Guidelines to Policy 800 (AG-2)
Administrative Procedures – Criminal Justice Information (CJI) Protection

Purpose:
This procedure outlines the process for handling and disposing of information received from criminal justice sources, such as FBI clearances. All Lenape Technical School personnel who access this information need to be familiar with this procedure.

Physically Secure Location:
All CJI information will be stored in the Business Office in a locked file cabinet. No CJI information is to be kept electronically.

Authorized Access:
Only authorized personnel will have access to CJI information. The Administrative Director will identify a list of authorized personnel. Authorized personnel will take necessary steps to prevent and protect the agency from physical breaches.

All personnel with CJI access must:

1. Must be Lenape Technical School employees.
2. Complete security awareness training.
    a. All authorized Lenape Technical School CJI personnel will receive security awareness training within six months of being granted duties that require CJI access and every two years thereafter.
    b. Security awareness training will cover areas specified in the *CJIS Security Policy* at a minimum.
3. Properly protect and not share any individually issued keys, proximity cards, computer account passwords, etc.
    a. Report loss of issued keys, proximity cards, etc. to authorized agency personnel.
4. IF CJI information is received via email (prospective candidates for a position), the email needs to be printed and then deleted. Such emails are only to be sent to the Administrative Director.
5. Properly release hard copy printouts of CJI only to authorized vetted and authorized personnel in a secure envelope. Shred or burn hard copy printouts when they are no longer needed. See Policy 800 and accompanying guidelines as to destruction of CJI information.

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