Rockville City Police Department
GENERAL ORDER

Subject CJIS SYSTEM (METERS)		Procedure G.O. # 6 - 1
Authorizing Signature	Effective 01/01/2012	Total Pages 6

I. POLICY

It is the policy of this Department that only those authorized employees instructed in the proper operation of the CJIS/MILES terminals utilize it. Proper operating procedures will be followed when utilizing the terminals at all times. Authorized employees are those employees who have received a personal LOGON from State CJIS Security Administrator and have a unique password also. [USE OF A LOGON/PASSWORD BELONGING TO ANOTHER EMPLOYEE IS STRICTLY PROHIBITED]

II. PURPOSE

The purpose of this General Order is to explain the responsibilities in the operation and security of the Criminal Justice Information System (CJIS).

III. GENERAL

A. The primary purpose of the CJIS/MILES terminals is to provide rapid communications with other law enforcement agencies throughout the State of Maryland and with the National Crime Information Center (NCIC). The terminals represent a large amount of effort and expense for utilization in our daily effort to combat crime; therefore, all personnel will exercise extreme care and patience in the use of the terminals. It is imperative that all users of the system are very security conscious in the system.

B. The CJIS/MILES terminals, located in the Communications Center have the capability of entering information and extracting it from NCIC, MILES, other CJIS programs, and the Motor Vehicle Administration (MVA).

C. There are manuals in the Communications Center offering reference materials for the proper administration of entry codes and extracting information from the terminals. Employees experiencing difficulty in sending messages should review the reference manuals. Public Safety Communications Operators (PSCD) are expected to be familiar with the manuals associated with the CJIS system. Instructions and examples shown in the manuals are quite comprehensive. Operators are encouraged to request additional training whenever necessary and available from the State. It is essential to follow the formats shown for each message type as each period, space, and symbol is a critical instruction to the computer.

D. Whenever messages are received, the PSCD or other assigned employee will ensure the

messages are properly routed in accordance with its content. If there are insufficient copies, it is a better rule to make additional copies where appropriate to ensure adequate distribution.

E. For the purposes of this General Order, there are four general types of messages

1. Administrative messages, formal and informal, sent from this Department

2. System queries - tags, OLN's, Wanted, Stolen, VIN's, etc

3. Criminal history checks

4. Incoming messages - lookouts, informational, and requests for services

IV. PROCEDURES

A. Formal and informal administrative messages

1. Formal Messages

a. Formal administrative messages are utilized to distribute information of an offense nature that does not meet NCIC criteria for entry into the system, i.e., burglary suspects, property stolen, lookouts, etc., and requests for assistance from other Departments.

b. Formal administrative messages initiated by sworn personnel will be turned into communications on a properly completed Teletype request form. All requests for certified copies of driving records and registration information will be in writing on the appropriate TTY request form. The message will be assigned the next message number from the binder. After the message is sent, one copy will be placed on the proper binder and another copy attached to the original request and returned to requestor. Examples of formal messages may be found as follows:

(1) NLETS format - MILES Manual - Part 14, Page 16

(2) MILES format - MILES Manual - Part 13, Page 7

2. Informal Messages

Informal messages are used for only brief or unimportant topics: a duty lineup while locally important is an example.

B. Distribution of messages/requests

1. The original of all incoming messages directed to a specific person will be filled in

the designated teletype book.

2. Routine messages received for the information of all officers will be placed in the Dispatch out box located just outside of the Public Safety Communications Center.

3. All messages will be reviewed on July 1 and January 1 by the assigned PSCD and turned over to the Support Services Coordinator, who will retain them for a period of six (6) months, at which time they will be destroyed.

C. Queries

PSCD's receiving a request to run tag listings, OLN checks, stolen inquiries, wanted persons/runaway inquiries or any other request that requires this Department to query the CJIS terminal shall, upon removing the message from the machine, fold over the request with the blank side facing out and staple; note the requesting officer's name on the outside and place in the message box.

D. Federal and Maryland Computer Criminal History File (CCH)

1. Existing NCIC policy mandates certain requirements on terminal users insofar as utilizing the Computer Criminal History File. The State of Maryland requires that only "trained and authorized personnel" operate the terminal under specific guidelines. RCPD is required by law to maintain an accounting for each CCH inquiry, which we initiate. CCH records may be utilized for criminal justice and employment purposes ONLY.

2. Whenever a query is made into the CCH files, the terminal user will record the following information into the CCH logbook (Dissemination Log):

   a. Terminal Operator (PSCD/Officer) – name and ID#

   b. Date: Date of inquiry, time of inquiry

   c. Subject information (name, DOB, race/sex)

   d. Requestor Name and ID

   e. Reason for inquiry

   f. Secondary dissemination - this must be completed by an officer when they disseminate it to another party -, i.e., commissioner, or MCPD officers.

3. All returns will be logged as indicated above and one copy given personally to the officer whenever possible. Otherwise, fold one copy of the printout over with the blank side facing out, staple and note officer's name on the outside, place in message box. Any extra copies are to be shredded as soon as possible by the terminal operator to prevent dissemination from these copies.

E. Procedures for wanted/missing persons entries

1. The entering of information on an individual wanted as the result of the issuance of a warrant by a judicial official in Montgomery County is outlined in the RCPD Warrant Manual.

2. Procedures for entries of Missing Persons and other types of entries are governed by procedures outlined in the Montgomery County Police Department Report Manual.

V. MAINTENANCE

A. Any employee, other than a PSCD, experiencing mechanical difficulties with the CJIS terminal should notify the police supervisor on duty, who will be responsible for notifying the CJIS Operations Control. PSCD's are authorized to contact CJIS directly for repair and maintenance problems. When the CJIS personnel inquire as to what type of CJIS terminal or printer we utilize, indicate as follows:

	PRINTER		CRT/TERMINAL			
ID	LPRP	LERP	LERQ	0UJ3	0TBA	0TB9
ORI	0160500	0160500	0160501	0160520	0160506	0160505

B. At no time will personnel perform maintenance or repairs on the CJIS terminal or printer other than changing ink cartridge or add paper. If it appears that our terminal is going to be down for more than a short period of time, approval should be requested from the Montgomery County Police Department Emergency Communications Center supervisor to allow messages for the Department to be forwarded to Montgomery County when appropriate.

VI. SECURITY OF INFORMATION

A. Motor Vehicle Administration (MVA) policy

1. The Maryland Department of Public Safety and Correctional Services administers and operates the Maryland Criminal Justice Information System (CJIS) for the official use of government agencies at federal, state, county, and municipal levels within both the Executive and Judicial branches.

2. Information pertaining to drivers and vehicles licensed and registered in the State of Maryland is provided to users through CJIS by MVA, the custodian of that data.

3. It is the policy of the Maryland Department of Public Safety and Correctional Services and the CJIS system that MVA data accessed through CJIS is provided for official government use only. Access to MVA data by the general public and private industry will be provided only by the Maryland Motor Vehicle Administration as permitted through their policies and procedures. No CJIS user may, therefore, disseminate any MVA information to members of the general public or private industry. Requests for such access should be referred to and be subject to MVA policies procedures.

4. The Maryland Department of Public Safety and Correctional Services considers the access, use or dissemination of Motor Vehicle Administration data for other than official government purposes to be a violation of Article 27, Section 45A and Section 146 of the Annotated Code of Maryland.

B. Criminal Justice Information System (CJIS) policies on obtaining and releasing criminal history information:

1. Is contained in Article 27, Section 743 - 755 and is available from the Police Communications Supervisor.

2. Is contained in Privacy and Security section of Code of Maryland Regulations, COMAR 12.06.08.01-12.06.08.13 and available through Police Communications Supervisor.

3. The essences of these policies are:

a. The use of CJIS is for official use only, and not to be used as a means to "check" on persons randomly and without adequate investigative basis.

b. Treat all information received from CJIS with the utmost confidentiality - do not share with civilians outside the police agency and only intra-agency on a need to know basis.

c. If you <u>disseminate</u> criminal history information to a member of another police agency, make note of it. You are personally responsible for this dissemination.

d. Do not share your password or allow another Department employee to use it.

C. Departmental security considerations

The following represent regulations instituted by the Department to reinforce the security of CJIS information, equipment and surroundings. These measures also ensure we meet our responsibilities under federal and state laws and regulations that safeguard the information available through CJIS.

1. All sworn personnel are to conduct their business expeditiously in the communications spaces and leave as quickly as possible.

2. Department civilian employees may access communications space on an "as required" basis. Whenever possible, other means of communication shall be utilized to avoid unnecessary physical access to communications.

3. Other Criminal Justice Agency personnel and city employees will conduct their business outside the communications spaces using the communication links established for that purpose.

4. If City employees from other Departments or other civilians need to enter the Communications spaces for official purposes, a member of the Department will escort them. Mere visitors to the Department are not to have access.

5. The telephone positions in Communications are to be used for the reception and disposition of complaints. Extended conversations for any other purpose are inappropriate. There are phones in report writing and roll call for investigative purposes.

6. Extended congregating and socializing in the Communications Center are improper and violate the spirit of the security requirement. PSCD's need sufficient space to perform the variety of tasks assigned.