

CRIMINAL HISTORY CHECKS

STANDARD NO(S):

NYSSA #

DATE:

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REFER TO:

Thomas J. Mulheron

I. OBJECTIVE:

To establish guidelines for completing criminal history checks.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure that a criminal history check is completed on all inmates committed to the facility to assist with maintaining the safety, security, and good order of the facility.

III. DETAILS:

- A.** A criminal history check contains personal and confidential information and those persons authorized to request or review criminal history checks will not disseminate or provide any information from or to any other person.
- B.** Shift Supervisors and the Correction Lieutenant are the only officers authorized to request or have access to criminal history checks as authorized by the Chief Administrative Officer.
- C.** Booking Officers will request criminal history checks as authorized by this policy.

IV. PROCEDURE:

- A.** A criminal history check will be made on every person that is committed to the facility, at the time of booking.
- B.** Requests for a criminal history check will be done in writing by the Shift Supervisor by logging into the eJusticeNY computer system. Manual requests of the eJustice system will be made by using the Criminal History Tracking Log Form (CF-004) located in the Sergeant's Office. The information recorded will include the date, the time, the officer's name, and the name of the inmate whose record is being accessed. When a criminal history record is destroyed the information recorded will include the date, the time, and the officer's name.
- C.** All criminal history records will be placed in the inmate's folder at Booking immediately after being reviewed by the Shift Supervisor.

V. SPECIFIC PROHIBITIONS:

- A.** The copying of any criminal history checks is strictly prohibited.
- B.** No criminal history check is to be kept, maintained, or filed in any location other than Booking, Sergeant's Office or Records.
- C.** No criminal history check will be personally held, stored, or maintained by any officer.