3-09/110.10 - Responsibility

The unit commander shall act as the criminal records security officer at the unit to which he is assigned. He shall be responsible for seeing that these procedures are adhered to and shall notify all personnel under his command of the following:

- Only active law enforcement officers and authorized civilian criminal justice personnel, acting within the scope of their duties, are allowed to disseminate or receive criminal records information;
- Accessing a computer system for information in order to obtain money, property, or services with false or fraudulent intent, representations, or promises, is a felony; and
- Knowingly releasing criminal records information to unauthorized personnel, such as friends, acquaintances, or retired law enforcement officers, is a misdemeanor.