



Tucson City Court Administrative Directive

SUBJECT COMPUTER LOCKING SCREEN SAVER POLICY	NUMBER 260-32	PAGE 1 of 1
	PAGE ISSUE DATE October 13, 2016	
	Revised: December 20, 2016	

I. **PURPOSE**

To establish a policy for use of locking screen savers on desktop and laptop court computers.

II. **POLICY**

Court desktop, laptop or tablet type computers have locking screen saver programs. Employees will use locking screen saver programs on their assigned desktop, laptop or tablet type computers

III. **PROCEDURE**

- A. Court Section Managers and Supervisors will ensure that all desktop, laptop or tablet type computers in their area are compliant with this policy
- B. The City of Tucson's IT Department will set all desktop computers connected to the City/Court network to activate a locking screen saver after 15 minutes of inactivity. Employees are encouraged to use the CONTROL/ALT/DELETE feature to lock their screen when not in use or when away from their assigned desktop computer
- C. Employees with laptop or tablet type computer(s) will set the locking screen saver program to time out (lock screen) at 15 minutes or less.
- D. Courtroom desktop computers are exempt from this policy.

REVIEW RESPONSIBILITY: The Court Administrator or designee will review this Court Administrative Directive for revision or deletion every two years or as needed.



PRESIDING MAGISTRATE



DATE