

SCCJIS User Access Policy

- I. Purpose
- II. Scope
- III. Policy
- IV. Enforcement

I. Purpose

It is the purpose of this document to set forth the Summit County Criminal Justice Information System's User Access Policy and provide guidance relating to the use of the SCCJIS's electronic information system.

II. Scope

This policy applies to all user that connect to the Summit County Criminal Justice Information System. Users include all individual who log-in to the SCCJIS system with either individual or group user-name and password.

III. Policy

The purpose of this policy is to ensure the proper use of the Summit County Criminal Justice Information System. Sensitive personal information is contained and accessible through the Summit County Criminal Justice Information System. In order to promote privacy and security, access to such information must be secured and monitored

It is strictly prohibited to:

- To reveal personally identifiable information to 3rd parties obtained through user access privileges granted by the SCCJIS administration except pursuant to legitimate law enforcement activities, including, but not limited to investigation, prosecution and administration of justice.
- Forward personally identifiable information gained through SCCJIS in a manner that is negligent and may result in an unreasonable risk of such information becoming known or accessible by unauthorized third parties..
- Access SCCJIS for personally use or financial gain.
- Sell any information obtained through SCCJIS.

IV. Application and Enforcement

This Policy applies to all users of the Summit County Criminal Justice Information System. The Failure to so conduct oneself in compliance with this policy may result in denial of access to the SCCJIS or other disciplinary action.