
	Florida State University Police Department	
Electronic License and Vehicle Information System (ELVIS)		
Revision Effective Date: 09/05/17	General Order 1106	Attachments: None
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POLICY

This purpose of this general order is to establish guidelines and regulations governing access and utilization of the Electronic License and Vehicle Information System (ELVIS), herein referred to as “**ELVIS**”. It is the policy of the FSUPD to utilize ELVIS in accordance with the Interlocal Agreement with the Panama City Police Department (PCPD) and comply with the Criminal Justice Information Services Security Policy (CJIS) and other applicable laws, user agreements, and policies.

PROCEDURES

ELVIS provides access to the National Crime Information Center (NCIC), the Florida Crime Information Center (FCIC), Personally Identifiable Information (PII) and Criminal Justice Information (CJI). ELVIS shall only be used by criminal justice personnel for criminal justice purposes only. Information from ELVIS is confidential and shall only be used for law enforcement purposes and in accordance with this general order, the General Orders titled “Communications Procedures”, “Communications Facilities and Equipment”, “Mobile Data Terminals” and other rules, regulations, state and federal laws.

A. ACCESS to ELVIS

Access to ELVIS will be limited to agency members having a need for access for law enforcement purposes only. Only those agency members who are authorized and have completed the required certification and EVLIS training may have access to the system.

1. Access to ELVIS is limited to FSU Police Department owned or issued computer equipment. The use of ELVIS is prohibited on personally owned or public devices.
2. Users will not be authorized to access ELVIS using the username and password of another individual.

3. Only those members who are authorized and have successfully completed the required CJIS certification training may have access to ELVIS or view CJI or PII.

B. SYSTEM ADMINISTRATION

The Point of Contacts (POCs) will ensure appropriate internal controls are implemented and maintained which protects personal data obtained through ELVIS from unauthorized access, distribution, use, modification, or disclosure.

1. The Primary Point of Contact will be the Agency TAC (Terminal Agency Coordinator) and the Secondary Point of Contact is the Support Services Lieutenant. The POC(s) shall be responsible for approving and removing users.
2. The POCs will:
 - a. Approve and assist personnel in obtaining access to the system.
 - b. Ensure compliance with the terms of the Interlocal Agreement with PCPD, CJIS Policy and other applicable rules, laws and policies.
 - c. Report misuse to PCPD and FDLE.
 - d. Create and administer training for new ELVIS users.
 - e. Ensure that all pertinent documentation is adequately retained.

C. SECURITY OF INFORMATION

Agency personnel and authorized users will protect and maintain the confidentiality and security of information from ELVIS. Information obtained from ELVIS is for criminal justice purposes only.

Users Shall:

1. **Not** retain ELVIS records (including photos), except as required as part of an official report.
2. **Not** provide ELVIS records to any third party.
3. Protect access to the information obtained in such a way that unauthorized persons cannot review or retrieve the information.
4. Minimize or close any computer screen when any unauthorized person is within viewing range of secure information.
5. **Not** interface ELVIS to a "third party."

D. **TRAINING**

New users will receive training upon gaining access or prior to accessing ELVIS records. Training may be conducted using a field training method or on-line. The training will be designed to ensure the user operates the system properly and understands the privacy safeguards.

E. **MISUSE**

No member shall access ELVIS or use information from ELVIS for the personal gain of the user or for the personal gain of another. Any such attempt could result in criminal action/civil penalties and employee discipline. No member shall access ELVIS on a non-authorized device.

Misuse of ELVIS and personal information obtained from ELVIS will be immediately reported to the Chief of Police and Agency POCs. The Chief shall determine if the report should be turned over to the Internal Affairs Officer for investigation. The POCs will notify the Panama City Police Department TAC of any misuse of ELVIS.

Glossary

Criminal Justice Information (CJI) – is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

FCIC – Florida Crime Information Center

NCIC – National Crime Information Center

Terminal Agency Coordinator (TAC) - Serves as the liaison between FSUPD and FDLE regarding matters concerning FCIC/NCIC.

Personally Identifiable Information (PII) - (as defined by the CJIS Security Policy), information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. Any FBI CJIS provided data maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history may include PII.

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CJIS

CJI

Criminal Justice Information

Criminal Justice Information Services

ELVIS

Electronic License and Vehicle Information System (ELVIS)

FCIC

Florida Crime Information Center

National Crime Information Center


NCIC

TAC

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Approved:


David L. Perry, Chief

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