

	MEDFIELD POLICE DEPARTMENT	POLICY NO. 4.08
<div>DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES (DCJIS)</div>		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:NONE		DATE OF ISSUE: 06/18/2023
ISSUING AUTHORITY:  Michelle Guerette Chief of Police		EFFECTIVE DATE: 06/18/2023  REVISION DATE: 11/03/2025

## **I. GENERAL CONSIDERATIONS AND GUIDELINES**

To establish guidelines for the proper operation of fixed, mobile, and portable criminal justice information system (CJIS) workstations, and to ensure the lawful handling of Criminal Offender Record Information (CORI) information generated from or maintained within the CJIS network.

## **II. POLICY**

### **SYSTEM USE:**

- A. The use of a CJIS workstation is for criminal justice purposes only. These include the commission of official criminal justice duties (i.e. investigations, bookings, warrant entry etc.), qualifying an individual for employment

## Policies & Procedures

within a criminal justice agency, and qualifying an individual to determine his/her eligibility to possess a firearms license. It cannot be used for non-criminal purposes including transactions conducted for public and private educational establishments, municipal agencies, town government officials, etc. is strictly prohibited and is punishable by a fine, suspension of services and/or incarceration.

- B. Each operator shall immediately report any damage to a CJIS workstation to one's supervisor. It is this agency's responsibility to report an inoperable CJIS workstation to the Office of Technology and Information Services (OTIS) as soon as possible. Workstation operators may be held responsible for damage done to a CJIS workstation.
- C. No CJIS equipment including CJIS workstations, mobile data workstations or personal digital assistant/palm pilots shall be modified or altered in any way from its set up configuration, unless it is done by the DCJIS or the device's contract vendor, and then only with notification to, and concurrence of, the DCJIS.
- D. Each agency must ensure that any and all CJIS information passing through a network segment is protected pursuant to FBI CJIS Security Policy.

### SYSTEM ACCESS:

- A. All operators of CJIS workstations shall be trained, tested, and certified under procedures set forth by the DCJIS before using a workstation and shall be re-certified biannually thereafter.
- B. Each CJIS workstation operator shall use one's assigned 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 ensure 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.
- D. Agencies entering records into CJIS must monitor their CJIS workstation(s) and printer(s) twenty-four (24) hours a day, seven (7) days a week, fifty-two (52) weeks a year, to perform hit confirmations.

### **III. PROCEDURES**

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

1. The Massachusetts General Laws
2. The Code of Massachusetts Regulations (CMR)
3. 28 code of Federal Regulations 20.
4. The Massachusetts Department of Criminal Justice Information Services through manuals, training, CJIS Administrative Messages, information contained on the CJIS Extranet, and information disseminated at the Regional Working Groups meetings.

### ***CORI***

- A. The Massachusetts Public Records Law (G.L. c. 4, § 7) gives the public the right of access to most records maintained by a government agency. However, CORI information, including that which is obtained from the CJIS network is exempt from public access under the CORI Law (G.L. c. 6, §§ 167-178).
- B. CORI is data compiled by a criminal justice agency concerning an identifiable individual and which relates to the nature of an arrest, criminal charge, judicial proceeding, incarceration, rehabilitation or release, and may include a juvenile tried as an adult.
- C. Under 803 CMR, only those officials and employees of criminal justice agencies, as determined by the administrative heads of such agencies, shall have access to CORI. Criminal justice employees are eligible to receive CORI as needed during the course of their official duties.
- D. Reasons for conducting a board of probation (BOP) check may include, but is not limited to:
  1. an investigation
  2. an arrest
  3. an individual applying for criminal justice employment
  4. local licensing purposes (i.e. where the police department is the licensing agency) and door-to-door sales people where the municipality requires the police department to regulate, and

## Policies & Procedures

### 5. firearms licensing purposes.

- E. The officer may share CORI with other officers or criminal justice agencies when an investigation is being conducted, however, the dissemination must be logged in the agency's secondary dissemination log with the date, time, individual checked, purpose, officer's name, and the agency and agent to whom the information was given.
- F. A local municipal agency seeking CORI must apply to the DCJIS for CORI certification. If certified by the DCJIS, that agency shall submit all requests for CORI to the DCJIS.
- G. Anyone requesting a copy of his or her own CORI shall be given a form to request such information from the DCJIS, or be directed to the DCJIS Web site, [www.mass.gov/cjis](http://www.mass.gov/cjis), to print the form.
- H. Many non-criminal justice agencies have been authorized by the DCJIS to receive CORI information under G.L. c. 172 (a). Such authorization was given to these agencies in writing, and a copy of this letter should be provided by these requesting agencies to the agency or police department that will be providing the requested CORI information.
- I. All other requests for CORI shall be referred to the Chief's office.
- J. To lawfully obtain CORI and to then furnish the information to any person or agency not authorized to receive is unlawful and may result in criminal and/or civil penalties (G.L. c. 6, § 177 and § 178).
- K. All complaints of CORI being improperly accessed or disseminated shall be handled as a citizen complaint and the Chief shall be advised of the matter. The complainant shall also be advised that they may file a complaint with the DCJIS by calling (617) 660-4760.

## ***INTERSTATE IDENTIFICATION INDEX***

- A. Interstate Identification Index (III) checks may only be made for three (3) purposes: the administration of criminal justice; background check of a person applying for criminal justice employment; background check of a person applying for a Firearms Identification Card or a Firearms License to Carry Permit.
- B. Each agency must be able to identify a requestor of internal III inquiries.

- C. Whenever III information is disseminated internally or externally to another criminal justice agency, it must be logged in the agency's III Records Check Log with the same information provided in the Agency's Secondary Dissemination Log.

### ***NCIC FILES POLICY COMPLIANCE SUMMARY***

- A. Each agency must ensure that caution indicators are set properly for wanted person file entries and explained in detail under the Misc. field
- B. When entering Wanted Persons and/or Missing Persons, Vehicle, and any other records into the CJIS/NCIC system, one must make certain that all records are entered in a timely manner being sure to include all available information to create a complete record.
- C. Invalid records should be removed promptly from the CJIS network to guarantee integrity of the data.
- D. Every entry made into the CJIS/NCIC system should be subject to a second party check to ensure accuracy of the record.

### **NATIONAL INSTANT CRIMINAL BACKGROUND CHECKS SYSTEMS SURVEY (NICS)**

- A. NICS can only be used for Firearms Licensing purposes, no other transactions are authorized. Per the FBI, 'NICS can't be used for employment screening of any type, nor can it be used for firearm releases or to check on individuals used as references for firearms related permits. Finally, the NICS cannot be used for law enforcement investigations outside the scope of the Gun Control Act in conjunction with the Alcohol Tobacco Firearms and Explosives.'