

EAST LANSING POLICE DEPARTMENT

Policy & Procedure

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CHIEF OF POLICE _____

REDACTIONS – Portions of this policy have been redacted. Redacted items are operational in nature. Their release would negatively impact public and/or officer safety.

PURPOSE

The East Lansing Police Department is approved to have Law Enforcement Information Network (LEIN) access. This policy sets forth the requirements for employees accessing LEIN and requesting and/or receiving LEIN information. This Policy also sets forth expectations as it pertains to Technology (and its' use) at the ELPD.

DEFINITION

LEIN – Law Enforcement Information Network- An on-line system that provides authorized agencies with an integrated network for sharing information by interfacing with other criminal justice information sources, including the National Crime Information Center (NCIC).

SRMS – State Records Management System – The East Lansing Police Department utilizes a records management system managed and maintained by the Michigan State Police. This system contains case reports and sensitive law enforcement data from agencies across the state of Michigan.

Technology – The branch of knowledge that deals with the creation and use of technical means and their interrelation with life, society and the environment. Technological means and practices are constantly changing at the ELPD. Our technological means continue to be upgraded and enhanced. It's imperative that all employees be mindful of their uses of any device that involves technology. Our Code of Conduct dictates our use of technology as well as our policy on Social Networking / Social Media.

1. LEIN OPERATORS AND REQUESTERS

- A. Only LEIN operators are authorized to directly access LEIN.
- B. LEIN operators are required to be fingerprinted and cleared through a criminal history check prior to accessing LEIN. For newly hired employees, the fingerprinting and criminal history check shall be completed as part of the employment screening requirements.
- C. LEIN operators must successfully complete LEIN training and pass certification tests required by the CJIS Policy Council within six months after being designated as a LEIN operator. Once certified, LEIN operators must successfully pass recertification tests as required by the CJIS Policy Council. Employees authorized to request LEIN information from LEIN operators, and employees authorized to receive LEIN information in conjunction with their job responsibilities, must successfully complete LEIN training related to the proper uses, distribution and disclosure of LEIN information before requesting or receiving LEIN information.
- D. LEIN operators shall ensure the accuracy, timeliness and quality of information they enter on LEIN. All entries shall be made in accordance with regulations set forth in the LEIN Operations Manual and NCIC Operations Manual.

2. TERMINAL AGENCY COORDINATORS (TAC)/TRAINERS

- A. There shall be a minimum of one (1) terminal agency coordinator designated and trained for the department, although there may be more designated at any time.
- B. Terminal agency coordinators shall be responsible for the following:
 - 1. Ensuring compliance with LEIN and NCIC policies and regulations.
 - 2. Coordinating audits of LEIN operations conducted by the Department of State Police.
 - 3. Providing LEIN training and testing required by the CJIS Policy Council.
 - 4. Immediately reporting any known violation of this policy through the appropriate chain of command.
 - 5. Providing technical support regarding LEIN use.

6. Maintaining a current list of designated LEIN operators.
 7. Completing monthly validations as required and described in the LEIN operations manual.
- C. The TAC shall serve as the LEIN trainer. TACs shall attend TAC training offered by the Michigan State Police.

3. **DISSEMINATION OF LEIN AND SRMS INFORMATION AND/OR INFORMATION GAINED VIA THE USE OF DEPARTMENTAL TECHNOLOGY**

- A. LEIN and SRMS information shall be disseminated only as necessary to comply with Department policy (e.g., preparation of Investigative Reports for prosecution).
1. Under no circumstances shall the actual LEIN printout or a copy of a LEIN printout be given to or displayed in an area accessible to anyone not authorized to receive LEIN information.
 2. Officers that print LEIN should indicate in the body of their report narrative the disposition of the LEIN work. The Police Records Bureau does not file any LEIN printouts with the police reports. LEIN printouts are destroyed / shredded. Some LEIN printouts may be forwarded to the Prosecutor's Office or the City Attorney's Office as needed per policy.
 3. Under no circumstances shall an individual not employed by the East Lansing Police Department be provided with a copy of a police report belonging to an outside agency.
- B. LEIN information shall not be transmitted to anyone via electronic mail (e-mail), unless said transmission is for approved departmental operation (i.e. the transmittal of LEIN documentation to the prosecutor's through an approved network / portal that's in compliance with LEIN rules. LEIN information may be transmitted via facsimile machine only after the intended recipient has been verified as being authorized and present to receive the information.
- C. Dissemination is a violation of Department policy which also is a violation of state law and may be referred for criminal prosecution.
- D. Information gained and/or disseminated via the use of technological resources shall also be kept guarded. Some of this information may be confidential as well. Therefore, personnel should remain mindful of what information they choose to release. As stated in the Code of Conduct (article 5 – Security) (1) Releasing police information or policy without

authority and / or acting in the capacity of speaking for the Department or the Chief of Police. And, (2) Communication or imparting confidential police information either in writing or verbally, to unauthorized persons. The above may be deemed a Code of Conduct / Policy violation and may subject said employee(s) to discipline.

4. ACCEPTABLE USE

- A. LEIN and SRMS operators shall access LEIN and SRMS only as necessary in the course of their official duty and for law enforcement investigations only. Under no circumstances shall employees access LEIN and SRMS, or request and/or receive LEIN or SRMS information for personal reasons. Information learned via the use of departmental technology shall also not be used for personal reasons.
- B. Employees shall comply with the “City of East Lansing Computer Use Policy” as well as the policies set forth in this document. Employees violating these policies and procedures, including accessing LEIN and SRMS or requesting and/or receiving LEIN or SRMS information without authorization, may be subject to department discipline and/or denied use of LEIN or SRMS; subject to CJIS Policy Council Act criminal penalties; and Drivers’ Privacy Protection Act criminal penalties.

5. LEIN SECURITY / TECHNOLOGICAL SECURITY

- A. The department follows the CJIS Security Policy for network security.
- B. Password Procedure
 - 1. [REDACTED]
 - 2. [REDACTED]
 - 3. [REDACTED]
 - 4. [REDACTED]
 - 5. [REDACTED]
 - 6. [REDACTED]
- C. Unique Identifier Procedure
 - 1. [REDACTED].

- D. Any LEIN paperwork that requires disposal is to be placed in an approved locked shred box to be cross cut shredded or burned at a later date.
- E. Department Technology resources shall only be used for official purposes unless otherwise approved by your supervisor.
- F. Sharing of “passwords” is prohibited unless otherwise approved by your supervisor.