

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: MAY 11, 2023 1645 HOURS
NUMBER: OR 23-12
SUBJECT: IMMEDIATE PASSWORD CHANGE
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: 1.45

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600

Due to the recent cyber security incidents against law enforcement that severely impacted their operations, the SDPD is taking proactive measures to prevent similar attacks.

Effective immediately, all Department personnel shall reset their LAN (Computer Login) password.

Please follow the instructions below for your new password:

- A) On your keyboard, press Ctrl /Alt / Delete all at the same time (This will bring you to a new screen)
- B) Select: Change a Password
- C) Follow the prompts (Remember when choosing the new password, it needs to meet the below requirements)
 - 1) Passwords must be at least 12 characters
 - 2) Passwords must contain characters from at least 3 of the following categories:
 - a) Upper-case alpha letters (A-Z)
 - b) Lower-case alpha letters (a-z)

- c) Base-10 (Arabic) numerals (0-9)
- d) The following symbols: ~,!,@,#,\$,%^,&*,(,),-,_
- e) Users cannot repeat their last 24 passwords
- f) Passwords cannot contain 3 or more of the same characters in a single sequence.

For immediate help or any questions, please call the SDPD Help Desk at **(Deleted – records of security)**

Please read at squad conferences and give a copy to all personnel.