
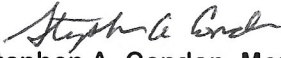


Lakefield Police Department Policy

	SUBJECT: DISSEMINATION OF CRIMINAL HISTORY INFORMATION		POLICY NUMBER 347
	Reference(s):		EFFECTIVE DATE October 3, 2023
APPROVED BY: Lakefield City Council Signed:  Stephen A. Condon, Mayor		ENACTED DATE:	

1.0 PURPOSE:

The purpose of this general order is to establish policy and procedures for the use of Criminal History Data.

2.0 POLICY:

It is the policy of the Lakefield Police Department, in conjunction with NCIC (National Crime Information Center) standards, that an audit trail of criminal history data be maintained when that data is disseminated to any person or agency outside of the Lakefield Police Department.

3.0 INFORMATION AVAILABLE:

- 3.1 Data stored in NCIC (and CJIS) computers includes:
 - 3.1.1 Personal identification data,
 - 3.1.2 An individual's major steps through the criminal justice process.
- 3.2 Inquiries - General description
 - 3.2.1 Summary record - Inquiry should be made when
 - 3.2.1.1 Criminal Justice agency wishes to determine if a criminal record exists.
 - 3.2.1.2 To obtain a synopsis of an individual's record.
 - 3.2.2 Complete Criminal History Record inquiry should be made when
 - 3.2.2.1 Detailed information regarding a particular offender is required.

4.0 ACCESS TO CRIMINAL HISTORY DATA:

Direct access is limited to criminal justice agencies in the discharge of their official responsibilities including:

- 4.1 Police Departments
- 4.2 Prosecution agencies
- 4.3 Courts.

5.0 INQUIRY RETENTION AND AUDIT TRAIL:

A computer log of all inquiries and responses to CJIS and NCIC is maintained by the BCA.

6.0 SECONDARY DISSEMINATION LOG:

The Lakefield Police Department will maintain a "Secondary Dissemination Log" for a minimum of two years.

6.1 Any time criminal history data is disseminated to another criminal justice agency, the officer will provide the following information to the Captain.

6.1.1 Dissemination date.

6.1.2 Agency given the criminal history record.

6.1.3 Individual within the agency that the criminal history was given to.

6.1.4 Name and DOB of individual subject of the criminal history record.

6.1.5 Name of individual disseminating the criminal history record.

7.0 It shall be the primary duty of the LASO or alternate duty of the CLEO to maintain the "Secondary Dissemination Log."