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| Section-02 Information Management | OP-020204 | Page: 1 | Effective Date: 09/02/2022 |
| OpenFox Messenger Lite Procedures | ACA Standards: 2-CO-1E-08, 2-CO-1F-06, 5-ACI-1F-06, 5-ACI-1F-08, 4-ACRS-7D-06, 4-ACRS-7F-04 | | |
| Scott Crow, 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, 5-ACI-1F-06, 5-ACI-1F-08, 4-ACRS-7D-06, 4-ACRS-7F-04)

I. Access to OpenFox Messenger Lite (5-ACI-1F-06)

A. Authorization

Only authorized personnel will have access to OpenFox Messenger Lite. Employees will be designated by facility/unit head and forwarded through the chief administrator of Institutions/Community Corrections and Contract Services or designee and the Inspector General or designee (IG) for authorization. Authorized personnel will complete certification training presented by the designated Oklahoma Law Enforcement Telecommunications Systems (OLETS) trainer. Training documentation of certified users will be sent to the ODOC training unit for entry into the

Learning Management System (LMS) to track the certification of OLETS operation.

1. Users will be certified and will 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 the Inspector General or designee (OIG);
 - 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 will submit a letter to the OIG or designee which addresses the number of terminals needed, the proposed locations and what they will be utilized for. The OIG or designee 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 OIG or designee.
2. Upon review and approval by the OLETS Network Director, designated personnel from the OLETS Network Center will arrange for a site inspection through the OIG or designee.
3. Regular follow-up will be conducted by the OIG or designee 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 OIG or designee will notify Information Technology (IT) of the software installation for the facilities/units.
5. Authorized users will be trained as outlined in Section I. item A. of

this procedure.

C. Denial of Access

The IG or designee may deny access to any user as deemed appropriate.

D. Termination of Authorization (5-ACI-1F-06)

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 OIG or designee 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 OIG or designee, the Federal Bureau of Investigation (FBI) or OLETS Network Center. Each authorized user may be audited a minimum of once per year.

F. Restrictions of Use

OIG or designee 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 conduct criminal history checks on potential employees, all employees and contractors at least every five years, 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 conduct criminal history checks 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 the "OLETS OpenFox Messenger Lite Criminal Records Request Log" ([Attachment A](#), attached): (5-ACI-1F-06)

1. Date and time (document the date the criminal history was completed, i.e., 5-12-20);
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 (5-ACI-1F-06)

In accordance with the Criminal Justice Information Security (CJIS) manual, criminal justice information obtained through NCIC or NLETS will be controlled and safeguarded throughout the full lifecycle of the data. Information will not be handled by unauthorized personnel and will 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 Inspector General 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: OP-020204 entitled “OLETS Open Fox Messenger Lite Procedures” dated August 18, 2021

Distribution: Policy and Operations Manual
Agency Website

AttachmentsTitleLocation[Attachment A](#)

"OLETS OpenFox Messenger Lite Criminal Records Request Log"

Attached