



## NORTHERN LANCASTER COUNTY REGIONAL POLICE DEPARTMENT

- ☒ General Order  
☐ Special Order  
☐ Personnel Order

Order Number  
6.2.8

Subject: **Procedures to Follow for NLCRPD Agency Member Access to  
Automated Third-Party Data Systems**

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**In interpretation of this chapter, the singular shall include the plural and the masculine shall include the feminine and the neuter.**

**This order contains the following sections:**

### **6.2.8 Procedures to Follow for NLCRPD Agency Member Access to Automated Third-Party Data Systems**

#### **I. Purpose**

To provide the officers of the Northern Lancaster County Regional Police Department with a clear understanding of the procedures associated with the access and use of third- party data-based systems.

#### **II. Policy**

All agency members shall comply with the guidelines presented within this order establishing a uniform policy and procedure(s) for the agency member access to third party data-based information.

### **III Basic Standards for Access**

A. The information being accessed while on duty shall be in line with NLCRPD agency goals and objectives. This means the information must be relevant to an ongoing and active NLCRPD incident.

1. Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws, the NLCRPD / CJIS/ Social Media internet use policy and policies regarding privacy, civil rights, and civil liberties.
2. The NLCRPD will continually balance the use of investigative tools against concerns regarding unwarranted government surveillance. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department.
3. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable.
4. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment. Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems and shall be subject to the same records maintenance and retention policy as other investigatory material (see the CJIS Records Maintenance and Release and the Criminal Organizations policies).
5. NLCRPD members shall comply with the "terms of use" restrictions and requirements of the agency and the third-party provider.

#### **B. Access Restrictions**

1. Information that can be accessed from any department computer, without the need of an account, password, email address, alias, or other identifier (unrestricted websites), may be accessed without supervisory approval and used for legitimate investigative purposes. Examples of the proper use are when data relates to a specific criminal investigation or department-related civil or administrative action. All 23 CFR requirements apply.
2. Accessing information from any Internet source for listening, review, or other related activities by NLCRPD from prisons or other venues of committal that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor



approval shall be documented in the related investigative report.

3. Accessing information that requires the use of a third party's account or online identifier requires supervisory approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report. Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy, and reliability.
4. Corroborative evidence should be sought and documented in the related investigative report. Use of any subscription internet search tools shall be subject to periodic review. Any information collected in furtherance of an investigation through an Internet source should be documented in the related report.
5. Documentation should include the source of information and the dates and times that the information was gathered.

#### **IV Agency Designated Exemption Standards**

1. The NLCRPD recognizes the need to access officer specific accounts for purposes of training or other occupational needs without the written supervisory approval requirements. Examples of this exemption include but are not limited to:
  - a. LCWC user and Web CAD
  - b. PAVTN
  - c. CJIS platforms
  - d. DOJ/BJA
  - e. PCCD Dashboards
  - f. NLCRPD internal software platforms
  - g. RMS
  - h. Other agency applications utilized within the normal conduct of official business.
  - i. Course of internal or background investigations

#### **V. Specific Areas of Caution**

1. All safety and use provisions to the use of third-party systems access are applicable unless otherwise stated in this policy.
  - a. Access by utilization of other than personally assigned passwords or identifiers to the third-party system is prohibited.
2. Officers assigned or utilizing any NLCRPD agency owned automated device or systems retain no expectation of privacy. The department

retains the right to access and inspect device or system content at any time without prior notice, with or without cause.

3. Access to any external data source for purposes other than NLCRPD investigatory purposes. This restricts access for purposes of:
  - a. Satisfaction of mere curiosity
  - b. Intent to interfere within the investigation of another officer or agency.
  - c. Access to restricted accounts without a narrow and articulable purpose to advance investigative or another agency objective.

**A. Supervisory Duties:**

1. Supervisors shall document any request for specific access to review any NLCRPD access to review phone calls, audio, or video media via access to third party platforms.
2. Supervisors shall ensure memorialization of the request and supervisory determination in supplemental reporting.
3. Supervisor is an officer holding rank or in his / her absence a member of the command staff.
4. Supervisory notification of access privileges request should be forwarded to the Office of the Lieutenant via email for review of determinations.

**Effective: March 6, 2025**



**Joshau P. Kilgore**  
**Chief of Police**