

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	1228
Issued:	1/11/10
Post Until:	2/11/10

SUBJECT: PORTABLE DEVICE AND PRIVACY POLICY

The Probation Department has developed this Directive consistent with County Policy for managing and monitoring Universal Service Bus (USB) ports on all Department computers. The Board of Supervisors approved Policy 6.110 (see attached) governing protection of personal and or confidential information used or maintained by the County that resides on any portable computing device.

The Information Systems Bureau (ISB) will implement software that will block the use of unauthorized devices. Connecting any device to a USB port or any other access port of a Department computer (desktop/laptop) or network is prohibited except devices specifically authorized and registered with ISB that are protected by passwords and encryption software. Examples of devices include, but are not limited to, portable drives, USB thumb drives, iPods, MP3 players, and non-County issued cellular telephones and Blackberries. ISB will maintain an inventory of all approved devices by type, serial number and ownership.

Employees are prohibited from changing network settings, security settings, passwords, port settings, BIOS instructions, or attempting in any way to circumvent security restrictions on the Probation Department's computer network. Circumvention of security restrictions is a security breach that may result in disciplinary action.

Staff with existing portable devices should contact the Department's Data Security Officer, Zaven.Buickians@probation.lacounty.gov or (323) 730-4513 to have their devices reviewed and upgraded to meet authorization and security standards.

Questions regarding this Directive should be addressed with the Department's Data Security Officer (323) 730-4513.



Robert B. Taylor
Chief Probation Officer

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE
--