

Chapter XIII Computer Operations

Subject 2 Software Use

1302.01 Objective

- A. The Fire Department has a responsibility to monitor for and correct any use or installation of illegal software. This is done for ethical reasons and to limit the City of Cincinnati's legal and financial liabilities associated with violations of software licensing agreements.
- B. The Fire Department has chosen a proactive approach to achieve these objectives. Essentially, this approach has two steps. The first step is to provide employees with the requisite software programs which allows them to work efficiently and effectively at their jobs. Working toward that objective, the Fire Department has acquired a user-friendly productivity software program which will be installed on all computer workstations. This software program has been deemed adequate for the needs of most Fire Department personnel.
- C. The second step is to prohibit the installation of programs not otherwise provided by the City of Cincinnati. Our policy is "the only software which may be loaded onto Fire Department computers is software which has been authorized by the Fire Chief". Members may not install any software which has not been approved by, purchased by and installed by a person or persons so designated by the Fire Chief. To do otherwise will be a direct violation of this procedure.

1302.03 Software Restrictions

- A. The unauthorized use, transfer, duplication or modification of software is a violation of the applicable laws, City of Cincinnati Administrative Regulations and this Procedure. This means that employees who violate any software license agreement, in conjunction with his or her use of Fire Department computers, not only will subject themselves to criminal and civil prosecution but will also subject themselves to disciplinary action.

1302.05 Responsibility to Control

- A. No member shall knowingly permit or facilitate the use and/or installation of software programs which are not in accordance with this Procedure.
- B. It shall be the responsibility of all officers or persons in charge, where computer workstations are located, to supervise and control all activities associated with that equipment's use. Additionally, they shall perform audits on every computer to determine whether unauthorized software has been loaded. If they find any records of unauthorized software programs, they shall report that fact to the company commander(s) to which the computer workstation is assigned.
- C. It is important to underscore the point that the company commander(s) is/are ultimately responsible for the proper operation and control of any computer workstation assigned to him/them. The company commander(s) shall investigate and report his/their findings, in writing, to the Assistant Chief of Human Resources.