

Fennimore Police Department Time System Procedures		
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PURPOSE AND POLICY

The purpose of this policy is to establish compliance standards for the use of the Transaction Information for the Management of Enforcement (TIME) System. It is the policy of the Fennimore Police Department that the TIME system will be used for duty related purposes only in a manner consistent with all applicable laws.

DISCUSSION

The TIME system grants access to the following data service agencies: Wisconsin Department of Justice Crime Information Bureau (CIB), the FBI Criminal Justice Information Services (CJIS) Division, the FBI National Crime Information Center (NCIC), the National Law Enforcement Telecommunication System (NLETS), Canadian Police Information Centre (CPIC), the Wisconsin Department of Transportation (DOT), the Wisconsin Department of Natural Resources (DNR), and the Wisconsin Department of Corrections (DOC).

PROCEDURE

System Usage

On the request screens for the purpose and attention line, the purpose filed shall be limited to legitimate law enforcement purposes and attention line should be limited to an employee name or identifier such as badge number.

Only authorized users for valid law enforcement/criminal justice purposes shall use the TIME System. Administrative messages sent via TIME System will be used for legitimate law enforcement purposes only.

To ensure the system remains dedicated to transmitting essential law enforcement or criminal justice information, the following types of administrative messages are prohibited:

- Announcements of social affairs, retirement parties, labor-management affairs and seasonal goodwill messages such as Christmas/New Year's greetings.
- Messages supportive of or in opposition to political issues, including announcements of meetings relating to such issues.
- Messages supportive of or in opposition to labor-management issues, including announcements of meetings relating to the same.
- Messages supportive of or in opposition to legislative bills.
- Messages related to the advertising of equipment for sale.
- No recruitment of personnel (job opening/interviews).
- No excessively long messages.
- No messages relating to requests for information concerning salary, uniforms, personnel, or related items that can be routinely obtained by correspondence or means other than the TIME System.
- No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
- No solicitation of funds.
- No NLETS training messages that include the name of a company that is providing the training unless the company is not-for-profit and is providing a direct service. Training announcements may be sent via Regional broadcast codes to states in geographic proximity of the sender only.
- Messages not relating to official or authorized business.

Penalty for Misuse

The Department of Justice Crime Information Bureau as well as the Fennimore Police Department may investigate any alleged misuse of the TIME System. Individuals determined to have misused the TIME system may be subject to internal discipline, criminal and/or civil penalties under state and federal law.

TIME Agency Coordinator

The Fennimore Police Department shall designate an individual to serve as a TIME Agency Coordinator. The coordinator's responsibilities include training authorized users and ensuring that authorized users are in compliance with data service agencies' policies and regulations.

General Security

In order to qualify for authorization, a TIME user must pass an initial background check. Access to TIME terminals shall be limited so that only authorized users will be able to view and access information from the system. Operators of computers with access to the TIME System in unsecured locations must take appropriate precautions to protect the visibility of the TIME System from unauthorized persons. The public should not be able to view the screen of any device displaying TIME System information.

Every physical access point to areas housing information systems that access, process, or display TIME System shall be controlled and secured during both working and non-working hours. Such sites include locations or vehicles housing mobile computers, personnel/laptop computers or other mobile devices capable of accessing the TIME System. The employee or operator should blank the screen of the laptop or other mobile device by use of a password-protected screensaver when away from the terminal.

Visitors to computer areas must be accompanied by authorized personnel at all times. Physical security for computers within the department shall be accomplished by locking to prevent a breach when unattended and each station will be password protected. Passwords will only be issued to authorized personnel. Lost, stolen or otherwise compromised passwords will be reported to the TIME Agency Coordinator immediately. Passwords will be disabled when a user is no longer employed by the department.

User login accounts will be validated annually, and documentation of this validation kept by the TIME Agency Coordinator.

Computers will be protected by the prompt installation of newly released security relevant patches, service packs and hot fixes. Electronic media containing CHRI records shall be sanitized or physically destroyed when taken out of service by the Fennimore Police Department.

Criminal History Record Information (CHRI)

Information from CHRI and the FBI Interstate Identification Index (III) shall only be obtained for designated purposes outlined below.

- **Code C** is used for Criminal Justice/Law Enforcement purposes and is accepted by CIB and III. Adult and juvenile records will be supplied.

This code is used for official duties in conjunction with the administration of justice (such as detection, apprehension, detention, prosecution, etc.).

- **Code J** is used for Criminal Justice/Law Enforcement employment applicants and is accepted by CIB and III. Adult and juvenile records will be supplied.
- **Code D** is used for Domestic Violence/Stalking and is accepted by CIB (only adult records will be returned) and III (only returns information not sealed by state). This code is used by agencies providing a record to a court hearing for Domestic Violence and is for court use only. Actual Domestic Violence incidents will use Code C.
- **Code H** is used for checking suitability of Public Housing Applicants and is accepted by CIB (for adult records only) and III (for identification only).
- **Code F** is used for the return of Firearms to Lawful Owner and is accepted by CIB and III. Both adult and juvenile records are supplied. This code is used for the return of firearms to owners after theft, improper seizure, etc.
- **Code E** covers other Authorized Employment Purposes and is accepted by CIB only (which only supplies adult records). III will not accept this code. This code is used for when criminal history is required by state statute, local ordinance, or federal regulation.

Secondary Dissemination

CHRI information obtained through the TIME system will only be disseminated to authorized parties for valid purposes. The original authorized user must ensure that the recipient is properly authorized to receive the information. If CHRI information is released to another authorized user not initially specified, the Department shall log the dissemination in the CHRI Dissemination File at the Fennimore Police Department.

CHRI records received cannot be disseminated via radio broadcast or cellular phones unless there is a situation affecting the safety of an officer or the general public.

Storage and Disposal of CHRI Information

CHRI records shall not be maintained in case files to avoid disclosure of out-of-date or inaccurate records under Wisconsin open records law. The actual criminal record will be disposed of once the case has been forwarded to the District Attorney or when the case is closed or no longer actively under investigation. Data from the TIME System shall be disposed of in a secure manner by shredding, incineration, etc.

CHRI records shall be stored, handled and transported in a manner to protect against unauthorized viewing or access and secured in sealed envelopes, locked desks, locked file cabinets or locked rooms when not in direct possession of an authorized person. Direct access to CHRI records shall be restricted to the personnel who possess both the right to know and the need to know the information.

Probable Cause

A hit on TIME is not sufficient for probable cause. A hit on TIME only comprises part of the probable cause analysis and must be viewed in conjunction with other available information. As the time period increases, the significance of the hit decreases.

Incident Response

All intentional or accidental violations of this policy will be reported to the Chief of Police as soon as possible. An incident report regarding the violation will be prepared by the Chief of Police or his/her designee and maintained by the department.

Training

Each authorized user shall be trained in usage of the TIME System within 6 months of employment, tested for proficiency and retested biennially to reinsure proficiency.

DISCLAIMER

This policy is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy may form the basis for departmental administrative action, but it is not intended for use in courts of civil or criminal jurisdiction.

/s/ Christopher J. French

09/22/2020

Christopher J. French
Chief of Police

Date