

Stowe Police Department

General Order: 1.29	Related General Orders:
VT CJIS Disposal Of Media	
This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.	
Applicable Vermont Statutes:	
Date Implemented: 06/18/2012	Date Revised:

I. PURPOSE:

The purpose of this policy is to outline the proper disposal of media at the Stowe Police Department. These rules are in place to protect sensitive and classified information, employees and Stowe Police Department. Inappropriate disposal of Stowe Police Department and FBI information and media may put employees, Stowe Police Department and the FBI at risk.

II. SCOPE:

1. This policy applies to employees, contractors, temporary staff, and other workers at The Stowe Police Department, including all personnel with access to sensitive and classified data and media. This policy applies to all equipment that processes classified and sensitive data that is owned or leased by the Stowe Police Department.

III. POLICY:

1. When no longer usable Computers, hard drives, diskettes, tape cartridges, ribbons, hard copies, print-outs, and other similar media and items used to process or store classified and/or sensitive data shall be properly disposed of in accordance with measures established by the Stowe Police Department. The following procedures will be followed:

- A. When no longer usable, hard copies and print-outs shall be placed in Department shredding container.
- B. Diskettes and tape cartridges shall be taken apart and placed in Department shredding container.

C. After media has been shredded it will be disposed of properly.

2. IT systems that have processed, stored, or transmitted sensitive and/or classified information shall not be released from Stowe Police Department's control until the equipment is sanitized and all stored information has been cleared. For sensitive, but unclassified information, the sanitization method shall be approved by the Chief of Police. For classified systems, National Security Association approved measures shall be used. The following procedures will be followed:

A. Employees will send all hardware that processes and/or stores classified and/or sensitive data to the Department's Technology Officer to be properly disposed.

3. The Department's Technology Officer will dispose of hardware by one of the following methods:

A. Overwriting -an effective 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. A minimum of three (3) overwrites is recommended.

B. Degaussing -a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

C. Destruction -a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc.

IV. ENFORCEMENT:

1. Discipline: Any violation of this policy may be grounds for disciplinary action consistent with any applicable collective bargaining agreement, statute, Department policy or Town policy.

Issued by: _____

Donald Hull
Chief of Police