

Westbrook Police Department
Policy Manual

CJDN MISUSE POLICY:

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's license, criminal history, or any other file in the MNJIS/NCIC systems must be performed for criminal justice purposes only.

Employees of the Westbrook 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 Westbrook Police Department is using CJDN terminal generated information, CJDN equipment, or CHDN access not in accordance with agency policies, state policies, or NCIC policies and said problem is not deemed merely operator error, the Chief, or the TAC shall promptly address the violation.

The Chief 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 the Westbrook 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 included 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.

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I have read and understand the “Discipline Policy for Misuse of CJDN” for Westbrook Police Department. The sign off sheet will be placed in the employee’s personnel file.

Signature

Date

Printed Name

Signature of Chief

Date

Printed Name of Chief