

# ANNUAL AGENCY AGREEMENTS



VIRTUAL REGIONAL TRAINING 2022

# Annual Agency Agreements

Criminal Justice Agency Agreement (CJAA)

ORI Validation Form

Right Of Access Contract (ROA Agency)

# TAC Website



Utah Department of  
Public Safety - TAC

Welcome!



TAC

## Featured Services



Forms



Manuals



Upcoming Trainings



Contact Information



Missing Persons/Alerts  
Resources

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

[ORI Validation 2021](#)

[Criminal Justice Agency Agreement 2021](#)

[User Security Agreement](#)

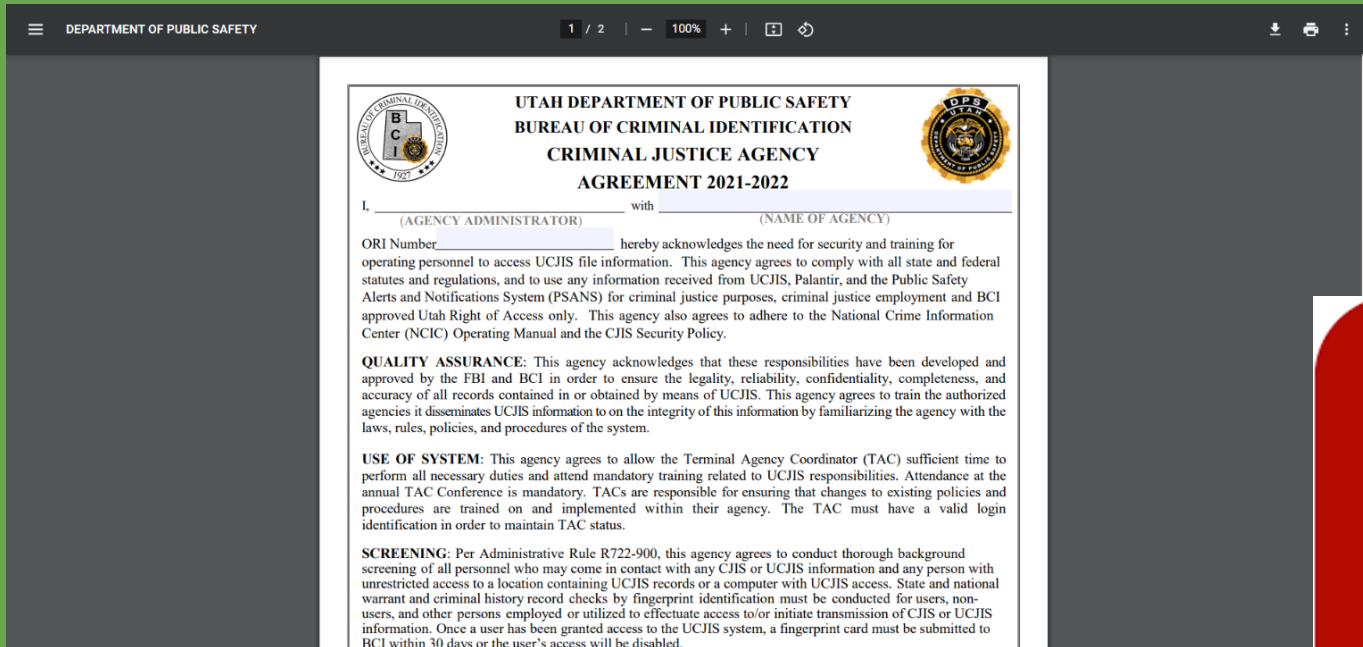
[User Training and Testing Agreement](#)

[Non-User Security Agreement](#)



[Authorization for Livescan](#)

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

# Adobe Acrobat



# CRIMINAL JUSTICE AGENCY AGREEMENT

	<b>UTAH DEPARTMENT OF PUBLIC SAFETY BUREAU OF CRIMINAL IDENTIFICATION CRIMINAL JUSTICE AGENCY</b>	
<b>AGREEMENT 2022-2023</b>		
I, <u>Chief Wiggum</u> with <u>Springfield Police Department</u> <small>(AGENCY ADMINISTRATOR) (NAME OF AGENCY)</small>		
ORI Number <u>UT0030722</u> hereby acknowledges the need for security and training for operating personnel to access UCJIS file information. This agency agrees to comply with all state and federal statutes and regulations, and to use any information received from UCJIS, Palantir, and the Public Safety Alerts and Notifications System (PSANS) for criminal justice purposes, criminal justice employment and BCI approved Utah Right of Access only. This agency also agrees to adhere to the National Crime Information Center (NCIC) Operating Manual and the CJIS Security Policy.		
<b>QUALITY ASSURANCE:</b> This agency acknowledges that these responsibilities have been developed and approved by the FBI and BCI in order to ensure the legality, reliability, accuracy of all records contained in or obtained by means of UCJIS. This agency disseminates UCJIS information to the integrity of this information laws, rules, policies, and procedures of the system.		
<b>USE OF SYSTEM:</b> This agency agrees to allow the Terminal Agency to perform all necessary duties and attend mandatory training related to UCJIS annual TAC Conference is mandatory. TACs are responsible for ensuring procedures are trained on and implemented within their agency. The identification in order to maintain TAC status.		
<b>SCREENING:</b> Per Administrative Rule R722-900, this agency agrees to screen all personnel who may come in contact with any CJIS or UCJIS unrestricted access to a location containing UCJIS records or a computer will warrant and criminal history record checks by fingerprint identification must users, and other persons employed or utilized to effectuate access to or initial information. Once a user has been granted access to the UCJIS system, a flag BCI within 30 days of the user's access will be disabled.		
<b>AUDIT:</b> This agency agrees to be audited by BCI and/or the FBI at least a CJIS Security Policy.		
<b>SECURITY:</b> This agency is responsible for the following security communication equipment, personnel security (to include background security, and data security (to include any criminal history record information).		
<b>TRAINING:</b> This agency acknowledges that the TAC is responsible for proficiency of users in order to assure compliance with Utah and FBI testing is to be completed within six months of receiving a login identifier.		
<b>DISSEMINATION:</b> This agency acknowledges that dissemination of UCJIS Code Annotated 53-10-108. This information may be disseminated criminal justice purposes and criminal justice employment. If an agency Access contract on file with BCI, they may, when adhering to the guide Utah Criminal History (UCH) records to properly identified individuals as		

Page 1 of 2

**MISUSE:** BCI, as the Control Service Agency (CSA) for Utah, maintains the right to suspend UCJIS service when the security or dissemination requirements agreed to and adopted by and through this contract are violated. Any misuse must be reported to the Director of BCI and the Commissioner of Public Safety per Utah Code Annotated 53-10-108. If service is suspended, BCI will reinstate service upon receipt of a satisfactory corrective action plan.

**AGENCIES WITH NCIC AND/OR SHW ENTRY ACCESS**

**VALIDATION:** This agency acknowledges 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). This agency should confirm the record(s) is complete, accurate, and is still outstanding or active.

**HIT CONFIRMATION:** If this agency is not a 24-hour agency, it must have an agreement with a 24-hour agency who will monitor and respond to any NCIC hit confirmations in accordance with the policies and procedures set forth by the International Justice and Public Safety Network (NIJS) and NCIC. This agency also recognizes its own liability for the content and validity of records entered under this agency's ORI.

**TIMELINESS:** This agency agrees that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure maximum system effectiveness.

**LOGGING:** A log shall be maintained on all NCIC and I/II transactions. BCI maintains this log electronically as per the *CJIS Security Policy*.

*Please check the access that your agency has been authorized to use.*

NCIC ENT  
  NCIC INQ  
  III  
  NIETS  
  UCH  
  LOCAL

This agreement is effective from July 1, 2022 through June 30, 2023. This agreement may be terminated by BCI based on a thirty (30) day written notice or upon failure by the agency to comply with any of the provisions of this agreement. Failure of the agency to sign this agreement shall be grounds to deny UCJIS access to the agency. A new Criminal Justice Agency Agreement must be submitted to BCI should this agency receive a new administrator between July 1, 2022 and June 30, 2023.

Any CJIS receiving access to FBI CJIS data shall enter into a signed written agreement with the appropriate signatory authority of the CSA (BCI), providing the access. The written agreement shall specify the FBI CJIS systems and services to which the agency will have access, and the FBI CJIS Division policies to which the agency must adhere. These agreements shall include: 1. Audit 2. Dissemination 3. Hit Confirmation 4. Logging 5. Quality Assurance (QA) 6. Screening (Pre-Employment) 7. Security 8. Timeliness 9. Training 10. Use of the System 11. Validation (CJIS Security Policy)

  
 BCI ADMINISTRATOR (SIGNATURE)

BUREAU OF CRIMINAL IDENTIFICATION  
AGENCY NAME

May 1, 2022  
DATE

Chief Wiggum  
 AGENCY ADMINISTRATOR (SIGNATURE)

Springfield Police Department  
AGENCY NAME

03/07/2022  
DATE

Once signed, email a copy of this agreement to your agency's BCI Field Services representative at [bcifs@utah.gov](mailto:bcifs@utah.gov)



# Why do we need the CJAA ?

The Criminal Justice Agency Agreement is the agreement for your agency that outlines the requirements to receive access to UCJIS.

If your agency has changes in administration, please submit a new agreement.

# CJAA Fillable Information

Agency Administrator

Name of Agency

ORI Number





**UTAH DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF CRIMINAL IDENTIFICATION  
CRIMINAL JUSTICE AGENCY  
AGREEMENT 2022-2023**



I, **Chief Wiggum** with **Springfield Police Department**  
(AGENCY ADMINISTRATOR) (NAME OF AGENCY)

ORI Number **UT0030722** hereby acknowledges the need for security and training for operating personnel to access UCJIS file information. This agency agrees to comply with all state and federal



# CJAA Fillable Information

Check what access applies:

NCIC Entry (NCIC ENT)

NCIC Inquiry (NCIC INQ)

Interstate Identification Index (III)

National Law Enforcement  
Telecommunications System (NLETS)

Utah Criminal History (UCH)

Local Files (LOCAL)



*Please check the access that your agency has been authorized to use.*

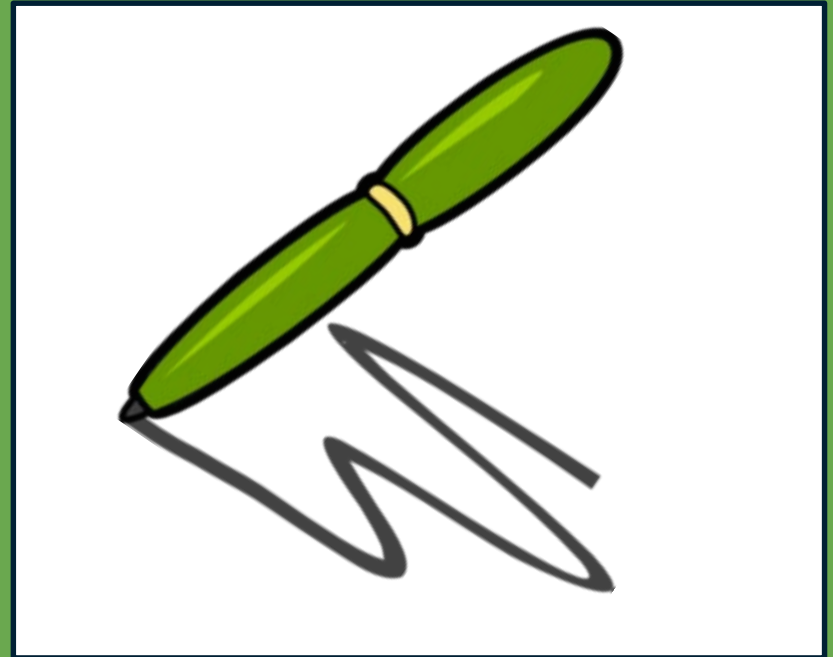
<input checked="" type="checkbox"/> NCIC ENT	<input checked="" type="checkbox"/> NCIC INQ	<input checked="" type="checkbox"/> III	<input checked="" type="checkbox"/> NLETS	<input checked="" type="checkbox"/> UCH	<input checked="" type="checkbox"/> LOCAL
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# CJAA Fillable Information

Agency Administrator Signature

Agency Name

Date






BCI ADMINISTRATOR (SIGNATURE)

BUREAU OF CRIMINAL IDENTIFICATION  
AGENCY NAME

May 1, 2022

DATE



AGENCY ADMINISTRATOR (SIGNATURE)

Springfield Police Department

AGENCY NAME

03/07/2022

DATE

Once signed, email a copy of this agreement  
to your agency's BCI Field Services  
representative or  
[bcifs.@utah.gov](mailto:bcifs.@utah.gov)



# Quality Assurance

This agency acknowledges that these responsibilities have been developed and approved by the FBI and BCI in order to ensure the legality, reliability, confidentiality, completeness, and accuracy of all records contained in or obtained by means of UCJIS. This agency agrees to train the authorized agencies it disseminates UCJIS information to on the integrity of this information by familiarizing the agency with the laws, rules, policies, and procedures of the system.



# Use Of System

This agency agrees to allow the Terminal Agency Coordinator (TAC) sufficient time to perform all necessary duties and attend mandatory training related to UCJIS responsibilities. Attendance at the annual TAC Conference is mandatory. TACs are responsible for ensuring that changes to existing policies and procedures are trained on and implemented within their agency. The TAC must have a valid login identification in order to maintain TAC status.

# Screening

Per Administrative Rule R722-900, this agency agrees to conduct thorough background screening of all personnel who may come in contact with any CJIS or UCJIS information and any person with unrestricted access to a location containing UCJIS records or a computer with UCJIS access. State and national warrant and criminal history record checks by fingerprint identification must be conducted for users, non-users, and other persons employed or utilized to effectuate access to/or initiate transmission of CJIS or UCJIS information.

Once a user has been granted access to the UCJIS system, a fingerprint card must be submitted to BCI within 30 days or the user's access will be disabled.

# Audit

This agency agrees to be audited by BCI and/or the FBI at least every three years as outlined in the CJIS Security Policy.







# Training



This agency acknowledges that the TAC is responsible for training, testing, and affirming the proficiency of users in order to assure compliance with Utah and FBI policies and regulations. Proficiency testing is to be completed within six months of receiving a login identification and every two years thereafter.

# Dissemination

This agency acknowledges that dissemination of UCJIS information is governed by Utah Code Annotated 53-10-108. This information may be disseminated to criminal justice agencies for criminal justice purposes and criminal justice employment. If an agency has an approved Utah Right of Access contract on file with BCI, they may, when adhering to the guidelines of the contract, disseminate Utah Criminal History (UCH) records to properly identified individuals as acknowledged in the contract.

# Misuse

BCI, as the Control Service Agency (CSA) for Utah, maintains the right to suspend UCJIS service when the security or dissemination requirements agreed to and adopted by and through this contract are violated. Any misuse must be reported to the Director of BCI and the Commissioner of Public Safety per Utah Code Annotated 53-10-108. If service is suspended, BCI will reinstate service upon receipt of a satisfactory corrective action plan.



MISUSE

# Agencies with NCIC and/or SWW Entry Access

**VALIDATION:** This agency acknowledges 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). This agency should confirm the record(s) is complete, accurate, and is still outstanding or active.

**HIT CONFIRMATION:** If this agency is not a 24-hour agency, it must have an agreement with a 24-hour agency who will monitor and respond to any NCIC hit confirmations in accordance with the policies and procedures set forth by the International Justice and Public Safety Network (Nlets) and NCIC. This agency also recognizes its own liability for the content and validity of records entered under this agency's ORI.

**TIMELINESS:** This agency agrees that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure maximum system effectiveness.

**LOGGING:** A log shall be maintained on all NCIC and III transactions. BCI maintains this log electronically as per the CJIS Security Policy.

# ORI VALIDATION FORM



## ORI VALIDATION 2022

The ORI Validation form is used to update agency contact information. Please submit this form to your BCI Field Services Representative via email by June 30, 2022. When the agency has changes to contact information, please submit a new form.



<b>Agency ORI:</b>	UT0030722		
<b>Agency Name:</b>	Springfield Police Department		
<b>Address:</b>	723 Police Avenue, Springfield, Utah 84321		
<b>Mailing Address (If Different):</b>	N/A		
<b>Phone Number:</b>	(321) 444- 6789	<b>Fax Number:</b>	N/A
<b>General Email Address for the Agency:</b>	springfieldpd@simpsons.gov		
<b>Title and Name of ORI Administrator:</b> Chief Wiggum			
<b>Phone &amp; Email Address of Admin:</b>	(321) 444-6788 chiefwiggum@simpsons.gov		
<b>Name of TAC:</b> Officer Lou			
<b>Phone &amp; Email Address of TAC:</b>	(321) 444-6787 officerlou@simpsons.gov		
<b>Name of Alt TAC #1:</b> Officer Eddie			
<b>Phone &amp; Email Address of Alt TAC:</b>	(321) 444-6786 officereddie@simpsons.gov		
<b>Name of Alt TAC #2:</b> N/A			
<b>Phone &amp; Email Address of Alt TAC:</b>			
If you have more Alt TACs, please supply name(s), phone number and email address on separate page.			

<b>Name of IT Security Officer (LASO):</b>	Smithers		
<b>Phone &amp; Email Address:</b>	(321) 444-6785 smithersit@simpsons.gov		
<b>Live Scan IP address (if applicable):</b>	EC-71:DB 6A 1A 77		
<b>If Live Scan, mark box for which type:</b>	Criminal <input type="checkbox"/>	Applicant <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
<b>Name of Crime Statistics POC:</b> Officer Lou			
<b>Phone &amp; Email Address:</b>	(321) 444- 6787 officerlou@simpsons.gov		
<b>Name of Vendor (if applicable):</b>	SPRINGFIELD NPP		

<b>Is this ORI a 24 hour agency?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	A 24 hour agency is available 24 hours a day to handle NCIC Hit Confirmations. Per the NCIC 2000 OPERATING MANUAL, INTRODUCTION SECTION: To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries.
If this ORI has entries in NCIC and is not a 24 hour agency, please enter the <b>ORI and NAME</b> of the agency that provides this service for your agency: N/A	

Confirmed ORI Information: No Access Yes, no changes BCI - Please change the following:

Reviewed in Q0 in NCIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reviewed in TQ in NLETS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Please check the files this ORI accesses:

UCH	MVD	SWW Entry	DLD	SWW Inq	III	NLETS	NCIC Inq	NCIC Ent
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Is this ORI a UT Right of Access (ROA) agency?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	BCI UCH Manual, Utah Right of Access agency definition: private citizens who wish to review their own Utah criminal history may do so by contacting either BCI or a participating local criminal justice agency. To be a ROA agency, the agency must have an approved contract on file with BCI, use the purpose code 'P', and obtain and keep on file a signed waiver from the private citizen.
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Form filled out by Officer Lou *Officer Lou* Date 03/07/2022

# Why do we need the ORI Validation Form?

The ORI Validation Form is used to update agency contact information.

When the agency has changes to contact information, please submit a new form.

# ORI Validation Fillable Information

Agency Name

Agency ORI

Agency Address

Mailing Address (if different)

Agency Phone Number

Agency Fax Number

General Email Address for Agency







## ORI VALIDATION 2022



The ORI Validation form is used to update agency contact information. Please submit this form to your BCI Field Services Representative via email by June 30, 2022. When the agency has changes to contact information, please submit a new form.

<b>Agency ORI:</b>	UT0030722		
<b>Agency Name:</b>	Springfield Police Department		
<b>Address:</b>	723 Police Avenue, Springfield, Utah 84321		
<b>Mailing Address (If Different):</b>	N/A		
<b>Phone Number:</b>	(321) 444- 6789	<b>Fax Number:</b>	N/A
<b>General Email Address for the Agency:</b>	springfieldpd@simpsons.gov		

<b>Title and Name of ORI Administrator:</b>	Chief Wiggum
<b>Phone &amp; Email Address of Admin:</b>	(321) 444-6788 chiefwiggum@simpsons.gov

<b>Name of TAC:</b>	Officer Lou
<b>Phone &amp; Email Address of TAC:</b>	(321) 444-6787 officercou@simpsons.gov
<b>Name of Alt TAC #1:</b>	Officer Eddie
<b>Phone &amp; Email Address of Alt TAC:</b>	(321) 444-6786 officereddie@simpsons.gov
<b>Name of Alt TAC #2:</b>	N/A
<b>Phone &amp; Email Address of Alt TAC:</b>	

If you have more Alt TACs, please supply name(s), phone number and email address on separate page.

# ORI Validation Fillable Information



Title and Name of Agency  
Administrator

Phone and Email of Agency  
Administrator

Name of TAC

Phone and Email of Agency TAC

Name of Alt TAC #1/#2

Phone Number of Alt TAC#1/#2



## ORI VALIDATION 2022



The ORI Validation form is used to update agency contact information. Please submit this form to your BCI Field Services Representative via email by June 30, 2022. When the agency has changes to contact information, please submit a new form.

<b>Agency ORI:</b>	UT0030722		
<b>Agency Name:</b>	Springfield Police Department		
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<b>General Email Address for the Agency:</b>	springfieldpd@simpsons.gov		

<b>Title and Name of ORI Administrator:</b>	Chief Wiggum		
<b>Phone &amp; Email Address of Admin:</b>	(321) 444-6788 chiefwiggum@simpsons.gov		
<b>Name of TAC:</b>	Officer Lou		
<b>Phone &amp; Email Address of TAC:</b>	(321) 444-6787 officierlou@simpsons.gov		
<b>Name of Alt TAC #1:</b>	Officer Eddie		
<b>Phone &amp; Email Address of Alt TAC:</b>	(321) 444-6786 officereddie@simpsons.gov		
<b>Name of Alt TAC #2:</b>	N/A		
<b>Phone &amp; Email Address of Alt TAC:</b>			

If you have more Alt TACs, please supply name(s), phone number and email address on separate page.

# Example of Agency Alt TAC's 3+

Alt TAC #3: Ned Flanders (321) 444-6785 nflanders@simpsons.gov

Alt TAC#4: Apu Nahasapeem (321) 444 – 6784 anahasapeem@simpsons.gov



# ORI Validation Fillable Information

Name of IT Security Officer (LASO)

Phone and Email address (for LASO)

Live Scan IP address (if applicable)

If Live Scan, mark the box for which type:

Criminal

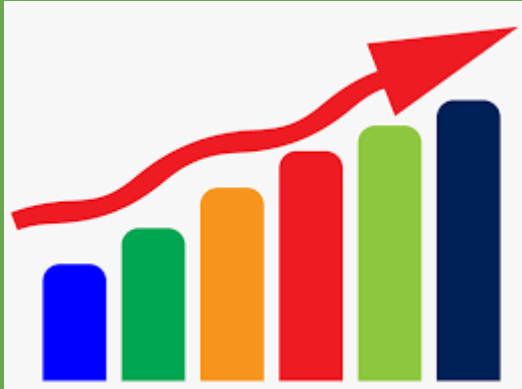
Applicant

Both



<b>Name of IT Security Officer (LASO):</b>	Smithers	
Phone & Email Address:	(321) 444-6785 smithersit@simpsons.gov	
<b>Live Scan IP address (if applicable):</b>	EC-71:DB 6A 1A 77	
If Live Scan, mark box for which type:	Criminal <input type="checkbox"/>	Applicant <input type="checkbox"/> Both <input checked="" type="checkbox"/>
<b>Name of Crime Statistics POC:</b>	Officer Lou	
Phone & Email Address:	(321) 444- 6787 officerlou@simpsons.gov	
<b>Name of Vendor (if applicable):</b>	SPRINGFIELD NPP	
Is this ORI a 24 hour agency? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	A 24 hour agency is available 24 hours a day to handle NCIC Hit Confirmations. Per the NCIC 2000 OPERATING MANUAL, INTRODUCTION SECTION: To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries.	
If this ORI has entries in NCIC and is not a 24 hour agency, please enter the <b>ORI and NAME</b> of the agency that provides this service for your agency: N/A		

# ORI Validation Fillable Information



Name of Crime Statistics POC

Phone and Email address (Crime Statistics POC)

Name of Vendor (if applicable)

Is this agency a 24 Hour Agency

Yes

No

If this ORI has entries in NCIC and is not a 24 hour agency, please enter the ORI and NAME of the agency that provides this service for your agency:

<b>Name of IT Security Officer (LASO):</b>	Smithers		
Phone & Email Address:	(321) 444-6785 smithersit@simpsons.gov		
<b>Live Scan IP address (if applicable):</b>	EC-71:DB 6A 1A 77		
If Live Scan, mark box for which type:	Criminal <input type="checkbox"/>	Applicant <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
<b>Name of Crime Statistics POC:</b>	Officer Lou		
Phone & Email Address:	(321) 444- 6787 officerlou@simpsons.gov		
<b>Name of Vendor (if applicable):</b>	SPRINGFIELD NPP		
Is this ORI a 24 hour agency? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	A 24 hour agency is available 24 hours a day to handle NCIC Hit Confirmations. Per the NCIC 2000 OPERATING MANUAL, INTRODUCTION SECTION: To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries.		
If this ORI has entries in NCIC and is not a 24 hour agency, please enter the <b>ORI and NAME</b> of the agency that provides this service for your agency:	N/A		



# ORI Validation Fillable Information

Confirm Agency Information with:

Q0 Transaction (NCIC)

TQ Transaction (NLETS)

Mark one of the following per each transaction:

No Access

Yes, no changes

BCI, Please change the following:



Confirmed ORI Information: No Access Yes, no changes BCI - Please change the following:

Reviewed in Q0 in NCIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reviewed in TQ in NLETS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	UCH	MVD	SWW Entry	DLD	SWW Inq	III	NLETS	NCIC Inq	NCIC Ent
Please check the files this ORI accesses:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Is this ORI a UT Right of Access (ROA) agency?

YES  NO

BCI UCH Manual, Utah Right of Access agency definition: private citizens who wish to review their own Utah criminal history may do so by contacting either BCI or a participating local criminal justice agency. To be a ROA agency, the agency must have an approved contract on file with BCI, use the purpose code 'P', and obtain and keep on file a signed waiver from the private citizen.

Form filled out by Officer Lou

*Officer Lou*

Date 03/07/2022

# ORI Validation Fillable Information

Please check the files this ORI accesses:

Utah Criminal History (UCH)

Motor Vehicle (MVD)

Statewide Warrant Entry (SWW

Entry)

Driver License (DLD)

Statewide Warrant Inquiry (SWW

Inq)

Interstate Identification Index (III)

National Law Enforcement  
Telecommunications System (Nlets)

NCIC Inquiry

NCIC Entry

Confirmed ORI Information: No Access Yes, no changes BCI - Please change the following:

Reviewed in Q0 in NCIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reviewed in TQ in NLETS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	UCH	MVD	SWW Entry	DLD	SWW Inq	III	NLETS	NCIC Inq	NCIC Ent
Please check the files this ORI accesses:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<p>Is this ORI a UT Right of Access (ROA) agency?</p> <p><input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p>	<p>BCI UCH Manual, Utah Right of Access agency definition: private citizens who wish to review their own Utah criminal history may do so by contacting either BCI or a participating local criminal justice agency. To be a ROA agency, the agency must have an approved contract on file with BCI, use the purpose code 'P', and obtain and keep on file a signed waiver from the private citizen.</p>
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Form filled out by Officer Lou

*Officer Lou*

Date 03/07/2022

# ORI Validation Fillable Information

Is this ORI a UT Right of Access Agency?

Mark one of the following:

Yes

No

Form filled out by:

Signature (Typically Agency

TAC)

Date

Confirmed ORI Information: No Access Yes, no changes BCI - Please change the following:

Reviewed in Q0 in NCIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reviewed in TQ in NLETS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	UCH	MVD	SWW Entry	DLD	SWW Inq	III	NLETS	NCIC Inq	NCIC Ent
Please check the files this ORI accesses:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Is this ORI a UT Right of Access (ROA) agency?

YES  NO

BCI UCH Manual, Utah Right of Access agency definition: private citizens who wish to review their own Utah criminal history may do so by contacting either BCI or a participating local criminal justice agency. To be a ROA agency, the agency must have an approved contract on file with BCI, use the purpose code 'P', and obtain and keep on file a signed waiver from the private citizen.

Form filled out by Officer Lou

*Officer Lou*

Date 03/07/2022

# RIGHT OF ACCESS AGENCY



## Right of Access Provider Contract Agency Terms & Conditions

Agency Name: Springfield Police Department

Agency ORI: UT0030722

By signing below, this agency agrees to operate Right of Access (ROA) according to these terms and conditions. Code Ann §53-10-108, Utah Administrative Rule R722-900-7 and Utah Bureau of Criminal

1. Each ROA applicant must sign and date the ROA Provider Waiver requesting his or her agreement to the terms outlined in the waiver.
  - a. ROA applicants must appear in person and present valid, government-issued identification.
  - b. Each Utah Criminal History Record provided through ROA is only valid if it is accompanied by a fingerprint.
  - c. A new ROA Provider Waiver must be signed and dated for each ROA query.
2. This agency designates the following positions authorized to perform ROA queries:
  - a. Records Manager: Lisa Simpson
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
3. Individuals authorized to perform ROA queries shall comply with the following guidelines:
  - a. Utah Criminal History and any warrant information may only be released if accompanied by a signed ROA Provider Waiver and/or for the purpose indicated, and may not be faxed.
  - b. Use Purpose Code (P) in the Purpose Code field.
  - c. Use the applicant's name as the "Requestor" in the requestor field.
  - d. Use "Right of Access" in the Auditing Purpose field.
  - e. The Utah Driver License file may be checked to verify identification only.
  - f. NCIC & Statewide warrants may be checked; however,
    - i. Warrants MUST NOT be printed or retained on file.
    - ii. Only the following warrant information may be disseminated to the requesting agency:
      1. The name of the issuing agency where the warrant originated;
      2. The case number on the outstanding warrant(s).
    - iii. The following information MUST NOT be disseminated to the requesting agency:
      1. The offense on the warrant
      2. Bail amount; and/or
      3. Any other information from the warrant
    - iv. An Agency may disseminate information on its own warrants if it is issued by the agency. If you see a warrant your agency issued, you may disseminate it if accompanied by a signed ROA Provider Waiver.
  - g. Users will NOT access Interstate Identification Index (III) or NLETS files for any purpose.
4. According to Utah Code Ann. §53-10-108: Any criminal history record information provided for the purposes for which it was provided and may not be further disseminated.

- a. It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose or disseminate information contained or accessed in division files for a purpose prohibited by statute, rule, regulation or policy of a governmental entity.
  - b. A person who discovers or becomes aware of any unauthorized use of records contained or accessed in division files shall inform the commissioner and the director of BCI of the unauthorized use.
5. Completed ROA Provider Waivers shall be kept on file at the provider agency for a period of at least three years and shall be submitted to BCI, as requested, during the regular audit process.
  6. Please indicate the scope of this contract and fee structure below (i.e. from whom will you accept waivers? How much, if anything, will you charge?).

Please Check ALL that Apply and Complete the Related Fee Structure:			
Scope to Include:	NO FEE	FEE Amount	
<input checked="" type="checkbox"/> Current/Prospective Non-Criminal Justice Employees (This Agency ONLY)	<input checked="" type="checkbox"/>	\$	
<input type="checkbox"/> Current/Prospective Non-Criminal Justice Employees (Courtesy to related/surrounding municipal agencies)	<input type="checkbox"/>	\$	
<input type="checkbox"/> Municipal Services (City/County/State)	<input type="checkbox"/>	\$	
<input checked="" type="checkbox"/> Volunteers (City/County/State)	<input checked="" type="checkbox"/>	\$	
<input type="checkbox"/> Volunteers (Private Organizations)	<input type="checkbox"/>	\$	
<input checked="" type="checkbox"/> Citizens interested in obtaining a copy of their own Utah Criminal History	<input type="checkbox"/>	\$25.00	
<input type="checkbox"/> Other:	<input type="checkbox"/>	\$	

Each party is responsible for its own wrongful or negligent acts which it committed or is committed by its agents, officials, or employees. No party waives any defenses otherwise available under the Governmental Immunity Act of Utah.

This contract is valid through June 30, 2022. A new Right of Access Provider Contract must be submitted to BCI should this agency receive a new administrator prior to June 30, 2022. This contract may be terminated by this agency at any time by written notice. This contract may be terminated by BCI at any time with thirty (30) days written notice or upon failure of this agency to comply with any of the above stated terms and conditions.

Signed:

Agency Administrator Name:

Chief Wiggum

(Please Print)

Chief Wiggum

Agency Administrator Signature

03/07/2022

Date

[Signature]

BCI Representative Signature

May 1, 2022

Date

# ROA Contract Fillable Information

Agency Name

Agency ORI

This agency designates the following positions authorized to perform ROA queries:







## Right of Access Provider Contract

### Agency Terms & Conditions

Agency Name: Springfield Police Department

Agency ORI: UT0030722

By signing below, this agency agrees to operate Right of Access (ROA) according to these terms and conditions as set forth by Utah Code Ann §53-10-108, Utah Administrative Rule R722-900-7 and Utah Bureau of Criminal Identification (BCI) Policy.

1. Each ROA applicant must sign and date the ROA Provider Waiver requesting his or her Utah Criminal History Record and agree to the terms outlined in the waiver.
  - a. ROA applicants must appear in person and present valid, government-issued, photo identification.
  - b. Each Utah Criminal History Record provided through ROA is only valid on the date it is printed and is not verified by fingerprints.
  - c. A new ROA Provider Waiver must be signed and dated for each ROA query.
  
2. This agency designates the following positions authorized to perform ROA queries:
  - a. Records Manager: Lisa Simpson
  - b.
  - c.
  - d.
  - e.

3. Individuals authorized to perform ROA queries shall comply with the following guidelines when accessing the Utah Criminal History files and arrest warrant information (SWW & NCIC warrants):
  - a. Utah Criminal History and any warrant information may only be released to the individual named on the ROA Provider Waiver and/or for the purpose indicated, and may not be faxed or emailed.
  - b. Use Purpose Code (P) in the Purpose Code field.
  - c. Use the applicant's name as the "Requestor" in the requestor field.
  - d. Use "Right of Access" in the Auditing Purpose field.
  - e. The Utah Driver License file may be checked to verify identification only, and may not be printed or retained on file
  - f. NCIC & Statewide warrants may be checked; however,
    - i. Warrants MUST NOT be printed or retained on file.
    - ii. Only the following warrant information may be disseminated to the ROA applicant:
      1. The name of the issuing agency where the warrant originated (may include city/state on NCIC warrants); and
      2. The case number on the outstanding warrant(s).
    - iii. The following information MUST NOT be disseminated from any warrant:
      1. The offense on the warrant
      2. Bail amount; and/or
      3. Any other information from the warrant
    - iv. An Agency may disseminate information on its own warrants according to its policies and procedures (i.e. If you see a warrant your agency issued, you may disseminate information according to your own policy).
  - g. Users will NOT access Interstate Identification Index (III) or NLETS files for ROA queries.
  
4. According to Utah Code Ann. §53-10-108: Any criminal history record information obtained from BCI files may be used only for the purposes for which it was provided and may not be further disseminated.

# ROA Contract Fillable Information

Please Check ALL that Apply and Complete the Related Fee Structure:

Current/Prospective Non-Criminal Justice Employees (This Agency ONLY)

Current/Prospective Non-Criminal Justice Employees (Courtesy to related/surrounding municipal agencies)

Municipal Services (City/County/State)

Volunteers (City/County/State)

Volunteers (Private Organizations)

Citizens interested in obtaining a copy of their own Utah Criminal History

Other

Indicate:

No Fee

Fee Amount

- a. It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose or disseminate information contained or accessed in division files for a purpose prohibited by statute, rule, regulation or policy of a governmental entity.
  - b. A person who discovers or becomes aware of any unauthorized use of records contained or accessed in division files shall inform the commissioner and the director of BCI of the unauthorized use.
5. Completed ROA Provider Waivers shall be kept on file at the provider agency for a period of at least three years and shall be submitted to BCI, as requested, during the regular audit process.
  6. Please indicate the scope of this contract and fee structure below (i.e. from whom will you accept waivers? How much, if anything, will you charge?).

**Please Check ALL that Apply and Complete the Related Fee Structure:**

√	Scope to Include:	NO FEE	FEE Amount
<input checked="" type="checkbox"/>	<b>Current/Prospective Non-Criminal Justice Employees</b> (This Agency ONLY)	<input checked="" type="checkbox"/>	\$
<input type="checkbox"/>	<b>Current/Prospective Non-Criminal Justice Employees</b> (Courtesy to related/surrounding municipal agencies)	<input type="checkbox"/>	\$
<input type="checkbox"/>	<b>Municipal Services</b> (City/County/State)	<input type="checkbox"/>	\$
<input checked="" type="checkbox"/>	<b>Volunteers</b> (City/County/State)	<input checked="" type="checkbox"/>	\$
<input type="checkbox"/>	<b>Volunteers</b> (Private Organizations)	<input type="checkbox"/>	\$
<input checked="" type="checkbox"/>	<b>Citizens interested in obtaining a copy of their own Utah Criminal History</b>	<input type="checkbox"/>	\$ 25.00
<input type="checkbox"/>	<b>Other:</b>	<input type="checkbox"/>	\$

Each party is responsible for its own wrongful or negligent acts which it committed or is committed by its agents, officials, or employees. No party waives any defenses otherwise available under the Governmental Immunity Act of Utah.

# ROA Contract Fillable Information

Agency Administrator Name

Agency Administrator Signature

Date

Each party is responsible for its own wrongful or negligent acts which it committed or is committed by its agents, officials, or employees. No party waives any defenses otherwise available under the Governmental Immunity Act of Utah.

This contract is valid through June 30, 2022. A new Right of Access Provider Contract must be submitted to BCI should this agency receive a new administrator prior to June 30, 2022. This contract may be terminated by this agency at any time by written notice. This contract may be terminated by BCI at any time with thirty (30) days written notice or upon failure of this agency to comply with any of the above stated terms and conditions.

Signed:

Agency Administrator Name:

Chief Wiggum

(Please Print)

*Chief Wiggum*

Agency Administrator Signature

03/07/2022

Date

*Angela Williams*

BCI Representative Signature

May 1, 2022

Date

# Follow Up

You will receive an email from your Field Service Representative in the beginning of May

Please submit these forms to your BCI Field Service Representative via email by June 30, 2022