



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **CJIS RECORDS SECURITY**

SCOPE: All Sworn Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE: WI State Statutes: 165.83, 165.84
FBI CJIS Security Policy Version 6.0

NUMBER: 10.07
ISSUED: 03/03/2026
EFFECTIVE: 03/03/2026
 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 9.1.9, 10.1.10

PURPOSE: The purpose of this Policy & Procedure is to establish appropriate controls to protect the full lifecycle of CJI, whether at rest or in transit, for the Portage Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITIONS
- II. POLICY
- III. COMPLIANCE
- IV. POLICY EXCEPTIONS

I. DEFINITIONS

For the purpose of this Policy & Procedure, the following definitions shall apply:

- A. CHRI: Criminal History Record Information
- B. CIB: Crime Information Bureau
- C. FIPS: Federal Information Processing Standards
- D. III: Interstate Identification Index
- E. IT: Information Technology
- F. NCIC: National Crime Information Center

G. NIST: National Institute of Standards and Technology

II. POLICY

- A. It is the policy of the Portage Police Department to abide by those criminal justice information security recommendations provided by Federal Bureau of Investigation, Criminal Justice Information Services Division.
- B. The CJIS Security Policy (CJISSECPOL) provides Criminal Justice Agencies (CJA), Noncriminal Justice Agencies (NCJA), and Interface Agencies (IA) with a minimum set of security requirements for access to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division systems and information and to protect and safeguard Criminal Justice Information (CJI).

The essential premise of the CJISSECPOL is to provide the appropriate controls to ensure the continuity of the protection of CJI, from creation through dissemination or destruction, whether at rest or in transit.

- C. The Portage Police Department, as a subscriber/user of NCIC and CIB information systems, has agreed to utilize these systems for official purposes only.
- D. The following policy subsections will outline specific guidelines and requirements for each facet of security indicated.
- E. For purposes of this policy, IT Department will mean any person, consultant or company who has been granted authority by the City of Portage to manage village IT resources and services.

III. COMPLIANCE

- A. The Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

IV. POLICY EXCEPTIONS

- A. Requests for exceptions to this policy shall be reviewed by the Chief of Police. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions and a time-frame for achieving the minimum compliance level with the policies set forth herein. The Chief shall review such requests; confer with the IT Department.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 03/03/2026