



## BY-LAW NO. 387-2020

### **A BY-LAW TO ESTABLISH POLICY FOR USE OF BOARD ISSUED EQUIPMENT AND TECHNOLOGY**

#### **1. PREAMBLE**

1.1 WHEREAS Section 37 of the *Police Services Act* provides that a Police Services Board shall establish its own rules and procedures in performing its duties under this *Act*;

AND whereas the *Police Services Act* provides that Board members will comply with the "Members of Police Services Boards – Code of Conduct", Ontario Regulation 421/97;

AND whereas the Board deems it expedient to enact this By-law to establish policy and guidelines for the use of Board issued equipment and technology.

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD ENACTS AS FOLLOWS:

#### **2. DEFINITIONS**

2.1 "Act" means Police Services Act, R.S.O. 1990, c.P.15, as amended;

2.2 "*Board*" means the Regional Municipality of Niagara Police Services Board;

2.3 "*Board Member*" means a member of the Niagara Police Services Board;

2.4 "*Devices*" means portable Board issued technology provided for the use of the Board members and includes all data processing and communications hardware and software including computers, tablet devices, peripherals, keyboards, cases, covers, styluses or any other equipment necessary for optimal use of electronic devices or tools;

2.5 "*Executive Director*" means the Executive Director of the Board;

2.6 "*Identification Cards*" means Board issued identification cards that indicate affiliation as a member of the Niagara Police Services Board;

2.7 "*Malware*" means a category of malicious code that includes viruses, worms and Trojan horses;

- 2.8 *“Mobile Applications” or “Apps”* means a computer program designed to run on smartphones, tablet computers, and other mobile devices;
- 2.9 *“Phishing”* means the activity of defrauding an online account holder of financial or personal account information by posing as a legitimate company;
- 2.10 *“Security Access Cards”* means Service issued security cards that permit Board members access to Service facilities equipped with electronic door control mechanisms and perimeter control gates;
- 2.11 *“Service”* means the Niagara Regional Police Service;
- 2.12 *“Technology”* means a tool that supports and promotes efficient and effective services through electronic data (text, graphics, images, voice and video) capture, manipulation, retrieval and transmission; and
- 2.13 *“Virus”* means a piece of code capable of copying itself and typically has detrimental effects, such as corrupting a system or destroying data.

### **3. BOARD POLICY GUIDELINES**

- 3.1 The Board supports using technology and related devices to increase the productivity of the Board office while conducting Board business.
- 3.2 Board issued equipment is the property of the Board and this is a policy relating to the acceptable use of Board devices.
- 3.3 Devices shall be primarily used for conducting Board business and shall follow the appropriate internet usage guidelines as outlined in this By-law.
- 3.4 Board and Service issued property and devices shall be returned to the Executive Director at the end of a member’s term. This includes all technology, back-ups, cases/keyboards, chargers, keyboard chargers, identification and security access cards.
- 3.5 Devices shall be assessed on return for upgrade, replacement or disposal. If deemed to be in fair condition, they will be redistributed to new Board members or disposed of appropriately.

### **4. INTERNET USAGE**

- 4.1 Use of a device constitutes acceptance of this policy and confirms the understanding that the device is to be primarily used for business purposes.
- 4.2 Information contributed to or retrieved from these devices must be protected against disclosure to unauthorized agencies or persons.
- 4.3 Before releasing information, ensure that the requestor is an authorized person, if uncertain verify with Board staff.

4.4 Board equipment and technology will not be used for any activity from which the user will benefit financially, for any purpose that might be considered offensive, or violate Board policy.

## **5. USAGE AND SECURITY OF DEVICES**

5.1 Board members are responsible for the security of the device and its software. Board members are required to keep their devices updated through software updates to ensure all security patches are current.

5.2 Board members are responsible for the security of devices by being cognizant of phishing, malware, viruses, and/or avoiding websites which might compromise the software on their devices, being mindful of the following:

- (i) Do not click on pop-up screens, spam, advertisements or suspicious links that come from unrecognized senders. These may try to cause you to act quickly through threats of security breaches, unauthorized account usage, etc.
- (ii) Do not download files or open attachments from unknown senders on the device.
- (iii) Do not communicate personal information, such as usernames, ID's, passwords, or credit card information through a link in an email even if it appears to be authentic.
- (iv) Do not share your usernames, ID's, and/or passwords as this can be used to compromise your account.

5.3 Board members shall report any suspicion of viruses or phishing to the Executive Director as soon as possible.

5.4 Board members are asked to report damaged or lost devices to the Executive Director as soon as possible.

5.5 Nothing should be accepted or sent through Bluetooth or other wireless sharing devices unless the third party is known and is the intended sender/recipient.

5.6 Lock the device when not in use. This can be done by closing the case, which locks automatically or by pressing the lock button or lock command on the device.

## **6. COSTING AND DOWNLOADING APPLICATIONS**

6.1 Costs associated with downloading of applications are the responsibility of the Board member unless it is related to Board business.

## **7. IMPLEMENTATION**

7.1 This By-law shall come into force on the date of its enactment.

**ENACTED AND PASSED** this 22<sup>nd</sup> day of October, 2020.

**THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD**

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William C. Steele, Acting Board Chair

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Deb Reid, Executive Director