



LiNX Operations

I. INTRODUCTION

The purpose of this policy is to delineate the various responsibilities associated with using, monitoring, maintaining, and training of the LInX system.

II. POLICY

It is the policy of the Ridgely Police Department to cooperate and share its records management system (RMS) with allied law enforcement agencies within the National Capital Region that are participating in the LInX System, in an effort to more effectively protect and serve its citizenry and building infrastructures.

III. BACKGROUND

The events of September 11, 2001, reinforced the significant need for all law enforcement agencies to share law enforcement information. The Metropolitan Washington Council of Governments (MWCOC) Police Chiefs Committee has collaborated with the Naval Criminal Investigative Service (NCIS) to launch the National Capital Region Law Enforcement Information Exchange (NCR-LInX).

This initiative aims to enhance the flow of law enforcement information among federal, state, county, local and special jurisdiction authorities in the National Capital Region, focusing on public safety and the detection and neutralization of criminal and terrorist activity. This effort integrates electronically available law enforcement/criminal justice data previously contained only in each individual agency's records systems and provides advanced query and analytical tools which can be applied across all the law enforcement data in the warehouse.

This data includes law enforcement/criminal justice information relating to activities, locations, crimes, suspects, vehicles, arrests, warrants, protective orders, booking photographs, etc., that each contributing agency has decided to share. As new sharable data is entered into a participating agency's records systems, it will be replicated in the warehouse, thus providing near-real time access to law enforcement/criminal justice reporting from each of the other participating jurisdictions. The LInX system will assist in supporting officer safety, criminal and terrorism investigations, and the development of crime prevention and enforcement strategies. As of March 2008, there were 80 local, state and federal member agencies from Maryland, Virginia and the District of Columbia participating in this system.

General Order No. 3-16 (Cont.)

IV. DEFINITIONS AND RESPONSIBILITIES:

A. **Users** - Any sworn law enforcement officer with appropriate and justified need to query the system for purposes of furthering an active official investigation. Users must sign the user agreement form which dictates the appropriate uses and dissemination requirements of the system.

B. **System Administrator(s)** – The Chief of Police or his designee will select a member(s) of the Ridgely Police Department to act as the System Administrator. The System Administrator(s) will be responsible for verifying that a user agreement form is on file, approves user access, and maintains the user accounts to include creation, modification, and deletion as needed.

C. **System Auditor** – The Chief of Police or his designee will select a member of the Ridgely Police Department as the System Auditor. The System Auditor will be responsible for annually auditing the System Administrator(s) and validating that a fixed number of queries are justified and appropriate.

D. **System Data Administrator** – The Chief of Police or his designee will select a member of the Ridgely Police Department to act as the System Data Administrator. The System Data Administrator will be responsible for maintaining the integrity of the data that is transferred from the Ridgely Police Department to LInX, to include performing any expungements that are not done automatically.

V. REQUIREMENTS:

A. LInX is an internet based application accessible from any internet accessible terminal. **Users are reminded that the data is highly sensitive and should restrict access to trusted workstations that employ appropriate anti-virus and anti-malware software.**

B. Additionally, any system that users share access, such as library terminals, should not be used for access to LInX.

C. Any system where the information on the screen is not considered private should not be used for access to LInX.

D. LInx information may be printed, but must remain within the Ridgely Police Department, located at 2 Central Avenue, Ridgely, Caroline County, Maryland, and **must be shredded after 72 hours if it is printed.**

E. Any information needed for case support or investigation should be requested from the owning agency for official copies.

General Order No 6-2 (Cont.)

F. **LInX information alone does not constitute probable cause in itself for an arrest, search, seizure,** or any activity that could directly result in providing sworn testimony in any court, but it does provide potential leads and points the user to data, a report, or other information that exists in a data source of an identified participating agency.

General Order No. 3-16 (Cont.)

G. If any inquiring agency desires or intends to take any law enforcement or legal action (i.e., making an arrest, detaining a person, executing a search, returning a missing person, seizing stolen property, applying for a warrant, charging a person for a protection order violation, etc.) as a result of information observed in the LInX system, the inquiring agency must contact, by any available means, the participating agency that originally provided the data to the LInX system and must first receive confirmation that the data is accurate and up-to-date before taking legal action.

VI. PROCEDURES:

A. Obtaining a user account in LInX;

1. System Administrator(s) will be responsible for publishing known and available training dates.
2. Users and System Administrators will complete the LInX User Agreement Form (Paper) and identify a training date.
3. System Administrator(s) will create a temporary user account and notify the user.
4. User will attend training and ask instructor to notify the System Administrator of successful completion.
5. System Administrator will make user account permanent.

B. Removing or Suspending Access

1. System Administrators should be notified immediately to suspend any account that is based on disciplinary actions.
2. System Administrators should be notified prior to actions that end in termination of duties, such as retirement.

C. Auditing

1. System Auditor will annually validate that all users have appropriate user account forms on file with the System Administrator.
2. System Auditor will create an annual report to the Chief of Police or his designee detailing all users with access to LInX.
3. System Auditor will perform annual audit based on the guidelines specified by the LInX Audit Control Board.

D. Data Expungements

1. The System Administrators and records will ensure copies of all expungements are forwarded to the System Data Administrator.

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2. System Data Administrator will ensure all expungements are removed from the LInX system.

VII. TRAINING:

A. The Chief of Police or his designee will designate trainers to take an extended class to become a LInX Trainer. It is recommended that this person also be a System Administrator.

B. The other System Administrators will act as backup trainers should assistance be needed.

C. Attending training from outside agencies is encouraged, as well as inviting outside agencies to any Ridgely Police Department training sessions. The System Administrator(s) will post such sessions.

D. The System Administrator(s) will help facilitate computer enabled training rooms with nearby resources where possible.

E. All users of the LInX system will be trained on the NCR LInX's Operational Policy and Rules, which lists all the requirements and stipulations users must follow in order to use the system. These policies and rules will be taught to users of this system during training.