



CJIS and NCIC Usage

I. PURPOSE

The Ridgely Police Department is equipped with CJIS terminals/MDT's giving the Department access to MILES, NCIC, and criminal history files. Officers and civilian staff authorized to access such services are encouraged to utilize these terminals to retrieve CJIS information when appropriate.

II. PROCEDURE

A great deal of information is currently available via the CJIS terminal. AHELP screen is accessible to assist in obtaining this data.

- a. Hit Confirmation (Request/Respond)
- b. Message Switching
- c. NLETS
- d. NLETS Criminal History Records Information
- e. Motor Vehicle Administration
- f. Warrants
- g. Missing Persons
- h. Unidentified Persons
- i. NCIC Criminal History
- j. NCIC CCH/CCF Dissemination Log
- k. Vehicle
- l. Tag
- m. Stolen Articles
- n. Stolen Guns
- o. Stolen Securities
- p. Stolen Boat
- q. Division of Correction
- r. Identification Index
- s. MD Criminal History
- t. Parole and Probation/DDMP
- u. Parole Commission
- v. MD Handgun Registration/Permits
- w. MILES/NCIC/NLETS ORI
- x. Weather Information
- y. MILES System News

General Order No. 9-2 (Cont.)

III. POLICY

A. Only fully trained and certified CJIS operators are permitted to use and operate the CJIS terminals.

B. The CJIS terminal is to be used only in accordance with the guidelines established by CJIS, as outlined in the CJIS and NCIC manual. No member of the Ridgely Police Department shall send any unprofessional or non-police related message via the CJIS terminal.

C. Dissemination of CJIS Information

a. Information obtained from CJIS shall **ONLY** be disseminated to law enforcement or criminal justice personnel.

- (1) Ridgely Police Department employees
- (2) Agents of other law enforcement agencies
- (3) Court employees - court use only
- (4) States Attorney's Office - criminal justice use only
- (5) Upon direction of the Chief of Police

b. Information **MAY NOT** be disseminated to private individuals or private security police.

D. Violation of CJIS usage and agency policy

Any employee of the Ridgely Police Department found to be in violation of CJIS usage policies shall be subjected to administrative and/or criminal sanctions by the Ridgely Police Department.

E. This policy coincides with General Order 3-15 concerning CapWIN Usage.

9-8-4 TERMINAL INFORMATION DESTRUCTION

A. All documents pertaining to CJIS information obtained by any employee of the Ridgely Police Department shall be completely destroyed after its use. An example of this would be to "shred" all documents after its use.

B. All computers, media, or terminals that had been used to view, store, or contain CJIS related data shall be destroyed according to CJIS policy after their lifecycle usage with the Ridgely Police Department.

C. B. Donald Kimball, Inc. (BDK, Inc.) will ensure that all data on the hard drives or other related hardware or media devices are totally cleared of CJIS data and/or destroyed beyond all recovery.