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OpenFox Messenger Lite Procedures	ACA Standards: 2-CO-1E-08, 2-CO-1F-06, 4-4100, 4-4101, 4-4102, 4-ACRS-7D-05, 4-ACRS-7D-06		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

OLETS OpenFox Messenger Lite Procedures

The Oklahoma Law Enforcement Telecommunications Systems (OLETS) OpenFox Messenger Lite program is a security web-based software program used to access and display criminal justice information. This program is used for law enforcement purposes only. Authorized use will be limited to criminal investigations, pre-sentence investigations, and national and state criminal history checks for visitors, potential employees, volunteers, and contractors. This is considered confidential and privileged information and may only be exchanged between other Oklahoma Department of Corrections (ODOC) employees, federal, state, county and city law enforcement or other criminal justice agencies. Stringent laws exist to prevent the abuse of privileged information regarding the access and dissemination of criminal history. (2-CO-1E-08, 2-CO-1F-06, 4-4100, 4-4102, 4-ACRS-7D-05, 4-ACRS-7D-06)

I. Access to OpenFox Messenger Lite

A. Authorization

Only authorized personnel will have access to OpenFox Messenger Lite. Employees will be designated by district/facility/unit head and forwarded through the appropriate regional director or designee and the Inspector General for authorization. Authorized personnel must complete certification training presented by the designated Oklahoma Law Enforcement Telecommunications Systems (OLETS) trainer.

1. Users must be certified/employees who have satisfactorily completed their probationary period.
2. No employee will be authorized access to OpenFox Messenger Lite who:

- a. Is under an Office of Inspector General investigation;
- b. Has past violations of this procedure and applicable state statutes;
- c. Is under a criminal investigation;
- d. Has transferred to another position which does not require access or is on an extended leave of absence;
- e. Does not have an Oklahoma State Bureau of Investigations (OSBI) number generated by fingerprints; or
- f. Does not pass the security test given by OLETS.

B. Application for Authorization

1. The facility/district/unit head must complete [Attachment A](#) entitled "Application for Access to OLETS" (attached), requesting approval to have access to OpenFox Messenger Lite and forward the application to the Inspector General for approval.
2. Upon review and approval by the Inspector General, designated personnel will forward documentation to the requesting facility/district/unit advising of the approval/denial by the Inspector General. If approved, the office of Inspector General will maintain a copy of the application and forward the original application to the Department of Public Safety/OLETS for final approval.
3. Regular follow-up will be conducted by the Office of Inspector General until approval/denial is received from OLETS. Upon receipt, notification will be made to the requesting facility/district/unit of the final decision.
4. The Office of Inspector General will notify Information Technology (IT) of the software installation for the facilities/districts/units.
5. If approved by OLETS, the requesting party will then obtain a deepnet security token for utilization with their OLETS user account. The token cannot be shared by users.
6. Authorized users will be trained as outlined in Section I. item A. of this procedure.
7. Each user must resubmit an "Application for Access to OLETS" ([Attachment A](#)) for renewal of licensure every two years.

C. Denial of Access

The Inspector General may deny access to any user as deemed appropriate.

D. Termination of Authorization

1. Facility/district/unit heads will ensure the Inspector General is notified in writing within three working days upon the termination of an authorized employee or when the authorized employee has been placed in another position that does not require access to OpenFox Messenger Lite.
2. The Office of Inspector General will contact the OLETS Network Coordinator to deactivate the user account. The security token will remain at the facility/district/unit until another employee is approved and receives training.

E. Audits

All users will be subject to random audits conducted by auditors from office of Inspector General, the Federal Bureau of Investigation (FBI) or the Oklahoma Law Enforcement Telecommunication System (OLETS.) Each authorized user will be audited a minimum of once per year.

F. Restrictions of Use

Office of Inspector General personnel will serve as the agency's liaison between OLETS and the users.

1. Use of OLETS Network for issuance of licenses, permits, non-criminal justice employment checks or personal use is strictly prohibited.
2. Authorized facility and probation and parole employees will use OpenFox Messenger Lite to run criminal histories on potential employees, inmate/offenders under ODOC custody/ supervision, potential visitors, contractors and pre-sentence investigations as ordered by a court of law.
3. Authorized employees for Volunteer Services will use OpenFox Messenger Lite to run criminal histories on potential volunteers for the agency.

G. Documentation

As required by 47 O.S. §2-124D of the Oklahoma State Statutes, all criminal justice agencies disseminating a criminal history file shall maintain

a record of dissemination in accordance with federal law as well as rules promulgated by the National Crime Information Center (NCIC) and the Commissioner of Public Safety. Facilities/units will be responsible to log, at a minimum, the following information:

1. Date (document the date the criminal history was completed, i.e., 5-12-05);
2. Name/title of operator (print the name and title of person completing the criminal history);
3. Purpose code (i.e., criminal (C));
4. Reason for inquiry (e.g., pre-sentence investigation, parolee inquiry, investigation, criminal history checks for volunteers, visitors, contractors or employee backgrounds);
5. Requesting Officer (name of person who originated the request);
6. Name of subject;
7. FBI number; and
8. Where record can be obtained (i.e., inmate/offender field file, Section 1, or if record is not printed, document such in this column).

II. Violations

Per Oklahoma Statute 47 O.S. § 2- 129:

“Any person charged with the custody and dissemination of confidential and privileged information or in receipt of such information from the statewide law enforcement data communications network provided for in 47 O.S. § 2-124D of this title shall neither divulge nor disclose any such information except to federal, state, county or city law enforcement or criminal justice agencies. Any person charged with the custody and dissemination of confidential and privileged information shall not utilize the OLETS for any reason without authorization. Any person violating the provisions of this section upon conviction shall be deemed guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one year.”

III. References

47 O.S. § 2- 129

47 O.S. § 2-124D

Department of Justice regulations

IV. Action

The Inspector General is responsible for compliance with this procedure.

The Inspector General is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-020204 entitled "OLETS OpenFox Messenger Lite Procedures" dated July 25, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Application for Access to OLETS"	Attached
Attachment B	"Criminal Records Request Log"	Attached

