Accurint LE: Accessing Data for "Permissible Purposes"
(Re-issue DB 16-136)

Members utilizing Accurint LE (the Law Enforcement version of LexisNexis) to search for "Personally Identifiable Information" (PII), during investigations shall adhere to the "Right to Know" and "Need to Know" policy concerning all Information Systems Databases used by the Department. All use of the Accurint LE System shall be for law enforcement purposes only. Members shall not furnish information queried from Accurint LE to another person not authorized to view it. All queries shall be completed by entering a "Permissible Purpose," such as an incident or CAD number, as the reason for search in the "Reference" box located on each query mask. The subject of the search, (e.g. person, phone, address, etc.), shall be directly referenced in one of the following:

1) CAD Entry
2) Incident Report
3) Investigators Chronological

Administrative Bureau members, including Background Investigations, Internal Affairs Division, Sex/Arson Registration Units, etc., shall indicate the reason for search in the reference box (e.g. Background Investigation, Internal Affairs Investigation, etc.) when no incident or CAD number is available. Members performing a search on behalf of another member shall indicate that member's name and star number in the reference box, in addition to the "Permissible Purpose."

LexisNexis requests periodic audits of the PII obtained from Accurint LE, and members may be required to submit the above referenced materials to validate their searches. Members not adhering to the preceding guidelines may have their access suspended and may be required to prepare a memorandum explaining their action.

Members interested in obtaining an account, or password reset, can contact the Help Desk at (415) ███████, or via email at ███████████████

WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.