

From: Wes Vradenburg
To: TACs and List Serv
Date: May 6, 2024
Subject: Variance Requests

Good afternoon!

To ensure the protection of Criminal Justice Information (CJI), we are transitioning the variance request process to the [WATCH Web Portal](#). We will no longer be accepting variance requests via e-mail beginning on June 1st 2024, I encourage you to begin using the form in the portal as soon as possible. For those not familiar with the operation of the portal, we have attached a walkthrough for submitting the form and information on setting up an account if you do not already have one.

A few things to keep in mind for variance requests:

The TAC must notify ACCESS of any personnel with unescorted access to unencrypted CJI or unescorted access to physically secure locations who have any convictions, any arrest history other than 'dismissed', or who is a fugitive.

If the agency chooses to allow the person continued unescorted access, they must request a variance. The ACCESS Section Manager will review the request and notify the TAC if the subject is allowed to be around CJI or not.

The variance should only be requested after the agency has determined, taking all things into consideration, that they would like to move forward with hiring/contracting with someone and would like an exception to be made. It is not appropriate to request a variance for every applicant prior to making the determination that you would like to hire/contract with them.

This is not a hiring determination we are making on behalf of the agency, this is only regarding their unescorted access to unencrypted CJI, physically secure locations within the facility, and those who have direct responsibility to configure and maintain computer systems or networks with direct access to CJI.

If you have any questions about the process please don't hesitate to reach out to the access section at ACCESS@wsp.wa.gov.

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