

CJIS METERS/NCIC Physical Protection

Index Code: 1106

Effective Date: 07/01/14 Rev 9/2/22

I. Purpose

The purpose of this directive is to provide guidance for agency personnel, support personnel, and private contractors/vendors for the physical, logical and electronic protection of Criminal Justice Information (CJI). All physical, logical and electronic access must be properly documented, authorized and controlled on devices that store, process, or transmit unencrypted CJI. This physical protection directive focuses on the appropriate access control methods needed to protect the full lifecycle of CJI from insider and outsider threats.

II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to protect the Law Enforcement Information Network (LEIN) based CJI and associated information systems. A physically secure location is a facility or an area, a room or a group of rooms within a facility or an area, with both the physical and personnel security controls sufficient to protect the LEIN-based CJI and associated information systems. The perimeter is the physically secure location that shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled and secured. Restricted non-public areas in the Queen Anne's County Office of the Sheriff shall be identified with a sign at the entrance.

III. Visitors' Access

A visitor is defined as a person who visits the Queen Anne's County Office of the Sheriff on a temporary basis, who is not employed by the Queen Anne's County Office of the Sheriff and has no unescorted access to the physically secure location within the agencies where LEIN-based CJI and associated information systems are located. Visitors shall:

- A. Check in before entering a physically secure location by:
 1. Providing a form of identification used to authentic visitor.
 2. If visitors' badges are issued, the visitor badge shall be worn on approved visitor's outer clothing and collected by the agency at the end of the visit.
- B. Be accompanied by an agency escort at all times to include delivery or service personnel. An escort is defined as authorized personnel who accompanies a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any CJI therein. The use of cameras or other electronic means to monitor a physically secure location does not constitute an escort.
- C. Show agency personnel a valid form of photo identification.
- D. Follow all agency policies for authorized unescorted access to include the following:
 1. A Non-Criminal Justice Agency (NCJA), such as information technology personnel who require frequent unescorted access to restricted area(s), will be required to establish a Management Control Agreement between the Office of the Sheriff and NCJA. Each NCJA employee with CJI access will have an appropriate state and national fingerprint-based record background check prior to this restricted area access being granted.
 2. Private contractors/vendors who require frequent unescorted access to restricted area(s) will be required to establish a CJIS Security Addendum between the Department of Emergency Services and each private contractor personnel. Each private contractor personnel will have an appropriate state and national fingerprint-based record background check prior to this restricted area access being granted.
- E. Not be allowed to view screen information mitigating shoulder surfing.