

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

AUTHORITY: SHERIFF RANDY L. HILL

EFFECTIVE DATE: January 1, 2022

Number of Pages 3

SECTION 27.1 MOBILE DATA UNITS (MDU)

PURPOSE

To establish guidelines for the use of mobile data units (MDUs) to access electronically-stored information contained in criminal justice databases.

POLICY

Deputies shall strictly adhere to the guidelines set forth herein regarding the use of MDUs, maintenance, security, and training. To ensure that inappropriate messages and/or materials are not sent, requested, printed or used in any manner that would embarrass or bring discredit to the agency.

GENERAL PROVISIONS

- A. In addition to the guidelines contained in this policy, MDU operators shall also comply with the following:
 - 1. The "Kansas Criminal Justice Information System (KCJIS) Administrative Policy and Procedure Manual", which is accessible on the KHP launch pad.
 - i. Security requirements for the KCJIS token and the user's PIN are a part of these policies.
 - ii. Deputies are responsible for ensuring that all information systems and their data are used in an ethical and lawful manner at all times.
 - iii. Deputies shall only download information from the internet after obtaining supervisory approval and only on a computer that possesses virus scan capabilities.
- B. The following shall not be downloaded:
 - 1. Software copyrighted or not; including games, wallpaper and screensavers.

TRAINING

- A. Operational training
 - a. Designated agency trainers will provide initial training to new users on how to operate the MDU.
- B. CJIS training
 - a. Four hours of CJIS training will be provided to each new MDU operator by the Sheriff CJIS Terminal Agency Coordinator (TAC) or KHP. Included in the training will be:
 - i. KCJIS token usage, which will include assisting each new MDU operator in obtaining and activating a KCJIS token, user ID, and personal identification number (PIN), which are all necessary to gain access to KCJIS.
 - ii. KCJIS policies
 - iii. NCIC, including the successful completion of the limited access certification test
 - b. MDU operators must be recertified in the use of NCIC every two years.

USE

- A. Officer safety
 - a. MDU use, while the vehicle is moving, shall be limited to license plate checks. The officer should take reasonable precautions while driving and using the MDU. Any MDU use, while the vehicle is moving, *should not interfere with the safe operation of the vehicle.*
 - i. The MDU shall not be used during a vehicle pursuit or during any emergency response situations.
 - ii. The MDU operator should be aware of their surroundings and remain alert while using the MDU to complete reports.

NCIC

- A. NCIC- Deputies may use the NCIC to check for driving status, wants, and warrants. *All "HITS" must be confirmed through dispatch.* Deputies will not be responsible for NCIC confirmation, entries or removals—those will continue to be done by dispatch. Deputies are still responsible for providing the requisite information to the dispatch. Deputies are not to use NCIC to check III records or criminal history unless the deputy has obtained approval from the Sheriff for each record.

SECURITY

- A. Securing CJIS-sensitive information
 - a. Because the MDU will be used for accessing sensitive criminal justice data, access to the MDU and the data retrieved from it shall be limited to authorized users.
 - i. The information obtained through the MDU shall be treated with the same security measures as when information is obtained through a desktop workstation, i.e., central communications.
 - ii. MDU operators shall be responsible for all queries run and shall ensure unauthorized persons do not view the displayed data.

- b. Officers shall lock the MDU keyboard when they will be out of the vehicle for an extended period of time. Examples would be:
 - 1. during an accident investigation
 - 2. while on break or lunch
 - 3. while making a court appearance
 - 4. when on special assignment during the work shift
 - c. Officers shall completely log out of KCJIS at the end of each work shift.
 - d. Officers shall be aware that sensitive information is stored on the MDU; therefore, they shall make every effort to ensure that the security of the MDU is maintained when the unit is removed from the patrol vehicle.
- B. Securing the MDU
- a. When officers go off duty, they shall secure the MDU in the trunk or rear of the vehicle, or within the officer's residence.

MAINTENANCE AND CARE

- A. Any damage to an MDU shall be reported to the Sheriff.
- B. Objects such as pens, pencils, keys or coins should not touch the MDU screen.
- C. The MDU keyboard must be kept clean and free of debris.

SYSTEM AND PROGRAM UPDATES

- A. MDUs are designed to receive periodic anti-virus, operating system, and program updates. To maintain current updates on MDUs, each assigned operator shall adhere to the requirements set forth below.
 - 1. Each MDU operator shall connect their MDU to the Kingman County Sheriff's Office network at a designated area every 30 days, or more frequently when notified by e-mail that a critical vulnerability exists.
 - 2. To perform the update, each operator must log in and update windows.
- B. Select the Start (Windows) button from the bottom-left corner.
- C. Go to Settings (gear icon).
- D. Select the Update & Security icon.
- E. Choose the Windows Update tab in the left sidebar (circular arrows)
- F. Click the Check for updates button. If there is an available update, it will begin downloading automatically.

NOTE: In most cases, the update will operate in the background, which allows the MDU to be used while the update is in progress. Typically, the update will take 15 minutes or less. Should the MDU be unplugged prematurely, the copy process will resume when the MDU is reconnected. When completed, occasionally the operating system will ask the operator to "restart". If the operator is in the middle of work and doesn't want to restart the MDU at that time, it should always provide the option to "restart" at a later time.