



**Santa Cruz Consolidated
Emergency Communications Center**

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Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

**COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE**

Policy No. 3082 Date Issued: October 15, 2003
Section: 3000 - Technical Date Revised:
Accreditation Standards: CALEA 6.8.2

SUBJECT: COMPUTER ANTI-VIRUS PROTECTION

APPROVED:



General Manager

1.0 Purpose

- 1.1 To ensure that all SCCECC computer workstations and servers that have Internet access are protected against computer viruses.

2.0 Computer Virus Protection

- 2.1 All computers owned and operated by SCCECC that have Internet access will be protected with Symantec Norton Anti-virus Software.
- 2.1.1 All computers owned and operated by SCCECC employees that are connected to any SCCECC network will be protected with Symantec Norton Anti-Virus Software.
- 2.2 Symantec Norton Anti-virus Software will be updated automatically (software will be configured to routinely check the Symantec Website) by receiving the latest computer virus definitions. This process will be checked quarterly by Systems Unit personnel and a proof of inspection report will be followed by an email to the Systems Coordinator.

3.0 Internet Access

- 3.1 Any personnel requiring Internet access will make their request to the General Manager via the Systems Coordinator who will, in turn, either grant or deny access. If approved, Symantec Norton Anti-virus Software will be installed on the approved workstation prior to enabling Internet access.