<INSERT AGENCY NAME>

Non-Criminal Justice Agency (NCJA) Criminal History Record Information (CHRI) 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 March 2021* |

1. Use and Protection of Criminal History Record Information (CHRI)
2. Non-Criminal Justice Agencies (NCJA) must have statutory authority under Public Law 92-544 and a specific Revised Code of Washington (RCW) and/or Public Law 101-630 to submit fingerprints for a CHRI response
3. All personnel who have direct access to CHRI and those who have direct responsibility to configure and maintain computer systems and networks with direct access to CHRI must observe all restrictions placed on the use or dissemination of CHRI. Policies contained within the CJIS Security Policy and other related manuals must be adhered to
4. Ensure when mailing CHRI to the person of record that the address is correct and always use certified mail
5. Submissions not pertaining to an NCJA’s statutory authority to receive fingerprint based CHRI (e.g., personal inquiries) are prohibited
6. Personnel shall not use or provide any information obtained through the receipt of CHRI for private business or personal reasons
7. 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 Non-Criminal Justice chapter of the ACCESS Operations Manual for further clarification of TAC responsibilities
8. System Misuse
	1. Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by the Washington State Patrol (WSP) may result in agency disciplinary measures and/or criminal prosecution
	2. If an agency suspects an employee of obtaining information from any 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
	3. All allegations of CHRI misuse or any dissemination to someone other than the person of record must immediately be reported to the ACCESS Section Manager using the Non-Criminal Justice Violation Incident Report Form. The violation report can be found on the ACCESS website:  [http://www.wsp.wa.gov/\_secured/access/docs/non-criminal\_justice\_violation\_report.pdf](%20http%3A//www.wsp.wa.gov/_secured/access/docs/non-criminal_justice_violation_report.pdf%20)
	4. If the allegations are founded, the investigating agency will choose the level of discipline
	5. 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 or termination of ability to receive CHRI responses