



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **COMPUTER USE AND SECURITY**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### **I. POLICY**

The Cottage City Police Department uses several types of computers in its daily operations. Some of these computers access sensitive personal information to include motor vehicle records and criminal history records. Members of the Department will only access this information for official purposes and will maintain the security of the system to prevent unauthorized persons or personnel from viewing or obtaining the records.

#### **II. SECURITY**

- A. Each Department computer has its own function and security features. The CJIS computer which is used to access NCIC and Maryland MVA is NCIC 2000 Compliant and every user must have a unique logon ID, password and security token to access the system and retrieve a record. An electronic record is maintained of all uses and users.
  
- B. The Department also utilizes laptop computers in the patrol cars for the Mobile Data Terminal (MDT) functions which allow the user to receive and access C.A.D. (dispatch and calls for service information) functions from police communications and make inquiries of CJIS, NCIC and MVA records as a secondary user through the Prince George's County Police Department. These records can include wanted status of offenders, arrest information for adults and certain limited information pertaining to juveniles.

1. Juvenile arrest records are generally considered closed and not readily accessible unless charged previously as an adult. Juvenile missing persons records are available.
  2. The user must have a CJIS logon, a unique county issued ID and password and be certified in the use of the M.D.T.
- C. The Automated Enforcement computer for red-light camera enforcement uses a series of logons and passwords through a Virtual Private Network (VPN) to gain access to the records. This system also creates an electronic chain of the uses and users. The operators will be trained in the use of the system. Manuals for the use and to answer questions are maintained next to the computer.
- D. The office desktop computers allow users access through their own individual login screens. These computers contain such records as ticket and report files, Master Name Index and arrest files along with internet access, e-mail and word processing functions. Juvenile arrest files are not computerized and are maintained in a locked file drawer.
- E. The Department has an assigned Terminal Agency Coordinator who is responsible for requesting CJIS/NCIC logon ID's, scheduling personnel for training, both through the State Police for CJIS and the County Police for M.D.T. training, requesting maintenance, and assigning e-mail addresses.
- F. No member shall install or download any program, software or any file(s) into any computer without the permission of the T.A.C.
- G. No member shall alter or manipulate any authorized program that is installed on any Department computer.
- H. No member shall attempt to repair or replace any software or hardware installed on any Department computer without authorization from the T.A.C.

### **III. PROCEDURES**

Members using the station's CJIS/NCIC/MVA computer will logon through the V.P.N. by entering their assigned username, password and token code. The member will then be able to enter the CJIS/NCIC/MVA domain by again entering their assigned logon and their self-assigned password. The use of this computer is strictly monitored and the user may be required to log certain requests, such as Interstate Identification Index (III) checks and where information is disseminated to a secondary user. Manuals detailing the use of, access codes and to record secondary disseminations are kept next to the computer. Maryland Annotated Code, Criminal Law (CL) § 7- 302 and § 8 - 606 govern the use and dissemination of criminal justice files.

- A. Members using the in-car Mobile Data Terminal will logon by entering their assigned ID, which is either their assigned radio call sign or their county issued ID number and unique password.
- B. Members using the Department's Automated Enforcement System computer will login through the V.P.N. by entering their assigned logon ID and password at each screen prompt.
- C. Members accessing the internet will do so only through their own screen by entering their password at their name prompt.
- D. No member shall allow another to access any computer without being authorized.
- E. No member shall give their logon ID, password or token to another for the purpose of allowing that person to logon to any department computer.
- F. No member shall access official records except for official purposes.
- G. No member shall disseminate any record, either verbally, in writing or printing to another except for official purposes.

### **IV. TERMINAL AGENCY COORDINATOR**

The T.A.C. will maintain records of all authorized computer users to include their level of access, logon ID's and training and re-certification records.

- A. The T.A.C. will also maintain the necessary Memorandums of Understanding between the Cottage City Police Department and the Maryland State Police, Prince George's

County Police Department, Cap WIN and any other agency or sub-user who has or may have access to any secure Department computer.

- B. Spot audits will be conducted by the T.A.C. at various unannounced times to maintain security of the systems. In addition, the Maryland State Police will conduct annual, announced audits of the CJIS computer system to ensure agency compliance.