

# WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

3060 Willamette Drive NE Lacey, WA 98516 ~ Phone: (360) 486-2380 ~ Fax: (360) 486-2381 ~ Website: www.waspc.org

*Serving the Law Enforcement Community and the Citizens of Washington*

## JAIL BOOKING REPORTING SYSTEM (JBRS) ACCESS POLICY



*POLICY UPDATED AUGUST 2018*

### Background

The Jail Booking Reporting System (JBRS) is the Washington State component of JusticeXchange, a nationwide information-sharing solution for criminal justice agencies. Using a secure web portal, approved criminal justice agencies can instantly access information about current and former offenders held in jails, including incident reports, warrants, and probation or parole records.

The JusticeXchange 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 offenders 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 an offender.

### Dissemination

Release of jail information is restricted by state statute<sup>1</sup>. 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.

Criminal justice agencies are defined as public agencies within or outside the state which perform, as a principal function, activities directly relating to the apprehension, prosecution, adjudication, or rehabilitation of criminal offenders<sup>2</sup>. Criminal Justice agencies are further defined as courts or government agencies which performs the administration of criminal justice pursuant to a statute or executive order.<sup>3</sup> Booking photos may be used by law enforcement agencies to assist in conducting investigations of crime.

### Access Policy

The Washington Association of Sheriffs and Police Chiefs (WASPC) is responsible for the implementation and operation of the Washington State JBRS<sup>4</sup>. To access the JBRS, or JusticeXchange, central database, an individual must apply and provide the originating agency

<sup>1</sup> [RCW 70.48.100](#)—Jail Register

<sup>2</sup> [RCW 43.43.705](#)—Definition of criminal justice agencies

<sup>3</sup> [RCW 10.97.030](#)—Definitions

<sup>4</sup> [RCW 36.28A.040](#)—Statewide city and county jail booking and reporting system

identifier (ORI) assigned to his/her criminal justice agency by the National Crime Information Center (NCIC).

**The WASPC JBRS Administrator ([Jamie Weimer](#)) is responsible for approving new agencies; agency system administrators (ASA); and users from agencies without ASAs.**

**ASAs are responsible for creating new user accounts within the agency, ensuring appropriate system usage, and disabling an account when a user leaves the agency.**

### **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. The information obtained through JBRS shall not be disclosed to any third party except when necessary to carry out criminal justice duties. The information obtained shall not be used to discriminate, threaten or harass any person. Any misuse of this information may result in criminal charges. 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.”