



ACCESS Violation Incident Report



If an agency suspects an employee of obtaining information from any of the systems available through ACCESS for non-criminal justice purposes, the WSP ACCESS Section must be notified immediately through the ACCESS Violation Incident Report form.

The agency must investigate the alleged misuse, founded or not, and provide a completed ACCESS Violation Incident Report to the ACCESS Section Manager with their findings at ACCESS@wsp.wa.gov.

When employee misuse is founded, additional sanctions may be imposed by the ACCESS Section. The manager of the ACCESS Section, in consultation with the division administrator and the agency, will determine if a misuse warrants further sanctions, up to disallowing further use of WSP-supported services.

Reporting Party Name	Telephone Number ()	E-Mail
Agency		Incident Date
Alleged Violator Name(s)		

Please provide a brief explanation of the allegation and findings, founded or not:

Please explain the agency decision of discipline or training:

****THIS SECTION IS FOR ACCESS USE ONLY****	
<input type="checkbox"/> Decertified indefinitely or until the following date: _____	
<input type="checkbox"/> Must attend ACCESS Class	<input type="checkbox"/> No change in ACCESS
<input type="checkbox"/> Other _____	
Division Administrator (Signature) _____	Date _____
Division Administrator (Printed Name) _____	