

MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

**CHAPTER 8 - SECURITY**  
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DATE  
8-03-94

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**CJIS SECURITY**

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**POLICY**

All staff will sign off CJIS whenever leaving their work station.

**PROCEDURE**

All staff will use the PF13 key to sign off CJIS whenever they are leaving their work station. The computer will be returned to the main menu screen when not being used. Pod Deputies will ensure inmates do not have access to their computer at any time.

Deputies will change their CJIS password on a regular basis. If a Deputy loses access or forgets their password, they will contact a Sergeant to regain entry. Deputies will not use anyone else's social security number or password to gain entry into CJIS.

RELATED STANDARDS  
Chapter 4, Section 20

DATE REVISED  
None

By order of

DANIEL PAYNE  
BUREAU COMMANDER