

DAYTON POLICE DEPARTMENT  
GENERAL ORDER  
**MANAGEMENT INFORMATION SYSTEM (MIS),  
UKG TIMEKEEPING, AND DATA SECURITY**



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**POLICY STATEMENT**

It is the policy of the Dayton Police Department that information contained within the MIS, OHLEG, Accurint, JusticeWeb, and UKG Timekeeping System and all their adjoining modules is potentially sensitive, and that the information will be maintained in the strictest confidentiality to conform to the guidelines of LEADS and NCIC. All usage of these systems will be treated as confidential and for official use only. Dayton Police personnel are never permitted to access these information sources for personal use. Abuse or improper usage of these confidential systems demonstrates an extreme breach of propriety and will result in disciplinary action.

Further, the use of computers will be done in such a manner as to ensure the security of the devices and the systems accessible by those devices. All personnel using the system(s) will be accountable for any abuse while under their unique Login and Password.

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**I. MANAGEMENT INFORMATION SYSTEM (MIS)**

- A. The Dayton Police Department operates a Management Information System (MIS). MIS has the capability of compiling statistical and/or data summaries of the following department activities:

- |   |   |
|---|---|
| 1. Police Personnel                                 | 8. Master Index (Wildcard search of names, SSN, etc.) |
| 2. Wanted Persons/Warrants                          | 9. Property and Evidence                              |
| 3. Calls for Service                                | 10. Alarms  |
| 4. Incident Reports                                 | 11. Stolen Vehicles                                   |
| 5. Field Contacts (Warnings, FIC's, Removals, etc.) | 12. Arrest/booking                                    |
| 6. Towed Vehicle Control                            | 13. Citations (Moving, Parking and Minor Misdemeanor) |
| 7. Pawnshops  | 14. Permits   |

Requests for MIS information and crime stats will be directed to the Statistical Analyst. CAD (Computer Aided Dispatch) information can be requested through the Regional Dispatch Center (RDC) staff.

- B. The information contained within CAD and MIS is generally accepted as confidential, police-only information that cannot be given to unauthorized professional staff personnel if it contains sensitive information, or LEADS, NCIC information. Officers/personnel must use caution to ensure that unauthorized professional staff personnel do not gain access to Social Security Numbers (SSN), dates of birth (DOB), addresses, phone numbers, license numbers, or any information that by its very nature appears to be sensitive. Additionally, no information concerning an investigation in-progress should be shared without proper management review.
- C. Officers requesting the deletion of arrest records in MIS (e.g., erroneous arrest record, person not actually incarcerated after sending the record, etc.) will be required to send an E-mail with the information and reason for deletion to the Strategic Planning Bureau Commander for review and a "cc" to their immediate supervisor. The Bureau Commander will review the request and forward to the MIS Administrator for deletion.
- D. Any requested changes/improvements to MIS/RMS, or Motorola CAD systems will only be sent to the Strategic Planning Bureau Commander.



The Strategic Planning Bureau Commander will be responsible for discussing the requested change with IT/Technology Services Unit personnel, Command Staff, and other members of the department in order to determine the necessity and priority for the requested change.

Once the change is approved, the Strategic Planning Bureau Commander will contact the requesting party and ensure the change request is tracked until it is completed. If the change was not approved, the Strategic Planning Bureau will communicate the decision to the person who made the request.

- E. Employees are to regularly update their MIS home page to include their current address and cell / wireless telephone number and carrier.
  - 1. The department utilizes a software program named Code Red that quickly notifies employees of critical incidents. The cell / wireless carrier information is crucial to the success of the program.

## II. UKG TIMEKEEPING SYSTEM

- A. **LEAVE REQUESTS** - Employees requesting vacation, personal allowance, compensatory or holiday leave must submit their leave requests to the supervisor that will approve the request and enter the change into UKG via the electronic leave request process.
  - Each individual's supervisor will be responsible for approving/denying the leave request prior to the occurrence of the event. Leave balances must be verified before any leave is approved.
- B. **DDU / DDX: DAY DUE** - Employees may only be placed on a day due if they worked due to a change in work schedule or were re-scheduled for training purposes.
  - 1. All days due must be entered into UKG prior to the employee using the day due.
  - 2. Only the next level supervisor will approve an employee's day due leave request.
  - 3. When a day due is taken, the request approval in UKG must indicate in the comments section the day that was worked to earn the day due.
  - 4. A day due must be taken within the FLSA 28-day cycle of the original day that was worked to earn the day due.
- C. **SPECIAL ASSIGNMENTS** - Anytime an employee is placed on Special Assignment, the remarks section in UKG must contain a complete description of the special assignment, including hours of work, reason for the special assignment and location where the special assignment will be.
  - 1. The starting and ending time fields of the assignment must match the stated times in the remarks section.
  - 2. If the employee is temporarily changing work assignments (ASN's), that employee will be scheduled to work the hours of the unit to which they are being assigned. Any deviation must be approved by the Division Commander, and Police Payroll must be notified in advance. The employee's immediate supervisor will ensure that the information is correctly entered into UKG.
  - 3. Changes to UKG work schedules that are beyond the supervisor's security level will be made by a request via e-mail to police payroll personnel. No other personnel will be authorized to make these changes.
- D. **TRD / TRX: TRADE DAYS FOR SWORN PERSONNEL**
  - 1. Sworn personnel will only be permitted to trade days with other personnel who have the day off on the day they wish to trade (i.e., an officer wants a Friday off and the person they are trading with is on regular days off that Friday) and that are within the same twenty-eight (28) day Fair Labor Standards Act cycle. Sworn personnel will only be permitted five (5) trade days per calendar year.
  - 2. Trade days for operation need at the request of management will not count towards the five (5) trade day limit.



- a. Operation need trade days must be within the same twenty-eight (28) day Fair Labor Standards Act payroll cycle.
    - b. Operation need trade days cannot generate overtime.
    - c. Operation need trade days must be in full 10-hour shift increments.
  3. UKG entries for trade days will be made just like Day Due (DDU/DDX) entries, keeping the following in mind:
    - a. There should be four trade entries made at one time
      - 1) Two TRD entries and two TRX entries
        - a) One employee gets a TRD and a TRX
        - b) Another employee gets a TRX and a TRD
    - b. Comments for operation need trade days are required to state:
      - 1) "Operational need request"
      - 2) On the TRD date, who the TRX employee is and what date the trade-back will occur
      - 3) On the TRX date, who the TRD employee is and what date the trade-back will occur
- E. It is the responsibility of each supervisor to ensure that their employee's time entries into the UKG Timekeeping System are accurate. This applies to all regular shifts, overtime assignments, special details, etc. The supervisor will ensure that UKG Timekeeping System entries are amended if there are any changes that affect the accuracy of the employee's time record. Changes to UKG Timekeeping System entries must be entered as soon as a supervisor learns of them.
- F. **VLS** - When a supervisor presents findings of charges and specifications to an employee and suspension days are mandated, the employee will choose to take either suspension or vacation in lieu of suspension (VLS) if applicable.
- If the employee chooses VLS, the supervisor must document it appropriately on the suspension form. The supervisor will enter into UKG an **"add"** for a VLS pay code on the effective dates. VLS must be served on actual days of work. Do **not** remove the normal shift hours the employee is scheduled to work. The supervisor will print the schedule and attach it to the suspension form, showing that the entries have been made.
- Payroll personnel will verify that the entries are made appropriately upon receipt.
- G. **CRT** - the Court Detail will enter all court appearances for sworn personnel into UKG. The Court Appearance code will be "CRT" and the entry may be viewed on Schedule Editor. With the exception of an employee's annual guaranteed vacation all supervisors will check for any court appearances scheduled PRIOR to granting leave requests. If there is a scheduled court case/proceeding, the employee will be reminded of their obligation to attend. Supervisors will also remind the employee that they are NOT ELIGIBLE for the contractual day-off premium for their attendance which is paid only on a regularly scheduled day off or annual guaranteed vacation.
- H. **VGA**
1. Sworn personnel
    - a. Supervisors will enter their sworn personnel's annual guaranteed vacation into the UKG Scheduler by March 15<sup>th</sup> of each year. The pay code to enter the annual guaranteed vacation leave into the schedule will be **"VGA."** The VGA pay code should be used whenever an Officer officially requests and is approved for his/her guaranteed vacation.
    - b. The VGA pay code works the same as the VAC pay code and it also serves as a "place marker" to assist with Court scheduling.
    - c. If the employee does not use all of their guaranteed vacation leave on the dates requested or the dates are subsequently changed by mutual agreement of both the employee and Management, the



VGA pay code can be moved and added or deleted as required.

2. Professional Staff

- a. When entering Annual Guaranteed Vacation for professional staff or senior command personnel in the UKG Schedule screen, use the VAC code.
  - b. The VGA code does not deduct from professional Staff personnel VAC accruals.
  - c. The responsibility of verifying there is accrued time to cover any requested absences falls to the employee taking the time off.
- I. **FAM** – When entering personal / family leave time for all professional staff or senior command personnel (major and above) in the UKG Schedule screen, use the FAM code. If the PA code is used, it has the potential to remove all hours from that employee's timecard.
- J. **CIN** – When an employee is called in to work, his or her supervisor is to enter the overtime punch on the employee's timecard, including the start and end times of the assignment worked. If the time worked is less than 2 hours, the entry will have to be transferred to the CIN work code to ensure the employee is properly compensated. To do so:
1. Enter the employee's In and Out punches, and then click the box in the Transfer column between them. If you don't see the CIN option, click the Search button at the bottom.
  2. In the pop-up box, click the Work Rule tab. Select the CIN option, and then press the Apply button.
  3. If the time worked is below 2 hours, it will be brought up to meet the 2 hour Call In minimum. If the time worked is over 2 hours, this will have no effect on the amount of compensation.
- K. **Patrol Sergeant Administrative Pay** - Patrol Operations Division sergeants will receive pre-shift administrative time for the sole purpose of patrol roll call preparation prior to the beginning of their regularly scheduled shift.

The tasks to prepare for roll call include the review of UKG rosters / timecards, e-mail, broadcast sheets, crime activity / pattern alerts, roll call training topics, and policy updates.

Sergeants working their first day back from their regular three days off will be limited to 30 minutes (0.50 hours) of pre-shift administrative time.

Sergeants working any subsequent days will be limited to 20 minutes (0.33 hours) of pre-shift administrative time.

An effort should be made to complete as many end of shift duties during the normal work shift, including but not limited to:

- verifying all assigned relief officers are accounted for,
- the review of officer activity / paperwork,
- UKG entries, and
- any pertinent investigations.

Supervisors staying beyond the end of their shift for necessary and time-sensitive duties will submit that time as "Extension of Shift".

The administrative time will not be used for donning and doffing the uniform of the day. Sergeants must be fully dressed for their shift prior to clocking in.

L. **General UKG Rules:**

1. **ALL** UKG actions must be entered and approved by an employee's supervisor. Supervisors cannot approve your own Overtime or Compensatory Time Accrual.



2. Supervisors are not permitted to enter and approve their own Leave or Schedule changes.
3. Clocking in or out for another employee is strictly prohibited and will result in immediate discharge.
4. All hourly personnel will be issued a separate identification card to be used with the UKG system.
5. Employees must maintain their card in good working order, surrender the card when requested by a supervisor, and immediately notify supervision if the card is not working correctly or is lost.
6. Cards needing to be replaced within two (2) years of issue will require a \$5.00 replacement fee unless the employee can show the card was damaged during the course of employment.
7. Employees must use their ID card to punch, not the UKG time clock keypad.
8. All non-exempt (hourly) employees are required to use a UKG clock to punch in at the start and end of the shift, for non-paid meal periods, and whenever approved leave is taken mid-shift for non-City business (e.g., a doctor's appointment, personal leave, etc.). If a UKG clock is not near a work reporting location or other operational factors make the use of the clock impractical as determined by Management, an alternate method of time reporting, approved by Human Resources, must be used (i.e., via a computer terminal or "Green Time Sheets").
9. Unless it is in conjunction with scheduled or approved OT, non-exempt (hourly) employees are not permitted to punch in more than five (5) minutes before the scheduled start of the shift and not more than five (5) minutes after the scheduled end of the shift. This is for a regular workday when an employee is not required to work overtime hours connected to the beginning or end of the scheduled workday.
10. Eligible exempt employees must use the UKG clock for any authorized OT hours. The UKG clock is not used to record regular scheduled hours for exempt employees. If a UKG clock is not near a work reporting location, an alternate method of overtime reporting must be used, i.e., "Green Time Sheets."
11. Employees can also use the clock to:
  - Check leave balances
  - Check their work schedule
  - Check punch status
12. Supervisors will ensure that their employees' profiles are accurately entered in UKG. This includes their email address, who they report to, their primary labor account, etc. Supervisors receiving new employees via new assignment, reassignment, or transfer are responsible for ensuring this information is entered correctly. Those assigned to reliefs with multiple supervisors will make sure the employees report to record is divided evenly among the supervisors.

**M. UKG Clock Restrictions:**

1. Employees are not permitted to punch in five (5) or more minutes before the start of the shift (unless it is in conjunction with approved OT), and most UKG clocks will not accept a punch during this time period.

For example, an employee's work shift begins at 7:00 a.m. and they arrive a little early at their work reporting location at 6:45 a.m. The earliest that the employee could punch in is 6:55 a.m. and they must not start working until the start of their shift, which is 7:00 a.m.
2. Clocking out before the end of the shift is not permitted unless it is done in conjunction with approved leave.
3. In general, hourly employees are not permitted to be at their work location unless it is immediately prior to the start or end of their work shift.
4. Hourly employees are not permitted to begin work before clocking in or to continue working after clocking out.

**N. Rounding of clock-in and clock-out punches**

1. In accordance with the FLSA regulations, "rounding" of hours worked is permitted as long as the rounding is done in such a manner as to "average" out time to ensure that employees are fully compensated for all time actually worked. Thus "rounding" works both ways – "for" and "against" the employer and the employee.
2. In UKG, hours are counted in 0.1-hour (6 minute) intervals.
3. Early clock-in is not permitted unless in conjunction with call-in or approved OT.
4. The above rounding rules apply only to scheduled hours. There is no rounding of time for unscheduled hours.

**O. Leave Accrual/Usage/Sick Conversion**

1. Sick leave and vacation are added to a full-time employee's leave balance after he/she has worked (regular hours excluding overtime) and/or has been on paid leave for 80 hours in a calendar month. Leave is available for use on the workday following the day on which the 80th hour is worked.
2. Personal leave is credited on January 1st of each year. Personal leave is available for use on January 2.
3. Vacation, sick and personal leave credits are deducted from employee leave balances when the leave is used. Pre-approved leave is also deducted on the date it is used, not on the date it is approved.
4. Leave is granted in six (6) minute increments and must also be used in six (6) minute increments.
5. Official leave balances will be kept in UKG, not on paper documents.
6. Both exempt and non-exempt employees can access their leave balances at the time clock.
7. MAXIMUM allowable accumulations of various forms of Accrual:
  - Comp Time – **176 hours**
  - Vacation Time (Sworn) – **492 hours** (240 hours carry-over from previous year + 96 hours (8 hrs per month) + 96 hours for Seniority Supplemental Accrual + 60 hours Conversion of Sick Leave = 492 maximum hours)
  - Vacation Time (Professional Staff) – **476 hours**
  - Sick Leave – both Sworn and Professional Staff can earn up to **1140 hours** but can only carry-over 1120 hours. (The maximum is set at 1140 hours in UKG; 1120 hours + 20 extra hours – two months accrual – to ensure employees have the opportunity at the beginning of the year to convert Sick Leave to Vacation/PA.)

If an employee goes over their maximum allowable balance, UKG will automatically default back to the maximum allowable balance each day and the employee may lose their additional time. It is imperative that officers and their supervisors not enter or approve comp time accruals in excess of the **176-hour** limit. At the end of the day, the balance will reconcile to the allowable maximum of 176 hours and the employee may lose the extra time.

8. On an annual basis, all personnel are required to convert any sick leave hours that are in excess of 1000 hours as of January 1<sup>st</sup> to VAC or PA hours (sworn only) so that the beginning balance for the year is at or below 1000 hours.
  - a. Personnel that have a sick leave balance that is less than 1000 hours as of January 1<sup>st</sup> who wish to convert come sick hours to VAC leave hours should refer to their appropriate Bargaining Agreement for the allowable conversion amounts.



- b. Procedure – An email must be sent to “DPD – Payroll Clerks” no later than the close of business on the first Friday of the first payroll cycle of the calendar year. The email should indicate how many hours of sick leave are being converted into VAC, PA or cash incentive (per contractual guidelines).
- 1) Per Personnel Policy and Procedure 5.01 section 9.8, personnel who have used no more than forty (40) hours of sick leave in 2021 are eligible to convert some of their sick leave hours to a cash incentive as follows:
- An employee who has more than two hundred forty (240) sick leave hourly credits may convert up to one hundred twenty (120) of those credits to cash on the basis of three (3) sick leave hourly credits for one (1) hour of regular pay.
  - If an employee has in excess of seven hundred twenty (720) sick leave hourly credits, he/she may convert up to eighty (80) sick leave hourly credits to cash on the basis of two (2) sick leave hourly credits for one (1) hour of regular pay.
  - Those employees having in excess of one thousand (1000) sick leave hourly credits must convert those credits in excess of one thousand (1000) hourly credits at a rate of two (2) hours of sick leave credits to one (1) hour of regular pay. In no case will more than one thousand (1000) sick leave hourly credits, after conversion, be recognized. In no instance shall any employee be credited with more than one thousand one hundred twenty (1120) sick leave hourly credits.

#### P. Overtime

1. All authorized overtime must be approved by a supervisor using the employee's timecard in UKG. If the OT is the result of working through a non-paid meal period, the supervisor must cancel the automatic mealtime deduction in UKG. To the extent practicable, employees are not permitted to work through their non-paid meal period without prior approval of supervision.
2. Regular time and/or overtime worked that is not authorized by Management will be subject to disciplinary action.
3. When supervisors enter an officer's overtime assignment into UKG, they are required to add comments to the entry and indicate the hours that the officer worked the overtime assignment. Comments must be entered on both the specific date and within the corresponding "In" and "Out" sections of the timecard.
4. The following procedure will be used when requesting pay/comp for overtime:
  - Officer sends an email to a supervisor requesting overtime pay/compensatory time.
  - Supervisor makes and/or approves the time entry in UKG.
  - Supervisor types a reply to the original officer email, saying, “Approved. Please double check entry for accuracy.”
  - Supervisor cc's that reply to “DPD – Payroll Clerks”.
  - Supervisor sends the email (to the original officer and to the Payroll Clerks).
  - Supervisor is no longer required to keep the email from the officer.

Payroll clerks, already with an alphabet system in place, move the email to the officer's overtime folder for the year on their H: drives. This group is responsible for electronically archiving the emails per retention schedules.

5. Overtime worked by sworn supervisors: Refer to GO 1.02-8, Overtime.

#### Q. Professional Staff Non-Paid Meal Breaks

1. Non-exempt professional staff employees are required to clock out and in for non-paid meal periods unless Management determines that using the UKG clock is impractical due to operational factors. Non-exempt professional staff employees who do not clock for non-paid meal periods are required to maintain their actual time spent not working during their non-paid meal period using a “Green Time Sheet.”





2. Generally, full-time professional staff employees are assigned one (1) of three (3) scheduled non-paid meal periods:
  - Straight eight (8) hour work schedule with no non-paid meal period
  - 8.5-hour work schedule with a non-paid 30-minute meal period
  - 9-hour work schedule with a non-paid 60-minute meal period
3. Professional staff employees are required to clock back in from their non-paid meal period within their designated 30- or 60-minute non-paid meal period.
4. Clocking in or returning early (more than five (5) minutes) from a professional staff employee's scheduled non-paid meal period without supervisory approval creates unauthorized overtime (UN-OT) and will be grounds for disciplinary action.
5. Clocking in or returning one (1) to 30 (thirty) or more minutes late from a professional staff employee's scheduled non-paid meal period is considered tardy and counts as an occurrence under the Tardiness/AWOL Guidelines.
6. Clocking in or returning more than 30 (thirty) minutes late from a professional staff employee's scheduled non-paid meal period will be considered AWOL.
7. Non-paid meal periods must be taken at their regularly scheduled time and for the allotted time period unless otherwise authorized by a supervisor to change the scheduled time or duration.
8. S-96 Employee Weekly Time Records

Officers and sergeants who do not normally go on duty via radio and MDC (i.e. Operations Divisions) are required to document their meal breaks by completing an S-96 Employee Weekly Time Record "Green Sheet" to document this information.

The time records are to be completed on a weekly basis and submitted to the employee's immediate supervisor, who will store them, on-site for a period of 2 years. (See General Order 1.01-1)

#### **R. Sworn Non-Paid Meal Breaks**

1. Non-exempt sworn employees are required to clock out and in for non-paid meal periods unless Management determines that using the UKG clock is impractical due to operational factors. Non-exempt sworn employees who do not clock for non-paid meal periods are required to maintain their actual time spent not working during their non-paid meal period using a "Green Time Sheet."
2. Generally, full-time sworn employees are assigned one (1) of three (3) scheduled non-paid meal periods:
  - Straight eight (8) hour work schedule with no non-paid meal period
  - 8.5-hour work schedule with a non-paid 30-minute meal period
  - 9-hour work schedule with a non-paid 60-minute meal period
3. Sworn employees are required to clock back in from their non-paid meal period within their designated 30- or 60-minute non-paid meal period.
4. Clocking in or returning early (more than five (5) minutes) from a sworn employee's scheduled non-paid meal period without Supervisory approval creates unauthorized overtime (UN-OT) and will be grounds for disciplinary action.
5. Clocking in or returning one (1) to 30 (thirty) or more minutes late from a sworn employee's scheduled non-paid meal period is considered tardy and counts as an occurrence under the Tardiness/AWOL Guidelines.
6. Clocking in or returning more than 30 (thirty) minutes late from a sworn employee's scheduled non-paid meal period will be considered AWOL.





7. Non-paid meal periods must be taken at their regularly scheduled time and for the allotted time period unless otherwise authorized by a supervisor to change the scheduled time or duration.

8. S-96 Employee Weekly Time Records

Officers and sergeants who do not normally go on duty via radio and MDC (i.e., Patrol Operations Division) are required to document their meal breaks by completing an S-96 Employee Weekly Time Record "Green Sheet" to document this information.

The time records are to be completed on a weekly basis and submitted to the employee's immediate supervisor, who will store them, on-site for a period of 2 years.

#### S. Professional Staff Tardiness/AWOL Guidelines

1. Tardiness is defined as clocking in late from one (1) to 30 (thirty) minutes after a professional staff employee's scheduled start time or clocking in or returning one (1) to 30 (thirty) minutes late from a professional staff employee's scheduled non-paid meal period.
2. Listed below are the corrective actions that apply when a professional staff employee has a tardy occurrence within the past 12-month rotating period, and the occurrence is 30 (thirty) minutes or less:

<u>Occurrence</u>	<u>Corrective Action</u>
1	Training Memorandum No. 1
2	Training Memorandum No. 2
3	Training Memorandum No. 3
4	Training Memorandum No. 4
5 or more	Progressive Discipline starts with an Oral Reprimand

3. Any tardiness occurrence that is more than thirty (30) minutes is considered AWOL and will result in a written reprimand and/or Charges and Specifications being filed, depending on the length of the AWOL absence.

#### T. Sworn Tardiness/AWOL Guidelines

1. For unexcused tardiness in any instance of an employee reporting late for duty (scheduled workday), the employee will be docked in six (6) minute increments. When an employee has a tardy occurrence within the past 12-month rotating period, and the occurrence is 30 (thirty) minutes or less, corrective action for tardiness will begin with a Training Memo. Any subsequent infractions will begin progressive discipline, starting with an Oral Reprimand, continue with a Written Reprimand, and then a Suspension prior to Dismissal.
2. Any tardiness occurrence that is more than thirty (30) minutes is considered AWOL and will result in a written reprimand and/or Charges and Specifications being filed, depending on the length of the AWOL absence. The department considers AWOL a serious discipline infraction and may not follow progressive discipline.

### III. DESKTOP DEVICES FOR INFORMATION ACCESS

The police department has acquired computers for the purpose of automating many management, clerical functions, and police operations. PC's and Laptop Computers are examples of "desktop devices," and security measures will apply to them interchangeably, where applicable. Desktop devices require departmental and/or City standards for a number of related issues: acceptable software, loading foreign files/diskettes, downloading and taking information home, copyright protected software, confidentiality of information, sharing information, point of access security, and related issues.

- A. The following police department software purchasing, licensing, and installation standards are in effect:



1. Acceptable or authorized program software is defined as software that has been approved for department use by the Chief of Police and/or is supported through the City of Dayton Information and Technology Services Department (IT). In order for software to be approved by the Chief of Police, all software purchases must be coordinated and approved through the police department fiscal manager after being reviewed by the assigned IT Analyst.
2. The Department of Information and Technology Services will install all application and operating system software to verify licensing compliance and suitability for use on the City's Enterprise System(s).
3. Any inappropriate use, loading, downloading or copying of information and/or program software from or onto any Police Department or City owned and/or controlled computer or PC is strictly prohibited. This includes games of any kind.
4. Illegal duplication or use of illegally duplicated software is a crime. Copyright protection of software must be maintained. Unless specifically exempted by documented licensing agreements, a software program must reside on only a single PC at any time. Also, each user site, unless exempted by licensing agreement, must possess a registered copy of the software program being used together with the accompanying documentation and original license. Violations of this section could subject the City to Criminal and/or Civil action. Abuse will not be tolerated.
  - a. No City-owned software should be installed on any non-City-owned desktop device without prior written consent of the Department of IT.
  - b. No non-City-owned software should be installed on any City-owned desktop device.
5. No employee will install or allow the installation of any application or operating system software onto any City-owned PC without the knowledge and consent of the Department of Information and Technology Services. (No personally owned, non-City software or hardware is allowed on the City's systems or networks without the prior written consent of the Department of IT).
6. No employee will uninstall or purposely defeat or compromise any virus scanning software placed on any City equipment. All PC's used by the City that are connected to the Enterprise network will have and maintain the updated virus scanning software package as specified by the Department of IT.
7. Antivirus (malware) Software Policies & Procedures

The City of Dayton IT division provides malware protection for computers. This document covers policies and procedures for malware protection of computer systems overall in the City and specifically for the Police Department personnel.

Malware protection protects City systems from viruses, worms, Trojans, computer "bombs", and other forms of intentionally destructive software, as well as annoying but generally non-destructive software pranks. These types of malware, if not controlled, can create situations of information loss, lost productivity, to extensive and expensive system outages.

Adherence to the policies and procedures herein will reduce instances of getting "infected" by malware on City computers. LEADS also requires DPD personnel be trained and aware of malware/antivirus policies and procedures.

- a. City-approved Malware/Antivirus Program
  - A City-approved Malware/Antivirus Program is deployed on all City workstations, laptops, and servers by the IT organization. Support is through the Help Desk.
  - Malware / Antivirus software should be implemented for employee personal equipment (for home use) regardless of whether or not such personal equipment is brought into the office or used for work.



- Individuals are responsible to install the appropriate malware / antivirus software on their personal equipment and keep it updated. Support for this software shall be with the vendor you purchased the software from.

b. Policies

All general-purpose computers deployed by and used for City of Dayton purposes must operate an up-to-date version of the City-approved Malware/Antivirus Program with the most currently available signature file. This is a requirement when a computer is:

- Unconnected/free-standing where files may subsequently be transferred to other City machines via some media (diskettes, CD's, DVD's, thumb drives).
- Connected with City of Dayton networks.
- A personal computer brought into the office.
- A city issued or personal computer used to remote into the City network.

Computers should be allowed to operate on the City's network long enough in order to properly receive updated signature files and to perform virus-scanning operations. File updates are automatically handled by the computer when connected to the City network and generally scheduled between 12:30 PM and 1:00 PM.

It is a requirement on personal equipment to have an up-to-date malware / antivirus program running if it is used to remote into the City of Dayton networks or if media (diskettes, CD's, DVD's, Thumb Drives, etc.) is used on them where files are intended to be transferred to City equipment. Such media shall be scanned for viruses prior to transfer to other City computers or file servers.

Users shall not disable the malware/antivirus services on City provided equipment.

c. Support for City-approved Malware/Antivirus Program

The IT Help Desk at 937-333-2748 provides support for malware/antivirus services. City workstations and laptops are protected by the City-approved Malware/Antivirus Program. Non-administrative users are restricted to the settings provided by IT. There are no user-configurable settings.

Contact the IT Help Desk in troubleshooting situations where the malware/antivirus is suspected in operating system or application problems.

d. Procedures for Malware / Anti-Virus

1. For full PC workstations and laptops make sure the most current malware/antivirus service is running. Contact the IT Help Desk at 937-333-2478 if the program is not running on the computer.
2. Do not open attachments in E-Mail if you have any doubt about, or are distrustful of, who sent you the attachment. Delete the E-Mail without opening the attachment.
3. Do not surf nefarious or potentially risky Web sites; particularly file sharing or music download sites. These are notorious for infecting computers. Even though the City's system controls Web surfing by content type categories, risky sites can still be potentially accessed. Stick to business and professional sites that can be trusted.
4. Using Web-based personal E-Mail sites (Yahoo, AOL, MSN, Hotmail) are entry points for chain letters, Trojans, or viruses. Avoid using the City network and Internet connection for personal E-Mails.
5. Laptop users who access the web from DSL and Cable modems from home or wireless networks in coffee shops and hotel lobbies are at high risk for data theft, or having malware implanted onto their open shares. Password stealers, backdoor programs, and Denial of Service agents can all be surreptitiously installed on an exposed laptop, which then becomes a type of Trojan



horse when it logs onto a network that trusts it. Laptops must be returned to the Strategic Planning Bureau for regular security maintenance every fifteen (15) days or sooner, if required.

6. If you feel you may have your full PC or laptop infected with malware, contact the IT Help Desk and advise them of the situation.
- B. Access to the Ohio Law Enforcement Gateway Database (OHLEG) (see Section V.), the Accurant (Lexis-Nexis) Database, JusticeWeb, and other law enforcement databases are available through internet access with the following restrictions:
1. This information is strictly for Law Enforcement purposes only.
  2. Internal programs will log each employee's use of each database.
  3. This information is not to be disseminated to the public and is to be treated the same as LEADS information following the same security protocols.
  4. Accurant will not be used in background checks for employment.

Microsoft Windows Operating Systems are the standard operating system for all City of Dayton owned personal computers.

- C. The following police department hardware purchasing, and installation standards are in effect:
1. Acceptable or authorized hardware (PC's, Laptops, CD Drives, DVD Drives, Zip Drives, Printers, Scanners, PDA's, etc.) is defined as hardware that has been approved for department use by the Chief of Police and/or is supported through the City of Dayton Information and Technology Services Department (IT). In order for hardware to be approved by the Chief of Police, all hardware purchases must be coordinated and approved through the police department fiscal manager after being reviewed by the assigned IT Analyst.
  2. All equipment must be checked in by IT to ensure that it is audited, placed into the City's database(s), and receives a City 'asset control tag.' No procurement of hardware shall take place without an assessment by an IT Analyst, including P-Card purchases.
  3. No personally owned, non-City equipment is allowed on the City's networks without the prior written consent of the Department of IT.

No Dayton Police personnel may connect any personal electronic device to any City owned computer, MDC or other electronic network without written permission from their Division Commander. Personal electronic devices include, but are not limited to phones, tablets, wearable technologies, and similar devices. Additionally, connecting unauthorized devices to the City of Dayton network is a violation of LEADS Policy. Personnel wishing to charge their electronic devices from a USB port are encouraged to utilize a wall charger or procure a multi-line USB charging bank.

H.R. 2.16 Section 3.2.8 states in part "All clients (City employees)...will be held accountable for any viruses, Trojans, malware or any other detrimental software that they introduce to the City Enterprise Systems. It is the responsibility of the Client to keep their system virus free and secured. If a City employee allows any harm to the City's Enterprise Systems due to failure to keep their system virus free and/or secured, the employee will be subject to disciplinary action, up to and including discharge."

All personnel are also strongly cautioned to take appropriate measures when utilizing a USB Memory Device to ensure that executable files are not automatically launched and a virus scan is completed prior to opening other files. The City Enterprise Systems are set up to scan files coming from a USB Memory Device but if there is any question about the content, then refer to IT to ensure no contamination of files.

4. None of the above applies to normal consumables like paper, cartridges, ribbons, batteries, etc.
- D. The following Security and Proper Use Procedures will be in effect:
1. No employee will share their Login or Password with any other employee. Any violation of use or misuse/abuse will be Prima Facie evidence of abuse by the employee whose Login and Password was



used at the time of the infraction. Caution must be used when walking away from an unsecured desktop to ensure that the keyboard is locked, or the user has 'logged off' the system.

- a. If any employee has reason to believe their password has been compromised, they are advised to set a new password. In MIS, this can be done from the opening screen.
- b. If an employee fails to log on correctly after a number of times, the system will automatically lock their account for security purposes. Should that happen, the user must contact the a supervisor, not the IT Help-Desk, to have their account unlocked.
  - 1) Supervisors: In the MIS Main Menu, select L. Password Resets. Select the program where the password reset is needed (MIS, or RMS/eDIBRS). Enter the login ID to be reset. After pressing the Enter key on the keyboard, a message box will appear telling the supervisor of the user's new password. The supervisor will convey the new temporary password to the user, who can then login in to the program with the new password. After the user logs in after the reset, they will be required to change the password.
2. No employee will knowingly use the Login and Password of another.
3. No unauthorized Internet accounts (i.e. DSL, Cable, etc.) will be allowed. Permission for any such account must be requested in the form of a special report to the Chief of Police and must describe the purpose for the account, the mechanism for supporting this account (funding), the security measures that the employee will maintain to ensure that the City is not compromised. Once approved, the Department of IT will ensure the installation is in accordance with the security standards in place at that time by IT.
4. Abuse of the Internet and/or the City's Email system will not be tolerated. Employees are encouraged to use appropriate etiquette and to refer to the City's Personal Policies and Procedures Manual, Section 2.14.
5. All employees are to be registered with the City's self-service password reset tool at the following webpage: [REDACTED]
  - a. There are multiple various cyberattacks ongoing, and this tool is another step City Information Technology Services (ITS) is implementing to further lock down the security of the city's network accounts.
  - b. This tool is much more secure than calling the Help Desk and it also allows personnel to reset their password or unlock their accounts anytime on their own using another PC or cellphone.
  - c. There is a YouTube video Public Affairs made, showing how to use the tool: <https://www.youtube.com/watch?v=Y67qC-B0uCo>

City ITS understands some have a hesitancy at using their own email for this, but there is nothing that says employees must use a primary account – they can go and create a new email account for just this purpose. Employees will, of course, have to remember that email and password. ITS encourages persons to have a secondary email anyway to provide for when individuals do not want spammed.

E. The following Compliance Auditing procedures will be in effect:

1. To ensure compliance with this order, all Desktop Devices in the police department will be randomly audited. The Department of IT will remove all software that is found not to be in compliance the above policy. Names of violators will be turned over to the Chief of Police. All violations will be investigated. Any violation that would put the City into a position of copyright or licensure liability with a software vendor will result in disciplinary action.
2. The Department of IT will also record the serial numbers, makes, models, etc., of all hardware that is found not to be in compliance the above policy. This is to ensure that the information is contained in the City's database(s) and that the device receives an 'asset tag.' Names of violators will be turned over to the Chief of Police. All violations will be investigated.



3. Anyone having questions about licensing agreements and software support should contact the IT Help Desk at 937-333-4357.

F. Remote System Access

1. At certain times, employees may need remote system access due to the nature of their job. Any remote access outside of normal working hours must be approved, in advance, by police supervision.
2. Employees must obtain approval from the Chief of Police or his/her designee for remote access. The requestor's immediate supervisor will need to verify with City Information Technology Services on a weekly basis, when and for how long, the requestor uses the remote access or log in. If they used the remote access or log in outside of the employee's normal work hours, then the departments' payroll will need to pay the employee in compliance with the FLSA and/or the CBA. This review and payment must occur on a weekly basis.
3. Upon approval from the Chief of Police or his/her designee, the employee will then complete a Computer Account Access Authorization Request (CAAAR) Form which will have approval signatures and be forwarded to City Information Technology Services for activation. The CAAAR form can be found on the Information Technology page of the city intranet ([REDACTED]).

G. Requests for Global IT Changes

1. Any requests for global changes pertaining to IT (Information Technology) are to be made through the Strategic Planning Bureau. An example of a global change would be requesting IT to create a new icon to put on a computer desktop.

H. Access to City Email on Personal Electronic Devices

1. All Dayton Police Department (DPD) sworn personnel are authorized access to the City of Dayton (City) email system on their personal electronic devices during on duty hours. The City is not requiring, nor expecting, any DPD sworn employee to view, send or respond to any message on the City email system during off duty hours. Consequently, the City will not compensate employees for any off duty email usage without prior documented authorization from the employees' supervisor.

I. Central Repository for Technology Inventory

1. The Strategic Planning Bureau is the central repository for the Police Department's technology inventory. By maintaining departmental technology inventory in one place, the department can ensure that devices are fully functional with all software installed prior to usage.
2. Technology inventories include the following:
  - Desktop computers
  - Laptop computers
  - Computer monitors
  - Scanners
  - Desktop printers
  - Digital Cameras
3. The location of all equipment and date of service will be logged prior to dissemination to the requesting unit.
4. Purchase requests for the above equipment will be routed through the Strategic Planning Bureau to determine the needs of the requestor based upon current inventory.
  - a. IT will ensure all equipment requiring software installation is complete prior to shipment to the Strategic Planning Bureau.
  - b. Once the requested equipment has passed final inspection, the requesting unit will be notified for installation of the equipment.





5. No one may move any City of Dayton owned computer equipment (including monitors and keyboards) from any office without permission from the Strategic Planning Bureau.
- J. Personnel are not permitted to save files to the Dayton Police Department Public Drive, also known as the "P Drive." All files should be saved to the employee's H Drive, or City of Dayton OneDrive folder.
- K. To safeguard sensitive information and protect data against potential data breaches, the digital storage of Personal Identifying Information (PII) is strictly prohibited. Supervisors completing quarterly driver's license status checks, Injury Investigation Reports (Form S-68), or any other digital or physical form containing employee PII must not retain this information after it has been forwarded through the appropriate chain of command or routing process. Once these forms are submitted, Supervisors must delete any stored PII data from their OneDrive, H: Drive, or any other location previously used to store it.

PII includes, but is not limited to, the following:

- Social Security number
- Driver's license or state identification number
- Financial account details
- Personal addresses, personal phone numbers, or personal email addresses
- Any other data that could uniquely identify an individual

#### IV. LEADS INFORMATION SECURITY

The Dayton Police Department makes extensive use of information obtained from LEADS (Law Enforcement Automated Data System) and NCIC (National Crime Information Center). Similarly, we create numerous records in these systems which assist in the detection and capture of criminal suspects, missing persons, stolen property, and provide information that promotes officer safety. (This information is herein referred to as CJIS ((Criminal Justice Information Services)) information.)

- A. The TAC (Terminal Agency Coordinator) will coordinate the training and certification of personnel who will have access to CJIS information.
- B. Training and certification is required prior to the granting of a computer account that will access CJIS information and for continued use of those accounts.
- C. State and national fingerprint-based record checks must be conducted within thirty (30) days of initial employment or assignment of all personnel who have authorized access to LEADS/CJIS systems, record storage areas containing LEADS/CJIS data and those who have direct responsibility to configure and maintain computer systems and networks with direct access to LEADS/CJIS systems.
- D. Certification must occur every two years. Personnel who do not maintain certification will be denied access to CJIS information to include the deactivation or downgrading of applicable computer accounts.
- E. The LEADS Administrative Rules are incorporated herein and must be adhered to. (LEADS training specifically delineates the requirements of the LEADS Administrative Rules.)
- F. The LEADS newsletter contains updates from LEADS and NCIC and constitutes an official communication. Personnel are required to read the LEADS newsletter. The TAC is responsible for disseminating the newsletter.
- G. Employees who violate the requirements of the LEADS Administrative Rules are subject to disciplinary action in accordance with pertinent labor contracts and administrative rules of the City of Dayton and Police Department. Where applicable, violations of the LEADS Administrative Rules may result in criminal prosecution under state law and/or federal code for unauthorized use of property, theft, tampering, receiving stolen property, and unauthorized access to computer systems or any other applicable federal or state law. Among other LEADS restrictions, employees are prohibited from:
  - Using LEADS for non-criminal justice purposes,
  - Giving LEADS information to unauthorized people,





- Using someone else's login,
  - Leaving a computer logged in with your login credentials unlocked in a physically unsecure location allowing anyone to access Dayton Police Department systems and or FBI CJI systems in your name,
  - Allowing unauthorized persons access to FBI CJI systems at any time for any reason. (Unauthorized use of FBI CJI systems is prohibited and may be subject to criminal and/or civil penalties),
  - Allowing remote access of Dayton Police Department issued computer equipment to FBI CJI systems and/or data without prior authorization by the Chief of Police or their designee,
  - Obtaining a computer account that you are unauthorized to use,
  - Obtaining a password for a computer account for another account owner,
  - Using the Dayton Police Department network to gain unauthorized access to FBI CJI,
  - Knowingly perform an act which will interfere with the normal operation of FBI CJIS systems,
  - Knowingly propagating a computer virus, Trojan horse, worm and malware to circumvent data protection or compromising existing security gaps to FBI CJI systems,
  - Violating terms of software and/or operating system licensing agreements or copyright laws,
  - Duplication of licensed software, except for backup and archival purposes that circumvent copyright laws for use in the Dayton Police Department, for home use or for any customer or contractor,
  - Masking the identity of an account or machine,
  - Maintaining FBI CJI or duplicate copies of official Dayton Police Department files in either manual or electronic formats at place of residence or in other physically non-secure locations with express permission,
  - Using Dayton Police Department's technology resources and of FBI CJI systems for personal or financial gain.
- H. The use of personal information for testing purposes or for training is expressly prohibited. The attached list of authorized test transactions will be used. (See Appendix A)
- I. **Password security** - The use of a computer user account when creating or changing any electronic record has the effect of affixing one's signature to it. Therefore, using another's computer user account and password is tantamount to **forgery**.
- Providing or allowing any computer account password to be used by any person other than for whom it was created, or using the computer account password of another person, regardless of rank or assignment is **expressly prohibited**. This pertains to:
- City of Dayton network
  - MIS (Management Information System)
  - CAD (Computer Aided Dispatch)
  - LEADS (Law Enforcement Automated Data System)
  - MDC (Mobile Data Computer)
- Any employee, upon discovering that their password has been compromised, must take immediate measures to nullify the current password.
- J. Safeguarding computer accessed information



1. Locking terminals - A computer terminal that is logged on to the city network, MIS, or CAD may not be left unattended unless the user logs off or locks the workstation.
  2. Using unlocked terminals - Any employee who finds an unattended workstation that is logged on and not locked is prohibited from using that device without first logging off the absent user and logging on with their own account. Furthermore, employees finding a terminal in this condition are required to lock the workstation or log off the absent user.
  3. Safeguarding information on MDC's – LEADS/NCIC information is often conveyed to police officers using the MDC. Officers will employ measures to prevent unauthorized personnel from viewing their MDC display screens, especially when CJIS information is involved.
    - Mask the screen from view of persons seated in the cruiser.
    - Do not allow persons to look into the cruiser at the display screen.
    - Clear the screen after viewing the information.
    - Lower the screen when leaving the vehicle.
- K. All inquiries submitted to LEADS from the MIS system and MDCs will include the driver license number of the person submitting the inquiry. All sworn personnel and all professional staff personnel who have LEADS access (Auto Recovery, Radio Information Operators, Data Prep) must enter their driver's license number in a field that has been established in their MIS "home page". Professional staff personnel who do not have a driver license will be assigned a number by LEADS Control. Obtaining this number must be coordinated through our LEADS Terminal Agency Coordinator (TAC).

## V. OHIO LAW ENFORCEMENT GATEWAY (OHLEG)

### A. Permissible Access

1. Personnel may access OHLEG only for legitimate law enforcement purposes, such as criminal investigations, officer safety, intelligence gathering, and other duties directly related to law enforcement.
2. OHLEG may be used to check criminal histories, warrants, vehicle registrations, driver's license information, and other records critical to law enforcement operations.

### B. Restrictions on Use

1. OHLEG shall not be used for personal reasons, non-law enforcement purposes, or any activity unrelated to the user's official duties.
2. Personnel are prohibited from accessing information on family members, friends, neighbors, or other acquaintances unless there is a legitimate law enforcement purpose.
3. OHLEG users are prohibited from:
  - Allowing any unauthorized person to access OHLEG.
  - Sharing or giving their sign-on credentials to any other person.
  - Leaving their sign-on credentials unprotected in such a way that another person might obtain them.
  - Accessing OHLEG from a personal device.
  - Leaving a computer which has open access to OHLEG unattended and available to unauthorized personnel.

### C. User Accounts

1. Only personnel with approved OHLEG credentials are permitted to access the database. Each user must have a unique user ID and password.
2. OHLEG users will be held responsible for understanding the contents of the OHLEG security policies, as well as for applying these rules in their use of OHLEG.

### D. Confidentiality and Dissemination



1. All information obtained from OHLEG is considered confidential and must not be shared with unauthorized individuals or agencies.
2. Information should only be disseminated to other law enforcement personnel or entities when necessary for the performance of their duties.

E. Data Accuracy and Integrity

1. Personnel must ensure that any data entered into OHLEG is accurate and updated as required.
2. Users are responsible for verifying the accuracy of the information obtained through OHLEG before acting on it.
3. Any suspected or confirmed cyberattacks on the City or Department's network must be reported immediately to the OHLEG Support Center.

F. Audit Logs

1. The use of OHLEG is subject to continuous auditing and all system accesses are logged.
2. Any suspicious or unauthorized access detected during an audit will be investigated.

G. Initial Training

1. All users must complete mandatory OHLEG training, before being granted access to the system. This training includes understanding the laws and regulations governing the use of OHLEG, proper handling of sensitive information, and the consequences of misuse.

H. Annual Refresher Training

1. Users must complete annual refresher training to maintain their access privileges and stay updated on any changes to OHLEG policies and procedures.
2. All users will complete annual refresher training by December 1<sup>st</sup> each year or risk having their account suspended or deleted.

I. Violations

1. Unauthorized access, misuse, or dissemination of OHLEG data may result in:
  - Revocation of OHLEG access.
  - Disciplinary action up to and including termination.
  - Criminal charges in accordance with state laws.
  - Civil penalties for any breach of privacy or misuse of information.

J. Reporting Violations

1. Any employee who becomes aware of a potential violation of this policy must report it immediately to their supervisor or the Professional Standards Bureau for investigation.

K. OHLEG Agency Coordinator (OAC)

1. The OHLEG Agency Coordinators (OACs) for the Dayton Police Department will consist of the Terminal Agency Coordinator (TAC), Strategic Bureau Planning Commander, and Support Services Division Administrative Aide.
2. OACs are responsible for approving accounts, suspending users, deleting accounts, and ensuring the roster is updated every ninety (90) days.
3. All OHLEG violations will be reported to the BCI/OHLEG Support Center by either the CEO or an OAC.
4. The OAC shall be responsible for coordinating training, applications, policy oversight, and internal audits.

L. Personnel



1. All personnel with OHLEG access are responsible for adhering to this policy, using the system ethically, and protecting the confidentiality of the data.



## Appendix A.

**TEST RECORD INQUIRIES****THROUGH NCIC**

Refer to NCIC manual for test records.

**THROUGH LEADS****Vehicles**

LIC/TST0001 through TST0069

**Driving Records**

SOC/10000004

OLN/ZZ000007

OLN/ZZ000015

OLN/ZZ000083

**BMV Image Records**

OLN/ZZ000007

OLN/ZZ000520

**THROUGH BCI&I**

NAM/PUBLIC,JOHN Q.

SEX/M RAC/W

DOB/121146

BCI NUMBER/A123456