



Lakefield Police Department Policy

	SUBJECT:		POLICY NUMBER
	DISCIPLINE POLICY FOR MISUSE OF CJDN		346
			EFFECTIVE DATE October 3, 2023
Reference(s):	APPROVED BY: Lakefield City Council Signed:	ENACTED DATE: October 3, 2023	
M.S. 171.12, Subd 1a	 Stephen A. Condon, Mayor		

CJDN – The Criminal Justice Data Communications Network is the overall system, which provides criminal justice agencies computer access to data stored on state and national systems.

Inquiries into the motor vehicle registration, driver license, criminal history, or any other file in the MNJIS/NCIC systems must be performed for criminal justice purposes only.

Employees of Lakefield Police Department shall not run themselves or other employees in the MNJIS/NCIC systems. Any employee misusing information or obtaining information for other than official criminal justice purposes from the Criminal Justice Data Network will be subject to disciplinary action.

When performing any file inquiries or making any entries into NCIC or MNJIS, it is important to remember that the data stored in MNJIS/NCIC is documented criminal justice information and this information must be protected to ensure correct, legal and efficient dissemination and use. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. The stored data in NCIC and MNJIS is sensitive and should be treated accordingly, and unauthorized request or receipt of NCIC or MNJIS material could result in criminal proceedings.

When the Chief or the TAC becomes aware that an employee of Lakefield Police Department is using a CJDN terminal, CJDN terminal generated information, CJDN equipment, or CJDN access not in accordance with agency policies, state policies, or NCIC policies and said problem is not deemed merely operator error, the Police Chief or his designee, or the TAC shall promptly address the violation.

The Chief or his designee shall meet with the person who is alleged to have violated the policy and determine appropriate sanctions, which may include any or all of the standard discipline policies currently in place at Lakefield Police Department including verbal reprimand, written reprimand, suspension, or termination. Intentional misuse of the CJDN system is a serious violation and the BCA will be informed of such violations. If criminal behavior is believed to have occurred, appropriate agencies will be notified for further investigation.

The specific situation in each case of misuse of the CJIS system will be looked at, with all

circumstances considered when determining disciplinary actions. Consideration will be given to the extent of loss or injury to the system, agency, or other person upon release or disclosure of sensitive or classified information to an unauthorized individual. This also includes activities which result in unauthorized modification or destruction of system data, loss of computer system processing capability, or loss by theft of any computer system media including chip ROM memory, optical or magnetic storage medium, hardcopy printout, etc.

The TAC, with the Chief's approval may at any time terminate a staff person's access to the CJDN system for any rule violation.

I have read and understand the "**Discipline Policy for Misuse of CJDN**" for Lakefield Police Department. The sign-off sheet will be placed in the employee's personnel file.

Signature

Date

Printed Name

A copy of this policy signed by the department head is to be kept in the CJDN SOP Manual.

Signature of Chief

Date

Printed Name of Chief