



CJIN Users Guide

Administrative Policies

December 2021

CJIN is Montana's Criminal Justice Information Network.

CJIN provides Montana's law enforcement community with rapid, secure access to state and national criminal justice information. It also facilitates confidential communication among participating agencies.

CJIN is a powerful resource.

When used effectively, CJIN can assist law enforcement with saving lives, furthering justice, and protecting property.

The CJIN Users Guide documents the policies and procedures governing CJIN, and the national systems its connected with, to ensure effective, legal use of these systems. To ensure CJIN continues to be an available public safety system and honors public trust, every agency must comply with the administrative policies covered in this document, and any additional referenced laws and policies.

For CJIN assistance, agencies can contact:

CJIN Services
2225 11th Avenue
Helena, MT 59601
Phone 406.444.2800 | Fax 406.444.4453 | E-mail dojdcicjinservices@mt.gov

Introductions

CIB - Crime Information Bureau

The Montana Department of Justice (MT DOJ), under the direction of the Attorney General, has placed the management of CJIN under the Division of Criminal Investigation, Crime Information Bureau. CIB provides services through 8 Sections:

- CJIN Services
- Criminal Records & Identification Services (CRIS)
- MT Internet Crimes Against Children (ICAC) Task Force
- MT Sex & Violent Offender Registry (SVOR)
- Computer & Internet Crimes Unit (CICU)
- Internet Crimes Cybercrime
- Compliance & Training (CT)
- MT Analysis & Technical Information Center (MATIC)

Crime Information Bureau Chief Anne Dormady is Montana's FBI CJIS Systems Officer (CSO).

CJIN Services

CJIN Services is responsible for the daily operation of CJIN, manages system development, user and agency support, and policy enforcement. The CJIN Service Desk is available to assist users with questions, resolve technical issues, respond to hit confirmation concerns, conduct offline search investigations, launch AMBER alerts, Blue alerts, or Missing Endangered Person Advisories (MEPA), and release statewide broadcasts. The CJIN Service Desk is available Monday – Friday from 6 a.m. to 8 p.m. by contacting:

CJIN Services
2225 11th Avenue, Helena MT 59601
Phone 406.444.2800 | Fax 406.444.4453 | E-mail dojdcicjinservices@mt.gov

After hours, the MT Highway Patrol Communications Center answers CJIN calls and can contact a CJIN on-call staff member when necessary.

JITSD – Justice Information Technology Services Division

JITSD manages MT DOJ information systems, databases, and the IJIS Broker. CJIN connects to the IJIS Broker for access to state data, such as vehicle registration, drivers' licensing, and criminal history records. The JITSD Service Desk can be reached at 406.444.3993.

The FBI requires every state to have an Information Security Officer (ISO). Montana's ISO is JITSD's Information Security Officer and can be contacted at: dojsecurity@mt.gov.

Definitions

CJIN – Montana’s Criminal Justice Information Network

Through CJIN, Montana’s terminal agencies can quickly communicate with each other and access a variety of Montana databases:

- Vehicle & Commercial Vehicle Registration
- Drivers’ License, History, & Photos
- Criminal History Records
- Sex & Violent Offender Registry
- Correctional Data & Photos
- FWP Hunting & Fishing Licenses
- Concealed Weapon Permits
- Montana Wanted Persons

CJIN uses the Omnixx Enterprise Platform (OEP) hosted by Datamaxx in a secure cloud in Tallahassee, Florida. This system includes a central message switch, the Omnixx Force client, and hosted message logs. OEP also communicates with local agency CAD, RMS and mobile systems using the secure Omnixx Gateway. To expand access to information nationwide, CJIN OEP is linked to NCIC and Nlets.

NCIC – National Crime Information Center

NCIC is the FBI’s CJIS database for accurate, complete, and timely records entered by local, state, and federal criminal justice agencies into a variety of files.

NCIC Person Files:

Foreign Fugitives
 Gangs
 Identity Theft
 Immigration Violators
 Known or Suspected Terrorists
 Missing Persons
 National Sex Offender Registry
 Protection Orders
 Protective Interest
 Unidentified Persons & Body Parts
 Violent Persons
 Wanted Persons

NCIC Property Files:

Stolen & Lost Articles
 Stolen Boats
 Stolen, Lost, Felony & Recovered Guns
 Stolen License Plates
 Stolen Securities
 Stolen & Felony Vehicles
 Stolen Vehicle & Boat Parts

The FBI also provides the Interstate Identification Index (III) for federal and state criminal history records and an on-line Originating Agency Identifier (ORI) Directory.

NCIC is managed by the FBI’s Criminal Justice Information Services (CJIS) Division in Clarksburg, WV and operates under a shared management concept with states.

Nlets – International Justice & Public Safety Network

Nlets provides for the exchange of criminal justice information between states and nations, connecting to each state, as well as Canadian and Mexican systems. A wide variety of data is available through Nlets, including:

- Vehicle, Commercial Vehicle, Boat & Snowmobile Registration
- License Plate Reader Data & Border Crossings
- Drivers' License, History, & Photos
- Criminal History Records
- State Warrant Files
- Sex Offender Registry
- Probation, Parole and Correctional Data & Photos
- ICE Law Enforcement Support Services
- Interpol
- FWP Hunting & Fishing Licenses
- Concealed Weapon Permits
- National Insurance Crime Bureau
- Canadian Police Information Center

Nlets also maintains an online ORI Directory (ORION) and hosts state helpfiles. Nlets is located in Phoenix, AZ and managed by a Board of Directors elected from state representatives. States pay an annual fee to participate on Nlets.

CJI – Criminal Justice Information

Criminal justice information (CJI) is a term used to identify data maintained by local, state, and federal agencies for criminal justice purposes. State and federal laws protect confidential criminal justice information. The FBI's CJIS Security Policy protects CJI from the moment it is created until it is destroyed.

PII – Personally Identifiable Information

Personally identifiable information (PII) is data used to positively identify an individual, such as name, social security number, and numeric identifiers (i.e. drivers' license number, passport number, etc.) and biometric data (i.e. fingerprints, photos and DNA profiles). PII can only be used for authorized purposes as defined by state and federal law. Any agency data on an individual, such as educational records, financial records, medical information, employment records and criminal history records must be protected.