 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	5.1	8
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	MAY 15 2024	
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<p>Authority/References</p> <p>ACA 5-ACI-1F-13 through 5-ACI-1F-18, 5-ACI-6C-09; 2-CO-1E-01, 2-CO-1F-09 through 2-CO-1F-15 CPP 6.1, 26.1 KRS 196.030, 196.035, 197.020, 439.510, 439.990 45 C.F.R. § 46.101, et seq., 45 C.F.R. § 46.110, 45 C.F.R. § 46.114 P & P ACA 3D-16, 3D-35, 3D-36, 3D-37, 3D-38</p>	<p>Subject</p> <p style="text-align: center;">RESEARCH, SURVEYS, AND DATA REQUESTS</p>	

I. DEFINITIONS

“Commissioner” means the Commissioner of the Department of Corrections.

“Consent” means an Institutional Review Board approved document that meets required federal standards of human subject research protections in informed consent.

“Data request” means a request for data that would normally be generated from the offender information database and is not associated with a cooperative research proposal.

“Department” or “DOC” means the Department of Corrections.

“Employee”, for purposes of this policy only, means full-time, part-time, contract, and interim employees of the Department of Corrections.

“Institutional Review Board” or “IRB” means a federally recognized entity that reviews and approves research that meets federal standards for human subject research protections.

"Medical research" means any medical, dental, or pharmaceutical study that includes medications, medical devices, procedures, or medical information. Medical research may also refer to clinical trials.

"Offender" means any inmate or supervised individual under the jurisdiction of the Department of Corrections. Research and data requests may include current or prior inmates and supervised individuals who have an incarceration or supervision record in the offender management system.

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“Research” means any research approved by the Department that involves the collection of information pertaining to offenders under the jurisdiction of the Department of Corrections or employees of the Department.

"Research activities" means the application of procedures for solving a problem or testing a hypothesis.

“Research study” means an Institutional Review Board approved research protocol that is approved by the Department.

“Researcher” means a person who is qualified by academic degrees, institutional membership, or other nationally recognized certification to conduct Institutional Review Board approved research with offenders.

"Survey" means a written data collection instrument or research tool from a researcher with a series of questions submitted to the Department.

II. POLICY and PROCEDURE

The Department supports and engages in research activities relevant to its programs and operations. The Department encourages and uses research conducted by outside professionals. Research shall be conducted within the following parameters:

- A. Participation shall be voluntary for inmates in non-medical, non-pharmaceutical, and non-cosmetic research programs. No penalty shall be imposed for inmates or employees declining to participate in a research program.
- B. Designated staff from the Office of Research and Legislative Services shall review and make recommendations concerning all research projects to the Commissioner or designee. Staff may request additional documentation from the researcher concerning any aspect of the research prior to a decision to recommend a cooperative research project.
- C. The Commissioner or designee shall review and approve all research projects prior to their implementation.
- D. The Department may seek financial support for its research programs from private funding agencies.
- E. The Department may support and engage in internal research relevant to its programs, as well as research conducted by outside professionals.

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F. Appropriate department personnel shall assist the Office of Research and Legislative Services staff in determining what questions will be addressed, what data will be provided, and how that data may be presented.

G. All approved research shall be conducted in compliance with professional and scientific ethics and all relevant state and federal guidelines as set forth by the Department for Health and Human Services. Proposed medical and pharmaceutical research, including voluntary participation in clinical trials based on an offender's need for a specific medical intervention, shall be submitted to the Medical Services Administrator for approval prior to submission to the Commissioner for review. If a biomedical research project is approved, it shall be conducted in compliance with all state and federal guidelines.

H. Research

1. Application to Conduct Research

Applications to conduct research shall be directed to the Office of Research and Legislative Services.

a. A research project shall meet the following criteria:

- (1) The researcher or the sponsoring organization has professional standing in corrections or an education or research institution;
- (2) The design of the research proposal is of sufficient quality to predict that the results will be reliable and valid;
- (3) The project has identifiable benefits for the Department, particularly projects that support the Department's mission or include information that may be used by the Department; and
- (4) The researcher agrees to abide by the Conditions of Participation specified herein.

b. A research application shall contain the following:

- (1) Title of project;
- (2) Name, contact information and qualifications of each principal researcher, and name and address of sponsoring organization, if applicable;

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- (3) Specific correctional institution or supervision office where the research is proposed to take place, type, and the intended number of subjects (i.e. inmates, staff, parolees, etc.);
- (4) Abstract of proposed research to include description of anticipated benefits to the Department, criminal justice profession, or others;
- (5) Beginning and ending dates of the project;
- (6) Specific description of data that will be needed from the offender information database, if applicable;
- (7) A copy of questionnaires, tests, or interviews that are proposed to be administered directly to subjects, if applicable; and
- (8) A copy of the consent form or script to be used;
- (9) A copy of Institutional Review Board approval, if applicable.

2. Conditions of Participation

The researcher shall ensure the protection of the rights and well-being of the individuals involved in the study. Prior to receiving Department approval, the researcher shall agree to abide by the following conditions of participation:

- a. Approval to use electronic devices shall be at the discretion of the institutional Warden or Probation and Parole supervisor;
- b. The privacy of subjects shall be maintained during all research. Information that identifies an individual shall be used only for research or statistical purposes and shall not be revealed for any purpose other than approved research. Identifying information shall not be included in reports or publications, unless specifically agreed to by the subject, and shall be maintained under secure conditions. At the termination of the project, names and identifying numbers of subjects shall be destroyed or otherwise separated from the data and maintained securely as expressly stated in the original, approved research proposal.

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c. Research Consent Document

- (1) Researchers shall obtain consent from each subject prior to participation in an approved research project. The researcher's IRB approved research consent form shall inform the offender that the researcher shall disclose the offender's participation to the Department.
- (2) The researcher shall maintain participants' signed IRB approved consent forms and shall send a copy to the Department to also maintain.
- (3) Electronic or phone surveys may, under IRB approval and with approval of the Department, use IRB approved scripts that substitute for signed consent forms.

d. Information designated as privileged in KRS 439.510 shall not be disclosed without an order by the Commissioner allowing disclosure in approved research projects, subject to the penalties specified in KRS 439.990.

e. The Department shall be given access to aggregate data collected through an approved cooperative research project, if requested.

f. Information or data collected or obtained through cooperative research shall not be transferred to a third party without the approval of the DOC. Recipients of transferred data shall be subject to the same conditions of participation stated herein.

g. Researchers shall not release information or data obtained through cooperative research as part of legal proceedings against the Department.

h. All researchers shall be informed of, and shall be required to adhere to, security procedures as outlined in CPP 26.1 Citizen Involvement, Volunteer, and Reentry Mentor Service Programs.

i. The Commissioner, Warden, or Director reserves the right to suspend or terminate any research activity if at any time there is reason to believe the project violates policy or becomes detrimental to offenders, inmates, staff, or operations.

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- j. The researcher shall not modify any part of an approved project, including extending the end date, broadening the pool of subjects, or changing the research focus, without approval from the Department.

3. Processing of Proposed Cooperative Research

- a. Review

Designated Office of Research and Legislative Services staff shall review each proposal to determine if it meets the terms specified herein. If the proposal does not meet the terms, the reviewer shall return the proposal to the researcher with a statement of explanation. If the proposal meets the terms and involves offenders or Department employees, the reviewer shall email the proposal to the appropriate Warden(s) or Director. The Warden(s) or Director(s) shall evaluate the impact on programs or operations, and communicate his or her recommendation, with the approval of their Deputy Commissioner, to the Office of Research and Legislative Services.

- b. Approval

Designated Office of Research and Legislative Services staff shall forward the project proposal, along with any comments received from the Warden(s), Director(s), or Deputy Commissioner, to the Commissioner or designee who shall make the final determination.

- c. Notification

Designated Office of Research and Legislative Services staff shall notify the researcher in writing of approval or disapproval. The appropriate Warden(s), Director(s), or Deputy Commissioner shall be notified if approved.

4. Letters of Support

- a. Requests for letters of support for proposed research projects pending receipt of grant funding shall be submitted to the Office of Research and Legislative Services for review, and then forwarded to the Commissioner or designee for approval.

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- b. Letters of support for proposed research projects shall require authorization from the Commissioner or designee.
- c. Letter of support may be issued to community partners or organizations with whom the Department has an existing partnership.

5. Publication Rights

- a. Researchers shall submit drafts of all research reports, peer-reviewed article submissions, or other publications to the Department prior to publication submission. All draft research reports or other publications shall be submitted to the Office of Research and Legislative Services, and reviewed by the Department's subject matter expert and the Commissioner or designee before publication.
- b. Publications shall contain a statement that acknowledges the Department participation in the project, but disclaims approval or endorsement of the findings.

I. Surveys

- 1. Surveys requesting participation by Department employees or offenders shall require an Application to Conduct Survey Research as required by this policy.
- 2. The Office of Research and Legislative Services shall review surveys sent to the Department by an academic or professional organization seeking statistical or other data. Participation in a survey shall require review and approval by the Commissioner. Surveys received by other staff members shall be forwarded to the Office of Research and Legislative Services for response to ensure continuity and comprehensive recordkeeping.
- 3. A request from a community agency or private entity or organization to post a survey through the Department's email groups shall require approval from the Department. The community agency or organization shall submit the questions contained in the survey for review and approval by the Commissioner or designee prior to distribution. Surveys requesting participation by Department employees or offenders shall require an Application to Conduct Cooperative Research as required by this policy.

J. Data Requests

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1. Requests for data, including requests for data from the electronic offender management system that are not part of an approved cooperative research project, shall be subject to approval of the Commissioner or designee.

2. Requests for data shall require the following:
 - a. The requester shall complete a Data Request Form and submit it to the address printed on the form.

 - b. It shall be determined if the data is available and complete. If the data is determined to be an existing document, the requester shall be referred to follow CPP 6.1 Open Records Law

 - c. Information or data obtained through a data request shall not be transferred to a third party without the approval of the DOC. Recipients of transferred data shall be subject to the same conditions stated herein.

 - d. The recipient shall not publish information obtained from an approved data request without approval by the DOC.

 - e. Any request for data that is confidential pursuant to state or federal law shall be denied.

 - f. Any request for data shall be processed in compliance with applicable law.

K. Non-Compliance

Failure to comply with this policy may result in termination of the project and denial of future research proposals by the researcher and the sponsoring agency or institution.



JUSTICE AND
PUBLIC SAFETY CABINET

**KENTUCKY DEPARTMENT OF CORRECTIONS
RESEARCH REQUEST FORM**

NAME OF REQUESTOR

DATE

ORGANIZATION

MAILING ADDRESS

CITY

STATE

ZIP

EMAIL

TELEPHONE

Kentucky Department of Corrections policy can be reviewed at corrections.ky.gov): Corrections Policy & Procedure 5.1 Research, Surveys & Data Requests. Submit completed form and attachments to corrections.datarequest@ky.gov.

PROPOSAL INFORMATION

TITLE

RESEARCHER(S), QUALIFICATIONS, & SPONSORING ORGANIZATION

LOCATION & TARGET POPULATION OF PROPOSED
RESEARCH (EX: INMATES, STAFF, PAROLEES, ETC.)

BEGINNING & END DATES
OF PROJECT

**STATEMENT OF PURPOSE FOR THE RESEARCH & BENEFIT TO THE KENTUCKY
DEPARTMENT OF CORRECTIONS**

DESCRIPTION OF RESEARCH DESIGN, METHODOLOGY, DATA TO BE COLLECTED, AND/OR SERVICES REQUESTED, TARGET NUMBER OF PARTICIPANTS, AND PARTICIPANT ELIGIBILITY CRITERIA

(Attach additional pages as needed. Research shall adhere to KY DOC security protocols.)

DOES THE PROJECT PROPOSE TO USE ANY RECORDING DEVICES?

Approval to use electronic devices shall be at the discretion of Kentucky Department of Corrections (KY DOC). Provide justification for the request as well as an alternate plan if use of a recording device is not approved.

Yes No _____

DOES THE PROJECT PROPOSE COMPENSATION FOR THE PARTICIPANTS?

Approval shall be at the discretion of KY DOC.

Yes No _____

DESCRIPTION OF DATA REQUESTED FROM THE OFFENDER MANAGEMENT SYSTEM

Include date range and all data fields. The requester may be required to pay the cost of developing any queries or other required programing that does not already exist.

The Researcher agrees and acknowledges that:

- He or she has read and understands *Corrections Policy and Procedure (CPP) 5.1 Research, Surveys, and Data Requests* and agrees to comply with the provisions therein;
 - He or she shall adhere to DOC's security procedures, including while the Researcher is on DOC property;
 - DOC reserves the right to monitor the research project while in progress and may immediately suspend or terminate any research activity at DOC's discretion if there is reason to believe the project violates policy or becomes detrimental to offenders, DOC employees, other staff, or facility operations;
 - He or she shall submit a completed research project report to the Office of Research and Legislative Services upon completion of the project and prior to publication or dissemination to funding sources or the public; and
 - No research findings, information, or data collected or obtained through this research project shall be used in any proceeding against the DOC.
- He or she shall adhere to the requirements found in KRS 61.931-934, including but not limited to a duty to implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the information disclosed, that are at least as stringent as the security and breach investigation procedures and practices referenced in subsection KRS 61.932(1)(b), and that are reasonably designed to protect the personal information from unauthorized access, use, modification, disclosure, manipulation, or destruction.

 Project Title

 Researcher Signature

 Date

FOR OFFICE USE ONLY	
Signature: Department Subject Matter Expert/Director/Deputy Commissioner <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL (Provide reason below)	Date
Signature: Commissioner or designee <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Date
Signature: Office of Research, Grants & Legislation Services <input type="checkbox"/> COMPLETED	Date
<i>Additional Notes</i>	



KENTUCKY DEPARTMENT OF CORRECTIONS - RESEARCH CONSENT FORM

I, _____, voluntarily choose to participate in the research study entitled: *(Please print)*

_____ (hereinafter "research study").

Sponsored by (Researcher's Name & Organization): _____

PARTICIPANT *(check one)*

Inmate Offender under Supervision by the Division of Probation & Parole

My decision to participate or not participate in the research study will have no impact on my incarceration or supervision, and there is no penalty for not participating. My decision whether or not to participate will not affect my release date, parole eligibility, or supervision status.

INDIVIDUAL IDENTIFICATION *(check one)*

I am aware that my data will be used for research purposes only, and the researcher will not individually identify me in any reports or publications without my permission.

- I consent to having my identity revealed in the research study and any reports.
- I **DO NOT** consent to having my identity revealed in the research study or any reports.

GENERAL PROVISIONS *(check all)*

- The project has been clearly explained to me and all my questions have been satisfactorily answered.
- I understand that my participation is voluntary and of my own choosing. I know that I can choose to discontinue participation at any time without penalty.
- I understand that the researcher shall provide acknowledgement of my participation in the research study to the Kentucky Department of Corrections. Beyond that, the confidentiality of my identity is controlled by the researcher and is not under the control of the Department of Corrections. All other information related to my participation in the research study will be confidential to the researcher. Exceptions would include information about a crime, intent to commit a future crime, or intent to hurt myself or someone else.
- I understand and agree to additional exceptions or sharing of information between the researcher and Kentucky Department of Corrections: N/A As follows: _____

PARTICIPANT AGREEMENT

I have read the above information (or it has been read aloud to me). I voluntarily agree to be in this study.

The signed and witnessed research consent form shall be maintained in the electronic offender management system.

Printed Name of Participant

Inmate/PID Number

Participant Signature

Date

Printed Name of Staff Witness

Position

Signature of Staff Witness

Date

Name	Date		
Organization			
Mailing Address	City	State	Zip
Email	Telephone		

Describe in detail the data you are requesting and purpose for intended use.


- Pursuant to *Corrections Policy and Procedure (CPP) 5.1*, requests for data from the Kentucky Department of Corrections, including requests for data from the Kentucky Offender Management System (KOMS) shall be made by completing this form and emailing it to the Kentucky Department of Corrections (DOC) at: corrections.datarequest@ky.gov.
- The Department’s policy can be referenced on the Kentucky Department of Corrections website: *Corrections Policy & Procedure 5.1 Research, Surveys & Data Requests*.
- Security of data shall be maintained by the requester. I agree that information or data obtained through a data request shall not be transferred to a third party without the approval of the Department of Corrections.
- I agree I shall not publish information obtained from an approved data request without approval by the Commissioner of the DOC.
- I agree I shall adhere to the requirements found in KRS 61.931-934, including but not limited to a duty to implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the information disclosed, that are at least as stringent as the security and breach investigation procedures and practices referenced in subsection KRS 61.932(1)(b), and that are reasonably designed to protect the personal information from unauthorized access, use, modification, disclosure, manipulation, or destruction.

Requestor Signature	Date
---------------------	------

FOR OFFICE USE ONLY

Signature: Research Office or Office of Information Technology <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> REQUESTED DATA NOT AVAILABLE	Date
Signature: Commissioner or designee <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Date
Signature: Information Technology or Research Staff <input type="checkbox"/> COMPLETED	Date

Additional Notes (i.e. method of delivery)

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References/References 502 KAR 40:010, 40:020, 40:030 CPP 3.23	Subject LINK, NCIC, and NLETS			

I. DEFINITIONS

“CJI” means criminal justice information.

“CJIS” means Criminal Justice Information Services.

“CSA” means CJIS Systems Agency.

“Hit” means a message indicating that a person or item is entered in the LINK or NCIC system.

“ISO” means the Kentucky State Police Information Security Officer.

“KSP” means Kentucky State Police.

“LINK” means Law Information Network of Kentucky.

“NCIC” means National Crime Information Center.

“NLETS” means a specific entity that is an international criminal justice and public safety information sharing hub.

“OAN” means Owner Applied Number.

“TAC” means Terminal Agency Coordinator as designated by the Warden or Director of Probation and Parole.

II. POLICY and PROCEDURE

A. The Kentucky Department of Corrections (DOC) uses the LINK/NCIC in the performance of daily operations. The ability to access records, make inquiries, and communicate with the criminal justice community is vital in providing a safe and secure environment.

B. Each institutional Warden and the Director of Probation and Parole shall appoint a

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staff member to serve as the TAC.

C. General Use and Restrictions

1. Staff provided access to use the LINK/NCIC and all CJIS systems shall adhere to federal and state laws, regulations, procedures, and policies adopted by the NCIC Advisory Policy Board, FBI/NCIC, NLETS, LINK and CSA relating to system operation and the security and privacy of criminal justice and law enforcement information.
2. The Kentucky Department of Corrections shall adhere to the CJIS Security Policy located on the Kentucky State Police website in the CJIS area at <https://www.kentuckystatepolice.ky.gov/c-j-i-s>.
3. All LINK/NCIC terminals shall be monitored continuously while on duty.
4. The LINK, NCIC, and NLETS systems shall not be used to send regional broadcast messages for the following:
 - a. Social announcements (i.e., holiday messages or retirements).
 - b. Personnel recruitment;
 - c. Messages in which the complainant is interested *only* in the recovery of property;
 - d. Attempt to locate vehicles when no prosecution will be pursued;
 - e. Excessively long messages;
 - f. Support or opposition of political, legislative bills, or labor issues;
 - g. Announcements of political, legislative bills, or labor oriented meetings;
 - h. Requests for information on salary, uniforms, personnel or related.
 - i. Advertisement for sale of equipment;
 - j. Messages regarding wanted subjects or vehicles if they can be entered into NCIC;
 - k. Requests for criminal history record information (IQ, FQ, & AQ shall be used);
 - l. No reply only if wanted (ROIWS);
 - m. Solicitation of funds; or
 - n. Training announcements identifying the name of "FOR PROFIT" companies providing training.
5. The LINK, NCIC, and NLETS systems shall be used for official business only and shall not be used for personal business or interests.

D. User Agreements

1. Each DOC institution shall maintain on file the appropriate and current user agreement between the institution and the Kentucky State Police.

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2. The DOC shall implement and maintain on file the CJIS Security Addendum with each servicing private contractor and vendor.

3. A new user agreement shall be completed by a DOC institution and submitted to the KSP upon the appointment of a new Warden or as directed by the KSP.

E. Security Awareness Training

Terminal operators shall be LINK/NCIC certified. All other staff who are authorized to view information provided from the terminal shall complete training as needed per the KSP. The TAC shall have the responsibility to make sure these trainings are kept up to date. Basic security awareness training shall be required within six (6) months of initial assignment, and biennially thereafter, for all staff who have access to CJI, to include all staff who have unescorted access to a physically secure location. This shall apply to DOC employees as well as to vendors and contractors who access the location or system.

F. Auditing and Accountability

The TAC and KSP shall be responsible for any auditing and accountability associated with LINK/NCIC terminals.

G. Incident Response

Each institution shall be required to maintain an incident handling and response plan if any of the following occur:

1. Accidental or malicious computer attack;
2. Physical media breach; and
3. Digital media breach.

H. Identification and Authentication

1. The TAC shall follow CJIS Security Policy for password authentication. Each password shall:
 - a. Be a minimum in length of eight (8) characters on all system;
 - b. Not be a dictionary word or proper name;
 - c. Not be the same as the User ID;
 - d. Expire within a maximum of 90 calendar days;
 - e. Not be identical to the previous ten (10) passwords;
 - f. Not be transmitted in the clear outside the secure location; and

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g. Not be displayed when entered.

2. The DOC shall use advanced authentication for staff who access or manage information systems containing CJI from non-secure locations. (Examples include tokens, smartcards, etc.)

I. Configuration Management

The Commonwealth Office of Technology (COT) shall maintain on file a detailed network configuration diagram.

J. Media Protection

To ensure that access to digital and physical media in all forms is restricted to authorized individuals, the TAC shall:

1. Securely store all media within physically secure locations and controlled areas;
2. Restrict access to all media to authorized individuals;
3. Protect and control all media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel; and
4. Ensure all physical media is destroyed by shredding or incineration; and ensure the disposal is witnessed or carried out by authorized personnel.

K. Physical Protection

The TAC shall document and implement all physical protection policy requirements according to the CJIS Security Policy, to include:

1. The perimeter of the secure location shall be prominently posted and separated from non-secure locations by physical controls;
2. Issue credentials to authorized personnel or maintain a current list of personnel with authorized access to the secure location;
 - a. Only authorized persons may be permitted access to the terminal location without following visitor related policies.
 - b. Authorized persons shall be those who have successfully completed security awareness training or CJIS user training.
 - c. Lists of authorized persons who have successfully completed CJIS user level training or security awareness training may be accessed in the CJIS folder in the NCIC/LINK area approved by the TAC.

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3. Control physical access points and verify individual access authorizations before granting access;
4. Control physical access to information system distribution and transmission lines within the physically secure location;
5. Control physical access to CJI on the CJIS terminal by:
 - a. Positioning information system devices that display and print CJIS information in such a way as to prevent unauthorized individuals from accessing and viewing CJI;
 - b. Ensuring Information on the LINK/NCIC terminal is not viewed by unauthorized persons;
 - c. Ensuring only actively manned consoles have the CJIS terminal screen operational. All unmanned consoles shall have the CJIS screen turned off or locked;
 - d. Prohibiting the use of removable storage devices in the CJIS terminal to store information from the terminal; and
 - e. Obtaining prior approval from the TAC and ISO and a teletype through LINK shall be sent sixty (60) days before moving or relocating the LINK/NCIC terminal or printer to a location approved by the ISO;
6. Monitor physical access to the information system to detect and respond to physical security incidents;
7. Authorize and control information system-related items entering and exiting the physically secure location; and
8. All information transmitted through LINK, NCIC, or NLETS shall be considered CONFIDENTIAL and shall be disseminated only for official purposes.

L. Personnel Screening Requirements for Individuals Requiring Unescorted Access to Unencrypted CJI

The institution shall adhere to the requirements of the FBI CJIS Security Policy and Law Information Network of Kentucky Provisions and Guidelines Responsibilities of LINK Terminal Agencies.

M. Misuse

1. Reports of violation of departmental, state or federal policies and regulations concerning CJIS, CJI, NCIC, NLETS or LINK, misuse of CJIS equipment or information shall be reported to KSP by the TAC.

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2. Reports of violation of departmental, state or federal policies and regulations concerning CJIS, CJI, NCIC, NLETS or LINK, misuse of CJIS equipment or information shall be investigated in accordance with CPP 3.23.
3. Persons found to be in violation of departmental, state, or federal policies and regulations regarding CJIS, CJI, NCIC, NLETS or LINK, or misuse of CJIS equipment or information shall be subject to disciplinary action in accordance with applicable departmental policies up to and including termination.