

# Stowe Police Department

|   |                                |
|---|--------------------------------|
| <b>General Order:</b> 1.32  | <b>Related General Orders:</b> |
| <b>VT CJIS Unique Identifier</b>  |                                |
| 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. |                                |
| <b>Applicable Vermont Statutes:</b>   |                                |
|   |                                |
| Date Implemented: 06/18/2012  | Date Revised:                  |

## **I. PURPOSE:**

1. The purpose of this policy is to ensure accountability of all users that access the Stowe Police Department network and network devices.
2. This policy is to define the creation of a unique identifier for individuals that access Stowe Police Department network, network devices and NCIC information.

## **II. POLICY:**

1. Stowe Police Department requires that each employee that has access to Stowe Police Department's network, applications, and/or NCIC for the purpose of storing, processing, and/or transmitting information shall be uniquely identified by use of a unique identifier. A unique identifier shall also be required for all persons who administer and maintain the system(s) that access agency and NCIC information and/or network. The Stowe Police Department requires users to identify themselves uniquely before the user is allowed to perform any action on the network and/or applications. All user IDs shall belong to currently authorized users. Identification data shall be kept current by adding new users and disabling former users. Employees shall not share their IDs with other employees, supervisors, management, or family members at any time.
2. The unique identification can take the form of the following examples:
  - User's full name (JohnWDoe)
  - Form of full name (SASmith)
  - Badge number (WV724966)

- Combination of name and badge number (jhardWV966)
- Serial Number (123456789)
- Other unique alphanumeric identifier

**III. 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