



METERS

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I. Purpose

The purpose of this Written Directive is to establish guidelines and procedures for the use of the Maryland Electronic Telecommunication Resource System (METERS).

II. Policy

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) to use the METERS system only for legitimate law enforcement purposes. As a result, the METERS system is restricted to those persons having a legitimate law enforcement need for the information.

III. Accountability and Security

A. Accountability

Members initiating requests through METERS for information shall be held strictly accountable for the proper use and disposition of the information obtained. Information from METERS shall be used for official legitimate law enforcement purposes only and shall not be given to persons outside of the field of law enforcement.

B. Security

1. Members requesting information from METERS by police radio shall take reasonable precautions to prevent unauthorized persons from overhearing this information.
2. Members making inquiries or receiving information via UMBPF terminals shall take extraordinary precautions to ensure that this

- information is not observable to unauthorized persons.
3. No member shall provide or cause to be provided to any unauthorized person the various codes used to make METERS inquiries.
 4. Unless otherwise instructed, when a computer printout is no longer needed, the member who requested the printout shall be responsible for its destruction.
 5. All personnel authorized to access the METERS terminal shall be jointly responsible for the security of the METERS terminals and shall not permit unauthorized persons access to these devices.
 6. Operators shall be responsible for ensuring that no information concerning the various METERS inquiry codes is left in view or accessible to unauthorized persons.
 7. Logging-off the system before leaving the Communication's Room is required.

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