Kenosha Police Department Policy and Procedure Manual

Subject: USE OF TIME AND e-TIME SYSTEMS

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I. PURPOSE
The purpose of this policy is to ensure appropriate use of the Department of Justice TIME and e-TIME systems. The TIME system provides access to driver and vehicle information, criminal history and warrant inquiries along with other restricted material. The e-TIME system provides access to the TIME system through the internet.

II. POLICY
It is the policy of the Kenosha Police Department that access to the TIME system directly and through e-TIME is limited to trained personnel and only for official Kenosha Police Department business.

III. PROCEDURE
A. The Wisconsin Department of Justice maintains the TIME and e-TIME systems therefore access to the system is ultimately under their control.
B. Access to e-TIME is limited to employees who have been authorized by the TIME Agency Coordinator and designated by the Chief of Police. No employee will use the login name and password of another to access the system.
C. Access to e-TIME is only permitted from department computers unless otherwise specified and authorized in writing; access from an unauthorized computer is prohibited.
D. Only persons who obtain and maintain the D.O.J. required training will be granted access to the TIME system whether directly or through e-TIME.
E. The department shall maintain a record of employees who have been granted permission to use the TIME or e-TIME Systems. Employees who are no longer authorized to access either TIME or e-TIME will be removed from the list maintained by the Department of Justice.
F. Any employee receiving a request for information obtained through the TIME system shall ensure that the person making the request is authorized to receive such information before providing it.
G. The TIME and e-TIME systems are only to be used for official Kenosha Police Department business.
H. All TIME system information received in printed form will be destroyed when it is no longer needed.
I. Use of the TIME system directly or through e-TIME will be monitored and any misuse of the system or unauthorized disclosure of information obtained through the system will result in discipline.
J. Computers that have been used for TIME / e-TIME access shall have the hard drive destroyed when removed from inventory.

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