

VAN BUREN COUNTY COURT POLICY		
SUBJECT: LEIN VIOLATIONS DISCIPLINARY POLICY	SECTION: GENERAL	DATE: 04/15/2022
PREPARED BY: Rachel Lindley, Ann Stamm	NUMBER: Policy 5.003	SUPERSEDES: 02/05/2019

REFERENCES:

- [Notice of Criminal Penalties Document](#)

PURPOSE:

In support of Van Buren County Court’s mission of public service to the county of Van Buren citizens, the Van Buren County Court provides the needed technological resources needed to personnel to access MI/FBI CJIS systems and information in support of the agency’s mission.

All agency personnel, with access to MI/FBI Criminal Justice Information (CJI) or any system with stored MI/FBI CJI, have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All technology equipment: computers, laptops, software, copiers, printers, terminals, MDTs, mobile devices, live scan devices, fingerprint scanners, software to include RMS/CAD, operating systems, etc., used to process, store, and/or transmit MI/FBI CJIS is a privilege allowed by Van Buren County Court, MI CSO, and the FBI. To maintain the integrity and security of the Van Buren County Court ‘s and MI/FBI’s CJIS systems and data, this computer use privilege requires adherence of relevant federal, state and local laws, regulations and contractual obligations. All existing laws and Van Buren County Court regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply to personal conduct.

POLICY STATEMENT:

Misuse of computing, networking or information resources may result in temporary or permanent restriction of computing privileges up to employment termination. In some misuse situations, account privileges will be suspended to prevent ongoing misuse while under investigation. Additionally, misuse can be prosecuted under applicable statutes. All files are subject for search. Where follow-up actions against a person or agency after an information security incident involves legal action (either civil or criminal), the evidence shall be collected, retained, and presented to conform to the rules for evidence laid down in the relevant jurisdiction(s). Complaints alleging misuse of Van Buren County Court’s computing and network resources and MI/FBI CJIS systems and/or data will be directed to those responsible for taking appropriate disciplinary action.

Examples of Misuse with access to MI/FBI CJI:

1. Using someone else’s login.
2. Leaving computer logged in with your login credentials unlocked, allowing anyone to access Van Buren County Court systems and/or MI/FBI CJIS systems and data in your name.
3. Allowing unauthorized person to access MI/FBI CJI at any time for any reason. Note: Unauthorized use of the MI/FBI CJIS systems is prohibited and may be subject to criminal and/or civil penalties.
4. Allowing remote access of Van Buren County Court issued computer equipment to MI/FBI CJIS systems and/or data without prior authorization by Van Buren County Court.

5. Obtaining a computer account that you are not authorized to use.
6. Obtaining a password for a computer account of another account owner.
7. Using the Van Buren County Court's network to gain unauthorized access to CJI.
8. Knowingly performing an act which will interfere with the normal operation of MI/FBI CJIS systems.
9. Knowingly propagating a computer virus, Trojan horse, worm and malware to circumvent data protection or compromising existing security holes to MI/FBI CJIS systems.
10. Masking the identity of an account or machine.
11. Posting materials publicly that violate existing laws.
12. Attempting to monitor or tamper with another user's electronic mail or files by reading, copying, changing, or deleting without explicit agreement of the owner.
13. Unauthorized possession of, loss of, or damage to Van Buren County Court's technology equipment with access to CJI through unreasonable carelessness or maliciousness.
14. Maintaining CJI or duplicate copies of official Van Buren County Court files in either manual or electronic formats at his or her place of residence or in other physically non-secure locations without express permission.
15. Using Van Buren County Court's technology resources and/or CJIS systems for personal or financial gain.
16. Deliberately failing to report promptly any known technology-related misuse by another employee that may result in criminal prosecution or discipline under this policy.
17. Using personally owned devices on Van Buren County Court's network to include personally-owned thumb drives, CDs, mobile devices, tablets on Wi Fi, etc. Personally, owned devices should not store Van Buren County Court data, or CJI.

The above listing is not all-inclusive and any suspected technology resource or MI/FBI CJIS system or MI/FBI CJI misuse will be handled by Van Buren County Court on a case by case basis. Activities will not be considered misuse when authorized by appropriate Van Buren County Court officials for security or performance testing.

1. Privacy Policy

All agency personnel utilizing agency-issued technology resources funded by Van Buren County Court expressly acknowledges and agrees that such service, whether for business or personal use, shall remove any expectation of privacy. Use of Van Buren County Court systems indicates consent to monitoring and recording. The Van Buren County Court reserves the right to access and audit any and all communications including electronic and physical media at rest, in transit and at end of life. Van Buren County Court personnel shall not store personal information with an expectation of personal privacy that are under the control and management of Van Buren County Court.

2. Personal Use of Agency Technology

The computers, electronic media and services provided by Van Buren County Court are primarily for business use to assist personnel in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the system’s use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

3. Misuse Notification

Due to the increase in the number of accidental or malicious computer attacks against both government and private agencies, Van Buren County Court shall: (i) establish an operational incident handling capability for all information systems with access to MI/FBI CJIS systems and data. This includes adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and report incidents to appropriate agency officials and/or authorities.

ISOs have been identified as the POC on security-related issues for their respective agencies and shall ensure LASOs institute the CSA incident response reporting procedures at the local level.

All Van Buren County Court personnel are responsible to report misuse of Van Buren County Court technology resources to appropriate Van Buren County Court officials.

LASO Name: Ryan Smith Chuck Norton	LASO Phone: 269-657- 8200 ext. 2322 269-657- 8200 ext. 1246	LASO email: smithry@vanburencountymi.gov nortonc@vanburencountymi.gov
AC Name: Ryan Smith	AC Phone: 269-657-8200 ext. 2322	AC email: smithry@vanburencountymi.gov
State C/ISO Name: Lynn Felton	C/ISO Phone: 517-284-3103	C/ISO email: feltonl@michigan.gov

APPROVAL:

Effective Date: April 15, 2022

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Kathleen M. Brickley, Chief Judge