***EXAMPLES***

## Acknowledgement Statement

### All Authorized Personnel are made aware of the guidelines, consequences and liabilities that could occur from unauthorized use of criminal justice information and criminal history record information. Employees are advised of the following:

* It is a class 6 felony in Arizona for a person to:
	+ Give criminal history record information (CHRI) to someone who is not authorized to receive it.
	+ Allow unauthorized access to criminal history record information (CHRI).
	+ Use criminal history record information (CHRI) for any other purpose other than those provided for in ARS 41-1750.
* Other federal and/or state penalties may apply depending upon the circumstances of the release.
* Unauthorized release could also potentially expose the District to civil liability.
* Access to criminal justice information (CJI) and CHRI via submitted fingerprints could be suspended or cancelled for violations of security and/or violations of the Terms and Conditions in the User Agreement.
* Misuse subjects an employee to discipline under the District Employee Misconduct policy.

I acknowledge that I have been advised of the consequences of misuse of criminal justice and criminal history record information.

Employee Name (Print)

Employee Signature Date

**Acknowledgement Statement**

**For Authorized Personnel Regarding Privacy and Security of Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**

All Authorized Personnel are trained on the authorized use, access, handling, destruction, privacy and security of criminal history information (CJI) and criminal history record information (CHRI) and

 District’s Fingerprinting and Criminal Background Check SOG. Authorized Personnel are also informed of the possible consequences of misuse of CJI/CHRI. Consequences may include:

* **Internal.** In the event of deliberate, reckless or unintentional misuse of CJI/CHRI, the employees will be subject to disciplinary action, up to and including termination, as outlined in the Corrective Action/Disciplinary Process of the Personnel Policies.
* **Arizona Revised Statutes (ARS)**. ARS §41-1756 states it is a class 6 felony in Arizona for a person to:
	+ Give criminal history record information to someone who is not authorized to receive it.
	+ Allow unauthorized access to criminal history information.
	+ Use criminal history record information for any other purpose than those provided in ARS.
	+ Other state penalties may apply depending upon the circumstances.
* **Federal Statutes**. Federal statutes states that access to CJI/CHRI is subject to cancellation for dissemination outside the authorized recipients(s) (Title 28 USC §534 and Title 28 CFR §20.33). Other federal penalties may apply depending upon the circumstances.
* **Civil Liability**. Unauthorized release could also potentially expose the employee and/or District to civil liability.
* **Other Consequences**. The District’s access to CJI/CHRI may be suspended or cancelled according to the terms and conditions of the user agreement with DPS.

By signing below, I acknowledge that I have received training on the District’s Fingerprinting and Criminal Background Check SOG, including procedures for privacy and security of criminal history information. I further acknowledge that I have been advised of the consequences of misuse of CJI/CHRI.

Employee Signature Date

Employee Name (Print)

**POLICIES/PROCEDURES SIGN OFF**

Criminal justice information (CJI) and criminal history record information (CHRI) is only used for valid employment (paid and unpaid) purposes only. Only authorized employees are allowed to view CJI/CHRI. I have been informed of the privacy and security policies/procedures regarding use, release, physical security, and destruction of CJI/CHRI.

I understand that violations of these policies/procedures will result in disciplinary action under the employee code of conduct and may constitute violations of law which could result in criminal prosecution or civil liability.

Employee Name (Print) Employee Signature Date

Trainer

Date Training Conducted

Date

Employee Signature

**Training Outline**

POLICY AUTHORIZED PERSONNEL AND ACCESS POLICY USE/HANDLING OF INFORMATION POLICY COMMUNICATIONS/DISSEMINATION POLICY PHYSICAL SECURITY

POLICY RETENTION/DESTRUCTION POLICY CONSEQUENCES OF MISUSE

**Acknowledgement Statement**

I acknowledge that I have received training regarding the procedures for privacy and security of criminal history information and I have been advised of the consequences of misuse of criminal justice and criminal history record information.

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| ***Authorized Personnel Acknowledgement Statement******for Privacy and Security of Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)***Please PrintI , acknowledge notification (First Name) (Last Name)from of Federal and State legal penalties, to include District disciplinary action up to and including termination, for misuse of CJI/ CHRI.The penalties are as follows:* Arizona Revised Statutes §41-1756, states it is a class 6 felony in Arizona for an authorized employee to:
	+ Give criminal history record information to someone who is not authorized to receive it.
	+ Allow unauthorized access to criminal history information.
	+ Use criminal history record information for any other purpose other than those provided for in ARS.
* Federal statutes state:
	+ Access to CJI/CHRI is subject to cancellation for dissemination outside the authorized recipient(s) (Title 28 USC §534 and Title 28 CFR §20.33).

The District’s access to CJI/CHRI via submitted fingerprints may also be suspended or cancelled according to the Terms and Conditions in the user agreement, which is on file in the District’s Human Resources Department.Other federal and/or state penalties may apply depending on the circumstances of the release and the specific statute which is violated.Two examples of United States Code violations are Title 18 USC §1030 which discusses unauthorized access to protected information via computer.Unauthorized release could potentially expose the District and/or myself to civil liability.I have read and understand the Privacy and Security of CJI/CHRI. I also received a copy of my signed Acknowledgement Statement. Signature Date |
| **HR USE ONLY** – CHECK OFF APPROPRIATE REQUIREMENTS | Completed by: \_Date:  |
|  **NEW**  **REFRESHER** | **If NEW or REFRESHER = REQUIREMENTS below:** |
| **If NEW = REQUIREMENTS**  **Fingerprinted** |  **Complete on-line Security Awareness Training** |
|  **Background Check** |  **Complete District Privacy & Security Training** |