MISSOURI STATE HIGHWAY PATROL
MISSOURI DATA EXCHANGE SYSTEM
SYSTEM USE POLICY

Overview

a. **Background:** The goal of the MoDEx (Missouri Data Exchange) project is to enhance the effectiveness of law enforcement and justice agencies by increasing information sharing related to criminal activities. The implementation of the MoDEx System serves as a solution to the problems of inaccessible or irretrievable information resulting from disparate information systems that lack a common platform and the difficulty in sharing data across jurisdictional boundaries.

b. **Intended Benefits:** By facilitating the sharing of public safety information with law enforcement and justice partners, agencies can improve their responses to community crime and enhance overall investigative capacity. The MoDEx System provides sophisticated analytical tools that will enable authorized users to discover links and relationships by providing consolidated data across Missouri. This may allow them to solve previously "unsolvable" incidents and investigate serial criminal activity.

c. **Purpose of Policy:** The purpose of the MoDEx System Use Policy is to outline conditions under which the participating agencies will share and use information in the MoDEx System. All MoDEx System agencies, as well as all individuals who operate or use the MoDEx System, agree to adhere to the guidelines specified in this policy and support the public benefit derived from the electronic sharing of public safety information.

d. **Agency Participation:** The MoDEx System is a cooperative venture of the justice agencies in Missouri. Agencies can apply to participate by submitting their requests to the Director of Public Safety with their intent to contribute and access data. A majority vote of the Governing Board is required to recommend an agency for approval by the Director of Public Safety. Once approved, the agency will cooperate with the Governing Board, the other participating agencies, and any contractors working to implement and manage the MoDEx System and will require the cooperation of its own system vendors and or maintenance contractors to facilitate:

   1. Network access and connectivity

   2. Timely data extracts for engineering and testing purposes

   3. Production extracts

   4. Regular data updates as agreed to during the design process

   5. Timely review and approval of design documents and test results

e. **Agency Withdrawal:** An agency may withdraw its participation in MoDEx at any time by providing thirty days written notice to the Director of Public Safety that it wishes to withdraw its participation. In the event that the agency wishes its data withdrawn from the MoDEx System as part of the termination of their participation, the withdrawing agency is responsible for the cost associated with the removal of its data from the MoDEx System.

Authorized Release of Information

a. **Sharing of Information:** Each participating agency authorizes the release of information it submits to the MoDEx System to all users of the MoDEx System as permitted by law. It is the responsibility of each agency to specify which data items in their record management systems to share and any other special requirements. Agencies will participate in several testing sessions, where they will validate and ensure that their information is accurately reflected in the MoDEx System.

b. **Limitation on Information Sharing:** Information contributed by each agency shall only be shared with or released to those agencies that have signed a MoDEx System Use Agreement. Only authorized agency employees that have an approved login and password will be allowed to access or use information in the MoDEx System. All queries must only be made by such users.

c. **Confidential Records:** An agency that does not want data made available from its records management system to any MoDEx user is responsible for ensuring that the data is not included in a data transfer to the MoDEx System. An agency that only wants data from its records management system to be made available to a select group of MoDEx users needs to place the appropriate restriction indicator on the underlying data in the agency's internal records management system or database.

d. **Removal or Expungement of Records:** As part of the design of an agency's data updates, the period at which a record deletion, removal expungement or other edit is transferred to the MoDEx System from the source system will be defined. If an agency requires a record edited, removed, or otherwise changed in a more timely manner, they are responsible for arranging for such a change to be manually processed to their data.

e. **Internal Audit:** Each Agency's System Administrator shall conduct an internal audit on a periodic basis to ensure information is reasonably up to date and user queries are made for legitimate law enforcement purposes.

Information Ownership

a. **Ownership:** Individual agencies retain control of all the information they provide through the MoDEx System at all times. Each agency is responsible for creating, updating, and deleting records in its own records management system or database, according to its own policies. The originating agency is solely responsible for the completeness and accuracy of its source data.

b. **Unauthorized Requests:** Any request for access to information hosted in the MoDEx System that is not authorized for viewing will be referred to the agency that owns the information being requested. Except as required by law, information shall not be released or made available to any unauthorized requestor without the approval of the agency having ownership of the original source data.

Understanding Accuracy of Information

a. **Accuracy of Information:** Agencies agree that the data in the MoDEx System is a copy of the contributing agency's data, and is no more or less accurate than the agency's records management system data. Data inaccuracies can arise for multiple reasons (e.g., entry errors, misinterpretation, outdated data, etc). It is the responsibility of the agency requesting or using the data to confirm the accuracy of the information with the originating agency before taking any enforcement-related action, or creating any enforcement-related official documents. Any corrections to MoDEx data should be referred back to the originating agency to make the correction in its records management system, which will be reflected in the MoDEx data after the next refresh.

b. **Timeliness of Information:** As a part of the system design process, each agency determines the frequency with which its data will be refreshed in MoDEx. In addition, agencies have their own policies and speed at which incidents are recorded in their records management systems. Since changes or additions to data may not be updated in MoDEx on a real-time basis, agencies recognize that information may not always be timely and relevant. It is the responsibility of the agency requesting the data to confirm the timeliness and relevance of the information with the owning agency. Additionally, a data refresh schedule will be published by the System Administrator to enable a user to determine the potential timeliness of each agency's data.

User Access

a. **Login Application Process:** Each user agency shall appoint its own Agency System Administrator who is responsible for management of user accounts at that agency. The user may submit a request for a login and password to his/her Agency System Administrator. The agency agrees that all users shall be current employees and be authorized to review criminal history data for legitimate purposes. The Agency System Administrator will determine whether individual access is approved, denied, or revoked, and will report his/her actions to the statewide MoDEx System Administrator for processing.

b. **Login Assignment:** Each individual user will be issued a user login and a default password. Upon logging into MoDEx for the first time, each user will change the default password to another password.

c. **Provision of Policy:** The Agency System Administrator must provide a copy of the terms and conditions of this policy to all users when they are issued logins for the MoDEx System.

d. **Limitations on Use of Logins:** Each user must comply with the MoDEx System Use Policy guidelines. A user may not access MoDEx by using a login and password that was assigned to another user. A user cannot give his or her login and password to another person, including another user, to access the MoDEx System.

e. **Audit Trail:** Each transaction in MoDEx is logged and an audit trail created and stored in a secure location. Each use of the MoDEx System is recorded, including the identity of the individual accessing the System, time of access to the System, and the information queried. Requests for transaction logs shall be made in writing through the requestor's chain-of-command to their Agency System Administrator.

f. **User Help:** Users of the MoDEx System may call the Missouri State Highway Patrol Help Desk for the first line of phone support.

g. **Termination of Logins:** Participating agencies will be responsible (through their Agency System Administrator) for timely removal of any logins as users leave the agency or as they fail to meet the requirements for access to the MoDEx System.

System Access

a. **Network Access:** Access to the MoDEx System will be through a secure data network in compliance with the CJIS Security Policy.

b. **System Availability:** The information residing in the MoDEx System shall be available on a 24-hour a day, seven day a week basis with downtime limited to those hours required for any necessary system maintenance activities. Agencies agree to inform each other in advance, whenever possible, of scheduled system downtimes.

Policy Terms

a. **Changes to Policy:** Participating agencies may propose changes to this policy. Such proposals require the approval by a two-thirds majority vote of the MoDEx Governing Board.

b. **Supplemental Policies:** All participating agencies that operate their own computers or networks may add individual guidelines which supplement, but do not relax, this policy.

c. **Sanctions for Non-Compliance:** If any agency violates the guidelines of this policy with regard to accessing, sharing, or using information, that agency may be disconnected from the MoDEx System. The offending agency will be provided with a sixty-day written notice of the violation and the opportunity to correct the violation. Failure to meet the guidelines will result in the termination of MoDEx System access for the offending agency. All disputes concerning access shall be determined by a majority vote of the MoDEx Governing Board.