

Purpose

This policy recognizes the importance of the MNJIS System and its requirements for efficient, accurate and thorough information. The Bemidji Police Department considers Criminal Justice Data the most sensitive information and is dedicated to protect its integrity during the course of all operations.

Policy

When accessing, using or viewing any CJDN information, it shall be the policy of the Bemidji Police Department to operate within the guidelines of the FBI's NCIC Security Policy and recommendations from NCIC or the Minnesota Bureau of Criminal Apprehension's MNJIS data unit. Please see BPD Policy #228 addressing CJDN Access, Training, Security and Misuse. The Bemidji Police Department operates in collaboration with the Beltrami County Sheriff's Office to provide records services, which includes all MNJIS Entries/Confirmations/Validations and Storage. This collaboration is covered under signed agreements with BPD and BCSO as well as the general Law Enforcement Center agreement resolved by the Bemidji City Council.

All operations, with the exception of query access are performed by the Beltrami County Sheriff's Office on behalf of the Bemidji Police Department via a "Holder of Record Agreement". The areas involved are:

- A. Hit Confirmations**
- B. Second Party Checks**
- C. Supporting Documentation for Property Records Requirements**
- D. Supporting Documentation for Missing Persons Records**
 - Bemidji Police Department Policy #265 Missing and Endangered Persons
 - Bemidji Police Department Policy Addendum 0265 and 0265.1
- E. Supporting Documentation for Identity Theft Records Requirements**
- F. Validation Procedures Requirements**
- G. Supporting Documentation for Wanted Persons Records**
- H. Supporting Documentation for Protection Order/DANCO Records**

MNJIS Newsletter Access

The Bemidji Police Department will make available to each full access operator, the MNJIS Connection Newsletter. These publications can be viewed on the MNJIS nexTest platform where subscriptions may be managed.

Training

Training of all personnel is addressed in the BPD Policy #228 covering CJDN Use, Training and Security.

Physical Security

All BPD Police Vehicles and Officers will adhere to comprehensive security measures in order to protect all CJDN data. Officers will remain mindful to close laptop lids when leaving their vehicle and will take measures to shield the information from any potential bystanders. As a precaution, all vehicle mounted terminals will configure their settings to automatically sleep after 15 minutes. All officer terminals will take appropriate measures to shield their screens from unauthorized viewing. All visitors to BPD will be escorted by authorized personnel at all times.

LASO

The Bemidji Police Department will appoint a “LASO” who is the liaison between the agency and the CJIS Systems Agency Information Security Officer. The LASO is responsible for ensuring that BPD is in compliance with both the FBI CJIS Security Policy and the CJDN Security Policy.

Criminal History Record Information

All CHRI accessed by the Bemidji Police Department shall be stored in a secure environment. These records shall be stored for extended periods ONLY when they are key elements for the integrity and/or maintenance of case files or criminal record files.

Physical CHRI Media

- Physical media shall be securely disposed of when no longer required
- Formal procedures must be utilized, such as Docu-Shred
- Media shall be destroyed by shredder or incineration

Electronic Media Sanitization and Disposal

- Electronic media must be overwritten at least 3 times prior to disposal
- Inoperable media shall be destroyed by shredder or crusher
- All media destruction must be carried out by authorized personnel

Secondary Dissemination

- The Bemidji Police Department will not disseminate CHRI to anyone

Criminal History Inquiries

-The BPD TAC/ATAC will ensure that all operators use the proper MKE, ORI and purpose codes for all CHRI transactions performed

-The BPD TAC/ATAC will ensure that the ATN Field for each inquiry includes the recipient's name or badge number as well as a literal reason for the transaction.

CHRI Supporting Documentation

-The BPD will provide a reason for all III queries whenever requested by NCIC system managers, CSA's, local agency administrators or any designee.

Reference or Revision Date(s):

- A. FBI NCIC Security Policy
- B. BCA MNJIS TAC Responsibilities Handbook
- C. City of Bemidji/Beltrami County Law Enforcement Center Agreement
- D. Bemidji Police/Beltrami Sheriff "Holder of the Record" Agreement