

**POLICY**

It is the policy of the Michigan Department of Human Services (DHS) Bureau of Juvenile Justice (BJJ) that computer passwords must be kept confidential.

**PURPOSE**

This policy prevents the fraudulent and illegal use of DHS computers by unauthorized users.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to the confidentiality of staff computer passwords. At a minimum, these SOPs must contain the following requirements:

**Password  
Confidentiality**

Staff accessing DHS computers must keep their passwords confidential.

If staff believes that their password has been compromised, they must:

- Change their password immediately.
- Notify their supervisor of possible misuse.

**Email and  
Calendar  
Access**

Staff must give their supervisor proxy access to their GroupWise calendar.

**AUTHORITY**

DHS Director Memorandum, March 25, 2001.