<INSERT AGENCY NAME>

ACCESS Misuse

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| *The purpose of this template is to assist your agency in creating its own procedures. These are the minimum topics that must be covered:*1. *The items below in red must be specific and reflect your agency’s current practices.*
2. *Remove any items that are not applicable to your agency.*
3. *Formalize with the date and your agency name.*
4. *Remove the red box once the procedure is updated and completed.*

*If your procedure does not reflect the actual practice at your agency, then you will be found out of compliance.**ACCESS Section revised August 2023* |

1. Use of the ACCESS System
	1. A Central Computerized Enforcement Service System (ACCESS) is a computer controlled communications system operated and maintained for all law enforcement and criminal justice agencies within the state. The Chief of the Washington State Patrol (WSP) administers all operating phases of the ACCESS System.
	2. The ACCESS System shall only be used for criminal justice purposes. The following rules and policies ensure proper and efficient use of the ACCESS system. All terminal operators, including mobile data terminal users, must be certified at their appropriate role annually. All personnel will conform to these policies and rules. Any questions regarding these policies should be referred to the ACCESS Section.
2. Terminal Agency Coordinator (TAC)
	1. The TAC is responsible for proper operator performance, strict adherence to regulations and prompt notification of CJIS violations to the ACCESS Section. Refer to the Introduction chapter of the ACCESS Operations Manual for further clarification of TAC responsibilities.
3. Information from ACCESS and Dissemination
	1. All personnel who use, work on the connection to ACCESS, or have access to Criminal Justice Information (CJI) must observe all restrictions placed on the use or dissemination of information received through ACCESS. Policies contained within the ACCESS Operations Manual and other related manuals must be adhered to. Some records may be public information; however, if the information is obtained through ACCESS it must only be used for criminal justice purposes. Those records that may be considered public would have to be released through a formal public disclosure request.
	2. Queries or messages not pertaining to law enforcement business (e.g., personal inquiries) are prohibited.
	3. Persons shall not use or provide any information obtained through the ACCESS system for private business or personal reasons.
4. System Misuse
	1. Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by the WSP or any other misuse or abuse of the ACCESS system may result in agency disciplinary measures and/or criminal prosecution.
	2. All allegations of ACCESS misuse must immediately be reported to the ACCESS Section Manager using the ACCESS Violation Incident Report Form. The violation report can be found on the ACCESS website: <http://www.wsp.wa.gov/_secured/access/resources.htm>
	3. If the allegations are founded, the investigating agency will choose the level of discipline.
	4. The WSP works in conjunction with the agency to impose additional sanctions, if warranted.
		* 1. This may include, but is not limited to, additional training, revocation of individual certification, or termination of system access to the department.