

27.00.020 MISUSE OF RECORDS OR INFORMATION

No employee will knowingly permit the misuse of any ACCESS Criminal Justice Information (CJI), which includes WACIC, NCIC, criminal history, Department of Licensing, ; court database records and/or Bellevue Police Department information or records; either in his/her own interest or that of another person, firm or agency. No employee will alter, destroy, or conceal any type of Department records, reports, citations, or documents.

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. The following rules and policies ensure proper and efficient use of the ACCESS system. All terminal operators, including mobile data computer users, must be certified at their appropriate level every two years. All personnel will conform to these policies and rules. Any questions regarding these policies should be referred to the ACCESS Section.

Terminal Agency Coordinator (TAC)

Responsibility for proper operator performance, strict adherence to regulations, prompt notification of Criminal Justice Information System (CJIS) violations to the ACCESS Section, and training rests with the TAC.

ACCESS Information and Dissemination

All personnel who use or work on the connection to ACCESS must observe all restrictions placed on the use or dissemination of information received through ACCESS. 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 and are misuse.

Persons shall not use or provide any information obtained through the ACCESS system, including all Department of Licensing (DOL) and Department of Corrections (DOC) information, for private business or personal reasons.

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 agency disciplinary measures and/or criminal prosecution.

If an internal investigation for ACCESS misuse is initiated, a Washington State Patrol ACCESS Violation Incident Report must be filled out by the Office of Accountability or TAC, and sent to the WSP ACCESS Manager. If the allegations are founded, the investigating agency will choose the level of discipline. The violation report can be found on the ACCESS website.

Disciplinary sanctions imposed by the WSP may include revocation of individual ACCESS certification; discontinuance of the Department's access to the ACCESS system; or purging the Department's WACIC and NCIC records.