

**SENECA FALLS POLICE DEPARTMENT  
GENERAL ORDER**

<b>General Order:</b> 491	<b>Rescinds:</b> New Issue
<b>Subject:</b> Criminal History Requests	<b>NYS Accreditation:</b>
<b>Effective Date:</b> 07/01/13 <b>By Order Of:</b> Stuart W. Peenstra, Chief of Police	

**I. PURPOSE**

To establish procedures for the request, use, and disposition Of Criminal History Record Information (CHRI).

**II. POLICY**

- A.** It is the policy of the Seneca Falls Police Department to conduct CHRI inquiries on persons arrested or under current investigation by the department. As such, all persons who are the subject of a CHRI inquiry must be named in a current investigation, warrant, or arrest. The results of such inquiry must be noted on investigative reports whether or not the response is printed and/or attached.
- B.** CHRI may be obtained by any sworn member of the Seneca Falls Police Department for legitimate and documented criminal justice purposes.
- C.** It is the policy of the Seneca Falls Police Department to obtain CHRI in accordance with all applicable State and Federal Laws and in accordance with the Use and Dissemination agreements on file with the appropriate authorities.

**III. PROCEDURE**

- A.** Any sworn member may request CHRI from e-Justice Legacy operators who have current CCH certification.
- B.** All CHRI inquiries through the e-Justice Legacy system are electronically logged.
- C.** Certified operators will properly indicate the reason for the request, i.e. ARR, PDI, etc. and the name of the requestor.
- D.** After requesting a CHRI, all printed responses will be placed with the working case file, arrest jacket, or warrant jacket until no longer needed. This shall include a "NO SUSPECTS" result.
- E.** All CHRI printed responses that are no longer needed shall be destroyed by shredding or burning.
- F.** Members shall not disseminate the contents of a CHRI to any unauthorized person.
- G.** A photocopy of a CHRI may be made for the prosecuting authority provided that such agency does not disseminate CHRI information outside of its own agency.
- H.** Local Criminal Court Justices are permitted to review but not retain a CHRI. CHRI must be returned to the appropriate file and retained by this department as previously stated.
- I.** DCJS is the proprietor and central registry of CHRI records. As such, subpoenas should be addressed to that agency.

- J.** Defense counselors are entitled to a rap sheet based on a fingerprint submission and NOT a name based search. Such information may only be provided by the Court.
- K.** An e-Justice Legacy Terminal Agency Coordinator (TAC) will conduct periodic self-audits and participate in off site and on site compliance audits with NYS DCJS.

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