

St Paul Police Department BWC Information Security Access Control Procedure

1. INTRODUCTION

The following procedures are required as compliance with the St Paul Police Department Policy 442.18.

2. PURPOSE

To implement the security control requirements for access to the Evidence.Com database or other BWC Data, as identified in St Paul Police Department Policy 442.18.

3. SCOPE AND APPLICABILITY

The procedures cover all BWC video and database, to include all approved City of St Paul employees.

4. ACCESS MANAGEMENT

Access to BWC Video in Evidence.Com must be for a legitimate law enforcement purpose or data administration purposes.

a) Access Authorization and Approvals

Employees will be granted access by the Commander of the Technology Unit.

b) Access Modifications

No modifications shall be made without the approval of the Commander of the Technology Unit.

c) Review of User Access Rights

The Sergeant of the VMU will conduct a quarterly review of the access list. Any change in users' functions will be administered through the Commander of the Technology Unit.

d) A terminated employee who has access to Evidence.Com will be removed or disabled within 24 hours of the termination date.

e) An employee placed on administrative leave who has access to Evidence.com will have access disabled within 24 hours of start of Administrative Leave.

5. PASSWORD REQUIREMENTS

Evidence.Com Administrators are responsible for issuing login information to all approved users, which includes a temporary password. Users must immediately change the temporary password to a password that meets the password requirements when they log in to the system for the first time.