

CRIMINAL JUSTICE INFORMATION SYSTEM

POLICY & PROCEDURE NO. 4.32	ISSUE DATE: 08/09/04
	EFFECTIVE DATE 08/09/04
Commonwealth of Massachusetts Criminal History Systems Board Model Policy	REVISION DATE:

I. General Considerations and Guidelines

To establish guidelines for proper operation of fixed, mobile, and portable criminal justice information systems (CJIS) terminals.

II. SYSTEM USE

- A. The use of a CJIS terminal is for criminal justice purposes only.
- B. Each operator shall take care to insure that no damage is done to a CJIS terminal. Care will be taken not to consume food or beverage near a terminal.
- C. Each operator shall immediately report any damage to a CJIS terminal to one's supervisor. It is the agency's responsibility to report an inoperable CJIS terminal to the CJIS Support Services unit of the Criminal History Systems Board (CHSB) as soon as possible. Terminal operators may be held responsible for damage done to a CJIS terminal.
- D. No fixed wireless device (mobile data terminal or personal digital assistant/palm pilot) shall be modified or altered in any way from its set up configuration, unless it is done by the CHSB or the device's contract vendor, and then only with notification to, and concurrences of, the CHSB.
- E. No wireless devices shall be used by a driver while the vehicle is in motion for safety reasons.

III. SYSTEM ACCESS

- A. All operators of CJIS terminals shall be trained, tested, and certified under procedures set for by the CHSB before using a terminal and shall be re-certified biannually thereafter.
- B. Each terminal operator shall use one's own password when accessing the CJIS network and shall not give this password to anyone under any circumstances. No one shall use the network under another individual's password.
- C. All operators shall log on to the network at the beginning of one's work day and shall log off at the end of one's work day to insure that transactions are logged under the appropriate user name. This will prevent one operator from being held responsible for another operator's CJIS transactions. Appropriate care will be taken to not allow any unauthorized access to CJIS.

IV. PROVISIONS

PROCEDURE

Each CJIS terminal and the information obtained from it are to be handled in conformity to the policies and guidelines set for by:

- 1. The Massachusetts General Laws
- 2. The Code of Massachusetts Regulations (CMR)
- 3. The Criminal History Systems Board through manuals, training, CJIS Administrative Messages, information contained in the CJIS News File, and information disseminated at the Regional Working Group meetings.