

# Dissemination



# What IS DISSEMINATION?

The act of spreading or circulating information

# Types of Dissemination

❖ Electronic

❖ Verbal

❖ Printed

# Dissemination logs

- ❖ A log of the transaction is created by the system for security and liability purposes
- ❖ LOGS



# Dissemination logs

This log records the following on each request:

❖ Date/ Time

❖ Agency/ORI

❖ User ID

❖ Transaction

❖ Information accessed

Received Time	Agency	UserID	Transaction	ORI	Search Fields
07/15/2019 23:36	NLETS	NLETSINQ	CHQ	UTBCI0000	LAST_NAME=PUBLIC;FIRST_NAME=JOHN;PURPOSE_CODE=C;REQUESTER=HELPPESK;AUDIT_REASON=IQ FROM NLETS: ORGANIZATIONORID: AZNLETS37 , CONTROL FIELD: NMQC3ABZPQ
07/15/2019 23:36	NLETS	NLETSINQ	MVQ	UTBCI0000	NLETS_ORI=AZNLETS37;IDTYPE=VIN;ID=1234567890
07/15/2019 23:36	NLETS	NLETSINQ	QSW	UTBCI0000	PERSON_ID=340090
07/15/2019 23:36	NLETS	NLETSINQ	QSW	UTBCI0000	PERSON_ID=361636
07/15/2019 23:36	NLETS	NLETSINQ	QSW	UTBCI0000	PERSON_ID=291255
07/15/2019 23:36	NLETS	NLETSINQ	QSW	UTBCI0000	PERSON_ID=366826
07/15/2019 23:36	NLETS	NLETSINQ	QSW	UTBCI0000	PERSON_ID=337721

# Dissemination logs

LOGS TRANSACTION: TACS must periodically run the LOGS transaction to see what transactions users are running and to assist in the protection for the agency from misuse

TACS can view all transactions ran by users within the past 21 days only

# Dissemination logs

BCI strongly recommends that TACS run these LOGS on a regular basis (at least weekly) to reduce the possibility of user misuse within an agency

# IF MISUSE IS FOUND

## UCA 53-10-108

If there is suspected or any known misuse, it is required to be reported to the Commissioner of Public Safety and the Director of BCI. You will need to report the details and scope of the misuse. It is up to your agency to investigate and follow up with the misuse report. Once your agency has done the investigation, you will then need to report back to the Commissioner of Public Safety and the Director of BCI. That report will need to be compromised of: was misuse found? What was the misuse? What actions has your agency taken



# CJIS policy on dissemination

“... Shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by accessing agency, or (b) the other agency is performing personnel and appointment functions for criminal justice employment applicants.”

# Disseminating information

- ❖ ALL information acquired from ANY file accessed in UCJIS is governed by regulations and policies of the FBI and the state of Utah
- ❖ Dissemination of any information acquired from any file in UCJIS is for criminal justice agencies only (unless given via an ROA)



## UCJIS INFORMATION EXCHANGE AGREEMENT

This agreement is between \_\_\_\_\_ (Servicing Agency)  
and \_\_\_\_\_ (Recipient Agency).

All of the information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI and the State of Utah. Access to any of these files is restricted to criminal justice purposes only. Violation of dissemination, privacy, and security regulations may result in civil sanctions or criminal prosecution of the person(s). Utah Code Annotated 53-10-108(12)(a) states:

*It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by the division or any information contained in a record created, maintained, or to which access is granted by the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.*

If the servicing agency is acting on behalf of the recipient agency with the handling of NCIC records, both agencies must abide by the following FBI CJIS Security Policy regulations:

- **Timeliness:** Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
- **Validation:** Both agencies acknowledge that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders).
- **Hit Confirmation:** In the event that the recipient agency is not a 24-hour agency, the servicing agency will monitor and respond to any NCIC hit confirmations after business hours in accordance to the policies and procedures set forth by NCIC on behalf of the recipient agency. The servicing agency agrees to respond to a priority NCIC hit confirmation within ten (10) minutes or within one (1) hour on a routine NCIC hit confirmation. The servicing agency will be responsible for responding to all hit confirmation requests between the hours of \_\_\_\_\_ and \_\_\_\_\_, on the following days: \_\_\_\_\_.

This agreement is effective beginning \_\_\_\_\_.

This agreement may be terminated by either party based on a thirty day written notice. The servicing agency has the right to suspend furnishing information under this agreement when any rule, policy, procedure, regulation, or law described in the FBI CJIS Security Policy, the NCIC Operating Manual, the BCI Operating Manual, or UCA 53-10-108 is violated or appears to be violated. By signing this agreement, both parties agree to abide by all federal and state laws governing UCJIS information.



- When CJIS data leaves your agency you will need to keep a dissemination log
- If the CJIS data is criminal history the requestor field in UCJIS will keep that logged for you

# DISSEMINATION LOG

- Dissemination log must be kept when disseminating CJIS data:
  - Date of dissemination
  - What was released
  - Name of the recipient agency
  - Name of the requestor
  - Case number or reason for release

# Dissemination Responsibilities

- The agency providing CJIS data must train the recipient agency on:
  - Dissemination
  - Privacy and security of CJIS data

# GRAMA



DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF CRIMINAL IDENTIFICATION  
3888 West 5400 South, Taylorsville, Utah 84129

## GOVERNMENT RECORDS REQUEST FORM

Name of Requester: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Name of Organization or Company: \_\_\_\_\_  
Description of records sought: *(Describe the records with reasonable specificity.)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason you believe you are entitled to access these records:  
\_\_\_\_\_  
\_\_\_\_\_  
Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Information Section

Dissemination of information from a criminal history record or warrant of arrest information is limited to those entities described in Utah Code Ann. § 53-10-108(1). If you wish to obtain a copy of your criminal history record you must complete an Application for a Criminal History Record and pay the required fee. If you wish to obtain a copy of any other records maintained by BCI, you may complete this form and submit it to BCI at the address above.

Identification must be provided prior to release of a protected or private record pursuant to Utah Code Ann. § 63G-2-202.

You may be required to pay a reasonable fee to cover the actual cost of providing these record as provided in Utah Code Ann. § 63G-2-203(2). The current DPS fee schedule approved by the Utah State Legislature is as follows:

Black and white copies	DashCam Video/DVD
- \$5.00 for 1 to 10 pages	- \$25.00 per video/DVD
- \$25.00 for 11 to 50 pages	Photos
- \$50 per page every page thereafter	- \$25.00 for C.D
Color Copies	- \$2.00 per printed page (1,2, or 4 per page)
- \$1.00 per page for color copies	- \$1.00 per developed negative

Revised 10/2012

## Government Records Access Management Act

- A GRAMA request must be sent in to the agency who prepares, owns or retains the requested information
- CJIS data is exempted from GRAMA provisions
  - The agency charged with replying should redact any CJIS data before releasing it to the requestor



## Featured Services



Find an Instructor



Renew Your Permit or  
Instructor Certification



Update your Concealed  
Firearm Permit Address



Obtain a Copy of Your  
Criminal History



Check your Utah  
Warrants



Forms and Applications

BCI Home

Utah AMBER Alert and Endangered Missing Advisory

Bail Enforcement Licensing

Concealed Firearm Permits

Criminal Records

Employment/Volunteer Background Checks

Expungements

Fingerprint and Photo Services for the Public

Brady Firearm Transfers

Missing Persons

Cold Cases

UCJIS User Training

Utah Crime Statistics

Private Investigator Licensing

Forms & Applications

Contact Criminal Identification

News

Suicide Prevention Information





[Acceptable Forms of Identification](#)

[Bail Enforcement Applications](#)

[Concealed Firearm Permit Applications](#)

[Concealed Firearm Permit Instructor Applications](#)

[Criminal History Records Forms](#)

[Employment/Volunteer Background Check Forms](#)

[Expungement Forms and Applications](#)

[GRAMA Request Form](#)

[Right of Access Agencies List](#)

[Private Investigator Applications](#)

## GRAMA Request Form

The following form can be used by individuals to initiate a GRAMA (Government Record Access Management Act) request through BCI.

[GRAMA Request Form](#)

Download





# Gramma Request

Completely fill out the form especially full Name and DOB

Report will be completed within 10 business days, 5 if it is listed as an urgent reason

Lauralee Blue Records Supervisor [lblue@utah.gov](mailto:lblue@utah.gov)

Mandy Biesinger Field Services Supervisor [mbiesinger@utah.gov](mailto:mbiesinger@utah.gov)

# Exceptions

- Right of Access
- Motion of Discovery
- Court Order

**R** APPLICATION FOR CRIMINAL HISTORY RECORD  
 Utah Department of Public Safety • Bureau of Criminal Identification  
 3885 West 3400 South, Taylorsville, Utah 84129 • Telephone: (801)967-4445

Utah 19-041, Rev. 12/2011

**WHEN FILLING OUT THIS APPLICATION TYPE OR PRINT IN BLACK INK.** Your application will not be processed unless all sections of this form are filled out completely. You will need a valid form of government issued picture ID and \$15.00 fee.

NAME: (Last Name) (First Name) (Middle Name) DATE OF BIRTH \_\_\_\_\_

PREVIOUSLY USED NAME(S) (Nicknames, etc.): \_\_\_\_\_

MAILING ADDRESS: (Street/Box number) (City) (State) (Zip) \_\_\_\_\_

PHYSICAL ADDRESS: (Street/Box number) (City) (State) (Zip) \_\_\_\_\_

HOME PHONE NUMBER: (Area) (Daytime Phone Number) \_\_\_\_\_

SOCIAL SECURITY: \_\_\_\_\_ DRIVER LICENSE # AND STATE: \_\_\_\_\_

PHYSICAL DESCRIPTION: HGT/ WGT/ EYE COLOR/ SEX/ RACE/ \_\_\_\_\_

I hereby declare that I am the person listed above and am entitled to my criminal record as provided by Utah Code Ann. § 13-10-106(7)(g). The information contained in this written statement is true and correct to the best of my knowledge and I understand that any false statements I make that I do not believe to be true may subject me to criminal punishment as a class B misdemeanor pursuant to Utah Code Ann. § 76-8-504.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FINGERPRINT INSTRUCTIONS (OFFICIAL TAKING PRINTS)** Confirm identity of applicant with identification that shows photo, signature and date of birth. Confirm ID with the information above, then list the type of government issued ID used and the ID number in the space provided below. **Fingerprint the four fingers of the applicant's right hand simultaneously in the boxes located in the lower right portion of this form.**

This Area must be completed by OFFICIAL TAKING PRINTS

Type of identification used: \_\_\_\_\_  
(Utah Driving Privilege Cards are not valid ID and will not be accepted)

Identification number: \_\_\_\_\_

Name on ID: \_\_\_\_\_

Fingerprint taken by: (PRINT NAME) \_\_\_\_\_

Agency Name: \_\_\_\_\_

Badge #: \_\_\_\_\_  
(if applicable)  Train Patrol

BUREAU USE ONLY APTS Confirmation \_\_\_\_\_

UDA RPT \_\_\_\_\_

\$15.00 APPLICATION FEE - DO NOT SEND CASH IN IT  
 METHOD OF PAYMENT - FOR MAIL IN ONLY ( )  
 Check, Money Order or Cashier's Check (Payable to \_\_\_\_\_)  
 Credit Card (cannot use foreign credit cards)  Visa  
 PRINT NAME (As it appears on the card): \_\_\_\_\_  
 TOTAL AMOUNT OF PURCHASE: \$ \_\_\_\_\_  
 CARDHOLDER SIGNATURE: \_\_\_\_\_  
Credit Card Number: 12 digit AMEX or 16 digit Visa, MasterCard or \_\_\_\_\_

# Right of Access

## R722-900-6

- An individual may get a copy of their Utah criminal history by:
  - Fill out the Criminal History Record Application
  - Send in a set of fingerprints that have been verified by DL when taken
  - Provide government issued ID card/DL
  - Pay fee associated with the service

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
LAST NAME	FIRST NAME	MIDDLE NAME	DOB	STATE	CITY	STATE	CITY
SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA	Y	N	DATE OF BIRTH	DOB	Year
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP	US	SOB	USC	USC	PLAC. OF BIRTH
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	FOOT NO.	GCS	LEAVE BLANK			
EMPLOYER AND ADDRESS		TRAVEL	EU	LEAVE BLANK			
REASON FINGERPRINTED		ARMED FORCE	NO	CLASS	LEAVE BLANK		
		SOCIAL SECURITY NO.	SSN	WH	LEAVE BLANK		
		MIDDLE INITIAL	MI	LEAVE BLANK			
L. THUMB	R. THUMB	L. MIDDLE	R. MIDDLE	L. RING	R. RING	LEAVE BLANK	
L. INDEX	R. INDEX	L. RING	R. RING	LEAVE BLANK			
L. MIDDLE	R. MIDDLE	L. RING	R. RING	LEAVE BLANK			
L. RING	R. RING	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY					



\* There are specific agencies who have been authorized by BCI as ROA providers

# Right of Access Agency

UCJIS information can not be accessed via a GRAMA request, this would fall under an ROA

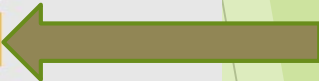
Agency will need to contact Field Service Rep to complete a contract and create an agency waiver

Agency will be listed on website under the ROA Agencies List if you choose to complete this process for the general public



BCI Home	Utah AMBER Alert and Endangered Missing Advisory	Bail Enforcement Licensing
Concealed Firearm Permits	Criminal Records	Employment/Volunteer Background Checks
Expungements	Fingerprint and Photo Services for the Public	Brady Firearm Transfers
Missing Persons	Cold Cases	UCJIS User Training
Utah Crime Statistics	Private Investigator Licensing	Forms & Applications
Contact Criminal Identification	News	Suicide Prevention Information

Acceptable Forms of Identification	Bail Enforcement Applications	Concealed Firearm Permit Applications
Concealed Firearm Permit Instructor Applications	Criminal History Records Forms	Employment/Volunteer Background Check Forms
Expungement Forms and Applications	GRAMA Request Form	Right of Access Agencies List
	Private Investigator Applications	



## Right of Access Agencies List

The agencies on this form have the ability to provide members of the public copies of their own Utah criminal histories. You may only obtain a copy of your own Utah criminal history, and not the histories of other individuals. Please contact the agency first to learn more about their policies, procedures, fees, and hours of operation.

[Right of Access Agency List](#)

Download



# Motion of Discovery

- Attorneys may disseminate CJIS data to defense attorneys
- Dissemination logs must be kept



**Properly destroy any CJIS data once  
you are done with it**

# Requesting a Dissemination Log

Dissemination Logs allow the ORI agency to be able to obtain records past 21 days

Great resource if you are looking into a misuse/internal investigation

Further information contact [gmcneil@utah.gov](mailto:gmcneil@utah.gov)

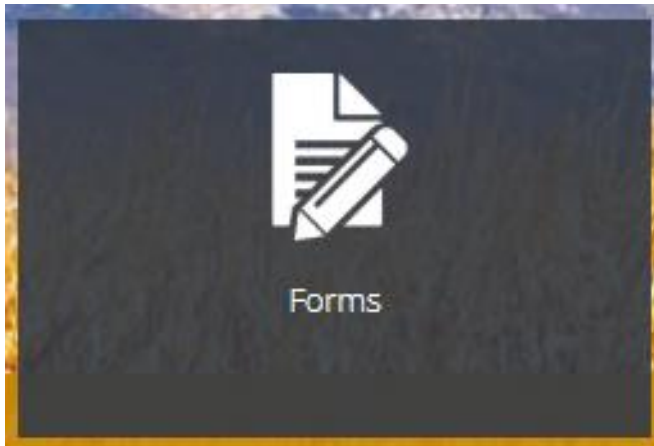


# Dissemination Log



Utah Department of  
Public Safety - TAC

Welcome!



## Forms

*\*The fingerprint submission and login activation forms have been combined and are now called the User Setup Form.\**

[ORI Validation 2019](#)

[Criminal Justice Agency Agreement 2019 \(formerly the Agency User Agreement\)](#)

[User Security Agreement](#)

[User Training and Testing Agreement](#)

[Non-User Security Agreement](#)

[Authorization for Livescan](#)

[User Setup Form \(physical card\)](#)

[User Setup Form \(Livescan\)](#)

[Dissemination Log Request Form](#)

[NCIC Hit Confirmation Agreement](#)

[User Type Change](#)

[User Deletion](#)

# Dissemination Log Request

<b>Dissemination Log Request Form</b>
---------------------------------------

<b>From:</b>	Agency Name:	ORI:
	Contact Person:	Telephone:
	E-mail:	Fax:

<b>To:</b>	BCI FIELD SERVICES <a href="mailto:gmcneil@utah.gov">gmcneil@utah.gov</a> (cc <a href="mailto:mbiesinger@utah.gov">mbiesinger@utah.gov</a> )
<b>RE:</b>	BCI Dissemination Log Request
	Date:

Reason for search:	Date range for search:
--------------------	------------------------

**Search Criteria: provide all that apply**

Name/User ID:
Information searched (DL #, name, license plate, etc.):
Other:

Note: Dissemination logs can be searched on all UCJIS queries. List the transaction type in the "Other" column. Please note that TACs and Alt TACs have the capability to view all user logs (last 21 days) using the "LOGS" transaction in UCJIS. Dissemination log requests are only to be requested for cases of misuse and/or investigations. Any misuse of UCJIS files MUST be reported to BCI per Utah Code Annotated 53-10-108(12)(b).

\*The chief administrator of the requesting agency must sign all dissemination log requests.

\_\_\_\_\_  
SIGNATURE OF CHIEF ADMINISTRATOR

BCI USE ONLY	
DATE RECEIVED:	INFORMATION FOUND: <input type="checkbox"/> YES <input type="checkbox"/> NO
ASSIGNED TO:	DATE MAILED TO REQUESTOR:

# Printed Information

## Printed information

- ❖ Person requesting information

may pick it up

- ❖ Providing agency may choose to

include a stamp

**PROTECTED INFORMATION**

This information is not to be used for any other purpose. This information is to be used only in association with court case

# \_\_\_\_\_

Further dissemination to any unauthorized person or agency may result in both civil and criminal liability.

Example of a security stamp on protected documents

# Public vs. UCJIS

## ❖ Public

- ❖ Information coming from a record
  - ❖ Court documents, booking records, etc.

## ❖ UCJIS

- ❖ Confidential Information
  - ❖ III, NCIC, NLETS, UCH, etc.

# UCJIS



Utah Department of  
Public Safety - TAC

Welcome!

TAC

STATE OF UTAH  
BUREAU OF CRIMINAL IDENTIFICATION



## UTAH CRIMINAL JUSTICE INFORMATION SYSTEM (UCJIS) BASICS



# UCJIS

- ❖ Discussing information with non-criminal justice personnel is against state and federal laws
- ❖ Be conscious of what information you are discussing with others



# UCJIS

- ❖ Privacy of any and all information obtained from UCJIS is mandatory
- ❖ Misuse of your access to any file is a Class B Misdemeanor

## WARNING!



You are accessing a restricted information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties. Use of the system indicates consent to monitoring and recording.

OK

# Misuse

Utah Code 53-10-108(12) (a) : It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity



# Scenarios

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect against the white background.

In preparation to file charges, the Whoville City Attorney's office requested a copy of Mr. Scrooge's criminal history from your PD. Whose name should you enter in the requestor field?

The attorney receiving  
the CJIS data  
OR  
The main attorney.

Mount Crumpit Mounties Service is worried an avalanche could happen at any moment and the people of Whoville are at risk. Mount Crumpit is not set up as an authorized agency with BCI, but they've asked Whoville PD to query license plates for all cars in the vicinity. Can Whoville PD run the check? If so, can they disseminate it to Mount Crumpit Mounties Service?

Although there is concern for public safety, because Mount Crumpit Mounties are not an authorized agency, the information cannot be disseminated.

A member of the public  
comes into your agency and  
wants a background check.

What do you do?

If your agency is set up to be a Right of Access provider, you may run UCH and release a copy of the record to the individual. If your agency isn't an ROA provider, you cannot query the record. However, you may refer them to BCI, or another ROA provider listed on BCI's website.

A member of the public is aware that you ran their background check as part of your duty. The individual wants to know if they have a record and if so, what is on it. What can you disseminate to them?




Nothing. The individual didn't apply for a Right of Access, therefore you cannot disseminate anything to them. This includes disseminating whether they do or do not have a criminal history record.

You have new renters for your basement apartment and want to screen them to ensure that they don't have any outstanding warrants.

This type of check is not authorized through UCJIS, however on the DPS public website, there is a link to check for warrants.

In preparation to file charges, the Gotham City Attorney's office requested a copy of Clark Kent's criminal history from your PD. Whose name should you enter in the requestor field?

The attorney receiving  
the CJIS data  
OR  
The main attorney.



A member of the public  
comes into your agency and  
wants a background check.

What do you do?

If your agency is set up to be a Right of Access provider, you may run UCH and release a copy of the record to the individual. If your agency isn't an ROA provider, you cannot query the record. However, you may refer them to BCI, or another ROA provider listed on BCI's website.

**QUESTIONS?**