



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Removable Media			Article: 1509
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: September 2024	UPDATED: August 2018

POLICY

All removable media connected to computing resources within the Kern County Probation Department network must be approved by the Chief Probation Officer. Kern County Probation Department issued removable media may not be connected to or used in computers that are not owned by the Kern County Probation Department. Sensitive information shall not be stored on removable media. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

I. DEFINITION:

Removable Media: A device or media that is readable and/or writeable by the end user and is able to be moved from computer to computer without modification to the computer. This includes flash memory devices such as thumb drives, USB drives, USB sticks, smartphones, camera phones, cell phones, cameras, MP3 players, PDAs; removable hard drives (including hard drive-based MP3 players); optical disks such as CD and DVD discs; floppy disks; and any commercial music and software disks not provided by the Kern County Probation Department.

II. PURPOSE

To minimize the risk of loss or exposure of sensitive information maintained by the Kern County Probation Department and to reduce the risk of acquiring malware infections on computers within the Kern County Probation Department.

III. PROCEDURE

Removable media is a well-known source of malware infections and has been directly tied to the loss of sensitive information in many organizations. In order to minimize this threat, security precautions will be put in place to minimize this threat.

Technology Services will have responsibility for distribution of removable media devices and will maintain a log of the devices and to whom they are assigned. The loss or theft of the device must be reported to Technology Services within 24 hours. Staff members are prohibited from using personal removable storage devices.

IV. USES

Removable media devices are to be utilized when completing work that is not sensitive in nature. Examples of when these devices should not be utilized include but are not limited to:

1. Employee Performance Reports;
2. Memos pertaining to personnel investigations;
3. Confidential correspondence requested by Departmental Administration.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.