

RE-BACKGROUND INVESTIGATIONS

WCSO personnel who use ACCESS or personnel who work on the connection to ACCESS are re-backgrounded every five years.

To complete this compliance measure:

1. Run a criminal history inquiry using a QH with a purpose code of "J". Use "re-background" as the reason. Also, run a WW on each employee.
 - a. If inquiry returns a SID and/or FBI number, run a QR with a purpose code of "J". Use "re-background" as the reason.
2. The WCSO TAC documents the date of the background re-investigation in nexTEST in the fingerprint date field.
3. The TAC notifies the WSP ACCESS Section of any adverse findings including:
 - a. Felonies
 - b. Misdemeanors
 - c. Charges pending a disposition
 - d. Fugitives
4. Unless otherwise determined by the ACCESS Section, it will be up to the discretion of the Whatcom County Sheriff whether to limit the use of ACCESS
5. Once re-background is complete, shred rapsheet.