INVESTIGATION of REPORTED COMPUTER ABUSE PROCEDURE (TCH-P027)

1.0 SCOPE:

1.1 This procedure outlines the process of investigating alleged computer abuse.

2.0 RESPONSIBILITY:

3.0 Desktop Support Team **APPROVAL AUTHORITY:**

3.1 Chief Technology Officer

4.0 DEFINITIONS:

4.1 None.

5.0 PROCEDURE:

5.1 Computer abuse is reported to the Technology Department.

5.2 Technician reports to site and confirms Computer Abuse Discovery Procedure (TCH-P026) was followed.

    5.2.1 Technician assists in facilitation of TCH-P026 if needed.

5.3 Determination is made if unit is an employee or student computer:

5.4 If employee computer:

    5.4.1 Computer/equipment is confiscated (TCH-W007).

    5.4.2 Forensic investigation is conducted (TCH-W008)

    5.4.3 Potential illegal material found:

        5.4.3.1 No, write and forward report to building administrator (TCH-F025), possibly capture image and store.

        5.4.3.2 Yes, write and forward report to HR (TCH-F025), bag and tag evidence, secure evidence (TCH-W009).

        5.4.3.3 Yes, potential child pornography, contact law enforcement.

5.5 If student offense:

    5.5.1 Potential illegal material is found:

        5.5.1.1 No, clean machine (), write and forward report to building administrator (TCH-F025).

5.5.1.2 Yes, write and forward report to law enforcement ([TCH-F025](#)), bag and tag evidence, secure evidence ([TCH-W009](#)).

6.0 INTERACTIONS:

Human Resources and Building Administrators

7.0 ASSOCIATED DOCUMENTS:

7.1 Computer Abuse Discovery ([TCH-P026](#))

7.2 Report ([TCH-F025](#))

7.3 Work Instructions ([TCH-W005](#), , [TCH-W007](#), [TCH-W008](#), [TCH-W009](#))

8.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Reports	Electronic	Indefinite	N/A	Secure server

9.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/14/09		Initial Release
1/6/16	A	Changes made throughout (see Initial Release)
3/16/23	B	Updated Responsibility to Desktop Support Team. Updated 5.4.3 and 5.5.1.2. Removed reference to TCH-W006. Removed reference to the flowchart.

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