



Winters Police Department

John P. Miller, Chief of Police

702 Main Street, Winters, CA. 95694

GENERAL ORDER #18-01 DESTROYING PHYSICAL AND DIGITAL MEDIA CONTAINING CORI/CLETS/III INFORMATION

Date: January 18, 2018

I. PURPOSE AND SCOPE

The purpose of this General Order is to establish policies and procedures to destroy Department-owned physical media (printed documents, photographs, etc.) that contains CORI/CLETS/III information and Department-owned digital information system media (hard drives, servers, PC's, laptops, printers, etc.) that has been used to access or process CORI/CLETS/III information in order to comply with California Department of Justice mandates.

II. POLICY

It shall be the policy of the Winters Police Department that all Department-owned physical media containing CORI/CLETS/III information shall be destroyed after the media is no longer needed. Department-owned digital information system media used to access or process CORI/CLETS/III information shall be sanitized prior to reutilization or disposal to ensure confidential material is no longer stored or accessible to unauthorized persons.

III. PROCEDURE

Department owned physical media containing CORI/CLETS/III information shall be shredded by authorized personnel.

Digital information system media used to access or process CORI/CLETS/III information shall be sanitized. Sanitization is the process used to remove information from digital information systems media such that there is reasonable assurance, in proportion to the confidentiality of the information, that the information cannot be retrieved or reconstructed.

The sanitization technique for media to be reutilized uses software applications that clear, purge, and destroy the digital media information by overwriting the media at least three times and then reformat the media for reuse.

The sanitization technique for media that is to be disposed uses software applications that clear, purge, and destroys digital media information by overwriting the media at least three times. The media will then be destroyed using a mechanical punch that renders the equipment unusable and unrecoverable.

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