

# CJIS METERS/NCIC Protocol

**Index Code: 1104**

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

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## **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.

- D. Allowing remote access of agency issued computer equipment to FBI CJIS systems and/or data without prior authorization. Obtaining a computer account that you are not authorized to use.
- E. Obtaining a password for a computer account of another account owner.
- F. Using the agency network to gain unauthorized access to FBI CJIS.
- G. Knowingly performing an act which will interfere with the normal operation of FBI CJIS.
- H. Knowingly propagating a computer virus, Trojan horse, worm or malware to circumvent data protection or compromising existing security holes to FBI CJIS systems.
- I. Violating terms of software and/or operating systems licensing agreements or copyright laws.
- J. Duplication of licensed software, except for backup and archival purposes, that circumvent copyright laws for use in the Queen Anne's County Office of the Sheriff for home use or for any customer or contractor.
- K. Deliberately wasting computing resources to include streaming audio and/or video for personal use that interferes with the Queen Anne's County Office of the Sheriff network performance.
- L. Using electronic mail or instant messaging to harass others.
- M. Masking the identity of an account or machine.
- N. Posting materials publicly that violates existing laws, Queen Anne's County Office of the Sheriff directives or policies or codes of conduct.
- O. Attempting to monitor or tamper with another user's electronic mail or files by reading, copying, changing, or deleting without explicit agreement of the owner.
- P. Using Queen Anne's County Office of the Sheriff technology resources to advance unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
- Q. Unauthorized possession of, loss of or damage to Queen Anne's County Office of the Sheriff technology equipment with access to FBI CJI through unreasonable carelessness or maliciousness.
- R. Maintaining FBI CJI or duplicate copies of official Queen Anne's County Office of the Sheriff, in either manual or electronic formats, at his or her place of residence or in other physically non-secure locations without express permission.
- S. Using Queen Anne's County Office of the Sheriff and/or FBI CJIS systems for personal or financial gain.
- T. Deliberately failing to report promptly any know technology-related misuse by another employee that may result in criminal prosecution or discipline under this directive.
- U. Using personally owned devices on the Queen Anne's County Office of the Sheriff to include personally-owned flash (thumb) drives, CDs, mobile devices, tablets, etc. Personally owned devices will also not be utilized to store Office of the Sheriff data, or FBI CJI.

The above listing is not all-inclusive, and any suspected technology resource or FBI CJIS system or FBI CJI misuse will be handled by the Office of the Sheriff on a case by case basis. Activities will not be considered misuse when authorized by appropriate officials for security or performance testing.

#### **V. Privacy**

All agency personnel utilizing agency-issued technology resources funded by the Queen Anne's County Office of the Sheriff expressly acknowledge and agree that such service, whether for business or personal

use, shall remove any expectation of privacy. Use of Office of the Sheriff systems indicates consent to monitoring and recording. The Office of the Sheriff reserves the right to access and audit any and all communications including electronic and physical media at rest, in transit and at the end of life. Office of the Sheriff personnel shall not store personal information with an expectation of personal privacy that are under the control and management of the Office of the Sheriff.

- VI. Personal Use of Agency Technology** The computers, electronic media and services provided by the Queen Anne's County Office of the Sheriff and the Queen Anne's County Department of Emergency Services are primarily for business use to assist personnel in the performance of their authorized duties. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal non-business purposes is understandable and acceptable if conducted in accordance with existing laws, in a manner that does not negatively affect the systems' use for their business purposes, reflect negatively on the affected agency, or interfere with the employee's duties. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.
- VII. CALEA References:** None
- VIII. Proponent Unit:** Administrative Services
- IX. Cancellation:** Policy dated 07/01/14

  
Sheriff Gary Hofmann