



Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2016-08**

DATE: September 7, 2016
TO: Criminal Justice Agency Administrators
Criminal Justice Training Center Directors
FROM: Director Dean Register *DR*
Criminal Justice Professionalism Division
SUBJECT: Maintaining Criminal History Information

Section 943.13(5), Florida Statutes, mandates all officers have their processed fingerprints on file with the employing agency. Additionally, s. 943.133(1), F.S., requires the employing agency to collect, verify, and maintain the documentation establishing an officer's compliance with the requirements of s. 943.13, F.S. Section 943.14(7), F.S., requires each criminal justice training school which offers basic recruit training to conduct a criminal history background check on each applicant prior to entrance into a basic recruit training program. Section 943.14(4), F.S., requires the criminal justice training school to make all records related to training and all financial and personnel records available to the Commission. Commission staff has observed several instances in which agencies and training schools did not maintain the results from fingerprinting their officers for employment purposes or their applicants for the basic recruit training program.

Criminal justice employing agencies and training schools shall maintain the results of the fingerprint background checks conducted as a part of criminal justice employment or entrance into basic recruit training to ensure compliance with the above-listed statutes. Criminal history responses shall be securely stored and only made accessible to authorized personnel as required by the Criminal Justice Information Services (CJIS) User Agreement. They shall also be retained pursuant to applicable General Records Schedules produced by the Florida Department of State, Division of Library and Information Services.

If you have any questions regarding this technical memorandum, please contact your assigned field representative or Training & Research Manager Terry Baker at terrybaker@fdle.state.fl.us or (850) 410-8688.

DR/GWH/tb

cc: Criminal Justice Standards and Training Commission