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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 facility/unit head and forwarded through the appropriate regional director, or designee and the director of Fugitive Apprehension and Investigations for authorization. Authorized personnel must complete certification training presented by the designated Oklahoma Law Enforcement Telecommunications Systems (OLETS) trainer.

1. Users must be certified and must have satisfactorily completed their probationary period to qualify as a user.

2. No employee will be authorized access to OpenFox Messenger Lite who:
 - a. Is under investigation by the office of Fugitive Apprehension and Investigations;
 - 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/unit head must submit a letter to the office of Fugitive Apprehension and Investigations which addresses the number of terminals needed, the proposed locations and what they will be utilized for. The office of Fugitive Apprehension and Investigations will forward the letter to the agency director for approval. Once approval is received, the letter will be forward to the director of the OLETS Network Center by the office of Fugitive Apprehension and Investigations.
2. Upon review and approval by the OLETS Network Director, designated personnel from the OLETS Network Center will make arrangements for a site inspection through the office of Fugitive Apprehension and Investigations.
3. Regular follow-up will be conducted by the office of Fugitive Apprehension and Investigations until approval/denial is received from the OLETS Network Center. Upon receipt, notification will be made to the requesting facility/unit of the final decision.
4. The office of Fugitive Apprehension and Investigations will notify Information Technology (IT) of the software installation for the facilities/units.
5. If approved by the OLETS Network Center, 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.

C. Denial of Access

The director of Fugitive Apprehension and Investigations may deny access to any user as deemed appropriate.

D. Termination of Authorization

It is the responsibility of the Terminal Agency Coordinator (TAC) assigned to each facility/unit to maintain the list of certified operators (Agency Information File) for their respective terminal. If an operator is terminated or transfers to a position not requiring OLETS certification, the facility TAC will ensure the OLETS Network Center and the office of Fugitive Apprehension and Investigations is notified to ensure the Agency Information File is updated appropriately.

E. Audits

All users will be subject to random audits conducted by auditors from the office of Fugitive Apprehension and Investigations, the Federal Bureau of Investigation (FBI) or OLETS Network Center. Each authorized user will be audited a minimum of once per year.

F. Restrictions of Use

Office of Fugitive Apprehension and Investigations personnel will serve as the agency's liaison between the OLETS Network Center 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 Oklahoma 47 O.S. §2-124D, all criminal justice agencies disseminating a criminal history file shall maintain a record of dissemination in accordance with federal law (28 C.F.R. Part 20) 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 utilizing [Attachment A](#) entitled "OLETS OpenFox Messenger Lite Criminal Records Request Log":

1. Date and time (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. Specific Reason for inquiry (e.g., pre-sentence investigation, parolee inquiry, investigation number, criminal history checks for volunteers, visitors, contractors or employee backgrounds);
5. Requesting Officer (name of person who originated the request);
6. Name of subject and date of birth;
7. FBI number (if applicable); and
8. Where record can be obtained or if it was destroyed (i.e., inmate/offender field file, Section 1, or if record is not printed, document such in this column, method of disposal).

H. Dissemination and Storage Guidelines

In accordance with the Criminal Justice Information Security (CJIS) Manual, criminal justice information obtained through NCIC or NLETS must be controlled and safeguarded throughout the full lifecycle of the data. Information must not be handled by unauthorized personnel and must be destroyed by incineration or shredding. Additionally, Criminal Justice Information cannot be transmitted via email, facsimile (unless transmitted over and received by a standard telephone line with no network access), or mail including interagency mail, unless specifically authorized by OLETS staff.

II. Violations

In accordance with 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

28 C.F.R. Part 20

IV. Action

The director of Fugitive Apprehension and Investigations is responsible for compliance with this procedure and the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-020204 entitled “OLETS OpenFox Messenger Lite Procedures” dated April 3, 2018

Distribution: Policy and Operations Manual
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Criminal Records Request Log”

Attached

