

## HEADQUARTERS MEMORANDUM 08-04

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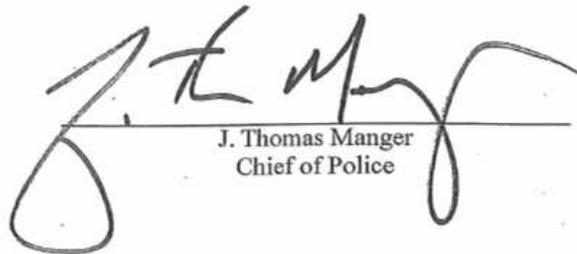
Date: 08-15-08

### Subject: Security of Computer Systems and Information

The Montgomery County Police Department has access to several computer systems (e.g., MILES/NCIC, LInX) and subscribes to various online subscription services (e.g., Entersect Police Online, Regional Pawn Data Sharing System, Auto Track, and Neustar's LEAP) that are personal information systems for external information support. These accounts are generally protected by a logon ID and password which are required for access.

Employees are prohibited from providing the login or password information for any computer system or online subscription service to any unauthorized person including non-department employees. Employees will protect their logon IDs and password information to these accounts so that no unauthorized person can gain access to the information.

These data systems accounts, the results of queries, or the information obtained from these accounts may only be used for legitimate law enforcement purposes arising out of the employee's official, departmental duties. Secondary dissemination of the above information to unauthorized persons is strictly prohibited. Secondary dissemination is only permitted to authorized persons for legitimate, law enforcement purposes.



J. Thomas Manger  
Chief of Police

JTM:ksp