

INFORMATION TECHNOLOGY BUREAU

NOTICE

1.17

April 22, 2020

TO: All Department Personnel

FROM: Commanding Officer, Information Technology Bureau

SUBJECT: UNAUTHORIZED MOVEMENT OF COMPUTER WORKSTATIONS

All personnel are reminded that unauthorized movement of Department computer workstations is prohibited without the approval of the Commanding Officer, Information Technology Bureau or their designee.

Computer workstations are provisioned, and have policies enforced, based upon their assigned locations of use. Recent efforts by the Department to improve the computer workstations in Area Report Writing rooms saw hundreds of new workstations installed. These workstations are assigned as Report Writing room computers and are assigned to specific locations in the network. These computers, including monitors, keyboards and attachments, shall not be removed from the installed locations except by technical staff assigned to Information Technology Division, with prior approval.

If you have malfunctioning equipment, and would like to request new equipment, or movement of existing equipment, please submit a service ticket through the Service Desk portal available on the LANs Infoweb, under Applications.

If you have any questions or require additional information, please contact Elias Tirado, Senior Systems Analyst, Customer Support Section, Information Technology Division, at (213) 486-0844.



JOHN McMAHON, Deputy Chief
Commanding Officer
Information Technology Bureau

APPROVED:



DOMINIC CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

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