

## **CHAPTER 10-13-06**

### **SECURITY OF CRIMINAL HISTORY RECORD INFORMATION**

#### **Section**

10-13-06-01	Policies and Procedures Required
10-13-06-02	Facilities
10-13-06-03	Automated Systems

#### **10-13-06-01. Policies and procedures required.**

All criminal justice agencies maintaining criminal history record systems, whether manual or automated must have written policies and procedures to protect criminal history data from unauthorized access. Written policies and procedures must include:

1. Designation of personnel authorized access to criminal history files.
2. Screening of personnel authorized access.
3. Screening of noncriminal justice personnel with access or work proximity to criminal history record information, including information technology personnel, contractors, maintenance personnel, and nonagency janitorial personnel.
4. Supervision of personnel with access or proximity to criminal history record information.

**History:** Effective November 1, 1987; amended effective January 1, 2016.

**General Authority:** NDCC 12-60-16.3

**Law Implemented:** NDCC 12-60-16.3

#### **10-13-06-02. Facilities.**

All criminal justice agencies maintaining criminal history record systems must have adequate facilities and security systems to protect criminal history data from unauthorized access. Buildings and rooms used for criminal history record information maintenance and storage must be constructed and utilized to prevent unrestricted physical access by unauthorized persons.

**History:** Effective November 1, 1987; amended effective January 1, 2016.

**General Authority:** NDCC 12-60-16.3

**Law Implemented:** NDCC 12-60-16.3

#### **10-13-06-03. Automated systems.**

Criminal justice agencies operating automated criminal history record information systems must provide:

1. Access to only authorized individuals and agencies using secure passwords. Authorized individuals may not disclose passwords.
2. Security against tampering or destruction of the criminal history record information system.
3. Detection and logging of unauthorized attempts to access the criminal history record information system.
4. Protection of criminal history record information system software.
5. Compliance with the security requirements under 28 C.F.R. Part 20 and NCIC.

**History:** Effective November 1, 1987; amended effective January 1, 2016.

**General Authority:** NDCC 12-60-16.3

**Law Implemented:** NDCC 12-60-16.3