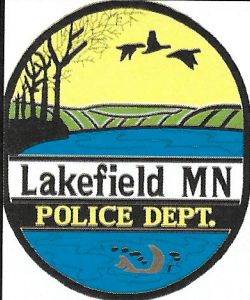



Lakefield Police Department Policy

	SUBJECT:		POLICY NUMBER
	CJDN SECURITY AND HIT CONFIRMATION POLICY		345
	Reference(s): - M.S. 171.12, Subd 1a - FBI NCIC Security Policy - BCA MNJIS TAC Responsibility Handbook		APPROVED BY: Lakefield City Council Signed:  Stephen A. Condon, Mayor
			ENACTED DATE: 12-29-2012

This document shall be considered the official CJDN Security Policy for Lakefield Police Department regarding the physical and personnel security of the CJDN system. All staff must follow the policies contained herein. This will ensure proper usage of the system and adherence to all local, state, and federal regulations that govern the use of the MNJIS computer system. The Terminal Agency Coordinator (TAC) for Lakefield Police Department is Officer Nathan Stender. The TAC manages the operation of the CJDN terminal on a local agency level and is responsible for ensuring that all state and local policies are enforced regarding the use of the CJDN terminal.

ACCESS TO CJDN SYSTEM

Access to the CJDN shall be limited to employees who have been certified by the BCA to operate the terminal. Currently, at Lakefield Police Department, this is limited to all licensed staff. All other personnel of Lakefield Police Department must make their Criminal Justice inquiries through their CJDN operators.

Staff having access to the CJDN system must meet the follow requirements:

- 1) Be an employee of Lakefield Police Department.
- 2) Successfully passed a state and national fingerprint background check.
- 3) Complete Security and Privacy Training and pass a Single Certification exam prior to having access to the CJDN.

A potential new employee of the Lakefield Police Department shall have a background check completed before they are hired. Purpose code "J" will be used when running the criminal history on that person.

New employees of the Lakefield Police Department shall be fingerprinted prior to having unescorted access to areas where criminal justice information is processed. The fingerprint cards will be sent to the BCA for a background check.

The FBI fingerprint-based background check results letters on CJDN operators, appropriate IT personnel, and other agency personnel having unescorted access to the terminals are to be kept on file and available upon request during an audit.

The TAC will issue a unique username and password to authorized users with access to the CJDN and Portals XL.

TRAINING

NCIC requires personnel accessing the CJDN for their duties, must receive basic MNJIS training and testing prior to access and annual refreshers thereafter. All training must be documented.

Lakefield Police Department will meet this requirement through the viewing of the Security and Privacy Training and the BCA's Single Certification testing. Additional training is provided on Launch Pad, and classroom instruction, by the BCA regarding NCIC/MNJIS applications. Training will be documented and subject to auditing.

SECURITY OF TERMINAL

The CJDN terminal(s) and Criminal Justice Information for Lakefield Police Department is maintained in a secure area. 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 successfully pass a fingerprint-based background check and complete Security and Privacy Training.

Criminal History responses, as well as all other CJDN printouts will be destroyed when no longer needed. These documents will be shredded or degaussed at Lakefield Police Department.

DEFINITION OF A MNJIS/NCIC HIT

A Hit is a positive response from MNJIS and/or NCIC in which the person or property inquired about appears to match the person or property contained in the response.

AGENCIES THAT DO NOT ENTER HOT FILE RECORDS

If you have performed an inquiry and received a Hit, use the following procedures:

1. Confirm that the person or property inquired upon matches the person or property contained in the hit AND is in the presence of our employees.
2. Contact Law Enforcement to inform them of the hit and the location of the person or property.
3. Law Enforcement will then handle the entire Hit Confirmation process.
4. Jackson County Sheriff's Office-Dispatch will perform Hit Confirmation on behalf of Lakefield Police Department.