

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

POLICY & PROCEDURE: 15	SUBJECT: Law Enforcement Information Network (LEIN)
EFFECTIVE DATE: 01/01/2008	EXPIRATION DATE: Indefinite
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.	
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety
REVISIONS: 11-01-11, 01-01-13, 01-08-19	

POLICY:

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance.

PURPOSE:

The purpose of this policy is to establish procedures regarding the use of the Law Enforcement Information Network (LEIN) in accordance with the rules and regulations as set forth by the LEIN Policy Council, as written in the LEIN Operations Manual (LOM) Section 1, as well as rules and regulations set down by NCIC, as written in LOM Section 12 Chapter 1 of Title 28, on the code of Federal Regulations.

I. PROCEDURE

- A. This procedure shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance.
- B. This policy establishes procedures regarding the use of LEIN in accordance with the rules and regulations as set forth by the LEIN Policy Council, as written in the LEIN Operations Manual (LOM) Section 1, as well as rules and regulations set down by NCIC, as written in LOM Section 12 Chapter 1 of Title 28, on the code of Federal Regulations.
- C. USER ACCOUNTS/ACCESS
 - 1. All accounts shall be reviewed annually by either the TAC (Terminal Agency Coordinator), LASO (Local Agency Security Officer), or their designee. This is to ensure that access and account privileges are commensurate with job functions, need-to-know, and employment status on systems that contain

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Criminal Justice Information. The TAC/LASO may also conduct periodic reviews.

2. The TAC/LASO must be notified if a user's information system usage or need-to-know changes (i.e., the employee is terminated, transferred, etc.). The TAC/LASO will remove or disable all access accounts for separated or terminated employees immediately following separation from the agency.

D. VALIDATIONS

1. For each record appearing on the validation listing, an inquiry will be made into LEIN to verify the existence and accuracy of the entry, taking appropriate action as needed and documenting those actions.
2. Contact the complainant (authorizing parent/guardian, or other reporting person) of a missing person, to verify that the subject is still missing, and to obtain any additional information. The LEIN entry will be compared with the missing person report to verify the information is accurate and complete.
3. Contact the complainant, victim, insurance company, or investigating officer to verify that the stolen item is still outstanding. Verify the existence of the record in LEIN to compare with the report to verify the information is accurate and complete.

E. LEIN MISUSE/CRIMINAL PENALTIES:

1. ANY violation of the this policy will subject the violator to discipline as defined by Department policy as well as criminal ramifications set forth by the LEIN Policy Council Act. Disclosure of information from the LEIN network not authorized by law or rule (MCL 28.214) is a 93 day misdemeanor and/or \$500.00 fine. A second subsequent violation is a 4 year felony and/or \$2,000.00 fine.
2. No person(s) employed by this Department shall access LEIN for any personal reasons.
3. Only those certified to operate LEIN will access information. Certification shall be renewed by successfully passing a re-certification test given bi-annually.
4. Access to LEIN is restricted to Criminal Justice purposes only. Dissemination of any information obtained from the LEIN is strictly limited to Criminal Justice use.
5. Any printout from the LEIN terminal, unless attached to a report must be shredded.

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6. Criminal History Report (CHR) inquiries will be regulated to comply with the Federal Privacy Act and NCIC guidelines.

F. MISUSE OF SECRETARY OF STATE (SOS) RECORDS:

1. Misuse of SOS records is a violation of the Driver Privacy Protection Act.
 - a. A person who makes a false certification to access personal information is guilty of a felony.
 - b. Any individual who uses personal information for reason(s) other than for permissible purposes pursuant to the Driver Protection Act commits a felony.

These offenses are in addition to any LEIN misdemeanor/felony that might have been committed under the CJIS Policy Council Act.

II. SECURITY INCIDENT REPORTING

- A. In the event of a CJI computer security breach, the employee shall immediately disconnect the computer from any network connection, leave the computer on so data is not lost, and protect computer from any further use.
- B. The employee shall notify their supervisor, I.T. Dept., and the TAC/LASO Officer.
- C. The TAC/LASO officer shall contact the Michigan State Police LEIN administration and inform them of the potential security incident.

III. LEIN - PHYSICAL PROTECTION

A. PHYSICALLY SECURED LOCATION

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the LEIN-based CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled, and secured. Restricted non-public areas within the Police Department shall be identified.

B. VISITOR ACCESS

A visitor is defined as a person who visits the Police Department facility on a temporary basis, who is not employed by the Police Department, and has no

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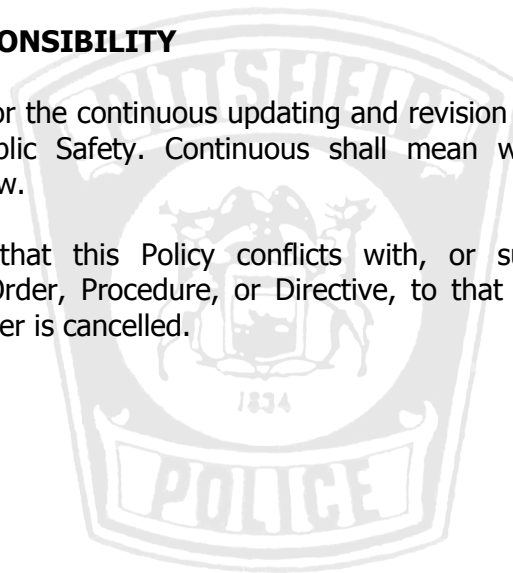
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unescorted access to the physically secure location within the Department where LEIN-based CJJ and associated information systems are located.

1. Visitors must be accompanied by a Pittsfield Police Department escort at all times, to include delivery or service personnel. An escort is defined as authorized personnel who accompany a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any CJJ therein.
2. Non-criminal justice personnel, such as Township I.T. and cleaning personnel who require frequent unescorted access to restricted area(s) will be required to have state and national fingerprint-based record background checks prior to this restricted area access being granted. They must also complete security awareness training.

IV. REVISION RESPONSIBILITY

- A. Responsibility for the continuous updating and revision of this Order lies with the Director of Public Safety. Continuous shall mean when necessary or when mandated by law.
- B. In the event that this Policy conflicts with, or supersedes, any previous Departmental Order, Procedure, or Directive, to that extent, the conflicting or superseded Order is cancelled.



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