



JAIL BOOKING REPORTING SYSTEM (JBRS) ACCESS POLICY

POLICY UPDATED MAY 2022¹

Background

The Jail Booking Reporting System (JBRS) is the Washington State component of [Justice Intelligence](#), a nationwide information-sharing solution for criminal justice agencies. Using a secure web portal, approved users from criminal justice agencies can instantly access information about current and former incarcerated individuals in Washington State jails, Department of Corrections facilities, and participating jails nationwide.

The Justice Intelligence platform receives data from agencies via interfaces to records management systems. The data are stored at a central location to allow other participating agencies to perform searches. Agencies are allowed to add behavioral information for incarcerated individuals housed in their facility, add persons of interest directly into the database, view “linked” relationships among individuals using the same phone number, address, or other identifiers, and enter a “watch” notification on incarcerated individuals.

Dissemination

Release of jail information is restricted by Washington State statute². Only the “jail register” can be released to the public and includes the name of the subject with the hour, date, and cause of confinement, and the hour, date, and manner of the subject’s discharge. The records are confidential except for jail certification proceedings, for use in court proceedings under court order, upon written permission of the subject of record, or to criminal justice agencies.

Information obtained through the JBRS system is not considered (and should not be used for) original documentation. Contact the booking/releasing agency for original documentation. Information obtained through the JBRS system shall not be copied or disclosed to any unauthorized or third party user.

Criminal justice agencies are defined as public agencies within or outside the State of Washington which perform, as a principal function, activities directly relating to the apprehension, prosecution, adjudication, or rehabilitation of criminal offenders³. Criminal Justice agencies are further defined as courts or government agencies which perform the administration of criminal justice pursuant to a statute or executive order.⁴ Booking photos may be used by law enforcement agencies to assist in conducting investigations of crime.

¹Electronic Version available at <https://waspc.memberclicks.net/jail-booking-and-reporting-system--jbrs->

² [RCW 70.48.100](#)—Jail Register

³ [RCW 43.43.705](#)—Definition of criminal justice agencies

⁴ [RCW 10.97.030](#)—Definitions

Access Policy

The Washington Association of Sheriffs and Police Chiefs (WASPC) is responsible for the implementation and operation of the Washington State JBRS⁵ Program. To access the JBRS, or Justice Intelligence, central database, an individual must apply and provide the originating agency identifier (ORI) assigned to their criminal justice agency by the National Crime Information Center (NCIC). Users must use their agency issued email address. Users must complete JBRS training. On demand and monthly training available [here](#).

The WASPC JBRS Administrator is responsible for approving new agencies, agency system administrators (ASA), and users from agencies without ASAs. The WASPC JBRS Administrator may be contacted at (360) 486-2414 or programs@waspc.org.

ASAs are responsible for creating new user accounts within the agency, confirming that new users have completed mandatory JBRS training, ensuring appropriate system usage, disabling accounts when users leave the agency, and notifying the WASPC JBRS Administrator of any known or suspected violation of the JBRS Access Policy or misuse of the JBRS Program.

Terms of Use

“JBRS is for criminal justice use only. By accepting the terms of usage, it is agreed that the information obtained through JBRS will only be used to carry out valid, legal, and official law enforcement, public safety, and correctional facility purposes and for no other reason. Information obtained through the JBRS system shall not be copied or disclosed to any unauthorized or third party user, except when necessary to carry out criminal justice duties. Information obtained through the JBRS system is not considered and should not be used for original documentation. Contact the booking/releasing agency for original documentation. The information obtained shall not be used to discriminate, threaten or harass any person. Any misuse of this information may result in criminal charges and will result in account revocation. Accounts are subject to auditing for appropriate use.

In accordance with [Washington State Executive Order 17-01](#), JBRS is not to be used for civil immigration purposes.”

Violations and Misuse

If an agency suspects an employee of violating the JBRS Access Policy or misusing the JBRS Program, the agency is responsible for notifying the WASPC JBRS Administrator as soon as the violation/misuse is known. The agency must investigate the alleged violation/misuse, founded or not, and provide their findings, including any corrective action or discipline, to the WASPC JBRS Administrator.

Any violation of the JBRS Access Policy or misuse of the JBRS Program may result in criminal charges and will result in account revocation for a minimum of thirty days.

All reported violations of the JBRS Access Policy or misuse of the JBRS Program will presented to the WASPC Executive Board.

⁵ [RCW 36.28A.040](#)—Statewide city and county jail booking and reporting system