

CJIS SECURITY BACKGROUND CHECKS

(updated 06/23/09)

Below are guidelines for performing a criminal history background check on personnel who will have authorized access to FBI CJIS systems. A national fingerprint-based criminal history record check will be performed upon assignment of personnel to a facility with access to FBI CJIS systems.

1. Requesting agency determines personnel that will have unescorted access to a facility with FBI CJIS systems based on CCH/LEDS agreement and CJIS security policy.
2. Individual is provided a fingerprint card with demographic information filled out including proper ORI for the agency submitting the fingerprint card and reason fingerprinted (CJIS security). Type of position is to be listed on the fingerprint card. Law enforcement agencies can order fingerprint cards directly from the FBI. Non-law enforcement agencies can order fingerprint cards from the Identification Services Section (ISS). Contact ISS for a copy of the order form.
3. Individual can be fingerprinted by the requesting agency or at another location. If the individual is in the Salem area they can come to ISS for fingerprinting. ISS provides public fingerprinting services Monday through Friday from 8am to 4:30pm, no appointment needed. There is a \$20 charge for each set of fingerprints. The fingerprint card will be given to the individual to take back to the agency doing the background check and will only be accepted at ISS for processing from the requesting agency.
4. Once fingerprinted, agency submits one completed fingerprint card and the security clearance background request form to:

Oregon State Police
Identification Services Section
3772 Portland Rd NE
Salem, OR 97301
5. If applicant cards are submitted via Livescan the security clearance background request form should be faxed to 503-378-2121, ATTN: Records. The form should be faxed the same day or as close as possible to the same day as the fingerprints.
6. Fingerprint cards may be sent back to the agency if the fingerprints are poor quality or required information is missing.
7. The designated manager contact will be notified of determination once the background check is completed. Designated manager contact will be told that the employee is either approved or not approved for unescorted access to a facility with FBI CJIS systems.
8. Fingerprint cards for individuals approved for unescorted access to a facility with FBI CJIS systems will be retained in CCH with "CJIS Security" code. CCH will be flagged for notification of future activity on the record that might prevent continued FBI CJIS access.

9. Fingerprint cards for individuals that are not approved for unescorted access to a facility with access to FBI CJIS systems will not be retained in CCH. The fingerprint card and security clearance background request form will be returned to the requesting agency.
10. ISS is to be notified when an individual who has been approved for CJIS access leaves the agency. Notification may be sent via letter, email, or teletype. Include name, date of birth and agency name in the notification. The CJIS flag will be removed from these records.
11. There will be an annual validation of records with the CJIS security flag to verify that all individuals with the CJIS security flag are still employed with the agency.

