



# UCJIS DISSEMINATION

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# Introduction to Dissemination

An overview on what is and what isn't proper dissemination of UCJIS information.

What constitutes misuse within the files of UCJIS.

What files can be run for what purposes.

Scenarios

## UCA 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 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.

# UCJIS ACCESS

UCJIS is available to criminal justice agencies for the purpose of:

Administration of criminal justice  
Criminal justice agency employment

# PROPER USAGE OF UCJIS FILES

- Detection
- Apprehension
- Detention
- Pretrial release
- Post-trial release
- Prosecution
- Adjudication
- Correctional supervision
- Rehabilitation of offenders
- Criminal justice employment

# 3 TYPES OF DISSEMINATION

Verbal

Electronic

Printed

# JUVENILE RECORD DISSEMINATION

Per the Juvenile Courts, local agencies may NOT generate a hard copy of a juvenile's rap sheet or record summary.

Juvenile records can not be disseminated or entered into a Records Management System.

# UCJA RULE 7-202

(3) Law enforcement agencies are not authorized to:

(A) Print out a hard copy of the record displayed on the screen.

(B) Access records for any purpose not expressly authorized by this rule.

This rule is backed up by UCA 53-10-108



# JUVENILE RECORD DISSEMINATION

A background check can be ran on a juvenile wanting his/her criminal history but because there are only adult criminal records nothing will be there unless they were charged as an adult for a crime.

Juveniles wanting a juvenile background check should be informed they must get that from the juvenile court.

# WARRANT DISSEMINATION

# WARRANT DISSEMINATION

You should only disseminate warrant information that can be found on the public website.

Warrants may not be printed from UCJIS and may not be provided to the an individual.

<https://secure.utah.gov/warrants/index.html>



# Criminal Identification (BCI)

## Featured Services



Find an Instructor



Renew Your Permit or Instructor Certification



Update your Concealed Firearm Permit



Obtain a Copy of Your Criminal History



Check your Utah Warrants



Forms and Applications



Schedule Your Fingerprinting Appointment



Silver Alert

Crime in Utah 2020



UTAH DEPARTMENT OF PUBLIC SAFETY  
UTAH STATEWIDE WARRANTS SEARCH



RELATED  
LINKS & RESOURCES

### Search for Warrants

First Name  REQUIRED

Last Name  REQUIRED

Middle Initial

I'm not a robot



Continue »



NOTE: The Utah Statewide Warrants file (SWW) is designed to provide information on individuals wanted in the state of Utah. The warrant information comes from courts that send in data to the Utah Criminal Justice Information System (UCJIS) via electronic transfer, which means that the data viewed is the direct result of court activity. As with any warrant system, caution must be used when viewing data from this file. Accuracy and timeliness are critical factors when acting on warrant information, as this system is dependent upon timely entry and removal of records by the courts.

#### BCI

- [Employment Background Checks](#)
- [Expunging Criminal Histories](#)
- [Fingerprint & Photo Services for the Public](#)
- [Utah State Court Contact Information](#)



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UTAH DEPARTMENT OF PUBLIC SAFETY

## UTAH STATEWIDE WARRANTS SEARCH



RELATED  
LINKS & RESOURCES

### Warrant Details for

Case Number: #022504794

**Court Name:** TOOELE COUNTY JUSTICE COURT

**Charges:** FAIL TO OBTAIN OVERWEIGHT PERMIT

[Back To Results](#)

[New Search](#)

[Pay Fine Online](#)

#### BCI

- [Employment Background Checks](#)
- [Expunging Criminal Histories](#)
- [Fingerprint & Photo Services for the Public](#)
- [Utah State Court Contact Information](#)



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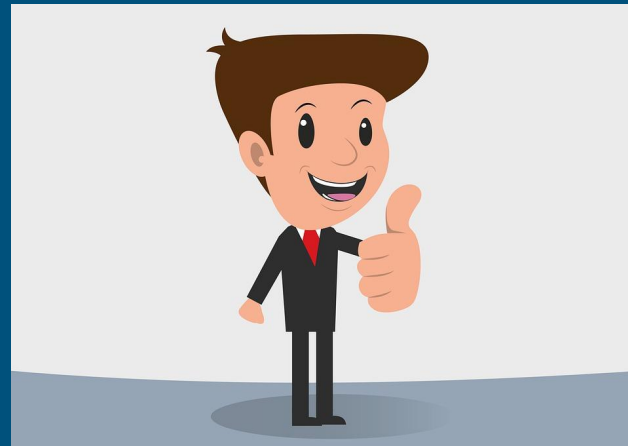
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DRIVERS LICENSE

# DRIVERS LICENSE DISSEMINATION

A driver's license can be used to pack the record of an NCIC entry.

The photo from a driver's license can be used for an AMBER Alert.





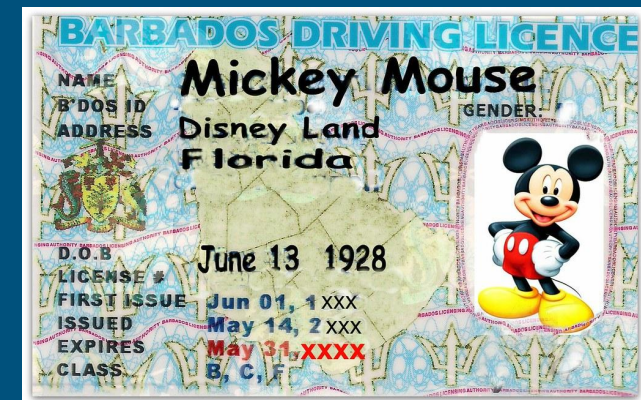
# DRIVERS LICENSE DISSEMINATION

They **cannot** be used in a photo lineup.  
(Contact SIAC for a lineup or you can use the SIIR and SIIS transactions to request one)  
A driver's license can be linked to a specific person in a case file as long as it is part of an investigation.

# DRIVERS LICENSE

Running a drivers license must be for a legitimate law enforcement investigation.

Drivers license information should never be given out to either party involved in an automobile accident by law enforcement.



# DRIVERS LICENSE DISSEMINATION

Photos from the drivers license file cannot be used for any types of licensing. Examples:

Body shops, motor vehicle dealers, transporters, manufactures, sales people and salvage buyers

If used it is considered misuse

# DRIVERS LICENSE PHOTO DISSEMINATION

Photos from drivers license may only be used for a public PSA to warn people of a dangerous individual if it is a serious crime like child predator or rapist and if a booking photo or other photo is not available.

If a booking photo is available it is suggested by the Drivers License Division to use that photo instead of a driver's license.

# DRIVERS LICENSE CONTACT

If you are requesting an older driver's license or ID card that is not digitized you can email that request to Alina Colver at [dlphotos@utah.gov](mailto:dlphotos@utah.gov)

You will need to fill out a form that will be provided by Alina.



Spencer J. Cox  
Governor

Jess L. Anderson  
Commissioner

# State of Utah

DEPARTMENT OF PUBLIC SAFETY  
DRIVER LICENSE DIVISION

Chris Caras  
Director

PO BOX 144501  
Salt Lake City, Utah 84114-4501  
Office: 801.965.4437 – Fax: 801.964.4499

## Request for Photo Based on Permissible Use #4 of the DPPA

Constables may obtain highly restricted personal information under the Driver Privacy Protection Act (DPPA) through the Utah Driver License Division. However, as outlined in the Driver Privacy Protection Act, permissible use (b)(4), highly restricted information can only be obtained for: use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation and the execution or enforcement of judgments and orders, or pursuant to any order of a Federal, State, or local court.

To obtain the Driver License digitized photo, please bring the completed form to a Driver License location along with proof of valid identification and credentials. There will be a \$5 fee assessed for each photo requested. If a copy of a Motor Vehicle Record (MVR) is also requested, form DLD60a will be required along with an additional \$6 fee.

### PERSON REQUESTING THE DIGITIZED PHOTO

\_\_\_\_\_

Date of Request:

\_\_\_\_\_

Constable's Name:

\_\_\_\_\_

Daytime Telephone:

\_\_\_\_\_

Agency Name:

### PERSON TO WHOM THE DIGITIZED PHOTO PERTAINS

\_\_\_\_\_

Last Name:

\_\_\_\_\_

First Name:

\_\_\_\_\_

Middle Name:

\_\_\_\_\_

Date of Birth:

\_\_\_\_\_

Driver License or ID Number:

**Certification Statement:** I certify under penalty of law that I am entitled to personal information from the requested driver record. I am aware that there are criminal and civil penalties for knowingly obtaining, disclosing, or using the personal information for a purpose not permitted under DPPA (18 U.S.C. §§ 2721-2724.)

\_\_\_\_\_

Signature of person requesting digitized photo

\_\_\_\_\_

Date Received:

\_\_\_\_\_

DLD Employee Number:

# DISSEMINATION TO OTHER AGENCIES

# DISSEMINATION TO OTHER AGENCIES: CJIS POLICY

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 TO OTHER AGENCIES

A secondary dissemination log must be kept with:

Date of dissemination

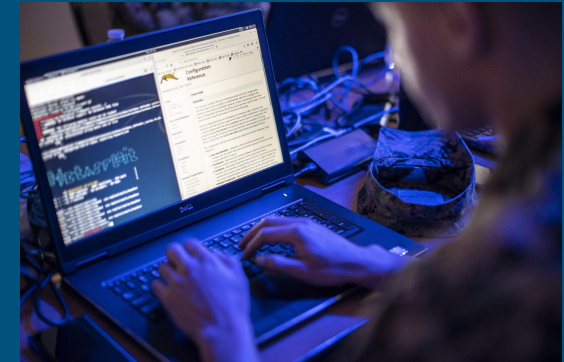
What was released

Name of agency receiving the information

Name of the requestor

Reason for release or a case number

The other agency must be authorized to receive it



# Information Exchange Agreement

Ensures that all parties with access to CJI fully understand and agree to a set of security standards

Information exchange agreements outline

- Roles

- Responsibilities

- Data ownership between agencies and any external parties



## 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Servicing Agency authorized representative      Date

Servicing Agency phone and email

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Recipient Agency authorized representative      Date

Recipient Agency phone and email

The UCJIS information exchange agreement is not mandatory but it is suggested

# MOTION OF DISCOVERY

# DISCOVERY

Defense attorneys are allowed to receive UCH information under the rules of discovery: Utah Rules of Criminal Procedure, Rule 16, (a)(2) except as otherwise provided, the prosecutor shall disclose to the defense upon request the following material or information of which he has knowledge: (2) The criminal record of the defendant.

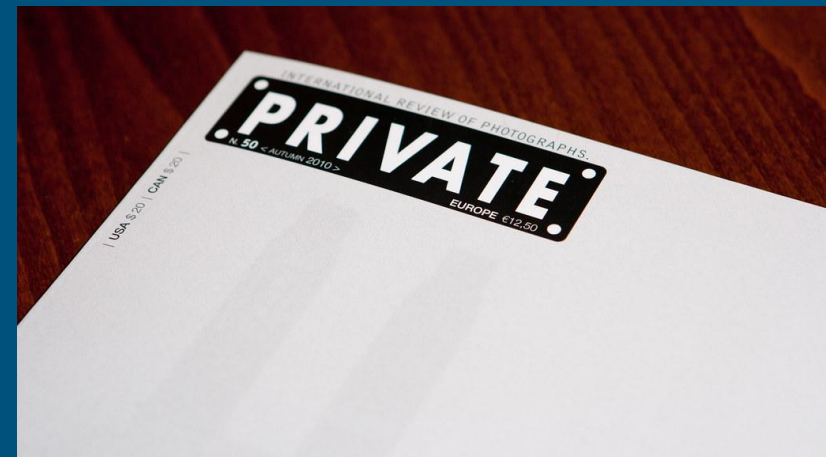
# DISCOVERY

BCI requires that agencies providing UCH information in this manner maintain a secondary dissemination log.

This log must include the date of dissemination, the person requesting the record, what documents were disseminated, and what their intended purpose is.

# DISCOVERY

BCI also strongly suggests a non-disclosure agreement be in place between the entities and that the RAP sheet be printed displaying the non-dissemination watermark.



# DISCOVERY

Prosecutors are required by law to provide only information they have obtained for their case. If defense attorneys request any additional UCJIS information, they must obtain a court order signed by the judge and present it to the prosecutor.



# PROPER AND IMPROPER USE OF UCJIS INFORMATION

# IMPROPER USAGE OF UCJIS FILES

UCJIS information for:

City/County employees

Fire Department personnel

Coaches/Recreation Center employees

Running The public

Taxi cab drivers

An agency must be set up as an ROA  
agency to run any of the above

# RIGHT OF ACCESS AGENCY

To become a right of access agency you must provide a written contract to BCI Agency will need to contact their Field Service Representative to complete the contract and create an agency waiver



# RIGHT OF ACCESS AGENCY

Agency will be listed on the BCI website under the ROA Agencies.

On the contract your agency will list if they choose to complete this process for the general public.

The ROA list for the public is located at <https://bci.utah.gov>

# RIGHT OF ACCESS LIST

BCI Home

Utah AMBER Alert and Endangered Missing Advisory

Bail Enforcement Licensing

Concealed Firearm Permits

Criminal Records

Employment/Volunteer Background Checks

Expungements

Fingerprint 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

Sexual Assault Kit Initiative (SAKI)

# RIGHT OF ACCESS LIST

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 LIST

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

# ROA FILES THAT CAN BE ACCESSED

UCH only

NCIC and SWW may be checked for  
warrant only

Warrants must not be printed

III, NLETS and Juvenile files are not to be  
accessed



# WHAT IS MISUSE AND HOW IT IS DISCOVERED

# MISUSE OF UCJIS INFORMATION

Curiosity checks

Friends

Co-workers

Neighbors

Uncles/Aunts

Dates

Girlfriend/Boyfriends

Children's

boyfriends/girlfriend

Ex spouse

Famous people

Yourself

# HOW MISUSE IS DISCOVERED

Agency logs

Dissemination Log Request

GRAMA Request

Individual reporting (walk in)

# AGENCY AUDIT LOGS

When you run a transaction all of the information you enter creates a log. This is created by the UCJIS system for security and liability.

Work with your TAC for the running of the LOGS Transaction in UCJIS.

This will give all the information that is needed on the transactions a user has run.

# AGENCY AUDIT LOGS

The logs records all of the following:

- Date/Time

- Agency/ORI

- User ID

- Transaction: all information accessed

This helps identify misuse

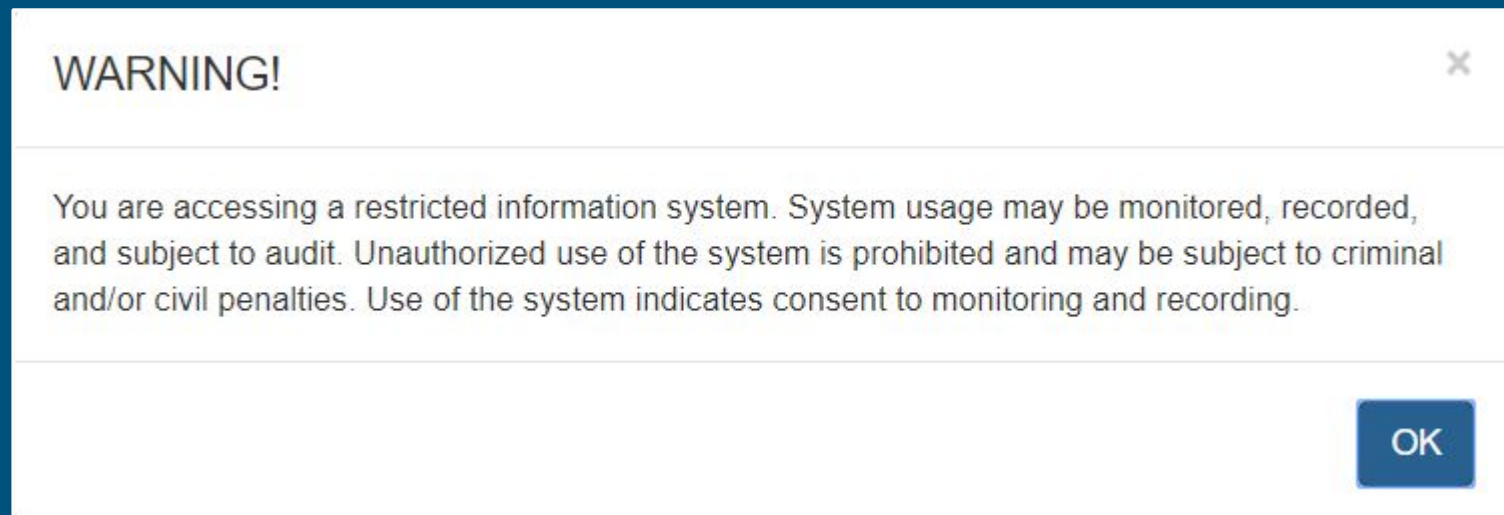
# Agency Auditing

Audit Log Results							
Created by tthomsen on 01/30/2018 11:18:15							
Received Time	Agency	UserID	Transaction	ORI	Search Fields	Index	Summary
01/29/2018 23:57	[REDACTED]	[REDACTED]769	QSW	UT010000	PLATE=[REDACTED]:PL[REDACTED]E=UT	811980267	WarrantsByVehicleIdentifier SEARCH
01/29/2018 23:57	[REDACTED]	[REDACTED]19	DLQ	[REDACTED]	LAST[REDACTED]NAME=CHAD[REDACTED]ME=0	811980305	DLNameSearch SEARCH
01/29/2018 23:57	[REDACTED]	[REDACTED]0769	QV	UT010000	[REDACTED]4829	811980137	processNcicRequest DETAIL
01/29/2018 23:57	[REDACTED]	[REDACTED]769	MVQ	[REDACTED]	[REDACTED]	811980129	VWAQuery SEARCH
01/29/2018 23:56	[REDACTED]	[REDACTED]4826	MVQ	[REDACTED]	[REDACTED]	811979493	VWAQuery SEARCH
01/29/2018 23:55	[REDACTED]	[REDACTED]26	MVQ	[REDACTED]	[REDACTED]	811979165	VWAQuery SEARCH
01/29/2018 23:53	[REDACTED]	[REDACTED]5	QW	UT010000	[REDACTED]	811977871	processNcicRequest DETAIL
01/29/2018 23:53	[REDACTED]	[REDACTED]85	QSW	UT010000	[REDACTED]	811977877	WarrantsByName SEARCH
01/29/2018 23:53	[REDACTED]	[REDACTED]85	PO	UT010000	[REDACTED]LE_FIRST_NAME=L[REDACTED]01-09	811977859	SearchPO SEARCH

# BCI AUDIT ON THE AGENCY

Agencies are subject to an agency audit at least once triennially.

When you log on to UCJIS you will see a caveat that states:



# BCI AUDIT ON AN AGENCY

We will be looking for any misuse such as:

- Family members or similar names

- Curiosity checks

- Famous people

- Co-workers

- Running yourself



# DISSEMINATION LOG REQUEST

Any UCJIS agency can request a dissemination log request by:

- Submitting a dissemination log request to BCI

- It must be signed by a chief administrator

Can take up to 10 business days, though usually will be completed within a day or two.

## Dissemination Log Request Form

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

<b>To:</b>	BCI FIELD SERVICES <a href="mailto:gmeneil@utah.gov">gmeneil@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:
<b>Search Criteria: provide all that apply</b>	
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:

# REASONS FOR A DISSEMINATION LOG

Misuse/IA investigation

To see who entered or cancelled a file in UCJIS

To see who in-state may have ran a wanted/missing person

Who ran a plate# within the state

# OFFLINE REQUEST VERSUS A DISSEMINATION LOG REQUEST

A dissemination log only runs files that have been accessed through UCJIS.

An offline search is sending a request to the FBI/CJIS division asking for information nationwide that is:

Made of 3 sources:

- NCIC active record

- NCIC historical database that is maintained on magnetic tapes

- Records of all NCIC transaction

# GRAMA REQUEST

The Government Records Access and Management Act (GRAMA) provides every person the right to request records from any governmental entity in Utah

(Utah Code Section 63G-2-201(1))

# GRAMA REQUEST

A GRAMA request is submitted to BCI when an individual believes their information may have been falsely checked.

BCI runs the request. If there are results the agency will receive an email to justify the information.

The information is then sent to the GRAMA requester.

# GRAMA REQUEST



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 CD	
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	

# AGENCY GRAMA REQUESTS

If your agency receives a GRAMA request, you must redact any UCJIS information from the request when/if it is released. UCJIS data is not subject to GRAMA.





# DESTRUCTION OF PRINTED UCJIS INFORMATION

# DESTRUCTION OF UCJIS INFORMATION

Disposal of Physical Media Physical media shall be securely disposed of when no longer required, using formal procedures. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. Agencies shall ensure the disposal or destruction is witnessed or carried out by authorized personnel.

# DESTRUCTION OF UCJIS INFORMATION



# SCENARIOS

# SCENARIO 1

A legislature wants to know who is parking in his/her parking space.

Can I run the license plate and disseminate that owner information to the legislature?



# SCENARIO 1

No you cannot disseminate any information to any individual that is not authorized to receive it.

# SCENARIO 2

The local fire department has called the police chief/sheriff asking for all of the EMT's and fire fighters in the department to be background checked.

The police chief/sheriff has asked you to run a list of names.

Can you run the names in UCJIS to background check them for the fire department?

# SCENARIO 2

Unless the agency is a (ROA) right of access agency or the EMTs/sire fighters are employed by the law enforcement agency. You can not run those names.



# SCENARIO 3

May you, in the performance of prosecution, access criminal history records of potential jurors for jury selection?



## SCENARIO 3

No you cannot use criminal history information in the jury selection process. The jurors that are selected for jury duty come from voter registration so they in fact cannot be felon. You cannot vote if you are a felon.

# SCENARIO 4

Can you disseminate Juvenile Criminal history to a school to protect a victim listed in a stalking injunction?

# SCENARIO 4

You cannot disseminate this kind of information from UCJIS, however sometimes similar information is available to the public and may be shared from those public places for example, a stalking injunction may be available on Court Exchange and the injunction itself public.

The protected party should have already been given a copy or notification to the school, employer or any supervisor of the protected places.

# SCENARIO 5

If an officer is driving down the road and runs the license plate of the car driving in the other lane, can the officer then run the DL of the registered owner?

# SCENARIO 5

You can as long as it is in your agencies policy and it is for a criminal justice purpose.

If it is ran for any other purpose other than criminal justice purpose that would constitute misuse.

# SCENARIO 6

Can a University PD or any local PD (school resource officers) share UCH, NCIC, drivers license or III (UCJIS) information with the school administration?

# SCENARIO 6

No information may be accessed for that purpose.

Criminal Justice or Criminal Justice employment only.



# SCENARIO 7

Is it alright to leave UCJIS information laying on a desk where a janitor or contract worker can see the information even though they have been background check and/or finger printed?

# SCENARIO 7

No UCJIS information should be left out for individuals not authorized can view it.

## SCENARIO 8

Can a UCJIS user from an agency request a dissemination log to see if their information has been accessed by any UCJIS user in the state?

## SCENARIO 8

Any UCJIS user can not submit a dissemination log request for any information. This would fall under a GRAMA request only.

## SCENARIO 9

You have a family member or friend that has a juvenile and adult criminal history.

He/she wants to know what is on those records and if there is a current warrant out for the individual. Can you run those records and warrant information and disclose that information to the individual?

## SCENARIO 9

You can not access any files within UCJIS for that purpose. It constitutes misuse. Direct the individual to the public website for warrant information.

# SCENARIO 10

Can a civilian walk into a criminal justice agency and want their criminal history ran stating it is my record and that is the reason I want it.

Can you run a criminal history for that individual?

# SCENARIO 10

A criminal justice agency can not run a background on an individual unless they are a ROA agency and the individual fills out a ROA waiver.



# SCENARIO 11

Can a defense attorney or non UCJIS prosecutor's office request UCJIS information from a law enforcement agency?

# SCENARIO 11

No, they cannot share information.

Authorized UCJIS agencies may do a secondary dissemination log and have an info. exchange agreement But, non-authorized agencies and users may not.

The only exception would be under a qualifying court order by a judge or motion of discovery which would be documented in the secondary dissemination log.

## SCENARIO 12

While working on an investigation, a detective sees that a civilian in their jurisdiction has a serious sex offense on their criminal history. Can the detective disclose this information to other co-workers in the agency?

# SCENARIO 12

No, This information can not be discussed unless it deals with their particular investigation and the individuals need to know.

QUESTIONS?

