

**LEWISVILLE POLICE DEPARTMENT
GENERAL ORDER****NUMBER: 1.10****SUBJECT: PUBLIC SAFETY DATA SYSTEMS****DATE OF ISSUE:
03/31/99****POLICY**

Information contained in law enforcement data systems is restricted by law, Inter-Agency Agreement, or Department Policy. These restrictions are necessary to protect individual privacy rights and to insure efficient operation of data systems. Information on Department data systems is for official business only.

PROCEDURE**I. USE OF NCIC/TCIC/REGIONAL DATA BASES**

- A. Personnel may request information from these data bases only in the course of legitimate law enforcement activities and must comply with TLETS rules.
 - 1. With the exception of the Public Registered Sex Offender File, dissemination of information gathered from these databases may be only to Criminal Justice officials with a legitimate interest in a criminal investigation.
 - 2. Use of information from these databases for personal use is absolutely forbidden. Unauthorized use of these systems may constitute a criminal offense.
 - 3. Dissemination of information from the TCIC Public Registered Sex Offender must comply with TCIC rules and public requests must be in writing.
- B. Information from these databases will be provided to on-duty personnel on request. Information will not be provided to off-duty personnel.

II. USE OF MOTOR VEHICLE DIVISION (MVD) AND DRIVER'S LICENSE (LIDR) DATA BASES

- A. The Lewisville Police Department has a formal user's agreement with DPS that stipulates our terminals will be used only for law enforcement purposes. Therefore, use of these systems is restricted.
- B. Information from these databases will be provided to on-duty personnel on request. It will not be provided to off-duty officers. Personal information from any motor

Revised: 10/01/2005

vehicle record is confidential. Personnel must be very careful to use this information for legitimate criminal justice purposes only.

- C. If a citizen wants to make a registration or DL inquiry, refer him to the Communications Supervisor who can tell him if the information is available through non-Departmental sources.

III. USE OF LEWISVILLE POLICE DEPARTMENT DATA BASES

- A. Criminal history and investigative information stored in LPD computers is protected in the same way as information stored in NCIC/TCIC/Regional.
- B. Dissemination of copies of automated records must be in compliance with the Texas Public Information Law (Government Code, Chapter 552).
- C. Statistical data stored in LPD computers is used for deployment of resources, planning, and public information. Any employee developing statistical data for publication or public programs must first clear the data with the Chief of Police, or an Assistant Chief to insure accuracy. If the data is available in an officially published Department statistical report, clearance is not required.

IV. OFF-DUTY REQUESTS

- A. In general, information from any of the data bases listed in this order is not available to off-duty personnel.
- B. If an off-duty employee is faced with a situation that is a threat to safety and use of the database would help eliminate the threat, that employee may contact the on-duty Watch Commander and request the data.
- C. The Watch Commander must then determine if there is a legitimate law enforcement need to disseminate the data.

V. USE OF MOBILE OR PORTABLE TERMINALS

- A. All regulations in this order apply to mobile or portable terminals or computers.
- B. Always safely stop a vehicle before using a mobile or portable device unless there is an imminent risk to public safety which requires immediate access to data.
- C. Be especially careful if mobile use of a device is required.

VI. MESSAGE CRITERIA

- A. All messages in the Public Safety Computer System (including MDTs, MCTs, and portable devices) are owned by the City of Lewisville. All messages transmitted via any portable device, including MDTs and MCTs, are considered public record and must survive public scrutiny.
- B. The system is for official business only.
- C. Personal use is not permitted. The following are examples of personal use:
 - 1. Party announcements;
 - 2. Notification of political meetings or events;
 - 3. Information related to organized labor activity;
 - 4. Job notices for employment with any entity other than the City of Lewisville;
 - 5. Political endorsements; or
 - 6. Notices of personal property for sale or giveaway.
- D. All messages should be limited to essential and pertinent information. Do not include profanity, harassment, derogatory comments, racial/ethnic slurs, or sexual terms (unless required for official police business).

VII. SOFTWARE

- A. Only licensed software approved by the Chief of Police and the Information Technology Services division will be loaded into Department computers.
- B. Software may not be copied from Department computers with out approval of the Chief of Police.

VIII. ABUSE OF DATA BASES

- A. Use of automated data services in violation of this directive is a serious threat to the department's credibility.

Page 4 of 4
1.10

- B. Violation of this directive could include criminal prosecution and dismissal from the Lewisville Police Department.
- C. City of Lewisville Administrative Policy, 2.4.1, “Electronic, Telephone, and Internet Communication Use Policy” is incorporated as part of this General Order.