Manual Part: Information Services (IS)	Policy Number: IS10PO	Alberta Policing Standards: SS 8.8

Information Technology Use and Management Policy

Purpose:

To describe how information technology resources (IT resources) are used and managed throughout EPS.

Statement of Principle:

The EPS will acquire, develop, and use IT resources responsibly and in accordance with relevant legislation and policy.

Definitions:

Definitions listed in this section apply to this document only with no implied or intended organization-wide or EPS Policy and Procedure Manual wide use.

Information Technology Resources (IT Resources) – IT resources refer to all hardware, software, and supporting infrastructure owned by, or under the custodianship of, EPS that is used to create, retrieve, manipulate, transfer, and store electronic information. This includes (but is not limited to), EPS computers, file systems attached to these computers, operating systems running on these computers, software packages supported by these operating systems, wired and wireless networks, telecommunication and mobile devices, EPS radios, data stored on or in transit on the above, as well as electronic identities used to identify and authenticate the users of the aforementioned resources.

Information – Operational or administrative records, intelligence, knowledge or data, regardless of how it is stored, kept, or shared. It includes electronic data, written or printed information, and verbal conversation.

Policy Statement:

IT resources are available to all EPS members and authorized guests who are responsible for using those resources in an effective and efficient manner. The EPS reserves the absolute right to restrict and control access to EPS IT resources and owns all information generated through their use.

The EPS prohibits the use of IT resources in ways that are or may be considered illegal, disruptive, in contravention of EPS policy and procedure, offensive to others, or harmful to morale and may monitor, limit access to, or revoke the use of IT resources at any time if improper or prohibited use is suspected.

Review:	Revision Date:	No.:
Cyclical Review Completed	2025 September 17	

Related Information:

Policy:	IS9PO Information Security Policy