<Insert Agency Name Here>

Criminal History Use and Dissemination

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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 March 2021* |

1. The criminal history inquiry must contain the following information:
   1. Identify the specific type of request (QH, QWH, QR, QI)
   2. The Attention (ATN) Field must contain the following:
      1. Requestor Information
         1. First initial and last name and/or unique identifier of the person requesting the information
            * A unique identifier of the requestor might be a personnel number that does not change throughout their career
      2. Criminal Justice Reason
         1. The reason can be a case number or a specific criminal justice reason
            * Generic reasons (investigation, suspicious, risk, ID verify, etc.) are considered too vague and will be a compliance issue
            * If your agency uses abbreviations, there must be an agency approved abbreviations list. The list is required to be available during the audit process

Examples below:

DUI = Driving under the Influence

CJA = Criminal Justice Applicant

* + - 1. Examples: Use specific examples from your agency
         * S THOMPSON THEFT
         * S THOMPSON 15-00497B
  1. Proper purpose codes must be used
     1. If you are unsure about which purpose code to use, you may refer to the ACCESS Operations Manual – Criminal History Chapter

**C** Use this purpose code for official duties in connection with the administration of criminal justice (i.e. crimes, non-applicant riders and contractors or vendors not involved in the administration of criminal justice)

**J** Use this purpose code when conducting the background check on new criminal justice applicants, applicant riders and the 5 year

re-background for certified ACCESS users

**F** Use this purpose code for silencer/suppressors and for Federal Firearms Licensors (FFL) Remove this purpose code if not in use by your agency

**D** Use this purpose code when the criminal history is being requested for a stalking and/or domestic violence case in a court hearing Remove this purpose code if not in use by your agency

* 1. The subject’s information that you are querying:
     1. Full name and date of birth
     2. State Identification (SID) number or Federal Bureau of Investigation (FBI) number

Remove this section if your agency does not allow secondary dissemination

If section 2 is removed, state you do not provide secondary dissemination

1. Secondary dissemination is when criminal history is run for one criminal justice agency and then that same return is released to another criminal justice agency for their use
   1. Secondary dissemination must be recorded on a separate log. The log must contain the following information:
      1. The name of the person requesting the information
      2. The full name of the agency receiving the information
      3. The date of the dissemination
      4. A case number or specific reason
2. The agency will store all Criminal Justice Information (CJI) in a secure case file and/or dispose of all documents according to agency required policies. For disposal and transportation of CJI, refer to your media disposal procedure
3. The agency must ensure that all personnel have been apprised that criminal history data may only be used in the administration of criminal justice. It is strictly protected by state and federal law. Refer to the Introduction chapter of the ACCESS Operations Manual for applicable laws