

OPERATOR SECURITY STATEMENT

I AGREE TO ABIDE BY AND HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THIS OPERATOR SECURITY STATEMENT AND HAVE BEEN INFORMED OF THE FOLLOWING:

1. That Los Angeles Police Department policy classifies as confidential: official files, computer files, documents, records, reports and information held by the Department. Authorized regular and contracted employees are prohibited from disclosing any information from these sources except in the scope of their employment (LAPD Manual Section 3/405).
2. That Los Angeles Police Department automated stored information systems **shall not** be used for the dissemination of Department of Motor Vehicles (DMV) and Criminal Offender Record Information (CORI) to any other agency or person for purposes of employment, licensing or certification. Under no circumstances shall DMV and/or CORI be released to the news media or their representatives.
3. That all access to California Law Enforcement Telecommunications Systems (CLETS) related information is based on the "need-to-know" and the "right-to-know". Misuse of such information may adversely affect an individual's civil rights and violates the law and/or CLETS policy.
4. That if I have received access authorization (serial # and password), I **shall** consider this information confidential and to be used only by me. That I **shall not** operate a computer without first inputting this information into the computer. That I am responsible for all inquiries originated from the computer while I am signed-on until such time as I receive positive acknowledgement of my sign-off (LAPD Manual Section 3/788.20).
5. That it is my responsibility to inform my supervisor if I am requested to make any inquiry or other transaction by any person who is not authorized to receive the data.
6. That all transactions performed through automated information systems administered by the Information Technology Division of the Los Angeles Police Department, or through other City-owned or City-controlled automated information systems, may be logged, and that use of these systems is subject to continuous monitoring.
7. That any violation of the Los Angeles Police Department policy or city, county, state and/or federal policies, practices, procedures and laws, may result in disciplinary action which could result in dismissal from employment and/or criminal action as provided by law.
8. That Penal Code, Section 502, prescribes the penalties relating to computer crimes. Penal Code, Sections 11105 and 13300, identify who has access to criminal history information and under what circumstances it may be released. Penal Code, Sections 11141-11143 and 13302-13304, prescribe penalties for misuse of criminal history information. Government Code, Section 6200, prescribes the felony penalties for misuse of public records and CLETS information. California Vehicle Code, Section 1808.45, prescribes the penalties relating to misuse of DMV record information.

PRINT NAME: _____ SERIAL# / EMPLOYEE #: _____

SOCIAL SECURITY #: *(last 4 SSN)* _____ DEPARTMENT / DIVISION: _____

SIGNATURE: _____ DATE: _____

FOR OUTSIDE CONTRACTOR USE ONLY:

CONTRACTOR FIRM NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE NO: _____ DATE: _____

SUPERVISOR SIGNATURE: _____