

<b>Title</b>	<b>Computer abuse incident reporting response Policy</b>
<b>Type</b>	Policy
<b>Category</b>	Security
<b>Status</b>	Approved
<b>Approved</b>	01/09/2013
<b>Revised</b>	06/16/2015
<b>Scope</b>	Applies to all City information technology assets.
<b>Policy</b>	<p><b>Policy Definitions:</b> It is illegal for any unauthorized person to access programs, data or material, the unauthorized modification of that data or material, and having unauthorized access with criminal intent.</p> <p><b>Policy Provisions:</b> Misuse of City information technology assets will not be tolerated. Each City employee is responsible for reporting known or suspected abuse incidents to their Department Management or to Department of Technology and Initiative (DTI).</p> <ul style="list-style-type: none"> <li>• Where an abuse incident involves potential misconduct by a City employee, that employee's Department Management retains responsibility for the ultimate resolution of the incident and any action taken against the employee. DTI will provide technical assistance as required.</li> <li>• Where an abuse incident involves potential effects on the City's information technology infrastructure, DTI will take the actions necessary to secure the reliability and integrity of the infrastructure.</li> <li>• Where an abuse incident involves Federal or State law, or City Ordinance that requires the City to act in its role as a "service provider", DTI will coordinate those actions.</li> <li>• Where an abuse incident involves possible criminal activity or threats to personal safety or physical property, DTI will contact and coordinate with the appropriate law enforcement agencies.</li> </ul>
<b>Rationale</b>	The Computer Abuse Incident and Response is highly useful in ensuring that peoples' work and personal information, plus City IT assets, are kept safe. Due to these issues, including the safety and privacy of City employees, it is imperative that a formal reporting and response policy be followed when responding to incidents of City computer abuse.