

## BLOOMINGTON POLICE DEPARTMENT

### STANDARD OPERATING PROCEDURE

#### LEADS AND IWIN SYSTEMS

Reviewed by: Darren Wolf	Effective Date: March 17, 2004
Authorized by: Chief Dan Donath	Revision Date: April 3, 2020

#### PURPOSE

Access to information contained and transmitted via the LEADS and IWIN Systems is granted to Illinois Law Enforcement Agencies subject to compliance with a variety of protocols. Protocols are dictated, codified and regulated by the Illinois State Police. The following Standard Operating Procedure will serve as a guideline for accessing, collecting, and disseminating computerized information for the Bloomington Police Department.

#### EMPLOYEE RESPONSIBILITIES

Officers, Community Service Officers, Records personnel, and Crime & Intelligence Analysis unit personnel are required to become LEADS Less than Full Access certified and maintain recertification every two years. Communications Center personnel are required to become LEADS Full Access certified and maintain recertification every two years.

#### PASSWORDS

The following password structure is mandated by LEADS:

- Must be 8 characters;
- Not be a dictionary word or proper name;
- Not be the same as the User ID;
- Must be changed every 35 days;
- Cannot be reused for 32 password changes;
- Accounts will be locked after 3 unsuccessful login attempts;
- A combination of alpha and numeric characters will be required;
- Passwords will not be transmitted in clear text; and
- Passwords will not be displayed on screen when entered.

#### USE AND DISSEMINATION OF DATA OBTAINED THROUGH LEADS

1. Criminal Justice Purposes Only - All data supplied through LEADS is to be used strictly for criminal justice purposes.
2. Personal Use Prohibited - It is strictly forbidden to obtain any data through LEADS for personal reasons.
3. Personal Message Prohibited - It is strictly forbidden to transmit messages over LEADS or to encourage messages to be transmitted over LEADS for reasons of personal, unofficial communication. For example, LEADS may not be used for communicating personal messages from one LEADS terminal to another.

4. Selling Data Prohibited - It is permissible to prorate or share the costs of your LEADS operation among one or more other departments for which you provide all LEADS services. However, it is strictly forbidden to sell any information obtained through LEADS to any individual, group of individuals, organization, government agency, or corporation.
5. Unauthorized Dissemination Prohibited - It is strictly forbidden to disseminate any information obtained through LEADS to any individual or organization that is not legally authorized to have access to that information.

#### **VIOLATIONS**

Violations of the Rules and Regulations and/or Policies and Procedures that govern use of the LEADS and IWIN systems will result in disciplinary action.