



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **MARYLAND CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)**

NEW REVISED RESCINDS

APPROVED: *GM*

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ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

It is the policy of the Cottage City Police Department that only those authorized employees instructed in the proper operation of the CJIS/MILES/NCIC terminals utilizes it. A terminal shall include the station computer and any laptop computer that has access to CJIS/MILES/NCIC. Proper operating procedures shall be followed when utilizing the terminals at all times.

- A. Authorized employees are those employees who have received a personal log-on ID from the State CJIS Security Administrator and that ID is valid.
- B. The use of a log-on ID belonging to another employee for non-training purposes is strictly prohibited. The trainee must be in the presence of the trainer any time the CJIS/MILES/NCIC terminal is used.
- C. The use of the CJIS/MILES/NCIC terminal for personal or non-CCPD business is against the law and is strictly prohibited.

II. GENERAL

- A. The primary purpose of the CJIS/MILES/NCIC terminals is to provide rapid communications with other law enforcement agencies throughout the State of Maryland and with the National Crime Information Center (NCIC).
- B. The CJIS/MILES /NCIC terminals have the capability of extracting information from NCIC, NLETS, MILES, WARRS, and the Motor Vehicle Administration (MVA).
- C. There are manuals in the station offering reference materials for the proper administration of entry codes and extracting information from the terminals. Employees experiencing difficulty using the system should consult these manuals. If a solution is not located, then call the CJIS 24-hour help desk.
- D. There are three types of messages which pertain to the CCPD's use of the CJIS/MILES terminals:
 - 1. System queries - tags, wanted checks, stolen checks, hit confirmations, etc.;
 - 2. Criminal history checks;
 - 3. Incoming messages - lookouts, informational, and requests for services.

III. PROCEDURES

A. Queries

Officers or the Administrative Assistant receiving a request to run tag listings, wanted checks, etc., must note the time and location of the officer making the request in the shift log. The member receiving the request may, at the officer's request, make a hard copy of the return. The hard copy will be placed in the officers' mailbox or on their desk. Members may not leave the return in plain sight in the station.

- B. Federal and Maryland Criminal History File (Interstate Identification Index - "Triple I")
 - 1. Existing NCIC policy mandates certain requirements for terminal users insofar as utilizing the Computer Criminal History file (CCH). The State of Maryland requires that only "trained and authorized personnel" operate the terminal under specific guidelines. CCPD employees only may utilize CCH records for criminal justice purposes only.

Supervisors may utilize CCH records in consideration for the background investigation of prospective employees.

2. If a hard copy of a CCH record is made, it must be given to, and only to, the requesting officer.
3. NCIC policies regarding the use and dissemination of CCH files are specified in the NCIC manual located in the station.

C. Incoming messages

Whenever a message is received, either on-screen or via the teletype printer attached to the system, the person receiving the messages must route the message appropriately according to its content.

1. Any messages that pertain or are of interest to CCPD officers should be saved on the clipboard set aside for that purpose.
2. All other irrelevant teletypes must be shredded.
3. Hit confirmation requests are governed by the NCIC policies specified in the NCIC manual located in the station.

IV. MAINTENANCE

All CCPD members will become familiar with how to maintain the CJIS/MILES terminal, how to recover the system after a minor crash, and the procedure for recovering from a major crash as part of their training. This information is contained in hand-out information which is given to new employees at the initial CJIS/MILES/NCIC training.

V. SECURITY OF INFORMATION