



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*Police Chief: John M. Fitzgerald*

**GENERAL ORDER: 7-5; COMMUNICATIONS CENTER—  
MARYLAND CRIMINAL JUSTICE INFORMATION SYSTEM**

DATE: 2/28/2014    Pages: 2    ◇    New    ◇    Amended    ◆    Rescinds 7-5

CALEA: 81.2.9, 82.1.7

**I. POLICY (CALEA 81.2.9)**

It is the policy of the Chevy Chase Village Police Department that only those authorized employees instructed and trained in the proper operation of the CJIS/METERS terminals utilize it. Proper operating procedures shall be followed when utilizing the terminals at all times.

- A. Authorized employees are those employees who have received a personal log-on ID from the State CJIS Security Administrator and that ID is valid.
- B. The use of log-on ID belonging to another employee for non-training purposes is strictly prohibited. The trainee must be in the presence of the trainer any time the CJIS/METERS TERMINAL IS USED.
- C. The use of the CJIS/METERS terminal for personal or non-CCVPD business is against the law and is strictly prohibited. (CALEA 82.1.7)

**II. GENERAL**

- A. The primary purpose of the CJIS/METERS terminals is to provide rapid communications with other law enforcement agencies throughout the State of Maryland and with the National Crime Information Center (NCIC).
- B. The CJIS/METERS terminals have the capability of extracting information from NCIC, METERS, and the Motor Vehicle Administration (MVA).
- C. There are manuals in the Communications Center offering reference materials for the proper administration of entry codes and extracting information from the terminals. Employees experiencing difficulty using the system should consult these manuals. If a solution is not located, then call the CJIS 24-hour help desk. [REDACTED]
- D. There are three types of messages which pertain to the CCV Police Department's use of the CJIS/METERS terminals:
  - 1. System queries - tags, wanted checks, stolen checks, hit confirmations, etc.;

- 2. Criminal history checks;
- 3. Incoming messages - lookouts, informational, and requests for services.

**III. PROCEDURES (CALEA 82.1.7)**

**A. Queries**

Dispatchers receiving a request to run tag listings, wanted checks, etc. must note the time and location of the officer making the request in the shift log. The dispatcher may, at the officer's request, make a hard copy of the return. The hard copy will be placed in the officer's mailbox. Dispatchers may not leave the return in plain sight at the dispatch console. Shred when no longer needed.

**B. Federal and Maryland Criminal History File (Interstate Identification Index - "Triple I")**

- 1. Existing NCIC policy mandates certain requirements for terminal users insofar as utilizing the Computer Criminal History file (CCH). The State of Maryland requires that only "trained and authorized personnel" operate the terminal under specific guidelines. CCV dispatchers may utilize CCH records for criminal justice purposes only. Supervisors may utilize CCH records in consideration for hiring prospective employees.
  - a. The search must be logged. The log book is on the book shelf located in Communications.
  - b. The proper purpose code must be used. "C" for official criminal justice purposes and "J" for criminal justice employment.
  - c. **When entering the search the FULL name of the person requesting the search must be provided per NCIC/CJIS regulations. For example – "Doe, Officer John" DO NOT under any circumstances abbreviate the name of the requestor.**

2. If a hard copy of a CCH record is made, it must be given to, ***and only to***, the requesting officer. You must log the information to establish a chain of custody.
3. NCIC policies regarding the use and dissemination of CCH files is specified in the NCIC manual located in the Communications Center.

#### IV. SECURITY OF INFORMATION (CALEA 82.1.7)

##### A. MVA Policies

1. The Maryland Department of Public Safety and Correctional Services administers and operates the Maryland Criminal Justice Information System (CJIS) for the official use of government agencies at federal, state, county, and municipal levels within both the Executive and Judicial branches.
2. Information pertaining to drivers and vehicles licensed and registered in the State of Maryland is provided to users through CJIS by the Maryland Motor Vehicle Administration, the custodian of that data.
3. It is the policy of the Maryland Department of Public Safety and Correctional Services and the CJIS system that Motor Vehicle Administration (MVA) data accessed through CJIS is provided for official government use only. Access to MVA data by the general public and private industry shall be provided only by the Maryland Motor Vehicle Administration as permitted through their policies and procedures. No CJIS user may, therefore, disseminate any MVA information to members of the general public or private industry. Requests for such access shall be referred to and be subject to MVA policies and procedures.

##### B. The Maryland Department of Public Safety and Correctional Services considers the access, use or dissemination of Motor Vehicle Administration data for other than official government purposes to be a violation.

1. The use of CJIS is for official use only, and it is not to be used as a means to “check” on persons randomly and without adequate investigative basis.
2. All information received from CJIS must be treated with the utmost confidentiality. It is not to be shared with civilians outside the police agency and only shared intra-agency on a need to know basis.

3. Dissemination of criminal history information to a member of another police agency may only be done with permission from the Chevy Chase Village Chief of Police. All Communications staff are personally responsible for violations of this policy and will be held legally accountable.
4. Passwords are not to be shared with others and other Department employees are not allowed to use them.

5. When the information from CJIS/METERS printouts are no longer needed, they will be shredded using agency-owned shredders. Disposal and destruction will be carried out and witnessed by authorized personnel.

6. Any electronic media containing information from CJIS/METERS that is no longer needed – i.e. laptops, computers (hard drives), removable or transportable digital media (magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory cards) will be sanitized prior to disposal or release for reuse by:

- a. overwriting the media at least three times; or
- b. destroying (cut up, shredded, etc.)

Written documentation will be maintained (supplement to an existing report in CODY or a notation in the evidence logs, etc.) by the department of the steps taken to sanitize or destroy electronic media. All electronic destruction will be witnessed and carried out by authorized personnel.