



**Division of State Patrol
Policy and Procedure**

Number
5-16

Subject CJIS SECURITY POLICY COMPLIANCE	
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1. POLICY

The Division of State Patrol (DSP) policy is that all users on the DSP network and/or DSP equipment abide by the Federal Bureau of Investigation's (FBI's) Criminal Justice Information Services (CJIS) Security Policy (Attachment 1). The DSP-assigned Local Agency Security Officers will audit, enforce, and maintain the policy.

2. BACKGROUND

The Division of State Patrol shall adhere to the FBI's CJIS Security Policy to maintain the use of the Wisconsin Transaction Information for the Management of Enforcement (TIME) System and access to CJIS-compliant databases, such as the Wisconsin Department of Justice's Crime Information Bureau (CIB) and FBI's National Crime Information Center (NCIC). The CJIS Security Policy provides appropriate access control and encryption standards to protect the full lifecycle of criminal justice information, whether at rest or in transit. It also guides creating, viewing, modifying, transmitting, disseminating, storing, and destroying criminal justice information.

3. OBJECTIVE

The objective of this policy is to establish guidelines for criminal justice information handling practices within the DSP to maintain compliance with the CJIS Security Policy.

4. DEFINITIONS

4.A **Division TIME Agency Coordinator** – The individual designated as the primary TIME Agency Coordinator for the Division of State Patrol, with program management responsibility.

- 4.B **Local Agency Security Officer (LASO)** – An individual designated as the primary Information Security Officer for the Division who is familiar with Division and WisDOT computer and network systems. Additionally, the LASO will be familiar with the current version of the CJIS Security Policy, published by the Criminal Justice Information Services Division of the FBI.
- 4.C **Regional TIME Agency Coordinator** – Individuals identified to assist the Division TIME Agency Coordinator. They will function under the direction of the direction of the Division TIME Agency Coordinator for any matters related to CIB or TIME System oversight, training, coordination, and program management.
- 4.D **TIME Agency Coordinator (TAC)** – The primary point of contact between an agency and the CIB/TIME System. The position is mandated by the TIME system for every agency with TIME system access. The TAC administers the agency's TIME system programs and oversees the agency's compliance with CJIS system policies. The TAC serves as the liaison between the agency and the Crime Information Bureau.

5. GENERAL PROVISIONS

All Division of State Patrol staff shall strictly adhere to the CJIS Security Policy (Attachment 1).

6. TRAINING

The Division TAC will ensure required TIME system training, including sections on CJIS security compliance, and biannual TIME system recertification testing is administered to all staff requiring it. Any training and recertification shall be reviewed and documented by the Division TAC following the CJIS policy.

7. REFERENCE

Attachment 1 – Criminal Justice Information Services (CJIS) Security Policy Version 5.9.4

Wisconsin Department of Justice TIME System Manual