

# State of Arkansas

Governor Asa Hutchinson



Jami Cook  
Secretary

## Division of Arkansas Crime Information Arkansas Department of Public Safety Standard Operating Procedure

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Brad Cazort  
Director

### **ACIC Systems Access Criminal Justice Personnel and Contractors for a Criminal Justice Agency**

A fingerprint based background check must be performed on all individuals who will access ACIC Systems directly (query, enter, clear, etc.) or indirectly (stored electronically or printed media).

#### **ACIC System Regulations, Section 10. Operators and Record Personnel.**

(d). Security Clearances. Personnel assigned to operate ACIC access devices, including mobile devices, shall be identified on forms furnished by and returned to ACIC. These forms shall be signed by the chief official of the agency and will include a statement acknowledging that a state and national fingerprint-based background check has been conducted on each operator. To be eligible to operate an ACIC access device, or to receive information directly from the ACIC system, operators and other criminal justice personnel in both interface agencies and non-interface agencies shall not have entered a plea of guilty, been found guilty or convicted of a crime, which is a felony. This requirement will be interpreted consistent with A.C.A. § 16-90-1401 et seq.

	ACCESS	No ACCESS
Felony Conviction		X
Felony Convictions that are <u>sealed</u>		X
Felony Convictions that have been <u>pardoned</u> .	X	
Misdemeanor (except for Crimes of Deception)	X	
Misdemeanor Conviction of a Crime of Deception	X**	X*
Misuse of the ACIC System (Conviction Class D Felony or Class A Misdemeanor)		X
Subject was terminated due to misuse of ACIC information		X
Subject's criminal history shows an arrest, but the charge severity cannot be determined.		X***
Subject's criminal history shows an arrest but there is no disposition.		X***

\*Deception is defined as the act of misleading another through intentionally false statements or fraudulent actions. Examples would be any type of Fraud, Criminal Impersonation, and Theft.

\*\* Access will be granted, if the subject does not have any charges on their record in the past 10 years.

\*\*\* It is the hiring agency's responsibility for contacting the appropriate law enforcement or court officials to determine if the disposition would disqualify the individual for gaining access.

**This document is not all-inclusive. Contact ACIC for situations that are outside of the scope of this document. Our email address is ACIC.Operations@dps.arkansas.gov.**