

Medina Police Department

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| Subject: Discipline for Misuse of NCIC | | Policy Number: 4330 | Discipline for Misuse 4330 |
| Reference: CJDN/BCA Policies | | Pages: 2 | |
| Personnel: Sworn and Non-Sworn Personnel | | | |
| Issue Date: 12-14-2016 | Revised Date: 11-17-2020 | Review Date: As needed | |

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

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 of Police or the TAC becomes aware that an employee of Medina Police Department is using a CJDN terminal, CJDN terminal generated information, CJDN equipment, or CJDN access not in accordance with agency policies, state policies, or NCIC policies and said problem is not deemed merely operator error, the Chief of Police or designee, or the TAC shall promptly address the violation.

The Chief of Police or designee 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 Medina Police 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 includes 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 of Police's approval, may at any time terminate a staff person's access to the CJDN system for any rule violation.

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

Signature

Date

Printed Name

Signature of Chief of Police

Date

Printed Name of Chief of Police