CJIS SECURITY BACKGROUND CHECKS
USER PACKET
(updated 12/22/04)

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. Criteria for approving access to FBI CJIS systems will be established in accordance with the CJIS security policy.

1. Requesting agency determines personnel that will have unescorted access to a facility with FBI CJIS access based on CCH/LEDS agreement and CJIS security policy. A list of facilities with FBI CJIS access are included with the user packet.

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. The ORI for DAS keycard staff will be the ORI for DAS personnel, OR024DAS0. Fingerprint cards will be ordered directly from the FBI. An order form is included in the user packet.

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 the Identification Services Section (ISS) for fingerprinting. ISS provides public fingerprinting Monday through Friday from 8am to 4:30pm, no appointment needed. There is no charge for prints taken for "CJIS security". 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 completed card and security clearance background request form to ISS Attn: Records. Fingerprint cards will be rejected to agency if the fingerprints are poor quality.

5. ISS Records Manager will notify the human resources manager contact of determination once the background check is completed. Human resources manager contact will be told that the employee is either approved or not approved for unescorted access to a facility with FBI CJIS access.

6. Fingerprint cards for individuals approved for unescorted access to a facility with FBI CJIS systems will have fingerprints retained and data entered in CCH with "CJIS Security"code.

7. Fingerprint cards for individuals that are not approved for unescorted access will not be retained. Fingerprint card and security clearance background request form will be returned to the requesting agency.

Agency determines personnel
who requires background check.

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Agency supplies individual
with fingerprint card
to take to printing official for
fingerprinting

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Fingerprint card/security clearance background request
form sent to ID Services
by requestion agency only
to initiate a background check

NO CCH
NO FBI

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SID established
"CJIS Security"
flag on record

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Requesting Agency
notified of Approval

Access Approved

CCH/FBI Criminal
information on
File

↓

Information reviewed
by ISS Records
Manager for
eligibility

↓

Access Denied

↓

Requesting Agency
Notified of Denial

↓

Fingerprint card
returned to requesting
agency.