

- A. The Chief of Police serves as the custodian of department records and his/her designee for enforcement and compliance of the provisions of this general order is the commanding officer of the Administration Bureau.
- B. Any coworker found to have violated this policy, or other digital media retention, distribution, or disposal policies, may be subject to disciplinary action up to and including termination of employment. Any violation that appears to have been committed with criminal intent shall be investigated and prosecuted under prevailing general state statutes or federal law.

06.05.3 **COMPANION POLICIES**

The following general orders directly or indirectly cover digital media and may include retention, distribution, or disposal procedures. To the extent those other policies specifically provide procedures relating to retention, distribution, or disposal of digital media, those procedures supersede the policies set forth in this general order unless explicitly stated otherwise. Where a policy is silent on retention, distribution, or disposal of digital media, this general order applies.

- A. 02.02 – DCI TRANSACTIONS AND SECURITY
- B. 02.04 – RECORDS RETENTION
- C. 07.02 – EVIDENCE AND PROPERTY CONTROL

- D. 07.04 – VIDEO EQUIPMENT RECORDING
- E. 07.06 – COMPUTER NETWORK, E-MAIL, AND INTERNET ACCESS
- F. 09.04 – PUBLIC INFORMATION AND MEDIA RELATIONS

06.05.4 DISPOSAL OF DIGITAL MEDIA

When no longer usable, digital media (in its various forms such as: computer hard drive, CD/DVD, USB drive, server, email attachment, hard copies or print-outs of digital media, etc.) used to process or store classified and/or sensitive information shall be properly disposed of in accordance with policy and procedure established by the Concord Police Department. The following procedures will be followed:

- A. CD's, DVD's, hard copies and print-outs shall be shredded using a cross-cut shredder.
- B. Other digital media that cannot be shredded, such as computer hard drives, USB drives, servers, etc., shall be turned over to Technologies Edge personnel to be disposed of by one of the means listed in 06.05.5 below.

06.05.5 DISPOSAL METHODS

Technologies Edge personnel shall dispose of hardware and magnetic media (hard drives, USB drives, magnetic tapes, etc.) by the following methods:

A. OVERWRITING

A method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located. This method is used for hard drives, followed by physical destruction.

B. DESTRUCTION

A method of physically destroying magnetic media. As the name implies, destruction of magnetic media means to physically dismantle by methods of crushing, disassembling, shredding, etc. This method applies to all magnetic media that cannot be destroyed via an office shredder.



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CHIEF OF POLICE