



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 35

**Printed copies are for reference only.
Please refer to the electronic copy for the latest version.**

References: [Oregon Administrative Rule \(OAR\) 166-150-0135](#), [Clackamas County Employment Policy & Practice \(EPP\) #50 and #59](#); and [Oregon State Police - Law Enforcement Data System \(CJIS Security Policy\)](#).

INFORMATION TECHNOLOGY (IT)

General

1. The fundamental goal of information technology used by the CCSO is to support the Divisions, which carry out the Sheriff's primary missions.
2. The Support Services Division is responsible for:
 - a. supervision of the CCSO Information Technology (IT) Unit and procedures associated with CCSO IT resources and data storage;
 - b. coordination with the Department of Oregon State Police on the rules prescribed for operation and use of the Oregon Law Enforcement Data System (LEDS) and/or connectivity with any other agency data system requirements; and
 - c. coordination with Clackamas County Technology Services (CCTS) and implementation of county-wide technical standards where applicable.

CCSO and County IT Policy

3. CCSO employees will comply with County Appropriate Use Policy - Technology and Information ([EPP #59](#)); however, it is not a violation of CCSO and/or County policy to download and transfer files that are in violation of this policy during the course of an authorized law enforcement function. In such circumstances:
 - a. files may be temporarily stored on CCSO computers during the course of an active criminal investigation. As soon as possible, these files must be removed from the computer and either deleted or transferred to external storage media in accordance with evidence and property standards; and



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- b. files may be stored on CCSO Computers if the storage of such files on removable media would hinder the prosecution of a criminal investigation. A supervisor directly involved in or supervising the investigation must approve this exception.
4. All programs and data created by Sheriff's Office employees in the course of their duties are the property of the Sheriff's Office and will be archived in accordance with Oregon Administrative Rules, Division 150 (166-150-0135).

Criminal Justice Information (CJI) Technology Security

5. With increased technological advances in telecommunications and system architecture, the establishment of security management and compliance with FBI Criminal Justice Information Systems (CJIS) Security policy is essential. Subsequently, Information Technology (IT) support procedures shall provide guidelines for the CCSO that are both consistent and compliant with CJIS Security Policy
6. Misuse of computing, networking or information resources may result in temporary or permanent restriction of computing privileges up to employment termination. In some misuse situations, account privileges will be suspended to prevent ongoing misuse while under investigation. Additionally, misuse can be prosecuted under applicable statutes. All files are subject to search. Complaints alleging misuse of CCSO computing and network resources and FBI CJIS systems and/or data will be addressed in accordance with CCSO [Policy # 18 Professional Standards](#).
7. CCSO employees are to abide by this policy and pertinent IT security requirements attendant to those listings in paragraph six and contained in IT Support Procedures ([Support Services Manual - Information Technology \(IT\) Support](#)). Employees shall report any known breach or compromise of CJI to their supervisor for follow-up and mitigating action with IT immediately.