

Non-Criminal Justice Agency (NCJA) Violation Incident Report



If an agency suspects an employee of obtaining information from any Washington State Patrol (WSP) supported system, including from fingerprint submission or from the Washington Access To Criminal History (WATCH or WATCH-CJ) online system for unauthorized purposes, the WSP ACCESS Section must be notified.

The agency must investigate the alleged misuse, founded or not, and provide this completed NCJA Violation Incident Report to the ACCESS Section Manager 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 WSP INTERNAL USE ONLY****	
Division Administrator (Signature) _____	Date _____
Division Administrator (Printed Name) _____	