

## La Plata Police Department – General Order

	Title: <b>CJIS Personally Owned Device Policy</b>		Order #: <b>674</b>	
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**Purpose:** A personally owned information system or device shall be authorized to access, process, store or transmit La Plata Police Department, Maryland or FBI Criminal Justice Information (CJI) only when these established and documented specific terms and conditions are met. This control does not apply to the use of personally owned information systems to access the La Plata Police Department’s information systems and information that are intended for public access (e.g., an agency’s public website that contains purely public information).

This Personally Owned Device Policy was developed using the FBI’s *CJIS Security Policy* 5.1 dated July 13, 2012. The intended target audience is La Plata Police Department personnel, support personnel and private contractors/vendors. The La Plata Police Department may complement this policy with a local policy; however, the *CJIS Security Policy* shall always be the minimum standard and the local policy may augment, or increase the standards, but shall not detract from the *CJIS Security Policy* standards.

**Scope:** This policy applies to all La Plata Police Department La Plata Police Department personnel, support personnel, and/or private contractors/vendors who are authorized to use personally owned devices to connect to any physical, logical, and/or electronic premise of the La Plata Police Department to access, process, store, and/or transmit CJI. This also includes any private contractors/vendors who will conduct maintenance on any network device that processes, stores, and/or transmits FBI CJI.

**Personally Owned Devices:** A personally owned device is any technology device that was purchased by an individual and was not issued by the La Plata Police Department. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. Threats to mobile handheld devices stem mainly from their size, portability, and available wireless interfaces and associated services.

The La Plata Police Department will maintain management control and authorize the use of personally owned devices. The La Plata Police Department shall develop guidelines to define which employees can use their own devices, the types of devices they can use, and which applications and data they can access, process, or store on their devices.

# La Plata Police Department – General Order

Personally owned devices must:

- Be authorized by La Plata Police Department to access, process, transmit, and/or store FBI CJI.
- Be inspected by La Plata Police Department's IT vendor and the LASO to ensure appropriate security requirements on the device are up-to-date and meet the FBI's *CJIS Security Policy* requirements prior to use.
- Take necessary precautions when using device outside of a physically secure area. Read below and also see Physical Protection Policy.

**Remote Access:** The La Plata Police Department shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet).

The La Plata Police Department shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The La Plata Police Department shall control all remote accesses through managed access control points. The La Plata Police Department may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

## **Roles and Responsibilities:**

**Owner Role:** The owner agrees to:

1. Follow necessary policy and procedures to protect FBI CJI.
2. Usage of their device will be for work-related purposes.
3. Bring their device to work to use during normal work hours and not share the device with anyone else.
4. La Plata Police Department having the authority to erase device remotely as needed.
5. Be responsible for any financial obligations for device.
6. Protect individual's and La Plata Police Department's privacy.

## La Plata Police Department – General Order

7. Use good judgement before installing free applications. Sometimes free applications track your personal information with limited disclosure or authorization, and then sell your profile to advertising companies.
8. Use good judgement on amount of time applied to personal use of personally owned devices during normal work business hours.
9. Access FBI CJI only from an approved and authorized storage device.
10. Do not stream music or videos using personally owned devices when connected to La Plata Police Department's network to prevent sluggishness.
11. Report lost or stolen mobile or storage devices to the La Plata Police Department's Local Agency Security Officer (LASO) within one business day.
12. Review the use of device alerts and update services to validate you requested them. Restrict notifications not requested by looking at your device's settings.
13. Control wireless network and service connectivity. Validate mobile device default settings are not connecting to nearby Wi-Fi networks automatically. Some of these networks, like in airports or neighborhood coffee shops, may be completely open and unsecure.

**Information Technology Role:** The La Plata Police Department IT vendor shall, at a minimum, ensure that external storage devices:

1. Are encrypted when FBI CJI is stored electronically.
2. Are scanned for virus and malware prior to use and/or prior to being connected to the agency's computer or laptop.

The La Plata Police Department IT vendor shall, at a minimum, ensure that all personally owned devices:

1. Apply available critical patches and upgrades to the device operating system.
2. Are kept updated with security patches, firmware updates and antivirus.
3. Are configured for local device authentication.
4. Use advanced authentication and encryption when FBI CJI is stored and/or transmitted.
5. Be able to deliver built-in identity role-mapping, network access control (NAC), AAA (Authentication, Authorization, and Accounting) services, and real-time endpoint reporting.

## La Plata Police Department – General Order

6. Erase cached information when session is terminated.
7. Employ personal firewalls.
8. Minimize security risks by ensuring antivirus and antimalware are installed, running real time and updated.
9. Be scanned for viruses and malware prior to accessing or connecting to La Plata Police Department CJIS network.
10. Configure Bluetooth interface as undiscoverable except as needed for pairing, which prevents visibility to other Bluetooth devices except when discovery is specifically needed.
11. Be properly disposed of at end of life. See Media Disposal Policy. Remove FBI CJI before owner sells their personally owned devices or sends it in for repairs.
12. Evaluate personally owned device age. Older device hardware is too outdated for needed updates. Typical life is two years.
13. Ensure device is compatible with needed network protocols and/or compatible with customized applications developed for access FBI CJI through testing.
14. Deploy Mobile Device Management or SIM card locks and credential functions. The credential functions require a pass code to use La Plata Police Department's network services. *(Research enterprise mobile device management solutions- see product working successfully in real life scenario with the type of mobile device your State/Agency wants to use prior to implementing. The enterprise mobile device solution must be compatible with chosen device products.)*
15. Ensure owner and IT staff have mobile backup enabled to an approved La Plata Police Department location. Set a daily or weekly schedule to periodically synch data and applications. If backup contains FBI CJI, take appropriate security measures for storage of FBI CJI. See Media Protection Policy.
16. Retain the ability to secure, control and remotely erase agency data on employee-owned devices in the event of a security breach or if the employee leaves the agency employment or the device is lost or stolen. This remote ability can be done through technology that allows virtual access to company applications.
17. Enable mobile device in a “find my phone” service to allow finding device.
18. Consider adding extra protection such as a total device reset if the PIN is guessed incorrectly a certain number of attempts.

## La Plata Police Department – General Order

19. Be able to easily identify connected users and devices. Track, log and manage every personally used device allowed to connect to agency technology resources for secure FBI CJI access.
20. Perform pre and post-authentication checks.
21. Ability to allow and deny access. Selectively grant proper network access privileges.

### Local Area Security Officer (LASO)

The LASO will:

1. Identify who is using the personally owned approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated in this policy.
4. Ensure the approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA ISO is promptly informed of security incidents.

**Penalties:** Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination. Personally owned information technology resources used may be retained by the La Plata Police Department for evaluation in investigation of security violations.

Violation of any of the requirements in this policy by any unauthorized person can result in similar disciplinary action against the device owner, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

**Acknowledgement:** The La Plata Police Department agency personnel, IT support, private contractors/vendors, and the LASO alike will agree to commit to all bring your own (BYO) rules.

I have read the policy and rules above and I will:

- Authorize the La Plata Police Department to remotely wipe my mobile device.
- Abide by the La Plata Police Department Personally Owned Device policy. I understand any violation of this policy may result in discipline up to and including termination.
- Complete the security awareness training and take action to protect La Plata Police Department facilities, personnel and associated information systems.

## **La Plata Police Department – General Order**

- Report any unauthorized device access to La Plata Police Department LASO.