



CALIFORNIA HIGHWAY PATROL

HPM 40.4

Information Security and Administration Manual

This publication contains material exempt from public disclosure identified by a shaded overlay. Exempt material shall not be disclosed outside the California Highway Patrol except to allied agencies with their agreement not to further disclose the information.



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INFORMATION SECURITY AND ADMINISTRATION MANUAL

IMPORTANT

This publication contains material exempt from public disclosure identified by a shaded overlay. Exempt material shall not be disclosed outside the California Highway Patrol except to allied agencies with their agreement not to further disclose the information.

THIS PUBLICATION MAY BE PURCHASED FROM
THE CALIFORNIA HIGHWAY PATROL.

REVISED JANUARY 2014

LIBRARY DISTRIBUTION ACT

HPM 40.4

FOREWORD

The CHP has built an award-winning computing infrastructure of networks that facilitate communication and office automation. California Highway Patrol employees rely on the information, automation tools, and capabilities the CHP networks provide to support law enforcement and related administrative functions.

Under the direction of Information Management Division (IMD), the Department's Network Administrators, Network Coordinators, and other technical staff support the CHP infrastructure of statewide networks. These employees ensure the networks are running safely and efficiently. This manual is a resource for these employees and other system users. It defines roles and responsibilities, and the policies and practices that apply to the use of CHP networks. Any questions about this manual should be directed to IMD and/or the appropriate section commander.

OFFICE OF THE COMMISSIONER

OPI: 040

TABLE OF CONTENTS

HIGHWAY PATROL MANUAL 40.4, INFORMATION SECURITY AND ADMINISTRATION MANUAL

	<u>OPI</u>
CHAPTER 1 GENERAL.....	041
CHAPTER 2 NETWORK SECURITY AND ADMINISTRATION	043
CHAPTER 3 E-MAIL.....	041
CHAPTER 4 INTRANET/INTERNET	041
CHAPTER 5 MALWARE PREVENTION AND PROTECTION	043
CHAPTER 6 CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM	048
CHAPTER 7 INFORMATION SYSTEMS ACCOUNT MANAGEMENT POLICY	043
CHAPTER 8 DIVISION NETWORK ADMINISTRATORS	043
CHAPTER 9 THIS CHAPTER HAS BEEN DELETED	041
CHAPTER 10 SOFTWARE	041
CHAPTER 11 REMOTE COMPUTING.....	043
CHAPTER 12 COMPUTER CRIMES INVESTIGATION UNIT	040
CHAPTER 13 CALIFORNIA COMPLIANCE AND SECURITY INCIDENT REPORTING.....	040
CHAPTER 14 INFORMATION TECHNOLOGY PROJECT MANAGEMENT AND OVERSIGHT	041
CHAPTER 15 MEDIA SANITATION AND DISPOSAL.....	041
CHAPTER 16 SOCIAL MEDIA	035
CHAPTER 17 USE OF PERSONAL SMARTPHONES AND/OR TABLETS TO ACCESS STATE ELECTRONIC MAIL.....	041

CHAPTER 18	ACCEPTABLE USE POLICY	041
CHAPTER 19	MOBILE DIGITAL COMPUTER OVERSIGHT AND USE	047
CHAPTER 20	SECURITY AUDITING	040
CHAPTER 21	WIRELESS ACCESS AND USE	040
CHAPTER 22	THIS CHAPTER HAS BEEN DELETED	041
CHAPTER 23	ONEDRIVE AND SHAREPOINT	043

