

CJIS METERS/NCIC Protocol

Index Code: 1104

Effective Date: 07/01/14 Rev. 9/6/2022

I. Purpose

In support of the Queen Anne's County Office of the Sheriff's mission of public service to the citizens of Queen Anne's County, the Office of the Sheriff, in concert with the Queen Anne's County Department of Emergency Services, provides the needed technological resources to agency personnel to access FBI CJIS systems and information. The purpose of this directive is to ensure conformance with applicable laws, policies, procedures and regulations as they relate to accessing FBI Criminal Justice Information (CJI) and prevent the misuse of such information and related systems.

II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to ensure that agency personnel with access to FBI Criminal Justice Information (CJI), or any system with stored FBI CJI, protect the system and related systems from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the information. This directive applies to all employees of the Office of the Sheriff.

III. General Guidelines

A. All technology equipment and software, including computers, laptops, copiers, terminals, MDTs, mobile devices, live scan devices, fingerprint scanners, RMS/CAD operating systems, etc., used to process, store and/or transmit FBI CJIS information is a privilege allowed by the Queen Anne's County Office of the Sheriff and the Queen Anne's County Department of Emergency Services, State CSO, and the FBI. To maintain the integrity and security of the systems and data, this computer use privilege requires adherence to relevant federal, state and local laws, regulations and contractual obligations. All existing laws and regulations apply, including not only those that are specific to computers and networks, but also those that apply to personal conduct as outlined in this and other applicable directives.

B. The misuse of computing, networking or information resources may result in a temporary or permanent restriction of computing privileges up to employment termination. In some misuse situations, account privileges will be suspended to prevent ongoing misuse while under investigation.

C. Misuse of the above named resources can be prosecuted under applicable statutes and all files are subject to search. Where follow-up actions against a person or agency after an information security incident involves legal action, either civil or criminal, the evidence shall be collected, retained and presented to conform to the rules for evidence applicable to the relevant jurisdiction(s). Complaints alleging misuse of Queen Anne's County Office of the Sheriff or Queen Anne's County Department of Emergency Services computing and network resources, and the FBI CJIS systems and/or data, will be directed to those responsible for taking the appropriate disciplinary action(s).

IV. Prohibited Actions

The following actions are prohibited by anyone accessing, or allowing access to, the FBI CJIS systems and data:

- A. Using someone else's login.
- B. Leaving the computer logged in with your login credentials unlocked in a physically unsecure location, allowing anyone to access agency systems and/or FBI CJIS systems and data in your name.
- C. Allowing unauthorized person to access FBI CJIS at any time for any reason.