UCJIS USER SECURITY AGREEMENT

Per Utah Administrative Rule R722-900, a **USER** means a person working for or with an agency who has direct access to UCJIS or a **NON-ACCESS USER** who obtains UCJIS records from a person who has direct access.

UCJIS USER SECURITY STATEMENT

Dissemination, Privacy, and Security of Information: All of the information acquired from any file accessed in UCJIS, which includes Palantir, the Public Safety Alerts and Notifications System (PSANS), and NDex, is governed by regulations and policies of the FBI and the State of Utah. Dissemination, along with the privacy and security of any information acquired from any file in UCJIS, is for criminal justice purposes only. This information should be used for criminal justice purposes and criminal justice employment only. Printed copies must be destroyed by shredding or burning when no longer needed. Per the Administrative Office of the Courts, local agencies may NOT generate a hard copy of a juvenile's rap sheet or record summary.

Misuse of UCJIS information: Violation of dissemination, privacy, or security regulations may result in civil and/or criminal prosecution of the person(s) involved and loss of state computer access for the user and his/her agency. BCI maintains an automated dissemination log of all UCJIS file transactions to help ensure this information is being accessed for authorized purposes. Any unauthorized request or receipt of this information could be considered misuse. Utah Code Annotated 53-10-108(12) (a) states:

> **(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 BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.**

User ID: Each UCJIS user must have his/her own user ID that must never be shared even for training purposes. Each user will be held accountable for each transaction in UCJIS under his/her user ID.

Criminal Background Checks: All UCJIS users, including those who are POST certified or who have a Utah Concealed Firearm Permit (CFP), must undergo a criminal background check prior to having direct access to UCJIS information or receiving UCJIS information from a user with direct access. The criminal background check contains both a name and fingerprint search of UCJIS files and the FBI RAP Back System. The FBI RAP Back System retains prints for the purpose of being searched by future submissions including latent fingerprint submissions. The existence of a criminal conviction, outstanding warrant, or a new criminal arrest may result in loss of access to UCJIS or UCJIS information.

UCJIS USER SECURITY AGREEMENT

I, _____, have read and accepted the *UCJIS User Security Statement* and understand that I must abide by this agreement to have access to any information acquired through UCJIS.

Signature: _____ User ID: _____

Date: _____ Agency ORI: _____ Agency Name: _____

This agreement must be signed prior to accessing UCJIS or receiving any UCJIS information.
This form does not need to be signed for biennial re-certification.
Please submit this agreement to your BCI Field Services representative or bcifs@utah.gov per Utah Administrative Rule R722-900-4.

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