

812 CRIMINAL HISTORY RECORD INFORMATION (CHRI)**812.1 PURPOSE AND SCOPE**

This policy provides guidelines for access to the Missouri Uniform Law Enforcement System (MULES), as well as the security, maintenance and release of criminal records obtained through MULES, including Criminal History Record Information (CHRI).

812.2 POLICY

All members of the Columbia Police Department will adhere to all state and federal laws and regulations related to the access, use and dissemination of sensitive information received via a law enforcement telecommunications network.

812.3 DEFINITIONS

Definitions related to this policy include:

Criminal History Record Information (CHRI) - Information collected by criminal justice agencies on individuals, which consists of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising from sentencing, correctional supervision, and release (§ 43.500(5), RSMo).

MULES (Missouri Uniform Law Enforcement System) - The law enforcement communications network that provides the Columbia Police Department with direct access to information from state and federal computerized information files.

812.4 RESPONSIBILITIES

The Administrative Support Bureau Commander shall appoint a MULES Terminal Agency Coordinator who will serve as the liaison with the Missouri State Highway Patrol (MSHP) on matters pertaining to the security, access and use of information available via MULES.

It is the responsibility of the coordinator to assist the Department in complying with all requirements established by the MSHP including ensuring the Department accounts that contains:

1. The name of the subject of the record.
2. The name of the recipient of the information.
3. The name and address of the agency the recipient represents and whether it is a criminal justice agency.
4. The purpose for which the information will be used.

COLUMBIA POLICE DEPARTMENT

Policy Manual

5. The date and time the information was released.

If the dissemination log is not automated or relies on other systems, such as MHSP for automated logging, the MULES Terminal Agency Coordinator shall ensure all dissemination of CHRI is manually logged (11 CSR 30-4.090(4)).

812.5 AUTHORIZED RECIPIENTS OF INFORMATION

CHRI may be accessed or released as follows.

812.5.1 MEMBER ACCESS

Employees may access or otherwise obtain records or information from MULES and department files only in accordance with their official duties. An employee may not access information received through MULES until a background investigation has been completed and approved and until he/she has completed all required training.

CHRI obtained through MULES shall be used solely for the purpose for which it was obtained (§ 43.532, RSMo). Members may not use CHRI information in any unauthorized manner, for any unauthorized purpose, or disclose CHRI to any person who is not entitled to the information.

Unauthorized accessing or release of information may subject the employee to criminal prosecution (§ 43.532, RSMo).

812.5.2 RELEASE OF INFORMATION

Only persons listed below are authorized to release information received through MULES, including CHRI. Each authorized person releasing such information is responsible for ensuring that each request appears legitimate and that the requester is an authorized recipient.

1. MULES Terminal Agency Coordinator
2. Records Supervisor
3. Full-time employees of the Records Unit
4. Personnel specifically designated in writing by Bureau Commanders with the concurrence of the Records Supervisor

812.5.3 AUTHORIZED RECIPIENTS

Information received through MULES may be released to authorized recipients for criminal justice purposes (11 CSR 30-4.090). All law enforcement personnel with proper identification are authorized recipients, if they are acting in the scope of their official duties.

In addition, non-criminal justice agencies may be entitled to limited CHRI for legitimate employment, licensing or authorized investigative purposes (11 CSR 30-4.090(3))

812.6 PROTECTION OF INFORMATION

Sensitive information obtained through MULES, such as CHRI, should generally not be transmitted by radio.

Information received through MULES shall be stored in the Records Unit where constant personnel coverage will be provided. If information is stored elsewhere for investigative or other law enforcement purposes, it shall be secured in locked desks, locked file cabinets or in locked rooms.

The Administrative Bureau Commander is responsible for setting any necessary procedures to protect system information, including any policies related to the following (11 CSR 30-4.090(5)):

1. Access to records received from MULES.
2. Limiting direct access to information.
3. Computer terminal security.
4. Detection of unauthorized penetration of MULES.
5. Proper destruction of records.
6. Where and how such records should be stored.

The Administrative Support shall also be responsible for developing appropriate procedures for physical and data security, including procedures to prevent file destruction and limitations on direct access to CHRI (11 CSR 30-4.090(5)).

812.6.1 COMPUTER TERMINAL SECURITY

Computer terminal equipment that is capable of providing access to MULES, including automated CHRI records, shall be maintained in secure areas to preclude access by unauthorized individuals. The terminals must be housed in areas outside of screen view of the public at all times.

Officers shall ensure that patrol vehicles remain secured when unoccupied to preclude access to the MDT located within the vehicle that may have access to MULES.

812.6.2 DESTRUCTION OF RECORDS

When any document received through MULES, including CHRI, has served the purpose for which it was obtained and is eligible for destruction, it should be disposed of via a permanent destruction method, in compliance with the organization's records retention schedule. At no time shall documents merely be placed in a trash receptacle.

COLUMBIA POLICE DEPARTMENT

Policy Manual

Each employee shall be responsible for properly destroying CHRI documents he/she receives.

812.7 TRAINING

All members authorized to access, process or release information received from MULES shall be required to complete a training program prescribed by the Records Supervisor (11 CSR 30-4.090(5)). All sworn members accessing MULES shall be required to complete a training program scheduled by the Terminal Agency Coordinator and regulated by the State of Missouri.