

<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 803.1
	Subject/Title: Privacy Requirements of Non-Criminal Justice Applicants		Issue date: December 22, 2015
	Issuing Authority: Honorable Board of Police Commissioners		Effective Date: January 15, 2016
	References/Attachments: Criminal Justice Information Services (CJIS) Security Policy FBI Non-Criminal Justice Applicants Privacy Rights Form Title 28, Code of Federal Regulations (CFR), Section 16.34		Review Date: Annually
		Rescinds: N/A	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding the privacy rights of non-criminal justice applicants when submitting fingerprints.

II. POLICY

- A. It is the policy of the East Haven Police Department to abide by the privacy rights afforded to non-criminal justice applicants that is established by the Federal Bureau of Investigation's (FBI) Privacy Act Statement.

III. PROCEDURES

- A. Upon the submission of fingerprints collected from any non-criminal justice applicant, a copy of the FBI's Non-Criminal Justice Applicants Privacy Rights form will be provided to the applicant.
- B. The Department will provide to the applicant written notice that his/her fingerprints will be used to check the criminal history records of the FBI and the State of CT and it will be used to make a determination of the applicant's suitability for a license, permit, or other benefit.

- C. If a positive record is found, the applicant has the right to challenge the accuracy of the information in the record.
- D. The applicant will be provided with a form outlining the procedures on how to obtain a change, correction, or updating of an FBI or State of CT criminal history record as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- E. The Department will not deny a license, permit, or other benefit based on information in the criminal history record until the applicant has been afforded thirty (30) days to correct and/or complete the record or has declined to do so.
- F. The Department shall use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.