
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 82.4

SUBJECT: MEDIA DISPOSAL

EFFECTIVE DATE: 4/02/15

REVISED DATE:

REFERENCE ILEAP:

INDEX AS:

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PURPOSE:

The purpose of this policy is to outline the proper disposal of both physical and electronic media at the Champaign Police Department. This policy has been developed to protect sensitive and classified information, employees, and the Champaign Police Department.

DEFINITIONS:

Overwriting: As the name implies, overwriting uses a program to write onto the location of the media where the file to be sanitized is located.

Degaussing: A method of magnetically erasing data from magnetic media, either through the use of a strong magnet or an electric degausser.

Destruction: As the name implies, destruction of magnetic media involves crushing, disassembling, or otherwise physically destroying the platters so that media can no longer be pulled from it.

82.4.1 SCOPE

- A. This policy applies to all Champaign Police Department employees, IT staff, outside contractors and others who have been allowed access to FBI CJIS systems, data, and/or media.
- B. This policy also applies to all equipment that is used to process, store, transmit, or receive FBI CJIS data.

82.4.2 POLICY

- A. When no longer usable, hard drives, diskettes, CDs, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI CJIS and classified and sensitive data shall be properly disposed of in accordance with procedures established by the Champaign Police Department.
- B. Physical media shall be disposed of through one of the following approved methods:
 - 1. Shredding, using an agency-owned shredder.
 - 2. Shredding, by placing the items in a locked shredding bin owned by an outside contractor.

- a. If FBI CJIS physical media has been placed in one or more of the locked shredding bins placed throughout the Department then the entire shredding process must be directly witnessed by a Champaign Police Department employee.

- C. Electronic media shall be disposed of through one of the following approved methods:

- 1. Overwriting (minimum of three times).
- 2. Degaussing.
- 3. Destruction.

- D. It systems that have been used to process, store, transmit, and/or receive FBI CJIS data or information shall not be released from the control of the Champaign Police Department until the equipment has been sanitized and all stored information has been cleared using one of the methods described above.

82.4.3 ENFORCEMENT

- A. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

ISSUING AUTHORITY



Anthony D. Cobb
Chief of Police
Champaign Police Department