

ACCESS Misuse

344.1 USE OF THE ACCESS SYSTEM

A Central Computerized Enforcement Service System (ACCESS) is a computer controlled communications system operated and maintained for all law enforcement and criminal justice agencies within the state. The Chief of the Washington State Patrol (WSP) administers all operating phases of the ACCESS System.

The ACCESS System shall only be used for official law enforcement business. This policy ensures proper and efficient use of the ACCESS system. All members must be certified at their appropriate level, and recertify annually.

344.2 TERMINAL AGENCY COORDINATOR (TAC)

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 Introduction chapter of the ACCESS Operations Manual for further clarification of TAC responsibilities.

344.3 INFORMATION FROM ACCESS AND DISSEMINATION

All members who use, work on the connection to ACCESS, or have access to Criminal Justice Information (CJI) must observe all restrictions placed on the use or dissemination of information received through ACCESS. Policies contained within the ACCESS Operations Manual and other related manuals must be adhered to. Some records may be public information; however, if the information is obtained through ACCESS it must only be used for criminal justice purposes. Those records that may be considered public would have to be released through a formal public disclosure request.

Queries or messages not pertaining to law enforcement business (e.g., personal inquiries) are prohibited.

Members shall not use or provide any information obtained through the ACCESS system for private business or personal reasons.

344.4 SYSTEM MISUSE

Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by the WSP or any other misuse or abuse of the ACCESS system may result in disciplinary measures and/or criminal prosecution.

All allegations of ACCESS misuse must immediately be reported to the ACCESS Section Manager using the ACCESS Violation Incident Report Form. The violation report can be found on the ACCESS website: http://www.wsp.wa.gov/_secured/access/resources.htm

If the allegations are founded, the investigating agency will choose the level of discipline.

Olympia Police Department

OPERATIONS POLICY MANUAL

ACCESS Misuse

The WSP works in conjunction with the agency to impose additional sanctions, if warranted. This may include, but is not limited to, additional training, revocation of individual certification, or termination of system access to the department.