



Authorized Personnel Acknowledgment Statement

I have been listed as Authorized Personnel with the Department of Public Safety for purposes of viewing, handling, using, discussing or disposing of criminal history information. I hereby acknowledge that I have been notified of the possible penalties for misuse of criminal justice and criminal history record information.

STATE PENALTIES

ARS 41-1756 states it is a class 6 felony to:

- 1) provide criminal history record information to someone who is not authorized to receive it;
- 2) allow unauthorized access to criminal history information; or
- 3) use criminal history record information for any other purpose other than those provided for in A.R.S. §41-1750.

FEDERAL PENALTIES

If CJI or CHIRI is disseminated outside the authorized recipients, the Town's access to CJI/CHRI may be cancelled or access to CJI/CHRI via submitted fingerprints may be suspended or canceled.

In addition to the above consequences, federal prosecution may be pursued under Title 18 USC §641 (theft of public records for personal gain) and Title 18 USC §1030 (unauthorized access to protected information via computer).

TOWN OF MARANA PERSONNEL ACTIONS

Any violation of the Storage and Handling of Fingerprints and Criminal History Records Information for Noncriminal Justice Purposes is grounds for disciplinary action, up to and including termination, as set forth in the Town of Marana Personnel Policies and Procedures Section 5-5-5(S).

In addition to the above notification, I have completed the CJIS online training within the past two years.

Employee Name

Employee Signature

Date



TRAINING DOCUMENTATION FORM FOR AUTHORIZED PERSONNEL

Authorized Personnel Name	Acknowledgment Statement signed (Date)	CJIS Online Training completed (Dates)	Town of Marana Training completed (Dates)

CJIS online training must be completed within 6 months of hire or appointment to positions at the Town of Marana that are authorized personnel. CJIS online training must be completed once every two years.

Town of Marana training regarding policies and procedures for handling CHRI must be completed every two years.



FBI NOTIFICATION OF APPLICANT PRIVACY RIGHTS

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time* to correct or complete the record (or decline to do so) before officials deny you employment, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Sections 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website (www.azdps.gov)

* Town of Marana allows five business days to correct or complete the record (or decline to do so) before denying employment, license, or other benefit based on information in the criminal history record.

Name

Signature

Date



FINGERPRINT AND CHRI TRACKING AND DESTRUCTION LOG

Applicant/ Employee/ Contractor/ Volunteer Name	Department /Purpose Ex: HR (employee, volunteer, contractor) EX: Finance (license)	Date FP Packet given	Date FP card returned	Date FP card sent to DPS	Date(s) CHRI returned	If applicable, Date(s) FP card re-submitted to DPS	Date: • License expired • Contract ended • Volunteer status ended • Termination of employee	Date FP Card Destroyed	Date(s) CHRI Destroyed

**Authorized Personnel must initial each date*

NR= Not Returned