


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 028		TITLE: ELVIS/TraCS system
EFFECTIVE DATE: 12-15-17	NO. PAGES: 2	AMENDED/REVIEWED:
REFERENCE:		RESCINDS:
 Sheriff of Monroe County		

PURPOSE:

The purpose of this directive is to establish policy and procedures for use of the Panama City Police Department, Florida State University ELVIS interface for access to NCIC and FCIC information system for law enforcement purposes, and/or the TraCS system for law enforcement purposes.

POLICY:

It is the Sheriff's policy that members having access to the ELVIS/TraCS system will follow the Memorandum of Understanding (MOU) between MCSO and the Panama City Police Department, (PCPD).

PROCEDURE:

User is a MCSO member who has access to use ELVIS/TraCS
POC (Point of Contact). There are two point of contacts designated by the Sheriff and identified within the MOU.

Access to ELVIS/TraCS:

Members who require access to ELVIS/TraCS shall submit a request to the MCSO POC. It is the responsibility of the POC to determine that the individual's job responsibilities require them to have access to this system. Once POC determines access is granted, the user will be given access by the POC.

Appropriate Use:

ELVIS/TraCS system shall only be utilized on an approved MCSO owned portable MCT device. The system is not approved to be used on any personally owned device.

ELVIS/TraCS information can only be used for Legitimate Business Purposes Only.

Examples of Authorized Use-Law Enforcement;

- Traffic Stops
- Investigations
- Missing Persons
- Crash
- Natural Disaster

Emergency Contact Information (ECI):

Per Florida Statute 119.0712(2)(c) "Without the express consent of the person to whom such emergency contact information applies, the emergency contact information contained in a motor vehicle record may be released to law enforcement agencies for purposes of contacting those listed in the event of an emergency.

Proper use of Emergency Contact Information:

(M.A.N.)

M= Missing Persons

A= Accidents/Crashes/Injuries/Deaths

N= Natural Disasters

Note: A hostage situation is "an emergency" which justifies the use of emergency contact information.

If it does not fall under M.A.N., ECI should not be accessed.

Use of information obtained from ELVIS and or TraCS is considered restricted Criminal Justice Information and subject to MCSO policy Chapter 52-E CJIS Security.