FLUXLABS

WALL POSTER · POLICE, FIRE AND DISPATCH

Protect criminal justice information.

Records, reports and database results must stay with the people allowed to see them. These rules come from the CJIS security policy.

Do

- Use your own sign-in, every time
- Lock your screen when you step away, even for a moment
- Use two-step sign-in where it's required
- Keep screens and printouts out of public view
- Shred printouts in a secure bin
- Escort visitors and vendors in secure areas
- Report lost devices and anything unusual right away

Don't

- Share passwords or sign in for someone else
- Look up records you don't need for your job
- Send records by personal email or text
- Use personal phones or computers for this information unless approved
- Plug in unknown USB drives
- Leave patrol laptops unlocked or unattended
- Discuss records where the public can hear

Report a problem right away

Lost device, strange email, shared password or a screen someone shouldn't have seen: tell your supervisor and call your IT support right away.