

CJIS SECURITY BACKGROUND CHECKS

(Updated 5/10/21-MMP)

Below are the guidelines for requesting a CJIS Security Clearance background check on personnel who will have **unescorted access** to areas with FBI CJIS systems.

A CJIS Security Clearance background check consists of a national fingerprint-based criminal history records check. **This criminal history records check will be performed on every individual that is requesting unescorted access to a facility with FBI CJIS systems.**

1. The requesting agency makes the determination on which individuals they wish to grant unescorted access to a facility with FBI CJIS systems. This determination is based on the CCH/LEDS agreement and the CJIS Security Clearance Policy (current version) which can be found at the link below.

<https://www.oregon.gov/osp/Docs/CJIS%20Security%20Policy.pdf>

2. The applicant will need to be fingerprinted on a blue applicant fingerprint card (FD-258) and their demographic information filled out completely, including the Originating Agency Identifier (ORI) for the agency that is requesting the CJIS Security access.

Any agency with an assigned ORI can order the applicant fingerprint cards directly from the FBI at the link below.

<https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form>.

3. Applicants may be fingerprinted by the requesting agency or at any location that provides fingerprinting services. If the applicant is in the Salem area they may be printed at the Oregon State Police (OSP) Headquarters.
 - OSP provides public fingerprinting services Monday through Friday, from 8:00am to 4:30pm, no appointment needed. There is a \$20 charge for each set of fingerprints. Only **one** set of fingerprints is required for CJIS Security Clearance.
 - If OSP completes the fingerprinting and the applicant has the completed CJIS Security Clearance Background Request form, including the requesting manager's signature, fingerprinting staff will accept the completed application and submit it to the CJIS Security staff for processing.
 - If the applicant does not have the completed CJIS Security Clearance Background Request form the fingerprint card will be given to the applicant to take back to the agency that has requested the CJIS Security Clearance background check.

Agencies seeking CJIS Security Clearance for an individual are required to use the most **current version** of the CJIS Security Clearance Background Request form which can be found at the link below.

<https://www.oregon.gov/osp/Docs/CJIS%20Security%20Request%20form%202021.pdf>

4. If the applicant's fingerprint card is submitted via Livescan ensure that the transaction type of 'MAP' is used and the reason fingerprinted is listed as CJIS Security. The CJIS Security Clearance Background Request form needs to be submitted within 30 days of the applicant's fingerprints being submitted.

Fingerprint cards can be submitted via U.S. Mail or Livescan.
CJIS Security Clearance forms can be submitted via fax, email, or U.S. Mail.

U.S. Mail:

Oregon State Police
CJIS Division
ATTN: CJIS Security
3565 Trelstad Ave. SE
Salem, OR 97317

Fax Number:

503-378-2121

Email Address:

ospcjis@osp.oregon.gov

5. After 7 to 10 business days, if OSP has not received both the CJIS Security Clearance Background Request form **AND** the applicant's fingerprint card, CJIS Security staff will reach out to the Manager Contact listed on the CJIS form, or the CJIS Representative for the submitting agency, to inquire about the missing documentation. If OSP does not receive both the CJIS Security Clearance Background Request form **AND** the applicant's fingerprint card within 30 days of each other, the incomplete application will not be processed, and it will be purged.

PLEASE DO NOT SEND THE SAME FINGERPRINT CARD ELECTRONICALLY AND THROUGH THE MAIL. This will result in a duplicate transaction.

6. If any information is missing on the fingerprint card or the CJIS Security Clearance Background Request form, OSP's CJIS Security staff will contact the Manager Contact listed on the form, or the agencies' CJIS Representative via email.

If the prints are rejected by the FBI for poor quality, OSP's CJIS security staff will contact the Manager Contact listed on the form via email to request a new set of fingerprints be submitted. If the requested fingerprints are not received within 30 days of the original receipt, the incomplete application will not be processed, and it will be purged.

7. The OSP CJIS Division will complete the process by conducting a national fingerprint-based criminal history records check. Once the results of the criminal history check are complete, OSP's CJIS Security staff will email the Manager Contact listed at the bottom of the CJIS Security Background Request form with the results of the CJIS Security Clearance request.
8. Fingerprint cards for individuals that are approved for unescorted access to a facility with FBI CJIS systems will be retained by OSP.

9. Fingerprint cards for individuals that are denied unescorted access to a facility with FBI CJIS systems will not be retained by OSP. The fingerprint cards will be purged.

10. OSP is to be notified when an individual who has previously been approved for CJIS Security Clearance leaves the agency or no longer requires CJIS Security Clearance under that agency's ORI. The agency is required to follow the CJIS Security Removal request process and provide all appropriate information for OSP to process the request. The CJIS Security cycle will be removed from the agency's records and deleted from CCH or marked 'Former' for sworn positions.

The Request to Remove CJIS Clearance form can be found at the link below.

<https://www.oregon.gov/osp/Docs/RequestToRemoveCJISClearanceForm.pdf>

The CJIS Security Removal procedure can be found at the link below.

<https://www.oregon.gov/osp/Docs/External%20Removal%20Request%20Procedure%202021.pdf>

OSP recommends that individuals with CJIS Security Clearance re-submit a CJIS Security Clearance application every five years in order to ensure information stays current.

Required Information for Processing a CJIS Security Clearance Request

FINGERPRINT CARD REQUIREMENTS:

- **CJIS Security** listed as the reason fingerprinted
- All demographic information accurately filled out at the top of the fingerprint card
- Valid fingerprint date (we **do not** except fingerprints that are more than 90 days old)
- Valid ORI (Must match CJIS Security form)
 - If the ORI is not valid the transaction will be rejected
- Transaction type of 'MAP', if submitted via Livescan

REQUIREMENTS FOR CJIS SECURITY CLEARANCE REQUEST FORM:

- Name (Must match fingerprint card)
- DOB (Must match fingerprint card)
- Applicant Signature and date
- 8800 Code selected
 - 8801 – Police
 - 8802 – Corrections
 - 8803 - Reserve
 - 8804 – Non-Sworn CJIS Security
- Manager Signature and date
- Manager Contact information
- ORI (Must match fingerprint card)

CJIS Security Disqualifiers

An individual will be **DENIED** CJIS Security Clearance if they have **ANY FELONY CONVICTIONS** or any of the following misdemeanor convictions listed below:

Disqualifying Misdemeanor Charges

- 164.377** Computer Crime
- 165.800** Identity Theft
- 165.007** Forgery, 2nd Degree
- 165.055** Fraudulent Use of a Credit Card
- 162.305** Tampering with Public Records
- 162.415** Official Misconduct, 1st Degree
- 162.425** Misuse of Confidential Information

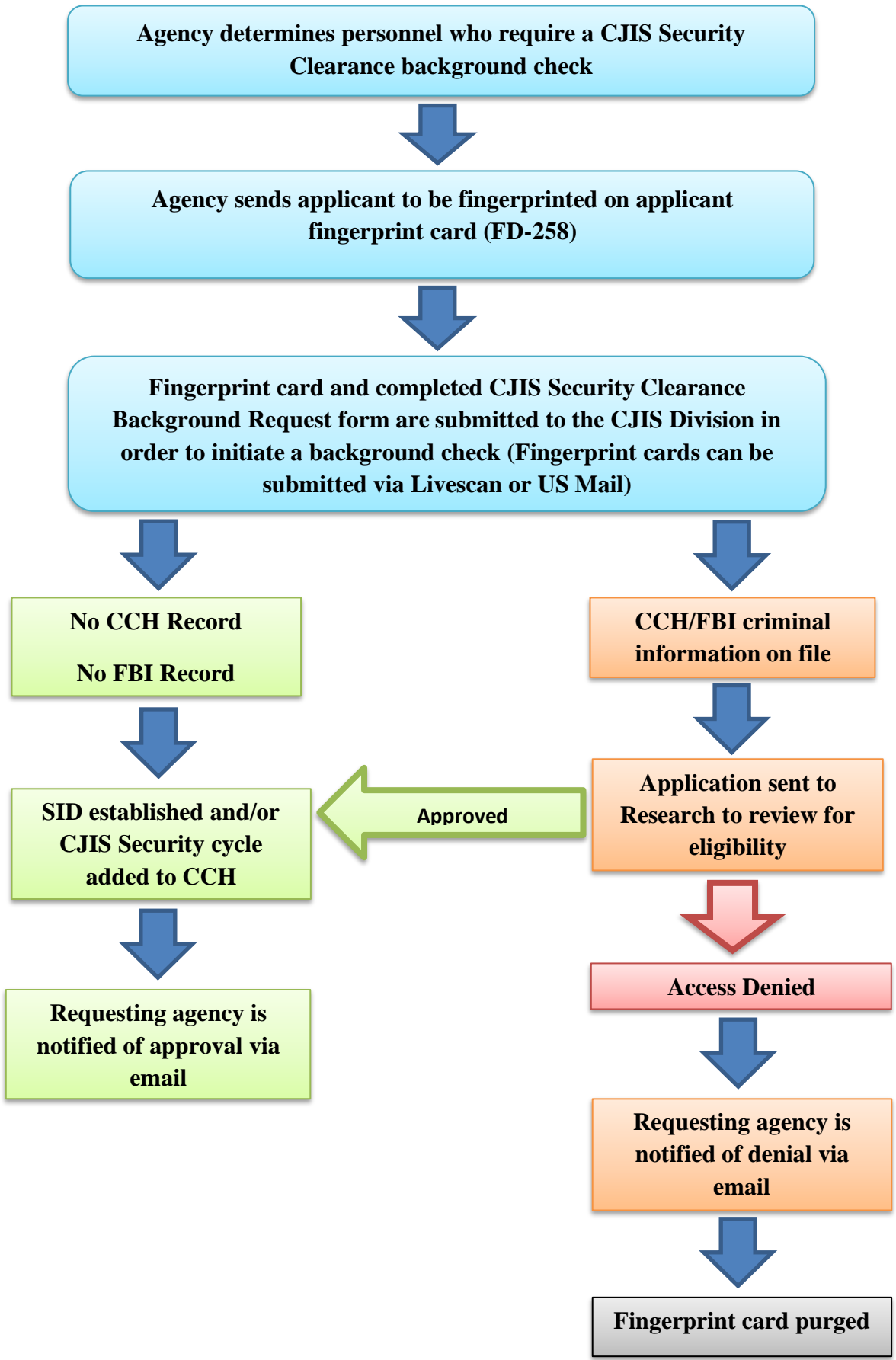
There is also a list of Potential Disqualifying Misdemeanors. If a non-sworn individual is convicted of any of the misdemeanors listed below and it is determined to be related to domestic violence the agency requesting the CJIS Security Clearance will be contacted. If the individual is applying for a sworn position, they will be DENIED.

Potential Disqualifying Misdemeanor Charges

- 163.160** Assault 4th Degree
- 163.187** Strangulation
- 163.190** Menacing
- 163.195** Reckless Endangerment
- 166.155** Intimidation, 2nd Degree
- 163.205** Criminal Mistreatment 1st Degree
- 163.435** Contributing to Sexual Delinquency of Minor
- 166.025** Disorderly Conduct 2nd Degree
- 166.065** Harassment
- 166.190** Pointing a Firearm at Another
- 163.415** Sex Abuse 3rd Degree
- 163.445** Sexual Misconduct

IMPORTANT NOTES:

- CJIS Security Clearance background check approvals will always be sent to the Manager Contact listed on the CJIS Security Clearance Background Request form via email. **Until the email is received the individual is not approved to have unescorted access to any buildings with FBI CJIS Systems.**
- CJIS Security Clearance background checks **DO NOT** replace the need for an employment background check.
- **CJIS Security background checks should only be requested once an individual has undergone a pre-employment background check and the agency has determined that the applicant will be hired for the position. Please do not submit a CJIS Security background check if the individual as any convicted felonies, they will be denied.**
- The ORI listed on the fingerprint card and CJIS Security form must be the ORI where the applicant will have CJIS Clearance, not the fingerprinting agencies ORI.
 - The agency will need to submit a complete CJIS Security application for each individual ORI the applicant will need CJIS Security Clearance under. (**Ex:** If an individual works in five different buildings with different ORIs five separate CJIS Security applications will need to be submitted).
- New CJIS Security Clearance requests for the same ORI should only be submitted if:
 - The applicant is changing from a sworn position to a non-sworn position or from a non-sworn position to a sworn position
 - The applicant is changing from one type of sworn position to another type of sworn position (ex: Police Officer to Corrections Officer, or Reserve Officer to Police Officer).
 - The applicant is changing their work location, resulting in a change of ORI
 - Or every 5 years to ensure information stays current (not required but recommended)
- If a new CJIS Security Clearance request is submitted for one of the above-mentioned reasons the agency will need to submit a removal request for the previously approved CJIS Security cycle.
- If the individual has been granted CJIS Security Clearance and is arrested in Oregon for a potentially disqualifying charge the Manager Contact listed on the CJIS Security Clearance Background Request form will be contacted. If the Manager Contact is unable to be reached the CJIS Representative for that agency will be contacted.
- CJIS Security applications are processed in the order they are received and typically have a turnaround time of 7-10 business days. Delays in processing can occur when an application needs research due to an applicant's record. Requests regarding the status of CJIS Security applications should be sent to ospcjis@osp.oregon.gov



Agency determines personnel who require a CJIS Security Clearance background check



Agency sends applicant to be fingerprinted on applicant fingerprint card (FD-258)



Fingerprint card and completed CJIS Security Clearance Background Request form are submitted to the CJIS Division in order to initiate a background check (Fingerprint cards can be submitted via Livescan or US Mail)



**No CCH Record
No FBI Record**



**SID established and/or
CJIS Security cycle
added to CCH**



**Requesting agency is
notified of approval via
email**



**CCH/FBI criminal
information on file**



**Application sent to
Research to review for
eligibility**



Access Denied



**Requesting agency is
notified of denial via
email**



Fingerprint card purged

Approved