

## **Purpose**

This policy recognizes the use and access of Criminal Justice Data Network Information to be of the most sensitive nature. Use and access of this data must only be used for authorized purposes and held to the highest level of confidentiality. When employees access this data, it must be within the requirements and standards identified in the Federal Bureau of Investigation's National Crime Information Center's Security Policy.

## **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.

### **A. Access to CJDN System**

Access to the CJDN shall be limited to employees who have been certified by the BCA to operate or query the terminal. The Bemidji Police Department limits this access to all licensed staff, Criminal Intelligence Analysts, Administrative Assistants, Community Service Officers and Parking Enforcement Agents. Any other personnel must make a request for information through a trained CJDN operator.

The Bemidji Police Department will assign a Terminal Agency Controller (TAC) and, if necessary an Assistant TAC to manage the BPD's CJDN. The name of the TAC and any ATAC will be filed with the MN BCA MNJIS Unit and changed as appropriate.

Personnel must maintain access to the CJDN to effectively perform their job functions. The requirements for access to the CJDN are as follows:

- Employee of the Bemidji Police Department
- Submit to and pass a State/National fingerprint background check
- Be trained and certified at the appropriate access level immediately upon hire
- Complete appropriate security awareness training immediately upon hire
- Complete appropriate certification and security awareness training every 2 years thereafter

New employees of the Bemidji Police Department shall be fingerprinted during the pre-employment background investigation and have the return on file prior to any access or operation of any CJDN device. A potential new hire shall have a background check completed prior to employment using the purpose code "J" (denoting criminal justice employment purposes).

The FBI fingerprint-based background check results on each operator having unescorted access to CJDN information shall be kept on file at the Bemidji Police Department and will be available

for inspection upon request. Information regarding former employees will be kept on file for a period of 2 years after the date of last employment.

The BPD TAC will issue a unique username and password to authorized users with access to the CJDN and any data terminal. Authorized users will be given a unique password to have access to criminal histories. That criminal history password shall be changed by the TAC at least every 2 years. A list of these assigned passwords shall be securely maintained by the TAC/ATAC.

## **B. Training of Sworn Personnel**

NCIC requires all sworn personnel must receive basic, formal MNJIS/NCIC training immediately upon hire, and annual refreshers thereafter. The Bemidji Police Department will use the MN BCA's MNJIS Single Scope User training, or similar, and also will require each officer to complete the NCIC's level IV security training. Each officer will be required to pass the examination. Reserve officers are not allowed to query the CJDN and only receive information from a trained operator. In this instance, these personnel will be required to train and pass NCIC level II security training only.

## **C. Security of Terminals**

The CJDN terminal(s) and Criminal Justice Information for the Bemidji Police Department are all maintained in a secure area, accessed only by keycard or escort. Only authorized personnel who have passed a State and National fingerprint background check are allowed unescorted access to the secure area(s).

All personnel who have direct responsibility to configure and maintain computer systems and networks with direct access to FBI/CJIS systems must also successfully pass a fingerprint based background check.

Criminal History responses, as well as all other CJDN printouts will be destroyed when no longer needed. These documents will be secured and shredded by the Bemidji Police Department.

## **D. Discipline for Misuse**

Inquiries into the motor vehicle registration, driver's license, criminal history or any other file in the MNJIS/NCIC system will be performed for criminal justice purposes only. Any employee misusing information or obtaining information for other than official criminal justice purposes from the CJDN will be subject to disciplinary action--Any unauthorized request made to the CJDN could result in civil and/or criminal penalties.

When the CLEO or TAC becomes aware that any employee is using CDJN information or terminal not in accordance with agency, state or NCIC policies, notwithstanding operator error, the CLEO or designee shall immediately address the violation.

The CLEO or designee shall investigate any violation and determine any appropriate sanction currently addressed in BPD or City of Bemidji policies. Any intentional misuse of CJDN information or systems is a serious offense, notification shall be made to the BCA at once. If criminal behavior is suspected to have occurred, appropriate investigatory resources will be deployed.

The specific instance in each case of misuse will be examined when determining disciplinary action. Consideration will be given to the extent of loss or injury to the system, agency or any person upon release or disclosure of sensitive data to any unauthorized individual. This also includes activities which result in unauthorized modification or destruction of system data, loss of computer system processing capability or loss by theft of any computer system media.

The TAC/ATAC/CLEO may, at any time, terminate an employee's access to the CJDN system for any rule violation.

**Reference or Revision Date(s):**

- A. FBI NCIC Security Policy
- B. BCA MNJIS TAC Responsibilities Handbook