

 <p>COMAL COUNTY JUVENILE PROBATION DEPARTMENT</p>	<p>POLICY NUMBER:</p> <p style="text-align: center;">7.05</p>	<p>PAGES:</p> <p style="text-align: center;">4</p>
<p>CHAPTER:</p> <p style="text-align: center;">DATA COLLECTION STANDARDS, CJIS & JCMS</p>	<p>RELATED STANDARDS:</p> <p style="text-align: center;">Criminal Justice Information Services Security Policy</p>	
<p>SUBJECT:</p> <p style="text-align: center;">CJIS POLICY AND PROCEDURE</p>		

I. POLICY

- A. It is the policy of the Comal County Juvenile Probation Department to follow the CJIS Security Policy and always be within the minimum standard as outlined.
- B. The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location from the Comal County Juvenile Probation Department. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.
- C. Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.
- D. Access to CJI and/or CHRI is restricted to authorized personnel.

II. DEFINITIONS

- A. **Authorized Personnel:** Personnel who have passed a state and national finger print based background record check and have been granted access.
- B. **Computerized Criminal History (CCH):** The Texas central repository for arrest, conviction, and disposition data on individuals arrested for felony or gross misdemeanor offenses. This data is frequently used during mandated background checks on individuals seeking employment or licensing for carious employed and volunteer positions.

- C. **Criminal Justice Information Services (CJIS)**: This is the home to a range of state of the art technologies and statistical services that serve the FBI and the entire criminal justice community.
- D. **Criminal History Record Information (CHRI)**: A subset of Criminal Justice Information consisting of notations written and electronic evidence of an arrest, detention, complaint, indictment, information or other formal criminal charge relating to an identifiable person. This record includes identifying information pertaining to the individual as well as the disposition arising from sentencing, correctional supervision, and release of any charges. DPS Crime Records Service is responsible for compiling, maintaining and dissemination complete and accurate criminal history records, criminal incident reports, arrest reports, and statistics.
- E. **Local Agency Security Officer (LASO)**: Person appointed to guarantee 5 areas of information for audit purposes:
 - i. Identify who is using the approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
 - ii. Identify and document how the equipment is connected to the state system
 - iii. Ensure personnel security screening procedures are being followed
 - iv. Ensure the approved and appropriate secure measures are in place and working.
 - v. Support policy compliance and keep state and federal ISO informed of security incidents.

III.

PROCEDURES

Agency Management

- A. The CJIS Security Policy will be provided to all personnel of the Juvenile Probation Department. A copy of this policy will be placed in a binder located with the Secure Site Account Supervisor to be reviewed at any time.
- B. The CJIS Security Policy will be uploaded in to the department's shared drive and be updated as needed. The policy will also be located on the Juvenile Probation Department's Intranet website for all employees to be able to access the electronic copy.
- C. All Juvenile Probation Department personnel shall complete the CJIS Online Security Awareness Training within six (6) months of the date of hire and biennially (every 2 years) thereafter.
- D. The designated Local Agency Security Officer (LASO) for the Juvenile Probation Department is responsible for setting up and managing department users in in CJIS Online site (<https://www.cjisonline.com/>) and ensuring the Security Awareness Training has been completed within the designated timeline. The LASO will obtain copies of the certificate of completion and place them in the binder located in the Secure Site Account Supervisor's office.

- E. The Juvenile Probation Department will obtain a copy of the certification of completion for the Security Awareness Training from other departments that have either direct or indirect access to Criminal History Record Information (CHRI) from the respected Department Head. (IT, Sheriff's Office, and Building Maintenance)
- F. The Juvenile Probation Department, specifically the Secure Site Account Supervisor or the LASO, shall manage information systems accounts, including establishing, activating, reviewing, disabling, and removing accounts. The department shall validate the Juvenile Probation Department's contact information at least once a year.
 - i. The Secure Site Account Supervisor will be logged in every January to verify the contact information.
 - ii. A print out of the contact screen shall be printed, signed by the person verifying the information, and dated. A copy of the verification shall be placed in the information binder kept by the Secure Site Account Supervisor.
 - iii. The Secure Site Account Supervisor or LASO shall deactivate and remove any CJIS accounts for employees no longer employed by the Juvenile Probation Department. The Juvenile Probation Department will also unsubscribe that employee from the FACT clearinghouse.
- G. Failure to comply with the CJIS security policies and the Juvenile Probation Department policies will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.
- H. The Comal County Juvenile Probation Department is a secure location. All visitors must be escorted by a Juvenile Probation Department employee and the visitor's activities must be monitored.

Security

- I. The Secure Site Account Supervisor's office is the designated as the office used for processing and securing Criminal Justice Information (CJI).
 - i. Juvenile Probation Department shall store all CHRI (Criminal History Record Information) in this designated office.
 - 1. The office will remain locked when unattended.
 - 2. The office will post a sign advising Restricted Access to Authorized Personnel Only.
 - 3. No one may enter the office unless being escorted by an authorized personnel or the individual has provided documentation of the completion of the CJIS Security Awareness Training.
 - 4. During the time any Criminal History searches are being conducted, limited access to the controlled area is for personnel authorized by the agency to access or view the CHRI.

- 5. All employees with authorization to view CHRI shall have an automatic screen time out set for no more than 30 minutes of inactivity.
 - 6. The use of auto-fill passwords are strictly forbidden.
 - 7. Position of the computer screens or documents containing Criminal Justice Information shall be positioned in such a way to prevent unauthorized individuals from access and view.
- J. All CHRI shall not be removed from the Juvenile Probation Department. When the CHRI is printed, it shall be printed on the printer in the designated restricted office. If CHRI needs to be printed on a printer in a community area, it shall be printed using a secure printing setting and the user must input a password to obtain the printout. If the CHRI needs to be removed or moved from the department, only authorized personnel can assist with the transport of the CHRI.
 - K. The Juvenile Probation Department shall not store any CHRI electronically. All CHRI's will be printed and stored in the Secure Site Account Supervisor's office.
 - i. Any electronically stored CHRI or equipment that contains any criminal justice information shall be destroyed before being removed from the Juvenile Probation Department. Any sanitization or destruction shall be witnessed or carried out by authorized personnel.
 - ii. IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Juvenile Probation Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods. The LASO will witness the destruction of said equipment.
 - L. Physical CHRI's shall be destroyed via shredding or incineration and must be witnessed or carried out by authorized personnel.

Nick Reininger

APPROVED BY

October 1, 2019

EFFECTIVE DATE

DATE OF LAST CHANGE: _____

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Interim approval granted by judge Robison pending full board action

Judge Jack Robison

10/1/19