



**CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**



**Third Party Database Use and Dissemination**

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Eff. Date 11/30/2017

**Purpose**

The Madison Police Department (MPD) uses third party database services and systems from private vendors and governmental agencies. These third party database services and systems are used as investigative tools to facilitate the successful arrest and prosecution of those responsible for crimes.

**Procedure**

**SYSTEM USAGE**

Only authorized users shall access approved third party databases for valid law enforcement/criminal justice purposes. Usage will be in compliance with all state and federal privacy laws regarding confidential, non-public personal information (i.e., Gramm-Leach Bliley Act of 1999), applicable MOUs, agreements, and contracts.

**PENALTY FOR MISUSE**

MPD, the vendor, or a governmental agency may investigate any alleged misuse of the third party databases to ensure compliance with system usage. Individuals determined to have misused these databases may be subject to internal discipline, criminal and/or civil penalties under state and federal laws.

**SECONDARY DISSEMINATION**

The information obtained through the third party databases will only be disseminated to authorized parties for valid purposes. The original authorized user must ensure that the recipient is properly authorized to receive the information.

**OVERSIGHT & AUTHORIZATION**

The Records Manager or his/her designee will oversee the authorization and the use of the third party database services and systems.

Original SOP: 10/15/2015  
(Revised: 11/30/2017)  
(Reviewed Only: 02/04/2016, 12/20/2016, 01/31/2020, 02/04/2022, 02/05/2024)