
	GAITHERSBURG POLICE DEPARTMENT		
	Computer Proficiency		
	GENERAL ORDER	108.9	
Effective Date	11/04/2014	33.1.2, 41.3.7	
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

Computer data bases enhance the effectiveness of the agency and its personnel. In many cases, the information contained in these data bases is crucial to officer safety and the delivery of quality service to the community.

Abuses of the information contained in the data bases could expose a member to criminal and/or civil penalties or administrative sanctions.

Members must be proficient in the various applications they use on a regular basis to ensure proficiency, continuity and employee career development.

II. NCIC CERTIFICATION AND RECERTIFICATION

A. Initial Certification

1. As soon as practical after being hired by the Department, all members receive initial training and certification on the NCIC/CJIS/METERS (MILES) computer terminal.
2. The Agency Security Contact ensures completion of a GPD member's initial application for a LOGON ID Number.
3. Once a LOGON ID Number has been issued, the NCIC Security Contact will enroll the member in an NCIC Basic Access (CN-2) Course.
4. Upon successful completion of the course, the Department Training Coordinator updates Department training files and the NCIC Security Contact sends notification of the member's attendance in the course to the State's CJIS Coordinator so that an appropriate security level can be assigned the member by the State.

B. Recertification

1. Members of the Department who received initial certification on the NCIC system shall pursue recertification every two years.

2. The member will receive notification from the Security Contact that it is time for recertification but it still remains the member's responsibility to monitor their CJIS *two-year window* so that they can be recertified when their certification is due.
3. Members will enroll themselves in the recertification course and shall notify their immediate supervisor of their training date.
4. Upon completion of the recertification course, the Security Contact will notify the member and the Training Coordinator so that records can be updated.

C. Proficiency Demonstration

1. The supervisor of a member trained to operate the NCIC, CJIS, MILES, CAD, and other Department data bases, may require a member to demonstrate their proficiency on the aforementioned systems.
2. Members of the Department are rated on the level of their proficiency via the Performance Evaluation System.
3. Members are required to demonstrate their knowledge of the functions listed in Section III of this Order.

III. COMPUTER FUNCTIONS

A. NCIC/MILES

1. Members must demonstrate through their semi-annual NCIC recertification proficiency the following in METERS:
 - Current certification - access current, password not expired or deleted for non-use;
 - MVA/Query/MDQ/MRQ (driver license/vehicle/tag);
 - MVA/Query/MNQ (MVA Browse);
 - License Plates/Query/QV (Request for out-of-state tag listing);
 - Driver License Queries/DNQ (Request for out-of-state tag driver license information);
 - Vehicles/Query/QV (Vehicle query);
 - METERS/Master Query (Person query);

- Missing Persons/Query/QM (Missing Person query);
- Criminal History/NLETS/IQ (Maryland Interstate Identification Index);
- Criminal History/III/QH (FBI - Criminal Record Existence);
- Criminal History/III/QR (FBI - Criminal History Record);
- Guns/Query/QG (Gun query);
- Articles/Query/QA (Article query);
- Boats/Query/QB (Boat query);
- Securities/Query/QS (Securities query).

B. MCP WEB BOARD

1. Members must demonstrate for their supervisor the following:
 - Sign-on procedures and steps;
 - Send a message;
 - Send an Incident Message;
 - Sign-off.

C. MDT/CAD

1. Members must demonstrate for their supervisor the following:
 - Query event by CR Number;
 - Conduct a Premise History;
 - Clear a call (MDT only);
 - Clear a call via clearance code;
 - Hold self out of service (MDT only);
 - Hold self out writing a report (MDT only);

- Change location from CAD (MDT only);
- Query Hazard File;
- Display a Police call;
- Query directions on listed call;
- Send a message to the dispatcher specifically;
- Query Unit History;
- Query Wrecker Call Files.