

# CJIS METERS/NCIC Systems Accounts

**Index Code:** 1105

**Effective Date:** 07/01/14 (Revised 2/24/17)

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## **I. Purpose**

The purpose of this directive is to provide and maintain systems accounts validation for all CJIS METERS/NCIC Systems Accounts users with the Queen Anne's County Office of the Sheriff.

## **II. Policy**

It is the policy of the Queen Anne's County Office of the Sheriff to properly maintain the Criminal Justice Information Systems (CJIS) METERS/NCIC systems accounts in accordance with State policy and procedures, in conjunction with the Queen Anne's County Department of Emergency Services. This directive is applicable to all METERS/NCIC users employed by the Queen Anne's County Office of the Sheriff.

## **III. Procedures**

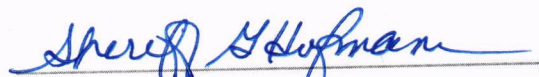
Within 24 hours of an employee's separation from the Office of the Sheriff, the Administrative Services Commander or his designee will ensure that the employee's access to any Office systems is blocked. Annually, the Administrative Services Commander will audit the Windows Activity Directory environment for any Legacy user/administrative accounts that need to be disabled/deleted, etc.

Once users that should be disabled or deleted are identified, appropriate action will be taken by following the separated employee IT procedure document. The separated employee IT procedure document is basically a procedure to delete any accounts unauthorized to enter the system.

**IV. CALEA Reference:** None

**V. Proponent Unit:** Administrative Services

**VI. Cancellation:** Directive dated 7/1/14

  
Sheriff Gary Hofmann