<INSERT AGENCY NAME>

Re-background Investigations

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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. ACCESS requires all personnel who use or work on the connection to ACCESS to have a re-background investigation conducted at least every five years. This mirrors the CJIS Security Policy recommendation
2. The following queries must be conducted to complete the re-background:
	1. Query Wants History (QWH) – Inquire on the Name and Date of Birth
		1. Use purpose code J
		2. Use re-background as the reason
	2. Query Record (QR) – Inquire on the SID and/or FBI obtained from the QWH transaction
		1. Use purpose code J
		2. Use re-background as the reason
3. ***Do not*** retain the rapsheet/criminal history information
4. The five year re-background dates must be documented within nexTEST for ACCESS certified users in the fingerprint date field
5. The five year re-background dates for IT personnel must also be documented. This can be done within CJIS Online or on a separate document
6. The TAC must notify the Washington State Patrol (WSP) ACCESS Section 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 ask for 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
7. Unless otherwise determined by the ACCESS Section, it will be up to the discretion of the agency whether to limit the use of ACCESS