



**COMMUNICATIONS TECHNICAL
POLICY/PROCEDURE**

Policy No. 3081	Date Issued: October 15, 2003
Section: 3000 - Technical	Date Revised: September 20, 2023
SUBJECT: INTRODUCTION OR ALTERATION OF COMPUTER FILES	
APPROVED: <u><signed copy on file></u> Amethyst Uchida, General Manager	

1.0 Purpose

- 1.1 To establish a policy governing the introduction, removal, alteration, or downloading of computer files or programs.
- 1.2 To minimize risk to computers and software programs, anti-malware software shall be installed on all computers with Internet access.

2.0 Administration

- 2.1 At no time will any employee be allowed to add, delete, or alter any program file(s) on workstations or servers at the Authority without the prior permission or under the direct supervision of Systems personnel.

3.0 Downloaded Files

- 3.1 Management and Administrative Workstations with Internet access are protected with an anti-malware solution. This solution will be configured to ensure that any downloaded file will be scanned for viruses and other malware.

- 3.2 If personnel are unsure about the integrity of a downloaded file, they shall immediately notify Systems personnel who will inspect the file in question.
- 3.3 No employee shall download an executable file without first obtaining permission from Systems personnel.

4.0 Inspection

- 4.1 All Authority workstations or servers will be inspected during the Annual Computer Software Audit performed by Systems personnel and during the quarterly Computer anti-malware inspection. The Systems employee performing these inspections will prepare and send a report based on their findings to the Systems Manager.