



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

RICK SNYDER
GOVERNOR

COL. KRISTE KIBBEY ETUE
DIRECTOR

March 7, 2013

Dear Agency Official:

On October 26, 2012, the Criminal Justice Information Systems (CJIS) Board supported a proposal to adopt the Federal Bureau of Investigation (FBI) CJIS Security Policy as a replacement to the Michigan CJIS Security Policy. The Board also agreed that Michigan should clarify certain policy requirements by way of an addendum (enclosed).

All Michigan users of CJIS information shall adhere to the requirements as outlined in the FBI CJIS Security Policy, Version 5.1, and any future versions. This policy and the Michigan addendums are available at www.Michigan.gov/LEIN. Additional Law Enforcement Information Network (LEIN) policies, which fall outside the scope of the FBI CJIS Security Policy, are still in effect, and are also available on the above referenced Web site.

Questions regarding the FBI CJIS Security Policy can be directed to the Michigan Information Security Officer (ISO) Ms. Terri Smith at SmithT39@michigan.gov.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Brinningstaull".

Dawn Brinningstaull
Michigan CJIS Security Officer
Michigan State Police

STATE OF MICHIGAN DEPARTMENT OF STATE POLICE

DATE: October 26, 2012

TO: Mr. Tim Bolles, CJIS Officer
Science, Technology and Training Bureau

FROM: Ms. Dawn Brinningstaul, Director
Criminal Justice Information Center

SUBJECT: Michigan CJIS Security Policy - Revised

The Michigan Criminal Justice Information Systems (CJIS) Board has recommended, and the Michigan State Police (MSP) Director has approved, the adoption of the Federal Bureau of Investigation (FBI) CJIS Security Policy, as the state CJIS Security Policy, effective immediately. Therefore, the current Michigan CJIS Security Policy is no longer in effect.

All Michigan users of CJIS information shall adhere to the requirements as outlined in the FBI CJIS Security Policy, Version 5.1 and future versions. This policy is available at www.michigan.gov/LEIN. The attached policies are to further clarify requirements of the FBI CJIS Security Policy 5.1 as they pertain to Michigan and are not meant to be more restrictive. Additional Law Enforcement Information Network (LEIN) policies, that fall outside the scope of the FBI CJIS Security Policy, are available at www.michigan.gov/LEIN.

Questions regarding the FBI CJIS Security Policy can be directed to the Michigan Information Security Officer (ISO), Ms. Terri Smith at SmithT39@michigan.gov

Federal Bureau of Investigation
Criminal Justice Information Services (CJIS)
Security Policy

Michigan Addendum
October 26, 2012

POLICY TOPIC: APPLYING FEDERAL CJIS POLICY TO MICHIGAN-ONLY AGENCIES

Reference: Entire CJIS Policy
Date: October 26, 2012

POLICY:

All agencies with access to CJIS data provided via the Michigan State Police shall abide by current federal CJIS Security Policy.

POLICY TOPIC: CJIS SYSTEM AGENCY (CSA) INFORMATION SECURITY OFFICER

Reference: 3.2.8 (4)
Date: October 26, 2012

POLICY:

When investigating an incident that significantly endangers the security or integrity of CJIS data, the Local Agency Security Officer (LASO) shall complete and submit an Information Security Officer (ISO) Computer Security Incident Response Capability Reporting form (CJIS-016) to the ISO.

POLICY TOPIC: LASO

Reference: Date: 3.2.9
October 26, 2012

POLICY:

Each agency having access to CJIS data shall establish an information security structure that provides for a LASO. The LASO shall ensure and oversee the management of encryption between the CJIS data user agency and their users, and shall be a Point of Contact (POC) in the event of an attempted security breach of the CJIS network. The LASO may act as POC for nonterminal and noncriminal justice agencies.

POLICY TOPIC: VISITOR CONTROL

Reference: 5.9.1.7
Date: October 26, 2012

Policy: A visitor is defined as any individual who is not authorized unescorted access to a physically secure location and whose documented record of entry into the physically secure location could not adversely impact new or ongoing investigations (e.g. confidential informants, witnesses, victims, etc.).

POLICY TOPIC: FACSIMILE TRANSMISSION OF CRIMINAL JUSTICE INFORMATION

Reference: 5.8 and 5.10.2
Date: October 26, 2012

POLICY:

When transmitting CJIS data via a facsimile (FAX) machine, the sender shall notify the intended recipient prior to the transmission. CJIS data shall only be sent when it is confirmed that the intended recipient is immediately available to receive the information.

POLICY TOPIC: AUDITS BY THE CSA

Reference: 5.11.2

Date: October 26, 2012

POLICY:

The CJIS Officer (CSO) reserves the right to conduct a security and/or compliance audit on any agency or contractor with access to CJIS data.

POLICY TOPIC: PERSONNEL SECURITY POLICY AND PROCEDURES

Reference: 5.12.1

Date: October 26, 2012

- A) The CSO authorizes the CJIS user agency to approve individual CJIS data access for new employment and/or assignments, using the following criteria:
 - 1. If a conviction for a crime punishable by more than one year exists, the hiring authority in the CJIS user agency shall deny CJIS data access. An employee with such a conviction is exempt from this denial if the conviction and the employment occurred prior to March 1, 2001, and the person has maintained continuous employment with the hiring agency since that time.
 - 2. If a conviction for the misuse of CJIS data exists, the CJIS user agency shall deny direct access to CJIS data.
 - 3. If a record of any other kind exists, CJIS data access shall not be granted or allowed to continue until the CJIS user agency reviews the matter to determine if CJIS data access is appropriate.
 - 4. If the CSO or the CJIS user agency determines that CJIS data access by the person would not be in the public interest, access shall be denied.
- B) Support personnel, contractors, and custodial workers who access physically secure locations or controlled areas shall be subject to a state of residency and national fingerprint-based record check, unless these individuals are escorted by authorized personnel at all times.
- C) The CJIS user agency may ask for a review by the CSO in extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.

APPROVED BY: Colonel Kriste Kibbey Etue, December 3, 2012