



VOLUME VIII

ISSUES 11 & 12, NOVEMBER & DECEMBER 2016

HONORING ALL WHO SERVED



***Thank You,
To our employees and their family members who
have served, or currently serve, as members of
our nation's military. We are Honored by your
Commitment, Sacrifice and Service.***

WE SALUTE YOU!



***Thank You For Your Donations
and Contributions and
Helping to Make a Difference
during the
2016 Angel Tree Program and the Holiday
Season!***



Story Contributors:

Mayor's Staff, Cover Photo

Mayor's Photo Gallery

Chamayne Shaw—Human Resources

JoAnn Cole— Retirees

Laviette Crutchfield—

Promotions

Steve Shular—

Director of Communications



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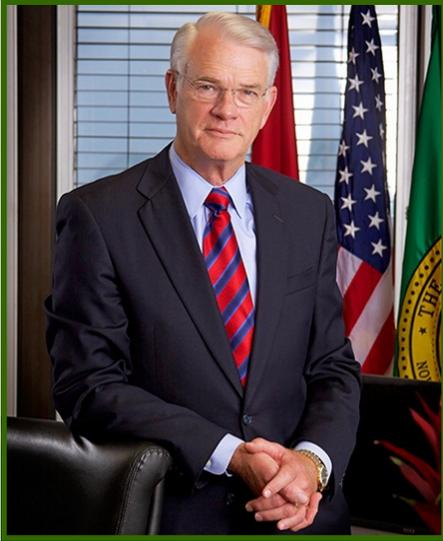
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Greetings from the Mayor

Mayor Luttrell on the Move...



November and December are a perfectly situated months on the calendar. As the last months of the year, you have plenty of time to finish your personal and professional goals. With Veterans Day and Thanksgiving offering time to reflect, November provides a springboard for the December holidays, including Christmas, Hanukah, and the New Year.

Thank you to all Veterans who have served in our armed forces. War is a costly tragedy, but history shows time and again the importance of brave men and women facing down threats against the American values we share: liberty, justice, and peace for all people. For those that served – risking their lives and giving their time and efforts on behalf of us all – thank you.

For Thanksgiving and Christmas, I encourage everyone to take the time to cherish your loved ones. Family and friends are so important, and it is an ideal time to strengthen those relationships and enjoy the time you have together.

Lastly, the University of Tennessee Health Science's Center for Addiction Science recently received recognition as the first Center of Excellence by the national Addiction Medicine Foundation. This important UT institution provides critical research into the prevention and treatment of addiction, and I am eager to see its continued growth and impact both here in Shelby County and across the country.



Infant Mortality Reduction News Conference Mayor Luttrell, Dr. Haushalter.

Operation Safe Community Press Conference District Attorney General, Amy Weirich, Mayor Luttrell, Sheriff Bill Oldham, Mayor Strickland, U.S. Attorney Edward Stanton III.



Shelby County Citizen's University 12th session class. Chairman Melvin Burgess taught the class about the importance of the Shelby County Commission.

Mayor Luttrell joined Governor Haslam, Mayor Strickland, other dignitaries and officials at St. Jude who announced today major public infrastructure improvements planned for the area near St. Jude





NOVEMBER 2016 NEW HIRES

| EMPLOYEE'S NAME | DEPARTMENT | POSITION |
|-----------------------------|----------------------------------|------------------------------|
| JAMES R. BYARS | ATTORNEY GENERAL'S OFFICE | LEGAL INVESTIGATOR II |
| AUSTIN L. NICHOLS | ATTORNEY GENERAL'S OFFICE | ATTORNEY I |
| JORDAN A. ANDERSON | CRIMINAL COURT JUDGE | LAW CLERK |
| JACOB W. BROWN | CRIMINAL COURT JUDGE | LAW CLERK |
| VICTORIA D. COOPER | CRIMINAL COURT JUDGE | LAW CLERK |
| CHINONYELUM N. NWOSU | COMMUNITY SERVICES | MISCELLANEOUS TEMP |
| JANNEL OWENS | COMMUNITY SERVICES | MISCELLANEOUS TEMP |
| KESHIA D RAINY | COMMUNITY SERVICES | MISCELLANEOUS TEMP |
| CORSHAY Q. BRADLEY | COMMUNITY SERVICES | MISCELLANEOUS TEMP |
| TAMESHA L. BROOKS | COMMUNITY SERVICES | MISCELLANEOUS TEMP |
| CORRY D. OWENS, JR. | COMMUNITY SERVICES | ACCOUNTANT C |
| ROSITA A. TIMMONS | COMMUNITY SERVICES | ACCOUNTANT C |
| SPENCER A. BROWN | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| CODY M. BUCKLER | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| WESLEY S. CARPENTER | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| JACOB A. CAVALLO | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| JACOB A. CECIL | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| WILLIE D. CLARK | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| DERRICK L. DENNIS | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| PHILIP J. FERNALD | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| MARK A. FREEMAN | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| WILLIAM K. HILL | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| KEVIN HOBSON | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| ANDREW R. HUNT | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| KRISTEN A. KRISTEN | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| JUSTIN G. LUTTRELL | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| JOSHUA T. MECKLIN | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| ANDREW B. MORGAN | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| MARTIN, PRITCHARD | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| JESSICA C. RINGER | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| ERIC N. SKOLNIK | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| TYLER A. STARNES | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |



COUNTY LINES

VOLUME VIII

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New Hires Continued....

| | | |
|---------------------------------|----------------------------------|----------------------------------|
| LEVONE STEWART, JR. | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| BRIAN D SUBER | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| DAVID H SWINDOLL | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| DAVID C. TAYLOR | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| JACOB A. VANDIVER | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| DAMIEN WESBY | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| TIMOTHY W. WILLIAMS, JR. | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| TYLER V WILSON | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| DANDRIA S. WRIGHT | FIRE DEPARTMENT | FIREFIGHTER RECRUIT |
| BRANDON J. VIRGIL | GENERAL SESSIONS CRIMINAL | CLERICAL SPECIALIST |
| CLAY R. ADKISON | HEALTH DEPARTMENT | ENGINEER B |
| DINA C. CROWELL | HEALTH DEPARTMENT | MEDICAL ASSISTANT |
| KEONA T. DAVIS | HEALTH DEPARTMENT | HEALTH INVESTIGATOR |
| EDWARD D. HAN | HEALTH DEPARTMENT | REGISTERED DIETICIAN |
| LASINA S. HULL | HEALTH DEPARTMENT | CUSTODIAL WORKER |
| ZURI L. JONES | HEALTH DEPARTMENT | HEALTH INVESTIGATOR |
| MARSHA L. MCKINNIE | HEALTH DEPARTMENT | CLERICAL SPECIALIST |
| MELODY R. PRINCES-KELLEY | HEALTH DEPARTMENT | HEALTH INVESTIGATOR |
| ADRIANNA T. SHARKEY | HEALTH DEPARTMENT | ENVIRONMENTALIST |
| FENTRESSA J. STITT | HEALTH DEPARTMENT | MISCELLANEOUS TEMP |
| TONY, WILLIAMS | HEALTH DEPARTMENT | HEALTH INVESTIGATOR |
| DEON A. SHELTON | MAYOR'S OFFICE | ADMINISTRATIVE TECH. |
| DUSTIN J. SHULLY | PARKS AND GROUNDS | GOLF COURSE ATTENDANT |
| MELODY DERNOCOEUR | PUBLIC DEFENDER'S OFFICE | ASSISTANT PUBLIC DEFENDER |
| LEIGH T. DICKEY | PUBLIC DEFENDER'S OFFICE | ASSISTANT PUBLIC DEFENDER |
| SIMONE R. JACKSON | PUBLIC DEFENDER'S OFFICE | ADMINISTRATIVE TECH. |
| TUCKER K. MARSHBURN | PUBLIC DEFENDER'S OFFICE | ASST PUB DEF TEMP |
| GLENDA F. PEARSON | PUBLIC DEFENDER'S OFFICE | LEGAL SECRETARY |
| ANDREW C. SULLIVAN | PUBLIC DEFENDER'S OFFICE | ASSISTANT PUBLIC DEFENDER |
| CAROLYN R. SUTHERLAND | PUBLIC DEFENDER'S OFFICE | ASSISTANT PUBLIC DEFENDER |



New Hires Continued....

| | | |
|--------------------------------|--------------------------|----------------------------------|
| CRANMER R. BOYCE, IV | ROADS AND BRIDGES | TRUCK DRIVER III |
| TORRANCE FULTON | ROADS AND BRIDGES | FOREMAN B |
| CLAYTON E. STOKES | ROADS AND BRIDGES | ENGINEER, SENIOR |
| PRINCETON J. ALDRIDGE | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| MARKEISHA L. ARABERTHA | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| BRETT L. BRANETT | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| JERMAINE M. COLLINS | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| AARON L. DELANEY | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| KEISHA C. DICKERSON | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| HOANG M. DO | SHERIFF'S OFFICE | OFFICE SYSTEM TECHNICIAN |
| JUSTON B. FREEMAN | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| CEDRICK L. HOUSTON, JR. | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| ROBERT A. FIABIYI, JR. | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| BRENDA J. LAUDERDALE | SHERIFF'S OFFICE | COUNSELOR B |
| JUN, LEE | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| CHRISTOPHER J. OVERLY | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| LAKENDRELL M. PARKER | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| RYAN E. PHILLIPS | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| TERRON P. PULLIAM | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| THOMAS D. REID, II | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| ANDREW C. SANFORD | SHERIFF'S OFFICE | SHERIFF PATROL OFFICER |
| LENA K. SANDERS | SUPPORT SERVICES | CUSTODIAL WORKER |
| GUADALUPE GUTIERREZ | VICTIM ASSISTANCE | BILINGUAL VICTIM ADVOCATE |

DECEMBER 2016 NEW HIRES

| <u>EMPLOYEE'S NAME</u> | <u>DEPARTMENT</u> | <u>POSITION</u> |
|-------------------------------|--|----------------------------------|
| FAITH N. SANFORD | CHANCERY COURT CLERK | JUDICIAL CLERK-EO |
| STEPHANIE N. SMITH | CIRCUIT COURT CLERK | MISCELLANEOUS TEMP |
| MIKO S. BROWN | COUNTY COURT CLERK | CUSTOMER SERVICE REP I |
| SHATONDRA K. WIGGINS | DIRECTOR OF COMMUNITY SRVICES | MISCELLANEOUS TEMP |
| MICHELLE B. ALEXANDRE | GENERAL SESSIONS CRIMINAL COURT JUDGE | SOCIAL WORKER A |
| IAN N. RAPER | INFO TECHNOLOGIES | MISCELLANEOUS TEMP |
| HARVEY SYKES | JUVENILE COURT | DATA ANALYST |
| EVELYN M. GUY | LEGISLATIVE | MISCELLANEOUS TEMP |
| SUZANNE S. LAMB | PUBLIC DEFENDER'S OFFICE | LAW CLERK |
| KEVIN R. RARDIN | PUBLIC DEFENDER'S OFFICE | ASSISTANT PUBLIC DEFENDER |
| ASHLEY K. COX | SUPPORT SERVICES | CUSTODIAL WORKER |
| RANDAR WOODLEY | SUPPORT SERVICES | CUSTODIAL WORKER |
| MADLYN L. TAYLOR | TRUSTEE'S OFFICE | MISCELLANEOUS TEMP |



NOVEMBER 2016 PROMOTIONS

| EMPLOYEE'S NAME | DEPARTMENT | POSITION |
|---------------------|-------------------|------------------------|
| Cloteal Bowers | Juvenile Court | Juvenile Counselor |
| Jaleesa Crawford | Sheriff's Office | Corrections |
| Patricia Davis | Health Depart. | Administrative Tech. |
| Melanie Rittman | Support Services | Administrative Tech. |
| Gwendolyn Ector | Assessor's Office | Appeals Specialist |
| Christine Floyd | CAO's Office | Administrator |
| Richard Lee | Sheriff's Office | Corrections Deputy |
| Anthony Luna | Support Services | Mechanic |
| Larry Marshall, Jr. | Sheriff's Office | Corrections Deputy |
| Idris Mimms | Info Technologies | Customer Support Tech. |
| Chandrell Polk | County Clerk's | Office Branch Coord. |
| Sylvester Reaves | Sheriff's Office | AFIS Fingerprint Tech. |
| Brenda Robinson | Human Resources | Senior Compensation |

DECEMBER 2016 PROMOTIONS

| EMPLOYEE'S NAME | DEPARTMENT | POSITION |
|-----------------------|-------------------|---------------------|
| Dwight Aaron | Corrections | Supervisor A |
| Tawanda Batts | Aging Comm. | Admin. Tech. |
| Deverick Clayton | Fire Depart. | Firefighter V – EMS |
| Delia Crumpton | GS Criminal | Principal Court |
| Sandra Jeffries-Perry | Information Tech. | Systems Admin. III |
| Joanne Lowe | Aging Comm. | SHIP Coordinator |
| William Mattix | Fire Department | Firefighter V – EMS |
| John Mitchell | Fire Department | Firefighter V – EMS |
| Selisa Murff | CAO | Secretary |
| Crystal Presley | GS Civil Court | Principal Court |
| Cathy Smith | GS Criminal Court | Principal Court |

NOVEMBER 2016 RETIREMENTS

Employee's Name Department

- DANIEL D. BARBER..... CORRECTIONS
- COZELL DEVRES.....SHERIFF'S OFFICE
- DAWN B. DOWNER.....SHERIFF'S OFFICE
- CARLOS JONES.....CORRECTIONS
- WADINA LEE-JONES.....HEALTH DEPARTMENT
- LYNDA E. LONDON.....REGISTER'S OFFICE
- FELICIA S. MCKINNEY.....CODE ENFORCEMENT
- DONNA G. SPENCER.....SHERIFF'S OFFICE
- CYNTHIA C. THARP.....HEALTH DEPARTMENT

DECEMBER 2016 RETIREMENTS

Employee's Name Department

- FORREST E. BARTLETT, JR.,.....SHERIFF'S OFFICE
- BERNICE D. CHAMBERS.....SHERIFF'S OFFICE
- DONNA G. FARRIS.....SHERIFF'S OFFICE
- ALISA J. GIBSON.....HEALTH DEPARTMENT
- PAMELA D. GRIMES.....SHERIFF'S OFFICE
- SYLVIA Y. JOHNSON.....SHERIFF'S OFFICE
- GLENDA A. JONES.....GS CRIMINAL CLERK'S
- RUBY JONES.....JUVENILE COURT
- JAMES MILAM.....CODE ENFORCEMENT
- VIVIAN J. MORMON.....HEALTH DEPARTMENT
- CYNTHIA ROBERTSON.....CORRECTIONS
- THELMA M. STRIBLINGSHERIFF'S OFFICE
- ANTHONY R. TAYLOR.....HEALTH DEPARTMENT
- HELEN WREN.....SHERIFF'S OFFICE





25 + YEARS OF SERVICE

| EMPLOYEE'S NAME | DEPARTMENT | YEARS OF SERVICE |
|----------------------------|---|-------------------------|
| BRENDA C. EDWARDS | HEALTH DEPARTMENT | 30 |
| PATRICIA MCGHEE | PUBLIC DEFENDER'S OFFICE | 30 |
| JOSEPH M. BROWN | FIRE DEPARTMENT | 30 |
| WILLIAM M. DUNAVANT | FINANCE DEPARTMENT | 30 |
| KEITH L. LANGSTON | CODE ENFORCEMENT | 30 |
| KATHA L. ROBARDS | JUVENILE COURT CLERK'S OFFICE | 30 |
| JAMES Y. DUNAVANT | CODE ENFORCEMENT | 30 |
| MARY L. SEALE | OFFICE OF PLANNING & DEVELOPMENT | 30 |
| SAM SREY | HEALTH DEPARTMENT | 30 |
| JAMIE L. BLACK | SHERIFF'S OFFICE | 25 |
| KERRY R. LITTON | CODE ENFORCEMENT | 25 |
| BRIDGETTE L. HUNTER | SHERIFF'S OFFICE | 25 |
| TONY B. WILLIAMS | DIVISION OF CORRECTIONS | 25 |
| JIMMY L. CHAMBERS | ATTORNEY GENERAL'S OFFICE | 25 |
| MICHAEL W. CLARK | DIVISION OF CORRECTIONS | 25 |
| OTYS F. DANIELS | HEALTH DEPARTMENT | 25 |
| JOHNNY A. LEWIS | DIVISION OF CORRECTIONS | 25 |
| SUSAN A. LEWIS | SHERIFF'S OFFICE | 25 |
| TANYA R. PRESSGROVE | SHERIFF'S OFFICE | 25 |
| KATHRYN REDICK | DIVISION OF CORRECTIONS | 25 |
| CYNTHIA ROBERTSON | DIVISION OF CORRECTIONS | 25 |
| BRINDA A. WILLIAMS | SHERIFF'S OFFICE | 25 |

CONDOLENCES

| EMPLOYEE'S NAME | DEPARTMENT | NAME OF DECEASED | RELATIONSHIP TO EMPLOYEE |
|------------------------|--------------------------|----------------------------|---------------------------------|
| Jason Hamm | Info Technologies | Ms. Faye Ann Hamm | Mother |
| Allen Baker | Support Services | Ms. Amy Lois Butler | Mother |
| Shelia Gunn | Human Resources | Mr. Earl Gunn | Father |
| Mary Seiber | Support Services | Mr. Earl Gunn | Father |
| Barry Sims | Health Department | Ms. Bennie M. Sims | Mother |
| Heidi Kuhn | Sheriff's Office | Mr. Wayne Stegman | Father |



TOP 40 UNDER 40 BY THE MEMPHIS BUSINESS JOURNAL

Congratulations to Shelby County Employees!



Travis Green

Shelby County General Sessions



John Zeanah

Memphis and Shelby County Planning and Development



Kesha Whitaker

Shelby County Trustee

Department News



A ceremony was held at Edwin Orgill Golf Course in memory of Lee Hinson who died earlier in 2016. At Orgill, a marker and trees were planted for Lee's memory at the course entrance to remind visitors of his commitment to Shelby County Government and all the citizens he served through the years. Lee led the Shelby County Conservation Board and Parks and Grounds Department.

Mayor Luttrell, Commissioner Terry Roland, Lee's family and a host of his friends and associates attended.

UPCOMING EVENTS

mark your calendars



If you enrolled in the County's Health Plan and certified that you are a tobacco user, you must complete one of these programs by April 30th, 2017.

1. Cigna Quit Today: A telephonic program with one on one coaching goals. Call 1-866-417-7848 to enroll today. You must be deemed as "making progress towards your goal" by your coach in order to avoid the surcharge; OR
2. Freedom from Smoking program: An 8 course class over 7 weeks through the county's health department. Please call Courtney Tipper at 901-222-9274 to enroll or for more information. You must complete the requirements and attend classes to avoid the surcharge.

Tobacco Users will be assessed a \$25 per pay period surcharge beginning July 1, 2017 if the deadline is not met. If you are unable to complete these programs due to medical reasons, please contact HR at 901-222-2328 or Tasha.Diaz@shelbycountyttn.gov for a physician's release form. If at any point you cease to use tobacco products independently, you must re-attest and submit an affidavit declaring so to Tasha.Diaz@shelbycountyttn.gov.



About Shelby County

Shelby County was established in 1819. It is the state's largest county both in terms of population and geographic area. Its county seat is Memphis. It is part of the Memphis Metropolitan Statistical Area, which comprises eight counties in the three states of Tennessee, Mississippi, and Arkansas. Shelby County was named for Governor Isaac Shelby (1750-1826) of Kentucky.

Shelby County is governed by a mayor-commissioner form of government under a Home Rule Charter that went into effect on September 1, 1986. Each serves a 4-year term. Together, the administration and the Board of County Commissioners are responsible for governing the most populous of Tennessee's 95 counties.

The county's personnel staff of approximately 6,270 people have the direct duty of providing services for 910,100 citizens according to the 2007 estimated census data.

Mark H. Luttrell, Jr., was elected as Shelby County Mayor on August 5, 2010.

Shelby County Government

Mayor's Office

160 North Main Street

Memphis, Tennessee 38103

Phone: 901-222-2000

Fax: 901-222-2005

E-mail: Newsletter@shelbycountyttn.gov

Please submit stories, comments, and questions to

Theresa Hill 901 222-2013

Published by Theresa Hill

WE ARE ON THE WEB!
WWW.SHELBYCOUNTYTN.GOV

Pat Herndon (Graphic Design) 901 222-2447

Information Technology Services

New Device? Check Your Cyber Security!

Last month, we talked about how you can minimize your risk of identity theft and malicious cyber activity while doing your online holiday shopping. In this month's issue, we'll focus on another aspect of the holiday season: that new device you get or give during the holidays. Whether it's a smartphone, laptop, desktop, tablet, or another device, check out the tips below to help you protect your new technology and secure your personal data.

- **Configure your device with security in mind.** The "out-of-the-box" configurations of many devices and software are default settings often geared more toward ease-of-use and extra features rather than securing your device to protect your information. Enable security settings, paying particular attention to those that control information sharing.
- **Remember to secure your Internet of Things (IoT) devices.** Internet of Things devices include smart home thermostats, home surveillance cameras, smart refrigerators, lights, and many other examples. These need to be secured just like your phones, tablets, and laptops. One way to do this is to change the default password that comes pre-configured on the device to a strong password of your own choosing. This makes it much harder for cyber criminals to compromise your household devices.
- **Turn on your firewall.** Firewalls provide an essential function of protecting your computer or device from potentially malicious actors. Without a firewall, you might be exposing your personal information to any computer on the internet.
- **Lock the device.** Locking your device with a strong PIN or password makes unauthorized access to your information more difficult. Passwords are more secure than PINs and should be at least 8 characters long combining upper and lower case letters, numbers, and symbols. If you have an Android device and want to use a lock screen pattern, make sure the pattern includes at least 7 points and doubles back over itself (e.g. at least 2 turns). Additionally, make sure that your device automatically locks after a brief period of inactivity, preferably between 30 seconds and two minutes. This way, if you misplace your device, you minimize the opportunity for someone to access your personal information.
- **Regularly apply updates.** Manufacturers and application developers update their code to fix weaknesses and push out the updates. Enable settings to automatically apply these updates to ensure that you're fixing the identified weaknesses in the applications.
- **Install antivirus software.** Install antivirus software if it is available for your device and enable automatic updating of the antivirus software to incorporate the most recently identified threats.
- **Disable unwanted and unneeded services.** Capabilities such as Bluetooth, network connections, mobile wallets, and Near Field Communications provide ease and convenience in using your smartphone. They can also provide an easy way for a nearby, unauthorized user to gain access to your data. Turn these features off when they are not needed. Also consider disabling or uninstalling other features or apps that you no longer use.
- **Be careful when downloading apps.** Apps provide a lot of wonderful capabilities for your device, but they are a common way that malicious actors disseminate malware or gather information about you. Always make sure you trust the app provider and download the app from the Google Play Store, Apple's App Store, or other trusted source, as they proactively remove known malicious apps to protect users. Be proactive and make sure that you read the privacy statement, review permissions, check the app reviews, and look online to see if any security company has identified the app as malicious.