**AGENCY NAME POLICE DEPARTMENT**

**GENERAL ORDER**



**Title: Encryption**

**Number: XXX Effective: 6/01/16**

**Amends: XXX**

**Distribution: All**

**Standards**:

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| **Purpose** |

The purpose of this policy is to provide Agency personnel with the information required to effectively and efficiently plan, prepare and deploy encryption solutions in order to secure criminal justice information while in transit or at rest.

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| **Scope** |

This procedure shall apply to all Police Department personnel.

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| **Discussion** |

The overriding goal of this policy is to comply with the CJIS Security Policy requirements. Due to the evolving nature of the CJIS Security Policy, it is necessary to separately communicate the requirements of the CJIS Security Policy as they are developed and enhanced. These additional requirements are intended to be an enhancement to the existing Standard Operating Procedures of **AGENCY NAME** Police Department. The Agency shall adhere, at a minimum, to the CJIS Security Policy. While the Agency may augment or increase the standards, it cannot detract from the minimum requirements set forth by the FBI CJIS Security Policy.

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| **Procedures** |

The Agency will employ BitLocker on all mobile devices that store or transmit criminal justice information.

The Agency will utilize CJNET email for all emails that contain criminal justice information or personally identifiable information. The users will only send CJNET email to another CJNET email account. CJNET email encrypts data from point to point.

The Agency users will only send/receive data from encrypted mobile devices through an encrypted path via NetMotion.

All encryption will be FIPS 140-2 certified and the certificate will be documented/kept by the LASO.

POLICY VIOLATION: Any user who violates any portion of this policy will be subject to the standard disciplinary processes in place with the Agency. Sanctions against staff that violate information systems and or security policies may include formal disciplinary action up to and including termination based on offense severity.