

	<b>State of Alaska</b> <b>Department of Corrections</b> <b>Policies and Procedures</b>	<b>Index #:</b> 603.02	<b>Page 1 of 2</b>	
		<b>Effective:</b> 6/18/2012	<b>Reviewed:</b>	
		<b>Distribution:</b> Public	<b>Due for Rev:</b>	6/2016
	<b>Chapter:</b> Records			
	<b>Subject:</b> Criminal History Records			

I. Authority

In accordance with AS 44.28.030 and AS 33.30.030, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes:

AS 33:30.030

AS 12:62.160

Alaska Administrative Code:

13 AAC 68.300-345

III. Purpose

To establish procedures regarding access to and use of criminal history information.

IV. Application

To all employees.

V. Policy

The Department will utilize internal and external computer information systems and any confidential information contained within in accordance with Federal and State Statutes.

VI. Procedures

A. All department employees are required to undergo security clearance (criminal background check) and fill out and submit a Network Access -- Personnel Security Request and Update Form (form 603.02A) prior to accessing any Department database. The Network Access -- Personnel Security Request and Update Form is provided to a new employee by human resources and is required for employment to commence.

B. Anyone other than a DOC employee accessing DOC databases are required to undergo security clearance (criminal background check) and fill out and submit an ACOMS Access Form and Agreement (form 603.02B) prior to accessing any Department database, and are required to adhere to all DOC policies and procedures which govern use of databases and computer systems. The ACOMS Access Form and Agreement may be obtained from the department's information technology help desk.

1. ACOMS access will be granted for all non-DOC personnel for one calendar year, expiring on December 31<sup>st</sup> each year. ACOMS access expiration notices will be emailed to Non-DOC individual users by December 1<sup>st</sup>. Non-DOC employees must respond to the expiration notices in order to retain their ACOMS access. If no response to the expiration email is received from Non-DOC employees, access will end on December 31<sup>st</sup>. If a response is received indicating intent to continue ACOMS access, ACOMS access will continue through December 31<sup>st</sup> of the following year without interruption.

2. ACOMS access will be revoked for non-DOC employees sooner than December 31<sup>st</sup> if DOC IT is notified by agency to do so or user violates any terms of the access agreement.
- C. Use of any database and the information contained within is restricted to the performance of the employee's duties. Use of any database containing criminal history information and the information contained within for any use other than the performance of the employees job duties is prohibited and subject to penalty. Any misuse of Criminal History Information or dissemination of information not specifically authorized may result in disciplinary action, civil action for actual damages and/or criminal penalties.

VII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Managers shall incorporate the contents of this document into local policy and procedure within 14 days; IT managers shall incorporate the contents of this document into local policies and procedures within 90 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

6/18/2012

Date



Joseph D. Schmidt, Commissioner  
Department of Corrections

Applicable forms:

- 603.02A Network Access -- Personnel Security Request and Update Form
- 603.02B ACOMS Access Form and Agreement