


POLICY 112.2	CRIMINAL HISTORY ACCESS	
	REVISED: 5/98, 9/01, 09/11	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 10/01, 09/11

A. PURPOSE

To insure the proper documentation, dissemination and destruction of FCIC/NCIC criminal history information as regulated by state and federal law.

B. POLICY

It is the policy of the Fort Lauderdale Police Department to use criminal histories in accordance with Florida law. Criminal histories shall only be run for criminal justice purposes. Persons violating this policy may be subject to administrative, civil, and/or criminal penalties.

C. PROCEDURE

In order to maintain compliance, the following procedure will be followed:

1. One criminal history log will be kept in the Communications Center's Teletype unit and one log will be kept in the Auto Theft Unit. These will trace criminal history requests, their dissemination and also function as a secondary dissemination log. The Special Investigations Division will maintain their secondary dissemination logs with other law enforcement agencies. These logs will be maintained for five (5) years as required by Florida Department of Law Enforcement and the Federal Bureau of Investigation guidelines.
2. Any person accessing a criminal history will contact Communications or Auto Theft and provide the following information for placement in the criminal history log:
 - a. Date of access to information;
 - b. The name of the individual(s) whose criminal history was run;
 - c. To whom the information was released;
 - d. Who released the information;
 - e. The State Identification (SID) and/or FBI numbers;
 - f. The purpose for which the information was requested;
 - g. Case number;
 - h. Any criminal histories released outside of the Department to another criminal justice jurisdiction must be logged on a Secondary Dissemination Log. Secondary dissemination logs will be maintained in the Criminal Investigation Division, Special Investigation Division and Communications.

3. Once a criminal history has exhausted its administrative value, it will be shredded or documented on a State/City Records Disposition Request to account for its destruction.
4. Access to the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigations (FBI) Criminal Justice Information Systems (CJIS) shall follow all guidelines as stated in the current FDLE CJIS Certification Training Manual and CJIS Certification Security Policy.