

CJIS/ACCESS MISUSE & REPORTING

Policy Statement

It is the policy of the Whatcom County Sheriff's Office to comply with all state and federal requirements for ACCESS use.

Definitions

ACCESS - 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.

CJIS – Criminal Justice Information Services

Use of the ACCESS System

- Washington State Patrol (WSP) administers all operating phases of the ACCESS System.
- WSP/ACCESS shall only be used for official law enforcement business.

System Misuse

- If the WCSO suspects an employee of obtaining information from any of the systems available through ACCESS for non-criminal justice purposes, the TAC notifies the Whatcom County Sheriff and the ACCESS Section.
- The WCSO TAC downloads the ACCESS Violation Incident Report from the website and completes the report and investigates the potential misuse. If the investigation substantiates a misuse of the system, the WCSO includes the steps taken to rectify the situation (i.e. training, discipline etc.).
- The WCSO provides all data requested to the ACCESS Section Manager via the Incident Report.
- The WCSO provides ACCESS with written notification of the results of the investigation and disciplinary action if warranted. ACCESS works in conjunction with the WCSO to impose additional sanctions, if warranted.