

# CRIMINAL HISTORY USE AND DISSEMINATION

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## Policy Statement

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

## Logs

Criminal history logs are maintained for the Whatcom County Sheriff's Office (WCSO) by the Washington State Patrol (WSP).

## Queries

The WCSO criminal history query requires the following information be completed:

- a. Requestor's first initial and last name
- b. Full name of the subject of the query and date of birth
- c. Correct purpose code
- d. Date of the query
- e. Specific type of request (QH, QR, QI etc.)
- f. Reason for query (i.e. DUI, Assault, Robbery, Criminal Justice Applicant or case number).
  - i) All abbreviations used in the reason field must be listed on the approved abbreviation list maintained by the TAC.
- g. If the request is made by State Identification Number (SID) or Federal Bureau of Investigation (FBI) number, that number is logged.

## Dissemination

WCSO allows secondary disseminations of criminal histories.

- a. Provide a name of the person requesting the dissemination, date, agency name and the case number or specific reason.
- b. WCSO may disseminate to other criminal justice agencies as long as the dissemination is logged.
- c. WCSO may not disseminate criminal history rapsheets to defense attorneys.

## Purpose Code

WCSO requires the correct purpose code use when inquiring for criminal history.

- a. C - Use this purpose code for official duties in connection with the administration of criminal justice (i.e. crimes and also for non-applicant ride-alongs and contractors or vendors not involved in the administration of criminal justice.
- b. J - Use this purpose code when backgrounding new criminal Justice employees or background re-investigating of current employees. Use this for applicant ride-alongs.
- c. F - Use this purpose code when backgrounding people for silencers/suppressors or Federal Firearms Licenses.

## Storage

WCSO stores all criminal history rapsheet information in secure case files and disposes of all rapsheet documents via shredding. WCSO personnel shred rapsheets in their custody when the purpose for rapsheet has been filled.

## Advise of Use

WCSO personnel have all been apprised that criminal history data may only be used in the administration of criminal justice. It is strictly protected by state and federal law. A list of applicable laws may be found in Chapter 1 of the ACCESS Manual.