

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: GRAFITTI TRACKING SYSTEM		ORDER NUMBER: 68-2	
		PLEAC STANDARD: NONE		PAGE 1 OF 2	
ISSUE DATE: 6/13/05	EFFECTIVE DATE: 6/13/05	ANNUAL REVIEW DATE: NOVEMBER	RESCINDS: NONE	AMENDS: NONE	

1.0 PURPOSE/POLICY

1.1 The purpose of this General Order is to establish procedures and guidelines for compliance with The City of Pittsburgh Graffiti Tracking System and Pittsburgh Bureau of Police policies regarding information technology and computer policies.

2.0 SPONSOR

- 2.1 The Pittsburgh Bureau of Police will establish a Graffiti Tracking System Sponsor who will verify the identity of users requesting City of Pittsburgh Graffiti Tracking System access, and will verify that their job description requires them access to the requested user role.
- 2.2 The Sponsor will have responsibilities as defined by City of Pittsburgh Graffiti Tracking System policy and will provide appropriate information to the City of Pittsburgh Graffiti Tracking System Registrar.
- 2.3 The Sponsor will be responsible for maintaining records of all Graffiti Tracking System Sponsor agreements.
- 2.4 The Sponsor for the Graffiti Tracking System will be coordinated through the Office of the Chief of Police.

3.0 GRAFITTI TRACKING SYSTEM REGISTRARS/TRAINERS

- 3.1 The Pittsburgh Bureau of Police will establish City of Pittsburgh Graffiti Tracking System Registrars who will be responsible for registering and training users.
- 3.2 The Registrars will have the responsibilities defined in the Graffiti Tracking System policy, including but not limited to:
 - 3.2.1 Completing training
 - 3.2.2 Acting as Agency contacts w/respect to user registration issues
 - 3.2.3 Reporting violations of GRAFITTI TRACKING SYSTEM Policy.

4.0 GRAFITTI TRACKING SYSTEM USERS

- 4.1 The Bureau of Police shall train users of the Graffiti Tracking System and Graffiti Tracking System policies as appropriate to their needs.
- 4.2 Officers assigned and authorized as Graffiti Tracking System users shall abide by all Graffiti Tracking System policies relating to Graffiti Tracking System security agreements, workstation security, password security and applicable departmental policies on information technology and Electronic Communications (*General Order #68-1*).
 - 4.2.1 Officers shall not divulge their passwords to anyone.
 - 4.2.2 Officers shall use the Graffiti Tracking System for "official purposes" only.
 - 4.2.3 Dissemination will be in strict compliance with Graffiti Tracking System policy.
 - 4.2.4 All Graffiti Tracking System users understand that any violation of the agreement may result in the loss of their individual Graffiti Tracking System accounts and they further understand that disciplinary action up to, and including termination, may be taken if they fail to abide by the requirements of the agreement.

5.0 DOWNLOADING OF INFORMATION/PICTURES INTO GRAFITTTI TRACKING SYSTEM

5.1 Officers assigned to take an Offense/Criminal Mischief report involving graffiti will ensure that digital pictures are taken of the scene and shall do the following:

- 5.1.1 Fill out the Station Photo Tracker log (PBP Form #68.2)
- 5.1.2 Notify the Station Graffiti Tracking System (GTS) Registrar of the report

5.2 Once the Station Graffiti Tracking System Registrar receives a Graffiti Report, they will do the following:

- 5.2.1 Extract the appropriate picture(s) from the digital camera
- 5.2.2 Annotate on the Photo Tracker log (PBP Form #68.2) that the pictures have been removed
- 5.2.3 Input the data & pictures into the GTS Database
- 5.2.4 Establish/maintain a file of Graffiti related reports

Approved By:

Robert W. McNeilly, Jr.
Chief of Police