

CJDN Security Policy

Westbrook PD

08/11/2026

This document shall be considered the official CJDN Security Policy for the Westbrook Police Department regarding the physical and personnel security of the CJDN system. All staff must follow the policies contained herein. This will ensure proper usage of the system and adherence to all local, state, and federal regulations that govern the use of the MNJIS computer system. The Terminal Agency Coordinator (TAC) for the Westbrook Police Department is Heather Janssen. The TAC manages the operation of the CJDN terminal on a local agency level and is responsible for ensuring that all state and local policies are enforced regarding the use of the CJDN terminal.

Access to CJDN System

Access to the CJDN shall be limited to employees who have been certified by the BCA to operate the terminal. Currently, at the Westbrook Police Department, this is limited to officers, clerical staff, and those who have direct access to CJI. All other personnel of the Westbrook Police Department must make their Criminal Justice inquiries through their CJDN operators.

Staff having access to the CJDN system must meet the following requirements:

- 1) Be an employee of the Westbrook Police Department.
- 2) Successfully pass a State and National fingerprint background check.
- 3) Complete Basic Security Awareness Training and pass a Single Certification exam prior to having access to the CJDN.

A potential new employee of the Westbrook Police Department shall have a background check completed before they are hired. Purpose code "J" will be used when running the criminal history on that person.

New employees of the Westbrook Police Department shall be fingerprinted prior to having unescorted access to areas where criminal justice information is processed. The fingerprint cards will be sent to the BCA for a background check.

The FBI fingerprint-based background check results letters on CJDN operators, appropriate IT personnel, and other agency personnel having unescorted access to the terminals are to be kept on file and available upon request during an audit.

The TAC will issue a unique username and password to authorized users with access to the CJDN and Portals XL.

Training

NCIC requires personnel accessing the CJDN for their duties must receive basic MNJIS training and testing within the first 6 months of hire and biennial refreshers thereafter. All training must be documented.

The Westbrook Police Department will meet this requirement through the viewing of the FBI's Security Awareness Training and the BCA's Single Certification testing. Additional training is provided on Launch Pad, and classroom instruction, by the BCA regarding NCIC/MNJIS applications. Training will be documented and subject to auditing.

Security of Terminal

The CJDN terminal(s) and Criminal Justice Information for the Westbrook Police Department is maintained in a secure area. Only authorized personnel who have passed a State and National fingerprint background check are allowed unescorted access to the secure area(s).

All personnel who have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS systems must successfully pass a fingerprint based background check and complete level 4 Security Awareness Training .

Criminal History responses, as well as all other CJDN printouts, will be destroyed when no longer needed. These documents will be shredded or degaussed at the Westbrook Police Department.