

---

STATE OF NEW JERSEY  
PRIVACY AND SECURITY PLAN  
FOR  
CRIMINAL HISTORY RECORD  
INFORMATION

---

76-SS-99-6016

43510



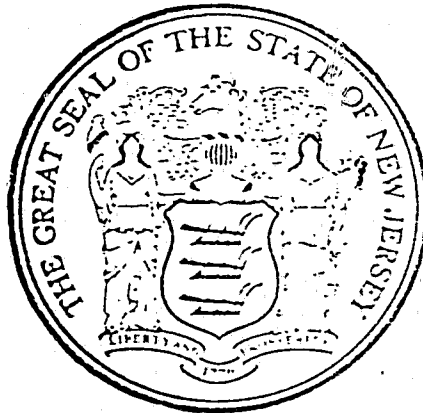
STATE OF NEW JERSEY

NCJRS

OCT 18 1977

PRIVACY AND SECURITY PLAN  
FOR  
CRIMINAL HISTORY RECORD INFORMATION

ACQUISITIONS



August 24, 1976

Submitted By

STATE LAW ENFORCEMENT PLANNING AGENCY

Brendan T. Byrne  
Governor

Prepared By

NATIONAL SCIENTIFIC CORPORATION  
Management and Systems Consultants  
2300 Ninth Street, South  
Arlington, Virginia 22204  
(703) 920-0600

The development of this plan was supported by a contract awarded to National Scientific Corporation, Arlington, Virginia, under the Omnibus Crime Control and Safe Streets Act of 1968, as amended.

## TABLE OF CONTENTS

<u>Chapter</u>		<u>Page</u>
I	INTRODUCTION	I - 1
	Balance in the New Jersey System	I - 2
	Current Status	I - 2
	Definitions	I - 3
	General Relationships	I - 12
II	COMPLETENESS AND ACCURACY	II - 1
	Requirements	II - 1
	State Central Repository	II - 3
	Current Status	II - 4
	Summary	II - 21
III	LIMITATIONS ON DISSEMINATION	III - 1
	Requirements	III - 1
	Current Status	III - 4
	Standards and Procedures Development	III - 10
	Issues	III - 17
IV	POLICIES ON DISSEMINATION OF CRIMINAL HISTORY RECORD INFORMATION	IV - 1
	Current Status	IV - 2
	Additional Procedures	IV - 5
	Legislation	IV - 7
	Issues	IV - 10

<u>Chapter</u>		<u>Page</u>
V	INDIVIDUAL ACCESS AND REVIEW	V - 1
	Department of Justice Regulations	V - 2
	Current Status	V - 4
	Summary of Compliance Status	V - 15
VI	AUDIT	VI - 1
	Federal Regulations	VI - 1
	Current Status	VI - 2
	Sanctions and Penalties	VI - 17
	Audit Staff Options	VI - 21
VII	SECURITY	VII - 1
	Requirements	VII - 1
	Current Status	VII - 1
	Continuing Procedures	VII - 5
VIII	SUMMARY OF COMPLIANCE	VIII - 1
	Current Status	VIII - 1
	Continuing Activities	VIII - 2
	Certificate of Central Repository	VIII - 11

Appendices

A	NJSCIS USERS AGREEMENT	A - 1
B	MANAGEMENT WORK PLAN	B - 1
C	DISSEMINATION LOGS	C - 1
D	DRAFT EXECUTIVE ORDER	D - 1
E	DRAFT PRIVACY AND SECURITY LEGISLATION	E - 1

## LIST OF FIGURES

<u>Figure</u>		<u>Page</u>
1-1	Summary of Privacy and Security Plan	I - 4
1-2	General Relationships	I - 14
2-1	CDR-1 and CDR-2 Processing Steps	II - 7
2-2	CDR Manual (Example)	II - 11
2-3	Criminal Information Request	II - 14
3-1	Attorney General Memorandum	III - 6
3-2	Non-Criminal Justice Agency/Individual Access Eligibility	III - 14
3-3	Letter of Access	III - 18
3-4	Non-Disclosure Agreement	III - 24
4-1	Implementation of Notification Procedures	IV - 8
5-1	Request for Record	V - 5
5-2	Request for Record Instructions	V - 6
5-3	Individual Criminal History Record [RAP]	V - 9
5-4	Individual Appeal of Decision	V - 12
5-5	Individual Appeal, Petition	V - 13
5-6	Response to Appeal	V - 14
6-1	CDR Audit Form	VI - 4
6-2	Audit Standards	VI - 8
6-3	Agency Audit Report	VI - 12
6-4	Agency Audit Record	VI - 14
6-5	Privacy and Security Audit Elements	VI - 15
6-6	Audit Trail - Central Repository	VI - 18
6-7	Audit Trail - Operating Agency	VI - 19
7-1	Security Status	VII - 2
7-2	Security Model Schedule	VII - 8
8-1	Management Implementation Schedule	VIII - 7•
8-2	Certification SBI	VIII - 12
8-3	Certification SAC	VIII - 14

Figure

		<u>Page</u>
A-1	User Agreement	A - 1
	NJSCIS Terminal Application	A - 2
B-1	Management Work Plan Format	B - 1
C-1	Local - State Inquiry Log	C - 3
C-2	Dissemination Log - Disseminating Agency	C - 5
C-3	Dissemination Log - Individual Record	C - 6



# I

## I N T R O D U C T I O N

This Privacy and Security Plan is concerned with the privacy of individuals with criminal histories and with the security of criminal history record information. The Plan is based on Department of Justice Regulations of May 20, 1975 and March 19, 1976 [Title 28] pertaining to Criminal Justice Information Systems. The regulations are derived from the provisions of Section 524 of the Crime Control Act of 1973, (PL 93-83).

Section 524 (b) of the Act establishes the requirement that:

"(b) All criminal history information collected, stored, or disseminated through support under this title shall contain, to the maximum extent feasible, disposition as well as arrest data where arrest data is included therein. The collection, storage, and dissemination of such information shall take place under procedures reasonably designed to insure that all such information shall assure that the security and privacy of all information shall only be used for law enforcement and criminal justice and other lawful purposes. In addition, an individual who believes that criminal history information concerning him contained in an automated system is inaccurate, incomplete, or maintained in violation of this title, shall, upon satisfactory verification of his identity, be entitled to review such information and to obtain a copy of it for the purpose of challenge or correction."

In the past, the general concept of individual privacy has not, without specific legislation and regulations, provided consistent controls on information collection and dissemination. The federal regulations, New Jersey legislative proposals and the procedures already in existence and to be developed are all intended to provide some specific guidelines for the future.

## BALANCE IN THE NEW JERSEY SYSTEM

In effect, the privacy and security procedures pertaining to criminal history information are intended to balance operational needs and individual rights. This balancing is referred to in Title 28 as "the balance between the public's right to know... with the individual's right to privacy."

This concern with balance is threaded throughout New Jersey laws and procedures. It is, in effect, a concern with observing the principle of providing maximum access to government-held information without impairing the functions of government or the privacy of individuals.<sup>1</sup>

The characteristic is reflected in the procedures in existence for protecting criminal history information from unauthorized use while providing access and assistance to individuals concerning their own records.

The Privacy and Security Plan is intended to provide guidelines for implementation. Complete specifications would be desirable in all areas. However, privacy and security matters involve interrelated functional, jurisdictional and legal issues which cannot be resolved by edict. Therefore, the time provided by Title 28 will be used for the resolution of differences and implementation of additional procedures.

## CURRENT STATUS

Based on the actions which the State has taken over time, and particularly since 1974, in respect to criminal history information, New Jersey is in compliance with all of the major requirements of the federal regulations. In addition, the state is in compliance, or has initiated actions to comply, with the components of the major requirements. For example, there are

---

<sup>1</sup>A Report On Open Government, Attorney General, State of New Jersey, Trenton July 1974.

procedures for access and review by an individual. Within these procedures there is an ongoing effort to augment an appeals procedure.

In general, there are statutory, regulatory or procedural provisions which relate to every aspect of the federal requirements on privacy and security. The remaining needs generally involve interactions of several components of the criminal justice system.

Figure 1-1 is a portrayal of the current status of compliance in New Jersey reflected against the federal requirements and indicating the additional needs to be addressed or issues resolved.

#### DEFINITIONS

The definitions used in the Plan are included below. With three exceptions, the definitions are adopted by reference from Title 28. Because common usage or interpretation in New Jersey may require additions or modifications, the state reserves this right for the future. For example, the relevant concept of public record which is defined in NJSA 47:1a has been additionally defined in NJSA 47:3.;6 and has also been defined in court rulings.

For the present plan, the definitions cited below are for the purpose of providing common guidance.

#### Act

The Omnibus Crime Control and Safe Streets Act, [PL 93-83] 42 USC 3701, et seq, as amended. [Sec. 20.3(f), Title 28].

FIGURE 1-1

SUMMARY OF PRIVACY AND SECURITY PLAN

TITLE 28 D.O.J. REGULATIONS		NEW JERSEY		NEW JERSEY PRIVACY AND SECURITY PLAN PROVIDES	
SEC.	Provision or Requirement	Current Status	Additional Need or Issue	Procedures or Option(s)	In Chapter
20.3	Definitions	Various Definitions in Statutes, Rules, Practice and Judicial Dicta	Need for eventual agreement or consensus	Use of Definitions in Sec. 20.3 with 3 exceptions which have been reviewed by Advisory Board	I - 3
20.20	Applicability of Federal Regulations - LEAA Funded - Court Exceptions - Disclosure of Individual Current Involvement in Criminal Justice System - Other Exceptions	New Jersey exceeds intent of regulations. • Intends that applicability extend beyond LEAA funded activities • Observes information disclosure provisions • Specifically cites court exceptions	The issue of Judicial Branch participation resolved by CJIS Advisory Board	Specific Judiciary provisions in discussion of relationships and in other relevant places in the plan	I - 9
20.21 (a)	Completeness and Accuracy (1) Complete records maintained preferably at a central repository  Records to include disposition information within 90 days  Records to be accurate based on validation and audit  Agencies to make inquiry to Central Repository prior to dissemination  Error to be corrected and prior recipients notified of correction	In Compliance  In Compliance  In Compliance  In Compliance  In Compliance	Manpower Problems	Suggestions for: • Additional Staff • Additional Supportive Technology for Information Retrieval • Additional Criminal Justice Manpower Programs	II - 21  Training cited in VIII

FIGURE 1-1

TITLE 28 D.O.J. REGULATIONS		NEW JERSEY		NEW JERSEY PRIVACY AND SECURITY PLAN PROVIDES	
SEC.	Provision or Requirement	Current Status	Additional Need or Issue	Procedures or Option(s)	In Chapter
20.21 (b)	Limitations on Dissemination (1)(4) Designates categories of eligible recipients of <u>non-conviction data</u>	In Compliance	To continue to assess needs of authorized users and actual authority for access  To access relationship between open access and record control  Exception for defense counsel under rights of discovery  Designation of responsibilities for implementation	Classification of users  Statewide Standards for Access to Information  User Agreements  Special statement concerning rights of defense  Cites as Requirement	III-10 III-12  III-15  III-11  III-17 VIII
20.21 (c)	General Policies on Dissemination of Criminal History Record Information  (1) Limits use (2) Limits confirmation of record existence or non-existence	New Jersey exceeds federal requirements in this category	Additional refinement of dissemination logs  Notification to all users	Dissemination Records (logs)  Notice of procedures for all participants	IV-5 APP. C  IV-6
20.21 (d)	Limits dissemination of juvenile record information		Continuing consensus on dissemination policies	Legislation trend and issue cited  Education Program	IV-7 IV-10 VIII
20.21	Audit (a) Systematic Audit to insure accuracy	In compliance			

FIGURE 1-1

TITLE 28 D.O.J. REGULATIONS		NEW JERSEY		NEW JERSEY PRIVACY AND SECURITY PLAN PROVIDES	
SEC.	Provision or Requirement	Current Status	Additional Need or Issue	Procedures or Option(s)	In Chapter
20.21	(d) Annual audit to evaluate compliance with all procedures and system performance	Compliance dependent on resources; potential capability exists	Need for additional auditor resources	Audit Elements Audit Standards Audit Procedures Audit Staff Options <ul style="list-style-type: none"> <li>● Funding</li> <li>● Staff Supplement</li> <li>● Separate Annual Audit Team</li> <li>● Contract Audit</li> <li>● Audit Team mix</li> </ul>	VI-6 VI-6 VI-7 VI-21
20.21 (f)	Security	In Compliance [Security Compliance summary is portrayed in Figure 7-1 on Pages VII 2, 3]	Additional Security legislation is desirable  Extended use of user agreements desirable  Additional training is desirable  Additional audit procedures are needed	Standardized statewide security program as an extension of current SBI/SAC standards  Cited  Described in Plan	VII-5 III  VIII  VI
20.21 (g)	Access and Review  Verification of Identity Review of Record without undue burden to individual or agency.  Obtain a copy Administrative Review and Correction  Administrative Appeal	In Compliance  In Compliance with regulation and NAC Standard  Exceeds Requirement  In Compliance  In Compliance	          Need more formalized procedure than currently exists	          Appeal Procedure and formats proposed	          V-10

FIGURE 1-1

TITLE 28 D.O.J. REGULATIONS		NEW JERSEY		NEW JERSEY PRIVACY AND SECURITY PLAN PROVIDES	
SEC.	Provision or Requirement	Current Status	Additional Need or Issue	Procedures or Option(s)	In Chapter
20.21 (g) cont.	Providing names of non-criminal justice prior recipients	In Compliance	Need for more detailed procedure than currently exists but cost is questioned	Cited Dissemination logs detailed	V-11 APP. C
	Notification of corrections to prior criminal justice agency recipients	In Compliance		Public education program is proposed which exceeds requirement	V-11
20.22	<b>Certification of Compliance</b> <ul style="list-style-type: none"> <li>● Outline of actions taken</li> <li>● Access and review procedures operational</li> <li>● Description of attempted legislation or executive orders</li> <li>● Description of steps taken to overcome fiscal, technical or administrative barriers</li> <li>● Description of existing system capability and upgrade efforts</li> <li>● A listing of categories of non-criminal justice dissemination</li> </ul>	Compliance  Interim compliance modifications planned  Compliance  Compliance  Compliance  Compliance	Needs described  Needs described  Organizational issues and needs cited  Information and authority needs cited	Descriptions of current actions in each chapter Actions defined  Legislation cited  Judicial-Executive Relationships Additional Organizational Options System descriptions Capabilities and needs  Categorization and standards described Procedures and formats described	I-VIII  V  IV  I  VIII  I III VI VIII  IV

### Administration of Criminal Justice

Performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information. [Sec. 20.3(d), Title 28].

### Criminal History Record Information

Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, any disposition arising therefrom, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records or photographs to the extent that such information does not indicate involvement of the individual in the criminal justice system. For example: New Jersey Applicant Fingerprint Cards. [Sec. 20.3(b), Title 28].

The regulations in Title 28 do not apply to criminal history record information contained in a number of formats, for example: investigative or intelligence files, records, or information of law enforcement agencies; posters or announcements, police blotter or docket information, court records of public proceedings, published court opinions or minor traffic offenses, or announcements of executive clemency. [Sec. 20.20(b), Title 28].

### Criminal History Record Information System

A system including the equipment, facilities, procedures, agreements, and organization thereof, for the collection, processing, preservation, maintenance or dissemination of criminal history record information, whether automated or non-automated. [Sec. 20.3(a), Title 28].



### Criminal Justice Agency

Criminal justice agency means: (1) courts; (2) a government agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice. [Sec. 20.3(c), Title 28].

### Criminal Justice System

That part of government jurisdiction which encompasses the broad functions of police, prosecution, defense, criminal courts, probation, correctional institutions, and parole.

Law enforcement and criminal justice means any activity pertaining to crime prevention, control or reduction or the enforcement of the criminal law, including, but not limited to police efforts to prevent, control, or reduce crime or to apprehend criminals, activities of courts having criminal jurisdiction and related agencies (including prosecutorial and defender services), activities of corrections, probation, or parole authorities, and programs relating to the prevention, control, or reduction of juvenile delinquency or narcotic addiction. [Sec. 601(a) PL 93-83].

### Direct Access

Means having the authority to access the criminal history record data base, whether by manual or automated means. [Sec. 20.3(e), Title 28].

### Disposition

Information disclosing that criminal proceedings have been concluded, including information disclosing that the police have elected not to refer a matter to a prosecutor or that a prosecutor has elected not to commence criminal proceedings and also

disclosing the nature of the termination in the proceedings; or information disclosing that proceedings have been indefinitely postponed and also disclosing the reason for such postponement. Disposition shall include, but not be limited to, acquittal, acquittal by reason of insanity, acquittal by reason of mental incompetence, case continued without finding, charge dismissed, charge dismissed due to insanity, charge dismissed due to mental incompetency, charge still pending due to insanity, charge still pending due to mental incompetence, guilty plea, nolle prosequi, no paper, nolo contendere plea, convicted, youthful offender determination, deceased, deferred disposition, dismissed -- civil action, found insane, found mentally incompetent, pardoned, probation before conviction, sentence commuted, adjudication withheld, mistrial -- defendant discharged, executive clemency, placed on probation, paroled, or released from correctional supervision. [Sec. 20.3(e), Title 28].

#### Dissemination

Transmission of criminal history record information to individuals and agencies other than the criminal justice agency which maintains the criminal history information. Includes confirmation of the existence or non-existence of a criminal history record. Includes interagency transfers in writing, orally, by machine, radio, personal exchange, mail or any other manner. Does not include intra agency transfers of information such as dispositions, charging or processing transfers.

The reporting of a criminal justice transaction to a State, local or federal repository is not a dissemination of information. [Sec. 20.21(e), Title 28]. The routine reporting of information to SBI and the FBI is not dissemination for purposes of this Plan.

### Non-Conviction Data

"Non-conviction data" means arrest information without disposition if an interval of one year has elapsed from the date of arrest and no active prosecution of the charge is pending; or information disclosing that the police have elected not to refer a matter to a prosecutor, or that a prosecutor has elected not to commence criminal proceedings, or that proceedings have been indefinitely postponed, as well as all acquittals and all dismissals. [Sec. 20.3(k), Title 28].

It is assumed that the phrase "no active prosecution is pending" is the result of prosecutor actions. If the delayed prosecution is the result of actions by the accused, such as fugitive status, the one year principle would not apply.

### Security

The reasonable protection of information in storage or transit from unauthorized access, tampering, or destruction through accidental, negligent, malicious, capricious, or hostile means.

### System Security

The ability to reasonably restrict the availability of specific information to authorized individuals or agencies and the ability to physically protect all parts of the system, including the data, the system that processes that data, and the facility from any form of hazard that might endanger its integrity or reliability. System security also involves the ability to insure that system personnel are pre-screened and selected with due regard for security requirements.

## GENERAL RELATIONSHIPS

The Privacy and Security Plan is intended, in New Jersey, to establish as a framework of guidance for criminal justice activities at all levels of operation. The provisions of section 20.20 (a), Title 28 establish the applicability of the federal regulations in reference to the collection, storage and dissemination of criminal history record information and federal funding for these activities. It is the intention of the State that the privacy and security principles and procedures apply to relevant system participants which are involved with the collection, storage and dissemination processes.

### The Judiciary

The federal regulations in Section 20.20(b)(3) specifically exclude from applicability:

- Court records of public judicial proceedings

Department of Justice guidance of March 16, 1976 provides that:

"Court records of public judicial proceedings whether accessed on a chronological basis or on an alphabetical basis are not covered by the federal regulations."

The LEAA General Counsel has advised that the exception concerning court records applies also to the computerized records which are being developed as part of the New Jersey State Judicial Information System (SJIS).

Because of the information relationships which have been developed in New Jersey system, particularly in respect to the Court Disposition Reporting System (CDR), a voluntary compliance by the Judicial Branch is established, notwithstanding 20.20 (b)(3), with the provisions of the Privacy and Security Plan consistent with the limitations and prerogatives of Court policy.

The major conditions of this voluntary association with the Plan are included for current and future reference:

- The judiciary can at any time "withdraw from the Plan" if it becomes apparent that the implementation of the Plan threatens Judicial independence or the viability of the Judicial Branch
- Because the association is voluntary, neither withdrawal from the Plan nor failure to comply with provisions of the Plan will result in loss of funding or other detriment to the Judiciary
- If a provision of the Plan conflicts with a Court Rule, the Judiciary is free to comply with the Rule rather than with the Plan.

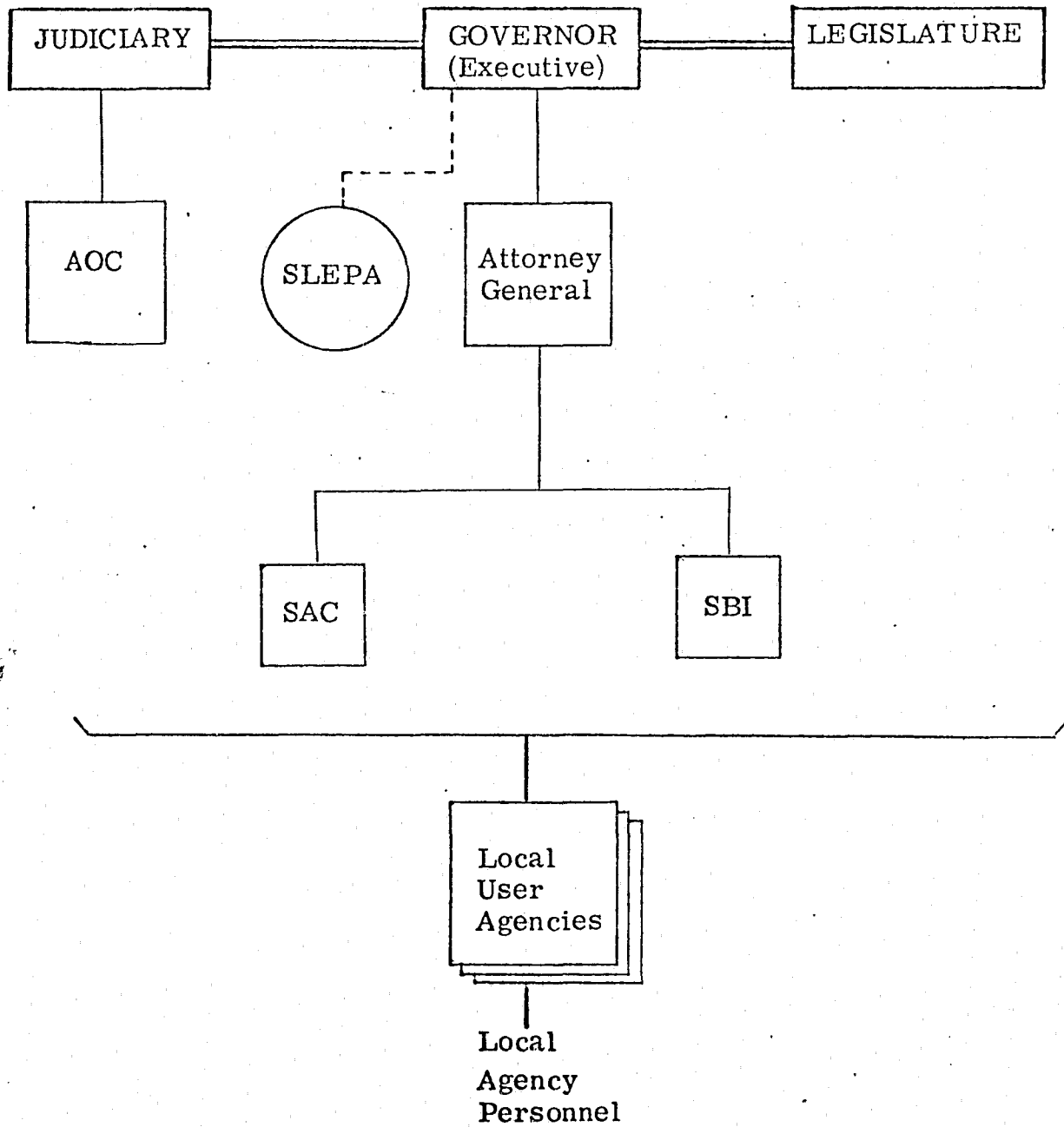
#### The Central Repository

The central repository for criminal history record information has been in existence since 1930 when the State Bureau of Identification was created within the Department of State Police, for the purpose of maintaining comprehensive Statewide criminal history information files. [NJSA 53:1-12]. A subsequent Executive Order established the Division of Systems and Communications [SAC] within the Department of Law and Public Safety as an integral component of the central repository with responsibilities associated with computerized criminal history [CCH] system.

The general relationships which are relevant to development and implementation of the Privacy and Security Plan are included in Figure 1-2.

FIGURE 1-2

GENERAL RELATIONSHIPS



## II

### COMPLETENESS AND ACCURACY

Completeness, accuracy, timeliness and control of criminal history record information are the qualitative goals of the Plan. Each procedure is directed in some way toward the achievement of these goals. The policies and procedures for both manual and electronically stored criminal history records are intended to achieve the following:

- Accuracy of initial entry data, of disposition entry, and of all data modifications and deletions
- Completeness of initial entry data, or disposition entry, and of all data modifications and deletions
- Timeliness of data submission, disposition entry, notifications, and of authorized modifications and deletions
- Control of criminal justice and criminal history record information and monitoring of the criminal justice information system

#### REQUIREMENTS

The basic requirement to insure completeness and accuracy of criminal history information is included in the Crime Control Act, PL93-83. Section 524(b) of this Federal Act provides, in part, that:

(b) All criminal history information collected, stored, or disseminated through support under this title shall contain, to the maximum extent feasible, disposition as well as arrest data where arrest data is included therein. The collection, storage, and dissemination of such information shall take place under procedures reasonably designed to insure that all such information is kept current therein;

This provision is developed in section 20.21(a) of the federal regulations which established the criteria and guidelines for completeness and accuracy of criminal history record information. These criteria are listed below.

#### Completeness

The elements of completeness are defined in section 20.21(a)(1) and include provisions that:

- Complete records should be maintained at a central state repository
- Central repository records must contain all disposition information within 90 days after the disposition has occurred.

In ordinary circumstances only complete records, containing arrests and dispositions, should be disseminated. To insure that this occurs, the regulations require procedures which provide, in ordinary circumstances, for criminal justice agencies to query the central repository prior to dissemination of any criminal history record information. This inquiry condition may be waived if information is required for operational purposes prior to the time when the central repository can respond.

The role of the central repository in New Jersey, the State Bureau of Identification, along with the standard practices related to completeness are described later in this chapter. This includes the New Jersey Court Disposition Reporting System.

#### Accuracy

The elements of accuracy are defined in section 20.21(a)(2) and include provisions that:

- Records do not contain erroneous information and that errors be minimized through,
- Procedures to verify or validate data entries and to audit data collection, storage and use.



To insure that the provisions of accuracy serve both the criminal justice system and the individual, the federal regulations require that prior criminal justice recipients of criminal history information be advised of inaccuracies which are found and subsequent corrections which are made. This is a standard SBI procedure.

#### STATE CENTRAL REPOSITORY

In accordance with Title 53, Article 2. State Bureau of Identification [SBI], the Fingerprint Records Bureau services the entire Criminal Justice community.

The Fingerprint Records Bureau, has functioned as the central repository for criminal information through the mandatory submission of fingerprint impressions since 1930. It presently consists of six (6) operational units whose combined efforts provide the following services:

- Receive, review, collate, file and disseminate fingerprints, court dispositions and correctional agency custody disposition data
- Instruct, assist and cooperate with local agencies
- Cooperate with bureaus of other states and the National Bureau
- Develop and carry on an interstate, national and international system of identification.

Currently, the Fingerprint Records Bureau has over 4.5 million fingerprints on file and receives annually, for identification, the fingerprints of approximately 235,000 arrestees and applicants. In addition, approximately 260,000 Court Disposition Reporting documents, penal release forms, death notices and miscellaneous disposition forms are received each year.

Major file contents are approximately as follows:

- Master Name Index File - 3,051,410
- Master Fingerprint File - 2,471,787
- Criminal History File - 843,250

24,750,000 clerical functions are required to properly process the massive input, maintain extensive files, and respond to the 108,000 non-fingerprint requests, the 235,000 arrestee and applicant fingerprint cards, and the 260,000 CDR documents that are received annually.

Funded by LEAA through the Division of Systems and Communications [Comprehensive Data System (CDS)], the Bureau is actively participating in the development of New Jersey's OBTS/CCH file for inclusion into NCIC/CCH. The Bureau is converting arrest, interim/final disposition and custodial/supervision data. The converted data relates to about 250,000 individuals accounting for more than 300,000 arrests, and more than 400,000 interim and final dispositions.

The Bureau uses an IBM 370/145 with 360/40 backup system for selective fingerprint searching. Automated Master Name Index and CDR Monitoring with computer generated forms are also operational.

All possible "hits" resulting from an inquiry to the Computer Master Name Index file include the State Bureau of Identification number. The "SBI" number is utilized to access the CCH file which contains an individual's complete criminal history including Henry Fingerprint Classification and/or blue number. Criminal history response will be computer generated to all authorized requestors. In addition, the CDR Monitoring system includes the initiations of disposition reporting forms via computers, and audit capabilities.

#### CURRENT STATUS

The current status of the completeness and accuracy requirements is reviewed in reference to:

- Disposition Reporting
- Inquiry Before Dissemination
- Data Accuracy

### Disposition Reporting

Dispositions are defined in the regulations as meaning "information disclosing that criminal proceedings have been concluded..." To be complete, a criminal history record should include all dispositions that have occurred from arrest to final release of the individual from the cognizance of any segment of the criminal justice system. Thus, an effective disposition reporting system should include procedures for reporting dispositions by every component of the criminal justice system. This is the function of the New Jersey Court Disposition Reporting System (CDR).

In this system flow the formal conclusion of each level of proceedings must be reported as a disposition to the SBI for inclusion in the individual criminal history record.

There are practical limitations of time, manpower and paperwork to recording all dispositions as they occur. Appeals and delays can be categorized as disposition pending. Within the structure the desired reporting cycles still can apply.

The CDR System was designed in 1969, to provide uniform reporting of arrests and disposition of charges to the State Bureau of Identification (SBI), pursuant to New Jersey Statutes, Section 53.1-18, 1-18a, and 1-13.2. This is accomplished by maintaining and processing the fingerprint card received from the arresting agency and creating a master record, namely a

criminal history record. This record is updated by reports received from the prosecutor, courts, corrections and parole, based on data furnished by all components of the criminal justice community. At present certain portions of the CDR System have been automated, such as the monitoring of select CDR data and the generation of some CDR Forms and reminder notices for outstanding reports.

The CDR system is a fully operational statewide criminal justice data collection system. It has eight subsystems. Each of the subsystems corresponds to a document that gathers data from a specific stage of the criminal justice process. These are:

- CDR-1: Summons
- CDR-2: Warrant
- CDR-3: County Prosecutor Criminal Disposition Report
- CDR-4: County Clerk Criminal Disposition Report
- CDR-5: County Clerk Change of Criminal Disposition Report
- CDR-6: County Probation Department Disposition Report
- CDR-7: State of New Jersey Conditional Discharge Final Disposition Report
- CDR-8: Custody-Supervision Status Report

An example of the processing steps is portrayed in Figure 2-1. This illustration relates only to the CDR-1 and CDR-2 forms.

The process flow for CDR-1 and CDR-2 at the State Bureau of Identification requires fingerprint identifying data, the processing of data on complaints referred to the Grand Jury, and keypunching and processing of CDR data by the Data Reduction



FIGURE 2-1

CDR-1 AND CDR-2 PROCESSING STEPS

STEP IN PROCESS	CDR FORM	AGENCY RESPONSIBLE FOR ENTERING DATA	DATA ENTERED	SUBSEQUENT DISPOSITION OF DATA
Filing of complaint-- Disorderly Conduct or Non-Indictable Of- fense	CDR-1 Complaint - Summons or CDR-2 Complaint Warrant	Municipal Courts County District Courts County Court Juvenile/Domestic Relations Court (Court of first instance) Superior Court	Summons Number (pre- stamped) Court Identifier Complaint Date of Offense Charge (New Jersey Statutes) (County Prosecutor re- views charges)  Police Identification of Defendant	CDR-1 separated:  Original - to court (white) Defendant - to defendant (green) SBI - to SBI after completion (yellow) Service/ID - to Agency serving summons (blue) Court copy - to court (pink)
Filing of Complaint-- Indictable Offense	CDR-2 Complaint - Warrant or CDR-1 Complaint Summons	Municipal Court County District Courts County Court Juvenile/Domestic Relations Court (Court of first instance) Superior Court	Warrant Number (pre- stamped) Court Identifier Complainant Date/Detail of Offense Charge (New Jersey Statutes) (County Prosecutor reviews charges)  Police Identification of Defendant	Same separation/distribution as CDR-1
Service of Summons	CDR-1 Complaint - Summons	Police/Sheriff/Other Agency serving summons	Result of attempt to serve summons  Police Identification of Defendant	Copy filed with law enforcement agency serving summons or warrant To SBI (stapled to SBI copy)
Arrest	CDR-2 Complaint - Warrant	Police/Sheriff/Other Agency making arrest	Certification of arrest  Police Identification of Defendant	Copy filed with law enforcement agency summons To SBI (stapled to SBI copy)
Bail (Initial bail proceeding)	CDR-1 CDR-2	Court of first instance to which defendant appears after arrest  Superior Court	Bail information (Bail data under NJSA 2A:8-28 entered prior to arrest	Entered on Original SBI (mailed to SBI at end of court action) Court

FIGURE 2-1

STEP IN PROCESS	CDR FORM	AGENCY RESPONSIBLE FOR ENTERING DATA	DATA ENTERED	SUBSEQUENT DISPOSITION OF DATA
Court Action	CDR-1 CDR-2	Court of first instance	Jury waiver Plea/Date of Plea Adjudication/Date Disposition/Sentence Discharge/No probable Cause Held for Grand Jury No Action Probation	Entered on Original SBI (mailed to SBI at end of court action) Court
Prosecuting/Defense Attorney Status	CDR-1 CDR-2	Court of first instance	Checked boxes describ- ing type of prosecut- ing/defense attorney	Entered on Original SBI (mailed to SBI at end of court action) Court





Unit. All cases where the complaint has been referred to the Grand Jury will result in a CDR-3 and an updated "rap sheet" being sent to the County Prosecutor for case preparation. The CDR-3 County Prosecutor/Criminal Disposition Report is a computer generated, three part, color coded (white/pink/green) carbon interleaved, snapout form. The green copy is the Remand Disposition Report, which is used by the county and municipal courts to report dispositions where an indictment is not taken and the case is remanded for disposition. The CDR-3 form is used by the prosecutor to report the disposition of cases referred to his office by the courts, upon such cases being bound over to the Grand Jury. The form contains details on the: (1) court, (2) defendant, (3) indictment/accusation, (4) charged offenses, (5) bail and (6) defense counsel. This form is returned to SBI when it is completed. This results in issuance of a CDR-4 to the County Clerk for each defendant and each accusation or indictment.

Upon completion of each form, it is submitted to SBI, which results in updates of the CDR Criminal History Jacket, the "rap sheet," FBI records and computerized criminal history file. Form CDR-5 through CDR-8 are additional reporting vehicles which record changes in sentences, probation department custody, conditional discharge dispositions and correctional institution custody status reporting. The CDR-5 County Court Change of Disposition and CDR-8 Custody Status Reports are initiated by the concerned agencies to the SBI.

The Data Analysis Center is currently capable of producing monthly statistical reports of arrests and dispositions. Results are to be distributed to local criminal justice agencies, as well as to the State Administration and the U.S. Department of Justice.

The CDR System has been expanded since January, 1972 to provide the necessary input data for the OBTS/CCH System in development. An OBTS/CCH data entry form has been developed for each of the CDR forms, each coded and keyed into a computer readable

format. A historical data conversion of past records has included all dispositions as far back as January 1972, and of prior criminal histories for current offenders. As of October 1975, there were OBTS/CCH records on approximately 200,000 individuals converted to computer readable format. These records represent in excess of five (5) million card images. Extensive edit checks (logical and relational) have been made on much of the converted data.

The CDR System has firmly established procedural guidelines which are available complete with forms and detailed instructions in the New Jersey Court Disposition Reporting System Manual. Figure 2-2. The system does rely extensively upon law enforcement agencies, prosecutors, court clerk and county probation officers submitting a CDR form to the SBI whenever an event happens in the process of arresting and adjudicating a criminal offender. The multiplicity of responsibility for CDR reporting and the growth of criminal justice reporting activities do impose a potential for incomplete, inaccurate and non-current CHRI.

As in other activities of the New Jersey system the emphasis is on the qualifications and motivation of people. The motivation toward accuracy and precision are integral parts of the system operation. Training is directly related to these factors.

Court Clerk training in CDR procedures is an example of a problem area. High rates of personnel attrition and personnel changes make it difficult to insure that Clerks completing CDR form segments are properly trained. Although conscientious follow-up actions by the SBI are frequently able to verify suspect data before adverse consequences can occur, the System continues to experience incomplete forms and forms not submitted. In cases where CDR reporting is current, the posting of disposition data may routinely take a maximum of 30 days.

## FIGURE 2-2

### C.D.R. MANUAL (EXAMPLE) COURT DISPOSITION REPORTING

#### THE POLICE ROLE

##### I. INTRODUCTION

- A. One of the primary functions of Court Disposition Reporting is the updating of arrest information at the State Bureau of Identification.
- B. As provided in N.J.S. 53:1-18, the clerk of every court must report to the State Bureau of Identification the disposition of all cases involving a defendant appearing before the court on a criminal charge or disorderly persons offense.
- C. Under the provisions of N.J.S. 53:1-18a, the county prosecutor must report dispositions of cases forwarded to their office by the courts.
- D. Probation departments report dispositions pursuant to N.J.S. 53:1-13.2.
- E. The State Bureau of Identification has the statutory responsibility to record, file and disseminate information received.
- F. Reporting and recording of case dispositions under this program:
  1. Provides Comprehensive Criminal History records at the State Bureau of Identification to aid decision making by all members of the criminal justice community.
  2. Provides a data base for statistical analysis.
  3. Meets the criteria for entry of offender information into the Statewide Communications Information System (SCIS) and the NCIC Computerized Criminal History file (CCH).
  4. Provides accurate records of convictions for the proper administration of the firearms laws and other regulatory acts.

##### II. RESPONSIBILITY

- A. The police responsibility in Court Disposition Reporting is the identification of the defendant. This is the key to the entire program. Identification is accomplished in two ways:
  1. Fingerprints of the defendant taken at the time of arrest.
  2. Completion of the "Police Identification of Defendant" stub on the complaint summons or complaint warrant.

##### III. GENERAL INSTRUCTIONS

- A. The Uniform Complaint-Summons CDR-1 and the Uniform Complaint-Warrant CDR-2 are five part, color coded, carbon interleaved, snap out forms. They will be used for all disorderly persons and indictable offenses by:
  1. *Municipal Courts.*
  2. *County District Courts.*
  3. *County Court Judges—sitting as municipal court judges.*
  4. *Juvenile and Domestic Relations Courts— for adult criminal and disorderly persons offenses and for juvenile cases referred to the prosecutor, pursuant to Court Rule 5:9-5(B).*

Presently, all information reported to the State Bureau of Identification is verified by fingerprint identification and comparison. Although the potential exists for computerized on-line input of CDR information by most automated local CJIS agencies, the verification requirements preclude such submission at present. Consequently, all CDR information is reported manually. The complete turn-around for fingerprint identification and comparison is currently ten days.

As in other states, a problem for the CDR system is lack of Statewide standardization of police, court, prosecutor, corrections, parole, and probation records. This problem can result in incomplete or inaccurate CHRI. These internal deficiencies have been addressed as the system has evolved and others are in the process of resolution. For example, the CDR-8 has been designed to meet new needs. A major area which this form should cover is the work-release, study-release, or other community-based corrections treatment programs. This is important for complete criminal history records. Presently, it would be difficult to confirm whether a person picked up by any law enforcement agency is on a work-release program and is not an escapee. Under existing conditions, it would be equally difficult to report this individual's exact status were an inquiry made for it.

In summary concerning dispositions:

- There is an operational system.
- There is recognition of the problems inherent in disposition reporting.
- There is sufficient common ground and common interest among all criminal justice functions to develop adequate procedures among the involved criminal justice components.
- There is agreement on the need for the additional statutory provisions and standard procedures needed for disposition reporting

- There is a coordinated development effort of the CJIS and SJIS systems
- There is a need for additional funding to augment the present training and technical assistance which is an integral system element.

#### Inquiry Before Dissemination

Dissemination is defined as the transmission of criminal history record information to individuals and agencies other than the criminal justice agency which maintains the criminal history information [Reporting to SBI or FBI is not dissemination, for purposes of this Plan].

The capability exists, in both the automated and non-automated components of the central repository in Trenton, to provide fast turn-around responses to agency inquiries. The major constraint on the universal application of the prior inquiry process is the large volume of activity which can delay routine response times. In extraordinary circumstances, partial information is provided by the central repository staff (SBI) by telephone to known and properly identified criminal justice personnel. This is a routine SBI procedure which has helped establish the acceptance of the prior inquiry process.

The significance of the prior inquiry process, to assure that only complete records are disseminated, is recognized in both the manual and automated systems. It is planned that the automated system (OBTS/CCH) have the capability of responding in a manner which will insure that prior inquiry occurs before dissemination of reported information as a statewide operational practice in ordinary circumstances. Funds and people will be needed.

At present there is a considerable emphasis on identification and verification to insure that the proper and complete record is made available from the central repository.

SCIS inquiries now routinely require terminal identification, the utilization of only State certified terminal operators, and the maintenance of detailed logs. SAC system standards go so far as to use "passwords" in order to enter the system. Chapter 70, Section 3, page 13 of SAC Standards states the following:

Passwords will be used to identify a particular user, level of clearance, terminal location, authority, etc. Passwords, of course, are not more secure than the people that use them and the procedures that govern their use.

Passwords are an excellent security device and will be used extensively in the NJSCIS system. However, their use will not be required as an infallible procedure because of the human factor... The use of several levels of passwords for access control is an acceptable procedure. The passwords themselves will be changed frequently, perhaps several times per week.

All inquiries into SBI records also require sufficient identifying data on the subject of the request to minimize erroneous responses and confusion of identities. The following is the current criminal information request form:

FIGURE 2-3  
NEW JERSEY STATE POLICE  
CRIMINAL INFORMATION REQUEST

TIME RECEIVED: \_\_\_\_\_ TIME RETURNED: \_\_\_\_\_

S.B.I. NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ALIAS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ HGT. \_\_\_\_\_

WGT. \_\_\_\_\_ HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_

PREVIOUS ARREST: \_\_\_\_\_

\_\_\_\_\_

REQUEST BY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

NO. COPIES: \_\_\_\_\_ PHOTO: \_\_\_\_\_

SBI 55 (Rev. 12/70) INITIAL: \_\_\_\_\_

Certain procedural safeguards are also incorporated into inquiry methodology. The SCIS "User's Agreement" (paragraph C) specifies that when an agency receives a positive response from SCIS, an immediate follow-up with the agency that originated the record in the system is initiated. The originating agency is then obligated to reply promptly to the inquiring agency with confirmation and other pertinent details requested.

Another significant procedure is described in the January, 1976, SCIS newsletter. Each SCIS record (vis-a-vis NCIC record) contains identifiers, such as dates of birth, social security numbers, serial numbers, and others, which provide a means by which the file can be searched in each computer. These records also contain other information in the form of descriptive data, which cannot be searched, but aids the inquiring agency in evaluating any positive responses. The procedure provides that:

Any error in the identifiers of an inquiry can only result in a reply that is erroneous and misleading. When an identifier of an inquiry does not match any identifier on file the computers will reply with the phrase "NO RECORD" and repeat all identifiers searched. This no record message is sent as a reply to each identifier searched. The purpose of repeating the identifiers is to provide to the terminal operator, the opportunity of proof reading them and determining that the correct characters contained in each have been properly checked. On an inquiry producing a no record response the terminal operator handling the inquiry should not reply to the requesting agency with a simple "NO RECORD" but should repeat the identifier/s/ searched. For example: "NO RECORD STOLEN NEW JERSEY ALPHA, BRAVO, CHARLIE, 1, 2, 3" or "NO RECORD WANTED JOHN DOE, DOB 010235."

This procedure of repeating the identifiers searched is equally important when the inquiry results in a positive response (hit). The additional descriptive data contained in the hit record should also be supplied to the inquiring agency to assure positive identification of the person or property.

## Data Accuracy

Insuring the accuracy of data submitted to and entered into the system is a management process subject to continuing appraisal and refinement. The CDR 8 form, for example is an additional refinement to an old procedure. The many existing relevant procedures in New Jersey can be classified in several categories. For example:

- System Guidance and Standards
- Internal SBI Procedures
- Data Conversion Procedures

## System Guidance

The SBI has a continuous emphasis on accuracy through the use of letters and memoranda to fingerprint contributors on general and special subjects. In addition the operating manuals, such as the CDR System Manual, are designed to provide the kind of precise guidance which encourages accuracy.

The mechanisms for accuracy in the system include provisions that:

- All information is submitted on approved and standardized forms
- Information is submitted by designated agencies with an established official role in the criminal justice process
- Information is verified for accuracy and reliability at numerous submission and entry points
- Only information which includes positive subject identification [fingerprint] is entered into the record.

A recent example of the emphasis on accuracy and completeness as part of system guidance is cited in Figure 2-4.





STATE OF NEW JERSEY  
WILLIAM F. HYLAND  
ATTORNEY GENERAL

APR 1 1976

**To: All Fingerprint Contributors**

Since 1930 the State Bureau of Identification within the Division of State Police has functioned as the State's Central Repository for Criminal History Record Information. Data contained in the files is based on positive identification of individuals through the submission of fingerprints. These files are now undergoing conversion to an automated data base.

This automation, Federal Regulations and our N.C.I.C. Contract with the United States Department of Justice dictate stricter compliance by fingerprint contributors to the procedures established by the State Bureau and the statutory requirements by Criminal Justice Agencies to submit fingerprints and timely disposition information.

It is the responsibility of Criminal Justice Agencies to assure that Criminal History Record Information is complete, accurate, timely, and secure from unauthorized access. Consistent with this responsibility and our statutory requirements, I have recently made a request to Director Clarence M. Kelley, F.B.I., that the F.B.I. Identification Division designate the State Bureau of Identification as the sole contributing agency for the State of New Jersey.

I am taking this opportunity to notify all fingerprint contributors of the new policy and remind them that fingerprints, dispositions, and related Criminal History Record forms must be submitted to the State Bureau of Identification. No such forms will be accepted by the F.B.I. if they have not first been processed by the State Bureau.

The New Jersey Court Disposition Reporting Manual issued to Criminal Justice Agencies provides instructions for proper Fingerprint and Disposition Reporting. These instructions are supplemented by periodic memoranda from the State Bureau of Identification and the Administrative Office of the Courts. These procedures are necessary for the standardization of records at both the State and Federal levels.

An overview of completeness and accuracy standards at the State level indicates acceptable accuracy and completeness of criminal justice and criminal history information once the State is in control of the data. The Division of Systems and Communications places great emphasis on these elements in its administration of SCIS. SAC System Standards, issued in 1972, stress accuracy and promptness, and the SCIS "Users Agreement" makes the point quite explicit in the Section on System Discipline."

- To assure the proper operation of the system the standards, procedures, formats and criteria of SCIS must be strictly adhered to.
- Accuracy is essential as is promptness in entering, modifying, locating or cancelling records in the system. Each agency is responsible for their own records. The SCIS cannot assume responsibility for the accuracy of these records.

#### Internal SBI Procedures

The routine operation of the criminal justice process is an invaluable validity control. Inaccurate and incomplete data is discovered and corrected as a product of the daily course of business by criminal justice component agencies. Verification of information is an integral aspect of the routinized operations of the SBI. Some examples of accuracy checks are identified below for the SBI operating units:

- Identification Records Unit
  - Fingerprint card processing, includes sorting, an accuracy review, dating, time stamping and recording on forwarding sheets, which reflect type of fingerprint card submitted, subjects name, date received and contributing agency.
  - Updating the manual criminal history record and disseminating accurate histories to criminal justice agencies.

- Criminal Information Unit
  - Establishing and maintaining criminal history and index files of the Fingerprint Records Bureau
  - Insuring file integrity of index card, history folder and fingerprint cards.
- Records Assembly Unit
  - Checking criminal history record and idents for correctness, chronological order, required deletions, notations, updating to FBI source data, entry of prior disposition data, FBI-SBI number-error control
  - Checking records for duplication, missing data, corrections and notification of changes to Data Reduction Unit
- Court Disposition Reporting Unit
  - Updating and forwarding of records based on receipt of interim or final dispositions
  - Insuring that forms are made available for final disposition reporting
  - Monitoring CDR responses.
- Criminal Information Unit
  - Verification of record accuracy at time of inquiry and dissemination

#### Expungement Unit

The central repository responds to court ordered Expungement and Sealing of individual records through the Expungement Unit. Examples of Statutes involving expungement and sealing are NJSA 2A:85-15-22; 2A:164-28; 2A:169-11. Additional legislation is being proposed in this area. As part of the process of insuring protection of the individual, it is estimated that there are more than 25,000 expungements or sealings ordered by the court each year.

The Unit is responsible for processing lawful court orders for the expungement or sealment of criminal records. The Expungement Unit is also responsible for processing individuals who wish to review their criminal record for content and accuracy.

Currently, the Expungement Unit is receiving on the average twenty (20) pieces of correspondence daily, which includes court orders and motions. It takes approximately 3-1/2 hours to expunge a record with some 98 clerical and administrative procedures involved. The procedures include searches in the expungement correspondence files; searches in the Master Name Index Files; removal of Master Name Index cards, criminal history jackets, and master fingerprints; blotting out expunged charges on CDR paper and fingerprint cards; making new index cards and criminal history jackets; deleting entries on forwarding sheets and the computer; typing correspondence and refiling jackets and index cards; maintaining the expungement and sealment files.

#### Data Conversion Procedures

In the SBI, de facto purging of criminal history record information is a function of the existing CDR System and of the OBTS/CCH program. Criminal history records maintained at the SBI have been reviewed and edited for accuracy and completeness as far back as 1972 as a result of the conversion of manual records to computer formats. In instances where a current offender has a prior criminal history, this information is included as a part of his computerized criminal history, and is subject to the same edits. Resultant inventories of criminal history jackets also lead to the discovery of lost and misplaced documents. Other routine SBI procedures, in addition to the work of the data reduction program, frequently result in purged or updated CHRI. However, the greatest current emphasis is given to updating, since far less material is located which requires purging.

An accuracy survey of the edited CDR computer file by the Division of Systems and Communications (SAC) Center Staff revealed a 99.7 accuracy factor when compared to the manual source document. Thus, while the source document may still be subject to errors the accuracy of converted records is outstanding.

## SUMMARY

In the New Jersey system high standards of completeness and accuracy are being achieved by a people oriented [labor intensive] system. This type of structure can be very responsive to changes in guidelines, procedures and workload, especially if the technology mix is system supportive as it is evolving in New Jersey.

With the massive volume of current and potential transactions imposed on the system there are also major constraints which need to be addressed.

- There is probably sufficient legislation already in existence
- There are needs for:
  - Additional manpower, particularly for training and technical assistance
  - Additional supportive technology in areas of information retrieval
  - Additional criminal justice manpower programs in the total system to reduce personnel turbulence [turnover] at all levels.



### III

#### L I M I T A T I O N S   O N   D I S S E M I N A T I O N

As originally published, the Department of Justice Regulations, May 20, 1975, required specific statutory authority to disseminate criminal history record information for non-criminal justice purposes or to non-criminal justice agencies. There were specific restrictions on access to information by the news media and specific prohibitions on access to criminal history information in court records.

The current federal regulations, March 19, 1976, introduce a distinction between the categories of conviction data and non-conviction data and differing limitations on the dissemination of these categories.

Non-conviction data is defined in section 20.3(k) of Title 28:

(k) "Non-conviction data" means arrest information without disposition if an interval of one year has elapsed from the date of arrest and no active prosecution of the charge is pending; or information disclosing that the police have elected not to refer a matter to a prosecutor, or that a prosecutor has elected not to commence criminal proceedings, or that proceedings have been indefinitely postponed, as well as all acquittals and all dismissals.

#### REQUIREMENTS

The requirement for establishing limitations on dissemination is included in section 20.21(b). These provisions are cited below:

(b) Limitations on dissemination. By December 31, 1977, insure that dissemination of non-conviction data has been limited, whether directly or through any intermediary only to:

(1) Criminal justice agencies, for purposes of the administration of criminal justice and criminal justice agency employment;

(2) Individuals and agencies for any purpose authorized by statute, ordinance, executive order, or court rule, decision, or order; as construed by appropriate State or local officials or agencies.

(3) Individuals and agencies pursuant to a specific agreement with a criminal justice agency to provide services required for the administration of criminal justice pursuant to that agreement. The agreement shall specifically authorize access to data, limit the use of data to purposes for which given, insure the security and confidentiality of the data consistent with these regulations, and provide sanctions for violation thereof;

(4) Individuals and agencies for the express purpose of research, evaluative, or statistical activities pursuant to an agreement with a criminal justice agency. The agreement shall specifically authorize access to data, limit the use of data to research, evaluative, or statistical purposes, insure the confidentiality and security of the data consistent with these regulations and with section 524(a) of the Act and any regulations implementing section 524(a), and provide sanctions for the violation thereof.

Conviction data may be disseminated without limitation.

Under these amended regulations, there are no restrictions on the distribution of conviction data, nor on criminal history information contained in court records of public judicial proceedings. Arrest information where prosecution is pending also would be available.

The amended regulations also would no longer require express authority to distribute non-conviction records for non-criminal justice purposes, but would permit such dissemination if it "is pursuant to and can be construed from the general requirement" in the state or local statute or order.



Section 20.20(c) concerning applicability of the procedures includes these provisions:

(c) Nothing in these regulations prevents a criminal justice agency from disclosing to the public criminal history record information related to the offense for which an individual is currently within the criminal justice system. Nor is a criminal justice agency prohibited from confirming prior criminal history record information to members of the news media or any other person, upon specific inquiry as to whether a named individual was arrested, detained, indicted, or whether an information or other formal charge was filed, on a specified date, if the arrest record information or criminal record information disclosed is based on data excluded by paragraph (b) of this section. The regulations do not prohibit the dissemination of criminal history record information for purposes of international travel, such as issuing visas and granting of citizenship.

The Department of Justice Commentary<sup>1</sup> on these provisions is indicative of the relative flexibility now available to the State in establishing procedures in this area.

"The regulations, as now amended, provide that conviction data may be disseminated without limitation; that criminal history record information relating to the offense for which an individual is currently within the criminal justice system may be disseminated without limitations. Insofar as non-conviction record information is concerned, the regulations require that after December 31, 1977, most non-criminal justice access would require authorization pursuant to a statute, ordinance, executive order or court rule, decision or order. The regulations no longer require express authority, that is specific language in the authorizing statute or order requiring access to such information, but only that such dissemination is pursuant to and can be construed from the general requirement in the statute or order. Such statutes include State public record laws which have been interpreted by a State to require that criminal history record information, including non-conviction

---

<sup>1</sup>Department of Justice release, March 16, 1976.

information, be made available to the public. Determinations as to the purposes for which dissemination of criminal history record information is authorized by State law, executive order, local ordinance, court rule, decision or order will be made by the appropriate State or local officials."

The regulations, as now amended, remove the prohibition that criminal history record information in court records of public judicial proceedings can only be accessed on a chronological basis. Therefore, court records of public judicial proceedings whether accessed on a chronological basis or on an alphabetical basis are not covered by the regulations. The special status of the courts and the SJIS was identified in Chapter I and these conditions are reflected in the separate treatment of court related matters in the areas of dissemination control. Specifically the position related to court access is that the New Jersey courts can promulgate court rules permitting access to criminal history record information regardless of whether or not "access pursuant to statute or agreement" is possible. Courts can have access to all information, including non-conviction data, relevant to bail setting; sentencing and cross examination as should prosecutors and all defense counsel.

#### CURRENT STATUS

The New Jersey experience has been that requests for criminal history information have been proliferating in recent years. The reasons for the request have included both legitimate needs to know and others related to such things as selective employment practices. These requests both caused unprogrammed burdens on law enforcement agencies and suggested a possible abuse of need to know or right to know principles.

Since 1972, there has been in New Jersey, a considerable effort directed toward the control of dissemination of criminal history information. This effort has been directly related to

the development of the OBTS/CCH program and was intensified in the last two years in the context of state and federal privacy and security legislation and the federal regulations. Examples of this effort include:

- Formal restraints established by the Attorney General on the dissemination of information to non-criminal justice agencies. Figure 3-1, for example is a guidance letter to all SBI fingerprint contributors.
- Internal restraints imposed by the SBI on the release of information by means of telephone, in person, teletype or mail.
- Internal practices of the SBI to restrict the release of information which does not contain dispositions [i.e., non-conviction data] and the non-release of this information to non-criminal justice agencies.

In addition to these procedures and practices the Attorney General has undertaken a formal review of the needs of all 18 principal Departments of the State of New Jersey criminal history information. This was initiated by memorandum, December 16, 1975: Need for access to Criminal History Information. The results of this formal inquiry are being analyzed to determine the nature of requirements of these departments, existing authorities and the need for additional statutory or executive order authorization.

The responses indicate a wide range of authorization for access including administrative orders, executive orders, statutes, Rules of Procedure, court orders and long term practice. While the needs for information are generally valid, the ultimate disposition of the information is frequently unclear. These issues will be examined along with others related to categorization of information and methods of acquisition and disposition.

FIGURE 3-1

ATTORNEY GENERAL MEMORANDUM



STATE OF NEW JERSEY  
WILLIAM F. HYLAND  
ATTORNEY GENERAL

APR 1 1976

To: All Fingerprint Contributors

Let me also take this opportunity to remind Criminal Justice personnel of their responsibilities to assure that dissemination of Criminal History Record Information be restricted to Criminal Justice Agencies for Criminal Justice purposes or as otherwise provided by State or Federal statute, or executive order. These restrictions are to be followed. This office should be notified of any unauthorized dissemination of criminal history information which may come to your attention.

Your cooperation and conformity to procedures will assure completeness and accuracy of records, protect recognized rights of privacy, and provide more comprehensive information for Criminal Justice use.

Very truly yours,

A handwritten signature in cursive script that reads "William F. Hyland".

William F. Hyland  
Attorney General

WPH:AJL:ih

## Licensure

Various professional and occupational boards in the State of New Jersey have requirements for criminal history record information, some by State statute. In addition to various ad hoc bodies there are nineteen boards which regulate licensure, conduct of licensees, and preventing unlicensed persons from engaging in the regulated activity. These include:

- Board of Marriage Counsellor Examiners
- Board of Veterinary Medical Examiners
- Board of Beauty Culture
- Board of Examiners of Electrical Contractors
- Board of Professional Planners
- Board of Certified Public Accountants
- Board of Architects
- Board of Dentistry
- Board of Barber Examiners
- Board of Mortuary Science
- Board of Professional Engineers and Land Surveyors
- Board of Medical Examiners
- Board of Nursing
- Board of Examiners of Ophthalmic Dispensers  
and Ophthalmic Technicians
- Board of Optometrists
- Board of Pharmacy
- Board of Shorthand Reporting
- Board of Psychological Examiners
- Board of Examiners of Master Plumbers
- Private Employment Agencies Section
- Legal Games of Chance Control Commission
- Office of State Athletics Commission
- Advisory Committee: Bio-Analytic Laboratories
- Chiropractic Assistants
- Physical Therapy Advisory Committee
- Hearing Aide Dispensers Examining Committee

The regulatory provisions invariably require the boards to make an initial judgment as to the "moral character" of the prospective licensee and some statutes expressly provide that a willful false statement in an application is a high misdemeanor. The regulatory provisions also provide that an applicant may be disqualified for licensure or be subject to revocation proceedings if he (or she) has been convicted of a crime involving moral turpitude. Many of the license requirements are in RS45 which

could be amended to include a general condition concerning criminal history information. There are about 25 statutory references in this category used as the SBI authority to release this type of information.

The professional and occupational statutes are grounded on the theory of regulation to safeguard the public interest, by establishing initial moral and educational standards, and subsequently by requiring that the regulated individuals be subject to disciplinary proceedings for varying misconduct which includes criminal conviction.

Other licensure requirements exist outside of State professional and occupational boards and commissions, and are administered by specific departments and agencies. The Division of Consumer Affairs within the Department of Law and Public Safety, for instance, requires the licensure and regulation of private employment agencies. And of course, lawyers and private investigators are also subject to similar strict conduct requirements.

In that privacy and security, as a public issue, is a relatively recent emphasis, existing State statutes relating to privacy and security may not be as explicit as the state may desire. State statutes also exist, for example, which concern the regulation of dissemination, the purging of non-conviction information, the sealing of non-conviction information, and the removal of disqualifications from the record. However, few statutes were specifically written in the specific context of privacy and security regulations.

The need for limitations on the dissemination of non-conviction data will be based on the increased recognition of the need to balance the practices of dissemination with concern for the protection of individuals through some practical methods of standards, classification and control.

The proposed procedures will extend the work already underway in this area by examining options possible under the revised federal regulations.

In addition to the administrative actions already taken, there have been legislative proposals initiated concerning access, and dissemination controls which favor protection of the individual record. Generally the tenor of legislation has been that criminal history information will continue to remain in the non-public record category. This will be examined as an issue in New Jersey administrative procedures.

In respect to CCH, the Division of Systems and Communications (SAC) has the responsibility to insure that only authorized communication of CCH occurs. The "User's Agreement" for intra-state exchange of criminal justice information cites the following in the Section (paragraph 8) on Security and Privacy and Information. This also complies with Part C, Title 28:

The Contractant shall limit access to "NJSCIS" data to criminal justice/law enforcement agencies who will assume responsibility for the legitimate criminal justice/law enforcement use of system data. Unauthorized disclosure or misuse of data by the Contractant will be cause for immediate removal of communication facilities and cancellation of this agreement by "NJSCIS". This limited access shall include the restriction of copying of "NJSCIS" files onto another system when a computer to computer interface exists.

The contract for the Agreement is quite direct in stating the requirement:

The NJSCIS reserves the right to immediately suspend furnishing criminal justice data, and to remove any and all NJSCIS communication facilities provided to \_\_\_\_\_, when either the security or dissemination requirements adopted by the NJSCIS or NCIC are violated. The NJSCIS may reinstate the furnishings of data upon receipt of satisfactory assurances that such violation(s) has been corrected.

## STANDARD AND PROCEDURES DEVELOPMENT

Within the context of the current regulations additional procedures will be developed, consistent with the legislative and judicial practices of New Jersey, to accomplish the purposes and intent of the regulations. To insure consistency, the general areas to be examined are:

- Classification of users
- Standards for access to information
- User agreements

### Classification of Users

The policies and procedures for implementing the dissemination provisions of Part B and Part C of Title 28 which are currently in existence in Attorney General memoranda, SBI rules and regulations and SAC user agreements will remain in effect.

Pending legislative or judicial guidance to the contrary New Jersey adopts the definitions in Title 28. Dissemination of criminal history information which includes complete disposition information will be in accordance with current New Jersey policies and procedures. The limits on dissemination of non-conviction data will be accomplished as follows:

- Dissemination to criminal justice agencies for the administration of criminal justice and criminal justice agency employment will be in accordance with current practices and with the provisions of existing New Jersey Statutes and Rules.
- Dissemination to non-criminal justice agencies will be in accordance with the intent of 20.21 (b)(2) and accomplished through such statutes and rules as NJSA 17:10-15; RS 11.1; NJSA 45:9-19 etc. Additional standards as required will be established by the Attorney General.
- Dissemination to individuals and agencies pursuant to a specific agreement will be accomplished through a standard and formal non-disclosure or user agreement [20.21(b)(3)].



- Dissemination of non-conviction data for the purposes of research, evaluation and statistical activities has been very limited in the past and will continue to be. Dissemination in this circumstance will be in accordance with a formal user or non-disclosure agreement [20.21(b)(4)].

#### Individuals and Agencies [20.21(b)(3)]

Individuals and agencies pursuant to a specific agreement with a criminal justice agency to provide services required for the administration of criminal justice pursuant to that agreement. The agreement shall specifically authorize access to data, limit the use of data to purposes for which given, insure the security and confidentiality of the data consistent with these regulations, and provide sanctions for violation thereof.

This classification would permit private agencies to review or receive criminal histories where they perform a necessary administration of justice function such as pretrial release. Private consulting firms which commonly assist criminal justice agencies in information systems development would be included in this category.

Nothing in this categorization nor in any other categorization in this chapter is intended to infringe on the access to non-conviction data by defense counsel nor to infringe on the accepted rules of discovery of the State of New Jersey.

#### Research, Evaluation and Statistics Activities [20.21(b)(4)]

This category could include:

Individuals and agencies for the express purpose of research, evaluative, or statistical activities pursuant to an agreement with a criminal justice agency. The agreement shall specifically authorize access to data, limit the use of data to research, evaluative, or statistical purposes, insure the confidentiality and security of the data consistent with State regulations and with Section 524(a) of PL 93-83 and any regulations implementing Section 524(a), and provide sanctions for the violation thereof.

Under this classification, "good faith" researchers, including private individuals, would be permitted to use non-conviction record information for research purposes. Researchers will be bound by an agreement with the disseminating criminal justice agency and will be subject to the sanctions of PL 93-83.

Section 524(a) of PL 93-83 which forms part of the requirements of this section states:

Except as provided by Federal law other than this title, no officer or employee of the Federal Government, nor any recipient of assistance under the provisions of this title shall use or reveal any research or statistical information furnished under this title by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained in accordance with this title. Copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceedings.

It is anticipated that there will be considerable restraint on the approval of research activities in law enforcement agencies.

#### Standards for Access to Information

One of the outcomes of the examination of the privacy issue will be the establishment of additional standards for access to non-conviction data. It is expected that standards will evolve from the interaction of the provisions of Department of Justice Title 28, NJSA 47:1a related to records disclosure concepts and the established practices in the State of New Jersey.

Information will be compiled on non-criminal justice users which are authorized to have access to non-conviction data. The information can include the authorization, the stated requirements, the usual source of the information and the current method of obtaining criminal history information.

A general form for the collection of source information on these activities is shown in Figure 3-2. Professional and occupational licensing requirements will be included in this category.

Arrangements will be made for a coordinated effort with affected state departments and the Attorney General to insure compliance with Section 20.21 (b); Title 28.

Following the current practices in New Jersey there will be an emphasis on need to know and/or right to know and the established pattern of balancing individual privacy rights with the public interest needs.

Access to data collected by the Judiciary system will be governed by standards issue or approved by the Judiciary. This approval enables the Judiciary to develop standards for both privacy and security or to adopt those developed in conjunction with the plan.

#### Use of Standards

The following actions will be considered in the authorization of non-criminal justice agency recipients:

- Standards developed with the Attorney General will be used to determine the eligibility of agencies or individuals to acquire non-conviction data.
- In cases which involve legal interpretation, the advice of the State Attorney General will be sought specifically. Appeals will be considered.
- User Agreements will be required as appropriate in accordance with Sec. 20.21(b)(3)(4).
- The issuance of a user agreement form, or non-disclosure agreement, will serve to initiate the process through which an agency is certified as an authorized user to request criminal history information.

FIGURE 3-2

NON-CRIMINAL JUSTICE AGENCY/INDIVIDUAL ACCESS ELIGIBILITY

STATE OF NEW JERSEY

NON-CRIMINAL JUSTICE AGENCY PROFILE									
Type of Occupation License etc.	Agency Responsible For Certifying or Approving	Executive Order or Statute Number-Section	Information Required by Statute	Normal Source of Information	Current Method of Requesting Information	Current Method of Receiving Information	20.21 (b) Class Category	Eligible Individual Access P/S Plan	
								Y	N

III - 14



- Authority to access criminal history information may include conditions in which the agency agrees to:
  - An on-site review of the agency's procedures to insure security and confidentiality.
  - Refrain from secondary dissemination of information.
  - Accept a follow-on audit of information use and control practices.

The methodology already started with the initial needs assessment conducted by the Attorney General, will be extended to include a systematic routine which will include:

- Information Needs Inquiry
- Needs Statement
- Categorization and Analysis of Needs Statement
- Formulation of Information Categories
- Formulation of Standards for Access
- Formulation of Methods of Dissemination
- Notification and Appeal Procedures
- Designation of Originating Agency of User

#### User Agreements

Through the use of an agreement, a certification process, and the conditions of dissemination control, users can be subject to audit of procedures and security. In this way both the integrity of the information can be maintained and the criminal history information source agency can be afforded protection against improper use of information.

#### Provisions

It is anticipated that the User's Agreement will include the following kinds of provisions:

- Executive or statutory designation of the agency (contractor) responsible for authorizing access to criminal justice and/or criminal history information and data.

- Statement of responsibilities and obligations of the central repository.
- Statement of responsibilities and obligations of the User.
- Provisions for initial, periodic and regular audits and inspections.
- Detailed statement establishing rights and conditions of cancellation of the agreement.
- Provisions for indemnification of Contractor (central repository) and User (verified by Attorney General).
- Effective dates of authorization, of the Agreement, and dates of expiration.
- Clear and complete statement regarding degree of authorization for access to criminal justice and criminal history information provided by Agreement and description of associated rights and prohibitions.
- User's acknowledgment of provisions of Privacy and Security Plan, associated documents, and New Jersey rules.
- Clear and complete statement of rights to and limitations on, dissemination and maintenance of criminal justice and criminal justice and criminal history information following authorization to access.
- Statement of sanctions, penalties, and administrative measures incurred upon violation of the Agreement, to include procedures to remedy deficiencies.
- Provisions and details of security requirements to be observed by User.
- Requirements and standards for User facility, operations, and personnel.
- Requirements and standards for logs and records of transactions to be maintained by User as appropriate.

In addition to the SAC user agreement which is currently in effect other types of agreements or letters of access are being reviewed for application in the New Jersey system. Two of these are included as Figures 3-3 and 3-4.

#### ISSUES

Dissemination policies and procedures are already in existence in New Jersey in the context of the original Title 28 and the system is capable of responding quickly to any additional or revised procedures. No procedural problems are anticipated.

In regard to policies there are two issues which will probably require resolution. These are:

- To correlate Right to Know Concepts with constraints on Selected information
- To designate the responsible agencies to accomplish procedural implementation.



STATE OF  
NEW JERSEY

REQUEST FOR CRIMINAL HISTORY INFORMATION ACCESS

(PLEASE READ INSTRUCTIONS ATTACHED PRIOR TO COMPLETING FORM)

PART I

A.

(To be Completed by Requestor)

Individual (Full Name)	Representing (if applicable)	
Current Address		
	State	Zip Code
Telephone (Office)	Telephone (Home)	
Date Request Completed and Submitted		

B.

I/We \_\_\_\_\_ hereby request access to criminal history information maintained by \_\_\_\_\_  
Individual/Agency  
located in the County of \_\_\_\_\_

C.

I/We request:  
(Complete applicable paragraphs 1, 2 or 3 below):

(1) The complete and accurate criminal history record of the following individual:

Full Name of Subject of Record	Height	Ins.	Weight	Ibs.
Date of Birth	Place of Birth	Sex	Hair Color	Eyes Color
Social Security No.	Race	DMV Operator's No.	State	
Alias or Maiden Name	Current Address			

(Enter "unknown" if unknown)

(2) The complete and accurate record of the following incident or event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Description of Alleged Event to be Verified)  
\_\_\_\_\_  
Location of Event                      Date of Event

(3) General access to the criminal history files maintained by the above cited criminal justice agency. (Limited eligibility)

D. The specific purpose of this request is the following:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

E. I affirm that I have read and understand the regulations pertaining to Class "E" Users regarding the rights and obligations of access to criminal history record information. I will be responsible for the physical security of the material furnished, to insure that access to this material is limited in accordance with security regulations, and guarantee that the material will not be copied or duplicated in any manner under the penalty prescribed by State Laws.

F. I understand:

(1) That acceptance of this furnished information subjects me (and my agency) to audit and inspection in regard to compliance with the privacy and security regulations;

(2) That if this request is for individual criminal history information, that the Subject of this information will be notified of this request by the agency maintaining that information and that I (or my agency) may incur a nominal charge to cover the administrative costs of this procedure;

(3) That I (and my agency) are subject to the sanctions and penalties described in the privacy and security regulations, and in accordance with State Law;

(4) That in instances where my positive identification may be questioned, I agree to provide additional identity verification, which may include fingerprinting.

G. I (and my agency) assure that the information borrowed will only be used for the above stated purpose(s) for which it is authorized, and is in the public interest.

H. I hereby assure that the borrowed information will be the complete responsibility of myself (and my agency) until returned, intact, to the above cited criminal justice agency by \_\_\_\_\_ (date)

to be completed by P&S Council

I understand that upon return of this material, the accepting agency will verify receipt on Part III of this form. I understand that delay in returning this material to the agency from which it was received, intact, will jeopardize me (and my agency) from receiving further access to criminal history records maintained within this State.

I. I request that this application be approved no later than \_\_\_\_\_ or:

- (1) The request will no longer be pertinent to the purpose for which it was made.
(2) Send as soon as possible.

Form E-1 (f)

- 1 - Original to P&S Council
4 - Copies to P&S Council
1 - Copy Retained by Requestor

Signed (Individual completing Form)

(Date)

FIGURE 3-3

PART II  
(To be Completed by P&S Council)

This request was considered by the Privacy and Security Council on \_\_\_\_\_ (date)  
The action of the council is:

Approved  (Initials)

Not Approved\*  (Initials)

\*Disapproval neither confirms nor denies the existence of a criminal record for the Subject of this request.

\_\_\_\_\_  
(Expiration Date of Agreement) (Chairman, Privacy and Security Council)

E+ \_\_\_\_\_  
Class "E" Control No:

- Form E-1 (II)  
1 - Original to Requestor  
2 - Copies to Requestor  
1 - Copy Retained by P&S Council

PART III  
(To be Completed by Criminal Justice Agency Servicing Request)

Complete appropriate entry:  
 There is no record on the Subject of this request.  
 This request was fulfilled on \_\_\_\_\_ (date)

The requested information was furnished to \_\_\_\_\_  
The positive identification of the Requestor was confirmed.

The Requestor acknowledges receipt of this information by his signature \_\_\_\_\_  
(Signature of Requestor)

The following material(s) has been furnished to the Requestor by the agency on this date:  
(Complete identification of material)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Servicing Agency  
\_\_\_\_\_  
Official Processing Request  
\_\_\_\_\_  
Signature of Official  
\_\_\_\_\_  
(date)  
\_\_\_\_\_  
Class "F" Control Number

- Form E-1 (III)  
1 - Copy Retained by Servicing Agency  
1 - Original Retained by Requestor  
1 - Copy Retained by Requestor

FIGURE 3-3

**PART IV**  
**(To be Completed by Criminal Justice Agency Servicing Request)**

The material/information provided Requestor on \_\_\_\_\_ has been returned,  
intact, on \_\_\_\_\_  
(date) (date)

\_\_\_\_\_  
-Servicing Agency

\_\_\_\_\_  
Official Receiving Materials

\_\_\_\_\_  
Signature of Official

**Form E-1 (IV)**  
**1 - Original Retained by Servicing Agency**  
**1 - Copy Retained by Requestor**

\_\_\_\_\_  
Class "E" Control Number

**FIGURE 3-3**  
**INSTRUCTIONS**  
**For Form E-1**

**General:**

Copies of pertinent excerpts of Privacy and Security Regulations for Class "E" Users (infrequent non-criminal justice agency/individuals users without statutory authorization), and other appropriate guidance and brochures, can be obtained from the State Bureau of Identification, the State Police or local law enforcement agencies.

Form E-1 will be available from all law enforcement agencies maintaining criminal history record information. Any individual seeking access to these records will be provided this Form, provided that individual is not the Subject of the record. (Separate procedures and forms are available for this purpose.)

Although this Form permits AUTHORIZATION FOR GENERAL ACCESS, such access is limited to specific Class "E" Users. Authorized general access Class "E" Users are defined in the Privacy and Security Regulations.

**PART I:**  
**Procedures**

Requestor will obtain Form E-1 and complete Part I. Requestor will retain the bottom copy for his records and mail the completed original and the remaining four copies to the State Criminal Justice Privacy and Security Council.



**Para B(1):**

Requestor must complete all identification elements if the request is for the complete or partial record of an individual. Enter "UNKNOWN" if the information is unknown. Note "ESTIMATE" if the information is estimated.

**Para B(2):**

REQUESTOR SHOULD NOT REQUEST THE TOTAL CRIMINAL HISTORY RECORD OF ANY INDIVIDUAL IF ONLY THE CONFIRMATION OF A SINGLE INCIDENT OR EVENT IS REQUIRED.

**Para D:**

If Requestor represents a consulting firm, research program, auditing agency, etc., enter the date and title of State Contract, or other appropriate agreement in paragraph "D", in addition to the description of the purpose(s) of the request.

**Para D:**

If Requestor is an attorney representing the Subject of the record requested, Requestor should indicate this status in paragraph "D", as well as the reason why Subject did not request individual access for himself.

**Para H:**

Leave "return by" date blank; this will be completed by the Commission.

**Para I:**

All Requestors will indicate the length of time the material and/or information needs to be retained. Requestor has the option of indicating the date in paragraph "T", by which time he requests the Commission act on his application. Requestor must check the appropriate box, which indicated the preferred action the Commission should take in the event that Requestor's suspense date can not be met. Every effort should be made to allow the Commission the time necessary to adequately complete their action.

**PART II:**  
**CJIS Commission**  
**Procedures**

Upon receiving the complete Form E-1, the Commission will forward the application to the DPS/CIB for a preliminary records check. Following this check, and in the event that a "No Record" reply is made to the Commission, the Commission will initial the "Not Approved" box without further review. The application will be returned to the Requestor. If a record exists, the Commission will complete the original and remove one copy for their files. The original and three copies will be mailed to the Requestor. All actions by the Commission will be entered into a log by "E-Control Number" entry, and will include record Subject identification, if appropriate.

**E-Control**  
**Number**

The "E-Control Number" is comprised of the prefix "E", the Commission six-digit control number of the request, and a Julian date suffix.

**Access**  
**Expiration Date**

The access expiration date will be entered on Part II by the Commission. This date will also be the date the borrowed material/information is to be returned to the Servicing Agency. This date will also be entered in paragraph "H" of Part I, by the Commission.

**PART III:**  
**Procedures**

Requestor retains one copy and submits the original and two copies to the Servicing Agency for action--if the application has been approved by the Commission.

**Servicing Agency**  
**Action**

If the application has been approved, the Servicing Agency will enter the "E-Control Number" recorded on Part II, log the action they have taken (which may include an inventory of material/information furnished), and retain one copy of the request for the agency files. The original and one copy will be returned to Requestor.

### FIGURE 3-3

#### Inventory

At Requestor's option, he may request that Servicing Agency inventory the material/information he is furnished (i.e. a one-page criminal history record). If an inventory is made, it must completely identify the material/information furnished, and must be acknowledged by the Requestor.

#### E-Control Number

The "E-Control Number" must be entered on the material/information furnished to Requestor.

#### Requestor's Signature

Prior to furnishing any material/information to Requestor, Servicing Agency must insure that Requestor has signed Part III, in the appropriate space.

#### PART IV: Procedure

Upon return of the borrowed material/information, Servicing Agency will acknowledge receipt and will retain the original Form E-1 for the agency files. An original Form E-1 application file must be maintained by Servicing Agency for no less than three (3) years. This file and the log of transactions must be made available to official auditors upon request.

#### Destruction

Returned material must be destroyed within forty-eight (48) hours of return, in a manner consistent with relevant regulations

#### Logs

All Servicing Agency actions must be recorded in the Agency's dissemination log. The "E-Control Number" must be entered in the "authority" column.

#### Requestor Copy

Requestor will be returned one copy of Form E-1 for retention. This copy should include the completed Part IV.

FIGURE 3-4

STATE OF NEW JERSEY  
CRIMINAL HISTORY RECORD INFORMATION  
NON-DISCLOSURE AGREEMENT

This agreement is made and entered into by and between \_\_\_\_\_,  
\_\_\_\_\_, a New Jersey criminal  
justice agency; and \_\_\_\_\_,  
\_\_\_\_\_, hereinafter called Recipient.

- A. The \_\_\_\_\_  
agrees to provide Recipient with the criminal history record  
information (CHRI) requested.
- B. Recipient certifies that he is entitled, pursuant to the LEAA  
Regulations, to CHRI access for the purpose of \_\_\_\_\_.
- C. Recipient agrees to limit the use of the CHRI to the purposes  
for which it was provided; and to destroy the information when  
it is no longer needed for the purposes for which it was pro-  
vided.
- D. Recipient agrees to implement reasonable procedures to insure  
the confidentiality and security of the CHRI.
- E. Recipient agrees that the only persons allowed access to the  
CHRI are: \_\_\_\_\_;  
and not to disseminate the information to any other agency or  
person.
- F. Recipient agrees to abide by the laws or regulations of the  
federal government and the state of New Jersey (including pro-  
visions of the New Jersey CHRI Security and Privacy Plan), and  
any rules, policies or procedures adopted by the State Bureau  
of Identification.
- G. The \_\_\_\_\_  
reserves the right to suspend immediately furnishing CHRI under  
this agreement and to demand return of information already fur-  
nished under this agreement when any rule, policy, procedure,  
regulation or law described in Section F is violated or appears  
to be violated.
- H. In addition to any civil or criminal penalties applicable to  
the use of the CHRI under New Jersey or Federal law, Recipient  
agrees to be subject to a fine not to exceed \$10,000 for know-  
ing violation of Title 28 of the Code of Federal Regulations.
- I. Recipient agrees to indemnify and save harmless the state of  
New Jersey, Agency, other signatory agencies of CHRI Non-  
Disclosure Agreements, and their employees from and against  
any and all causes of actions, demands, suits, and other pro-  
ceedings of whatsoever nature; against all liability to others,  
including any liabilities or damages by reason of or arising  
out of any files, arrest, or imprisonment or any cause of  
action whatsoever; and, against any loss, cost, expense, and  
damage resulting therefrom, arising out of or involving any  
negligence on the part of Recipient in the exercise of enjoy-  
ment of this agreement.
- J. This agreement is to be in effect from \_\_\_\_\_  
to \_\_\_\_\_.

\_\_\_\_\_  
Signature of Recipient  
Representative

\_\_\_\_\_  
Signature of Agency  
Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

#### IV

### POLICIES ON DISSEMINATION OF CRIMINAL HISTORY RECORD INFORMATION

The federal regulations, in Section 20.21(c), enable State and local governments to determine the purposes for which dissemination of criminal history record information is authorized. In addition to the restraints established in Section 20.21(b) concerning non-conviction data, Section 20.21(c)(3) provides that:

(3) Subsection (b) does not mandate dissemination of criminal history record information to any agency or individual. States and local governments will determine the purposes for which dissemination of criminal history record information is authorized by State law, executive order, local ordinance, court rule, decision or order.

This provision protects the State's prerogative to establish more restrictive limitations on the dissemination of CHRI than those imposed in the federal regulations.

Section 20.21(c) contains two policy constraints on the dissemination of criminal history record information. These are in 20.21(c)(1) and 20.21(c)(2):

(1) Use of criminal history record information disseminated to non-criminal justice agencies shall be limited to the purpose for which it was given.

(2) No agency or individual shall confirm the existence or nonexistence of criminal history record information to any person or agency that would not be eligible to receive the information itself.

The regulations establish a prohibition against the dissemination, to non-criminal justice agencies, of juvenile records except for



purposes of authorized research, evaluation, or statistical analysis and in those instances in which there is an established agreement with a criminal justice agency to provide services to the criminal justice system.

The constraints on the dissemination of juvenile records are included in Section 20.21(d) which provides that the State will:

"Insure that dissemination of records concerning proceedings relating to the adjudication of a juvenile as delinquent or in need of supervision (or the equivalent) to non-criminal justice agencies is prohibited, unless a statute, court order, rule or court decision specifically authorizes dissemination of juvenile records, except to the same extent as criminal history records may be disseminated as provided in §20.21(b) (3) and (4) (research or agreement)."

#### CURRENT STATUS

The current New Jersey policies, practices and procedures concerning the dissemination of criminal history record information are consistent with the prerogatives and constraints established in Section 20.21(c) and 20.21(d) of the federal regulations.

Whereas the federal regulations permit relatively unrestricted dissemination of criminal history record information, other than non-conviction data, New Jersey restricts access and dissemination. Dissemination to non-criminal justice agencies is limited to specific purposes and confirmation of existence or non-existence of CHRI is based on an authorized need to know.

These restrictions are established in legislation, policy statements, operating procedures, and technical constraints. Some examples of these restrictions are cited for reference.

### Exclusion of Criminal Records

Criminal records have been excluded from the Public Records law by Executive Order. E.O. 9, 30 September 1963, for example, provides that "with full regard for the need to balance the right...of the public to know, against the risk of unintentional harm or injustice to individuals...the following records shall not be deemed to be public records subject to inspection and examination...pursuant to Chapter 73, PL 1963."

(e) Fingerprint cards, plates and photographs and other similar criminal investigation records which are required to be made, maintained or kept by any State or local governmental agency;

(f) Criminal records required to be made, maintained and kept pursuant to the provisions of R.S. 53:1-20.1 and R.S. 53:1-20.2

This exclusion is repeated in most recent New Jersey legislative proposals related to criminal history information and in proposed S.B. 3178 the protection of confidentiality was extended to agencies which acquired records from the SBI in accordance with a specific user agreement.

The general confidentiality of criminal history records can be protected by the courts as appropriate in accordance with Court Rule 1:38 which pertains to:

(d) Records required by statute or rule to be kept confidential or withheld from indiscriminate public inspection.

### Policy

The policy emphasis on access to criminal history record information in New Jersey is on right to know or need to know. Numerous policy statements have been provided for the operating guidance of the criminal justice system. See Policy Letter of April 1, 1976, for example, page III-6, and other references in Chapter III to Attorney General actions.

Consistent with this approach there is a condition in one proposed law which provides that:

"...protection of the privacy and reputation of individual shall be a paramount policy consideration in the (information) system."

#### Procedures

Operating procedures in the system and within the SBI and SAC serve to restrict dissemination of CHRI to authorized purposes. For example, direct access to automated systems is limited to law enforcement agencies for information needed in connection with criminal justice responsibilities. Within the SBI requests for criminal information without fingerprints are screened for authority and right to know. Release of information is conditioned on the basis of its use for the purpose for which it was requested.

In addition to these operating examples the concepts are included in current user agreement and in the procedures described in Chapter III.

#### Juvenile Records

In respect to the dissemination of juvenile records, New Jersey is in complete compliance with Section 20.21(d) of the regulations and with the provisions of Section 5038 of the Juvenile Justice and Delinquency Prevention Act [PL 93-415] concerning confidentiality, sealing and dissemination.

Exclusive jurisdiction in juvenile matters is vested in the Juvenile and Domestic Relations Court [JDRC]. There is a JDRC in each of the 21 counties of New Jersey. Records concerning juveniles are maintained in the County Clerk's office, in probation departments and in the "intake" agencies of the various juvenile justice local agencies and programs, particularly the juvenile domestic relations "intake" service. There are at present no comprehensive automated information systems

containing records of juveniles involved in the criminal justice process. Juvenile records are not readily retrievable and control of the information rests with the court. Dissemination to non-criminal justice agencies is possible only through specific court action. Access for the purposes authorized by Section 20.21(d), such as research, evaluation, statistical analysis and agreements, are by court action.

The existing restrictions on the creation and dissemination of juvenile records are established in a number of New Jersey Statutes and Court Rules. For example N.J.S.A. 2A:4-65; 2A:4-66, Rules 1:38, R. 5:905; R. 5:10-7(c), are all relevant to the control of juvenile records.

#### ADDITIONAL PROCEDURES

Within the context of the current regulations additional procedures will be developed to accomplish the purposes and intent of New Jersey policies. Among these are:

- Dissemination Records
- Notice Procedures

#### Dissemination Records

In order to insure that the dissemination of criminal history information is monitored in a manner which will provide a basis for management actions, subsequent corrections and system audits, a dissemination log mechanism will be developed for use throughout the criminal justice system.

Dissemination control documents and logs are currently maintained by SBI and SAC to maintain a record of activities and to assist in the communication of corrected and expunged information to prior recipients. Logs of individual record access are maintained by SBI. Development of the logs will be for multi-purposes including the system audits required by Section 20.21(a)

and 20.21(e) of Title 28. Because of the volume of activity in the New Jersey system it is likely that a simple dissemination log system coupled with the extensive operating knowledge of records personnel at all levels of the system, will serve the immediate purposes of dissemination recording. To avoid the creation of an administrative burden, both at the central repository and at local operating levels, dissemination control procedures and formats will be adapted to agency needs and practices. For example the SBI does not now record the details of an inquiry and search which result in a "non-ident" or no record.

At this time a number of control formats have been conceptualized for planning purposes. Appendix C is an example of a formalized dissemination log system which can be adapted and revised for system wide use.

#### Notice Procedures

It is planned that agencies and individuals which have access to controlled criminal history information be made aware of the provisions and constraints of the regulations. The Plan will provide for the orientation of all users and specific written notice and agreements concerning access, internal use, security and destruction of criminal history record information. Communication in the criminal justice community is already accomplished in memoranda, rules and procedures. For other users the process will include notification to all agencies to which user agreements apply, advising them of the regulations and the provisions of the Privacy and Security Plan. This letter may outline the Privacy and Security orientation program leading to certification as a user or include an orientation package.

The Privacy and Security Plan has applicability in some degree to all components of the State criminal justice system

including agencies not directly subject to the federal regulations. An objective of the notice procedure is to insure that agencies are aware of the Plan as it pertains to their activities. The notice procedures may include:

- Review of current licensing agencies eligibility status
- Assessment of current dissemination patterns and forecast needs of potential users

The outcomes of the notice procedures can be:

- Completion of User Agreements
- Procedural information guides for continuing observance of the provisions of the Privacy and Security Plan
- A catalogue of systems and users subject to the Privacy and Security Plan including agency I.D. or originating agency (ORI)
- A notice of sanctions related to violation of procedures

It is expected that implementation of the Plan can occur, in many cases, within the context of existing administrative procedures. Maximum use will be made of the existing procedures currently used for example, by the court administrator [letters, court rules]; by the Attorney General [opinions, memos] and by the Clerks of Court [memos].

Figure 4-1 portrays the events which may be scheduled in the implementation of the notice procedures when the dissemination regulations are approved.

#### LEGISLATION

The ultimate success of the Privacy and Security Plan, and the direction taken in New Jersey, will depend a great deal on the legislation which is adopted. A significant amount of legislation has been proposed. It is likely that State legislation will be influenced by the trends in federal legislation and by recent federal and state court decisions.







While it is not possible to forecast the specific legislative constraints which may evolve it is anticipated that the balancing concept will be inherent in the laws. For example, there is a provision in the proposed "Act Concerning Criminal Justice Systems" which calls for the maintenance of dissemination logs.

"6. Records shall be maintained of all dissemination of data. These records shall include the nature of the data, the date of its dissemination and the agency or individual to whom it was disseminated. Similar records shall be maintained by all agencies with direct access to the System."

Paragraph two of this legislation states that to "further assure privacy to the individual, authorized dissemination is to be limited to authorized agencies only." Paragraph seven provides that "records of arrest containing identifying references to individuals which do not include the ultimate disposition shall not be disseminated EXCEPT TO LAW ENFORCEMENT AGENCIES."

The Bill also provides for the following (paragraph eight):

Agencies having access to criminal offender record information shall not make such information available for non-law enforcement purposes unless the use of criminal offender record information for such purpose is explicitly authorized by applicable state or federal law.

Paragraph ten establishes procedures for access to CHRI by researchers:

Any group or individual seeking to employ the data collected in the System for purposes of research shall apply to the Committee, which shall be established in accordance with Section 15 of this Act. The Committee shall consider such applications and shall allow such use only upon a satisfactory showing that the researchers are trustworthy and reliable and their research is not frivolous. The Committee shall establish a requirement whereby any information disseminated for research purposes shall be purged of any identifying references to individuals.

The Committee shall also require that the research applicants agree not to disseminate any of the materials so obtained or provide the materials to any other research group or other group without the express permission of the Committee.

The proposed provisions of this legislation are indicative of the interest New Jersey has in insuring that needs and rights concerning the use and dissemination of criminal history information are in balance.

#### ISSUES

The major issues for the future will concern the extent to which both adult and juvenile records should be made available in response to changing public interests and needs.

V

I N D I V I D U A L   A C C E S S   A N D  
R E V I E W

The principle of individual access and review has been recognized and incorporated in federal law and the Department of Justice regulations.

Section 524(b) of the Crime Control Act (PL 93-83) provides that:

...an individual who believes that criminal history information concerning him contained in an automated system is inaccurate, incomplete or maintained in violation of the title, shall upon satisfactory verification of his identity, be entitled to review such information and to obtain a copy of it for purpose of challenge or correction.

Insuring the right of the individual to review his criminal history record can be a significant factor in establishing the credibility and accuracy of the information in his file. The right of review can provide an additional measure of protection for both the individual and the agency from potential or actual harm or injury, caused by the use of inaccurate or incomplete criminal history information. The principle of individual access and review is complemented by the requirement that inaccurate or incomplete records be corrected. Both of these principles are included in provisions of New Jersey statutes, rules and procedures of the Department of Law and Public Safety. The approach of the Department is to provide open and ready access to individual citizens concerning their own records. This concept is consistent with both the requirements of the federal regulations and the New Jersey Public Record Law [N.J.S.A. 47:1A] even though this latter statute does not apply directly to criminal records.

DEPARTMENT OF JUSTICE REGULATIONS

Section 20.21(g) of the federal regulations requires that there be operational procedures to insure the right of individuals to review criminal history records concerning them (excluding all intelligence and investigative files) for the purposes of challenging their accuracy and completeness. These operational procedures must include provisions for:

- Verification of individual identity [20.21(g) (1)]
- Reviewing any criminal record information, maintained about the individual, without undue burden to the individual or the criminal justice agency [20.21(g) (1)]
- Obtaining a copy of subject record for purposes of challenge and correction [20.21(g) (1)]
- An administrative review and necessary correction of any claim by the individual that the information is inaccurate or incomplete [20.21(g) (2)]
- An administrative appeal in those cases which cannot be resolved between the individual and the criminal justice agency which is maintaining the information [20.21(g) (3)]
- Providing the individual, upon request, with the names of non-criminal justice agencies to which subject information has been disseminated prior to correction [20.21(g) (4)]
- Notification of corrections by the correcting agency to all criminal justice agencies to which the information has been disseminated prior to correction [20.21(g) (5)]

The extent of the procedures related to individual access and review are new. However, the concept of individual access and review for purposes of appeal does already exist as part of New Jersey administrative procedures. Federal commentary on these procedures includes the following:

20.21(g)(1). A "challenge" under this section is an oral or written contention by an individual that his record is inaccurate or incomplete; it would require him to give a correct version of his record and explain why he believes his version to be correct. While an individual should have access to his record for review, a copy of the record should ordinarily only be given when it is clearly established that it is necessary for the purpose of challenge. Verification of identity can be established by the State of New Jersey.

20.21(g)(5) requires that the correcting agency notify prior recipients of corrected information. Not every agency will have done this in the past, but henceforth adequate records including those required under 20.21(e) must be kept so that notification can be made.

20.21(g)(6) emphasizes that the right to access and review extends only to criminal history record information and does not include other information such as intelligence or treatment data.

The National Advisory Commission Standard on the Right to Review suggests that:

Except for intelligence files, every person should have the right to review criminal justice information relating to him. Each criminal justice agency with custody or control of criminal justice information shall make available convenient facilities and personnel necessary to permit such reviews.

The National Advisory Commission standard is amplified in the Standards for Security and Privacy of Criminal Justice Information developed by the SEARCH Group.<sup>1</sup> Standard 14, Access by Individuals for Purposes of Challenge, includes provisions for:

---

<sup>1</sup>SEARCH Technical Report, No. 13, October, 1975



**CONTINUED**

**1 OF 5**

- Individual review of criminal history record information concerning him anywhere in the State in which he applies in person or through counsel (14.1a)
- An appeal hearing with or without counsel
- A judicial review procedure, if appropriate, after an administrative appeal hearing

#### CURRENT STATUS

Not only is it possible for an individual in New Jersey to review his records but there is a positive attitude of assistance. In this respect, the individual's criminal history is an "open record" to the individual. The individual review procedures of the SBI have been supplemented with forms for use by individual requestors and the procedures will equate to the SEARCH standards.

#### Individual Request [20.21(g)(1)]

An individual in New Jersey may initiate a review of his criminal history record anywhere in the state by submitting a request in writing either to a local law enforcement agency or, if he prefers, to the Records and Identification Section in West Trenton. The letters of application for initiating this process are included as Figure 5-1 and 5-2.

Any individual who satisfactorily verifies his identity and complies with the rules and procedures established for individual access and review in New Jersey, is permitted to review in person, and obtain a copy of, any arrest record information or criminal history record information concerning him. He may exercise this right anywhere in the State for the purpose of challenging the accuracy or completeness of his record or the legality of its existence.





State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE

RECORDS AND IDENTIFICATION SECTION  
POST OFFICE BOX 7068  
WEST TRENTON, NEW JERSEY 08625

COLONEL C. L. PAGANO  
Superintendent

WILLIAM F. HYLAND  
Attorney General

(609) 887-2000  
AFFIDAVIT

I am \_\_\_\_\_ and I request that my fingerprints be checked by your department; that a copy of my fingerprint record, if any, be forwarded to me at the below listed address.

I hereby attest that the fingerprints annexed hereto were taken by the \_\_\_\_\_ agency (Law Enforcement Agency) and are of me and no other person. I further attest that all other information furnished herein as to my signature, date and place of birth, are accurate and correct.

I hereby waive any and all rights, remedies and causes of action which I may have against the New Jersey State Police, the Department of Law and Public Safety, the State of New Jersey, their agents, officers, representatives and employees which may accrue by reason of the furnishing of the record requested by me from the Division of State Police.

NOTARY PUBLIC TO  
ATTEST TO SIGNATURE

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Street Address of Applicant

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Date

SBI 7J (2/76)



State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE

RECORDS AND IDENTIFICATION SECTION  
POST OFFICE BOX 7668  
WEST TRENTON, NEW JERSEY 08625  
(609) 882-2000

WILLIAM F. HYLAND  
Attorney General

COLONEL C. L. PAGANO  
Superintendent

RE: REQUEST FOR CRIMINAL RECORD

In reply to your letter of \_\_\_\_\_, concerning the above captioned, we are unable to comply with request unless we have satisfactory proof of your identity.

If you will provide us with a set of classifiable rolled-inked fingerprint impressions taken by a Law Enforcement Agency upon fingerprint cards utilized for applicants by that agency, we will send you a copy of your fingerprint record, if one exists. The fingerprint card should be completed in full and must include your signature, date, and place of birth and be accompanied by a stamped self-addressed envelope. DO NOT FOLD THE FINGERPRINT CARD.

In addition, you will read, complete and have notarized the attached Affidavit and return the entire form. Sign the Affidavit in the appropriate place indicating your acceptance of the conditions under which this record will be forwarded.

The requirements specified herein are for your protection and are implemented in an effort to protect your privacy from unwarranted intrusion.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "L. F. Umholtz".

MAJOR L. F. UMHOLTZ  
Supervisor

ENCL.

SBI 71 (2/76)

If there is good and sufficient cause which restricts the individual from reviewing his record, his attorney may conduct the review or accompany the individual. Instances in which the assistance of an attorney would be necessary include requests from persons who are incarcerated, hospitalized, mentally deficient persons and those who do not read or write English. Confirmation of the attorney's role will be either by court order, or in the case of individuals in correctional institutions, by the counter-signing of the attorney with the individual on the request form. The form must be accompanied by the fingerprint card of the individual.

In effect, the SBI and other law enforcement agencies observe the access provisions of NJSA 47:1A-2 which provides that every citizen of New Jersey shall have the right to inspect records during regular business hours and, to acquire copies of records. Charges may be made for copies or duplication but are not made at present.

In respect to the provisions of individual review from any location; acquiring a copy in person, or by mail; and by providing for attorney assistance, the New Jersey process exceeds the requirements of the federal regulations.

#### Verification of Identity [20.21(g)(1)]

Verification of individual identity is accomplished in New Jersey through the use of fingerprints. The fingerprint card may be annotated to indicate that it is being used for a record review. The fingerprint card is searched by the central repository [SBI] and if a positive fingerprint identification is established on an existing criminal history record, the record is reproduced for the individual's personal use. The individual is also advised of "no record".

In this process the individual is fingerprinted by a local law enforcement agency or by the State Police in West Trenton. This document, officially accomplished, becomes the basis of the record review and reply directly to the individual or, in some cases, to the local law enforcement agency.

#### Obtaining A Copy and Review [20.21(g)(1)]

The SBI advises the individual requestor, directly, concerning his record or non existence of a criminal history [fingerprint] record.

A special record [rap sheet] is produced for the individual's personal use. This record is overprinted in a manner which is designed to prevent misuse or use for purposes other than which provided.

A CCH record can be furnished in the same manner using a summary printout.

The annotated response to the individual is portrayed in Figure 5-3. The individual's central repository record is annotated to reflect the personal request and receipt of the transcript.

The individual may also review his record at the SBI or at local agencies to initiate corrective actions. All requests are based on fingerprint submissions.

#### Administrative Review and Correction [20.21(g)(2)]

Corrections are made by the SBI if appropriate, on the basis of a valid presentation of evidence and documentation which confirms the action. The individual has the responsibility to initiate the corrective actions either with a local agency or with the SBI. In either case the central repository record is the only complete record and this must be corrected to accomplish any succeeding actions.

FIGURE 5-3

**State of New Jersey**  
**DEPARTMENT OF LAW AND PUBLIC SAFETY**  
**DIVISION OF STATE POLICE**  
**STATE BUREAU OF IDENTIFICATION**  
**BOX 7068**  
**WEST TRENTON, NEW JERSEY 08625**

The following is the record of State Bureau number  
 F.B.I. number

Contributor of fingerprints	Name and number	Arrested or received	Charge	Disposition
<p>THIS RECORD IS PROVIDED TO THE SUBJECT OF THE RECORD                      CONSISTENT WITH ESTABLISHED SECURITY AND PRIVACY                      REGULATIONS. THE INFORMATION IS FOR THE INDIVIDUALS                      PERSONAL USE. FURTHER DISSEMINATION BY YOU WILL                      RELIEVE THIS AGENCY OF ALL CIVIL, REGULATORY OR                      STATUTORY RESPONSIBILITY.</p>				

FURTHER INFORMATION IS AVAILABLE ONLY

\* Represents notations unsupported by fingerprints in this Bureau.  
 For completion of our records, please supply dispositions to this Bureau in any of the foregoing cases where they do not appear.  
 STATE BUREAU 1

The New Jersey procedures for obtaining a copy, record review and administrative correction are in compliance with federal regulations.

Administrative Appeal [20.21(g)(3)]

The processes of administrative appeal and judicial appeal to the Superior Court are integral parts of New Jersey administrative practices and procedures. An appeal process is provided for in N.J.S.A. 47:1A-4 in which an individual may petition the Superior Court in disputed situations involving access to public records.

The administrative appeal process related to criminal history records at present includes an appeal to the Attorney General. This part of the review procedures is being refined in the New Jersey system and will include some of the following options:

- An agency hearing, either formal or informal
- An appeal hearing with the Attorney General [which presently exists]
- An appeal to a Commission on Privacy which is currently under review by the New Jersey Legislature
- An appeal to the Superior Court which could be made at present and will be more formally defined for criminal history information purposes

Figures 5-4 and 5-5 are examples of formats which can be used to initiate administrative or judicial appeals. Figure 5-6 is an example of an appeal decision format including directed actions and notifications. Procedures and formats are being refined by the CJIS Board, the Attorney General and the Court Administrator in accordance with New Jersey administrative practices.

#### Names of Prior Non-Criminal Justice Recipients

The dissemination logging mechanism is being modified to accommodate the potential need for providing information about non-criminal justice agency prior recipients of criminal history information. This particular aspect of the review function may require an apparatus which is disproportionate to the need and demand. For this reason the most efficient and economical methods will be devised.

#### Notification of Corrections

The principle of complete record correction is an integral part of the current SBI practices and procedures. Thousands of records are corrected or expunged annually by the New Jersey central repository and all relevant prior recipients are advised of the corrections or expungements. The same process occurs for individual corrections.

#### Public Reporting of Procedures

Upon implementation of the Privacy and Security Plan, a public education program can be initiated for the purpose of informing New Jersey citizens of the right to review and challenge criminal history data pertaining to them. The program could include procedures describing how and where individual reviews can be made, the costs involved, and any other information necessary to allow access without undue burden to criminal justice agencies or individuals. This effort could coincide with the passage of regulations on this subject.

FIGURE 5-4

STATE OF NEW JERSEY  
INDIVIDUAL APPEAL OF DECISION

TO:

DATE:

FROM:

SEQUENCE:

I hereby exercise my right to appeal the action of the \_\_\_\_\_ (Agency) \_\_\_\_\_, which decided not to change, amend, or delete certain specifically identified information in my criminal history record, as requested by me on \_\_\_\_\_ (Date) \_\_\_\_\_. In denying my request, the agency provided me with guidance on the appeal procedure and a copy of their decision (attached

\_\_\_\_\_). I have reviewed the appeals procedure and am prepared to attend and participate in a hearing on the issues still in contention and I understand that my only appeal of the results of this hearing, if unfavorable to me, is through formal judicial action through the Superior Court.

I hereby affirm that I am the individual whose record I am requesting to be amended or altered and further, that I am the same individual who processed the letter with my name and signature appearing on it, dated \_\_\_\_\_.

\_\_\_\_\_  
Signature (date)

ATTACH:



FIGURE 5-5

STATE OF NEW JERSEY  
INDIVIDUAL APPEAL OF DECISION  
PETITION

TO: Superior Court of New Jersey

DATE:

FROM:

SEQUENCE:

I hereby exercise my right to appeal the action of the \_\_\_\_\_ (Agency) \_\_\_\_\_, which decided not to change, amend, or delete certain specifically identified information in my criminal history record, as requested by me on \_\_\_\_\_ (Date) \_\_\_\_\_. In denying my request, the agency provided me with guidance on the appeal procedure and a copy of their decision (attached \_\_\_\_\_). I have reviewed the appeals procedure and am prepared to attend and participate in a hearing on the issues still in contention.

I hereby affirm that I am the individual whose record I am requesting to be amended or altered and further, that I am the same individual who processed the letter with my name and signature appearing on it, dated \_\_\_\_\_.

\_\_\_\_\_  
Signature (date)

ATTACH:

FIGURE 5-6

STATE OF NEW JERSEY

PART I

TO:

DATE: \_\_\_\_\_

FROM:

SEQUENCE NO: \_\_\_\_\_

The State of New Jersey \_\_\_\_\_ Court has heard the appeal application of \_\_\_\_\_, dated \_\_\_\_\_; pertaining to changes in subject's individual criminal history records and finds that these records should be changed as described below:

\_\_\_\_\_  
\_\_\_\_\_

Corrections to the criminal history records of this subject maintained in your Agency must be made within 30 days and all prior criminal justice agency recipients of the record must be advised to take similar action within 30 days. The individual has been furnished a list of prior non-criminal justice agency recipients of the record so as to allow these changes to be made in these records, as well.

\_\_\_\_\_  
Copy to Individual  
Copy Retained by Court  
Original to

\_\_\_\_\_  
Signature (Date)  
Clerk of the Court

\_\_\_\_\_  
Signature (Date)  
Individual

PART II

TO:

DATE: \_\_\_\_\_

FROM:

SEQUENCE NO: \_\_\_\_\_

The State of New Jersey \_\_\_\_\_ Court has heard the appeal application of \_\_\_\_\_, dated \_\_\_\_\_, pertaining to changes in the subject's individual criminal history record and based on the information presented to this court, finds that there is not sufficient cause to change, modify or delete the contested data which now appears in the record.

The subject has been informed of this decision.

\_\_\_\_\_  
Copy to Individual  
Copy Retained by Court  
Original to

\_\_\_\_\_  
Signature (Date)  
Clerk of the Court

\_\_\_\_\_  
Signature (Date)  
Individual

### SUMMARY OF COMPLIANCE STATUS

Except for some procedural additions to the appeal procedure and some additional logging mechanisms, New Jersey's procedures for individual access and review are in compliance with the requirements of Title 28.

Although there has been a very small volume of activity in the area of individual review and corrections, it is anticipated that this volume will increase. If the experiences of the FBI/NCIC system, under the provisions of the Freedom of Information Act, are indicative of increased requests associated with individual review this could become a major cost item. FBI costs appear to be about \$50 per inquiry.



VI  
A U D I T

The federal regulations require two kinds of audits a systematic audit and an annual audit. The systematic internal audit performed regularly by the State Bureau of Identification (SBI), SAC and local agencies is required by Section 20.21(a). This audit is intended to insure that criminal history records are complete, accurate, and current. The annual audit is required by Section 20.21(e) of Title 28. This audit is intended to insure that there is adherence, by the participating agencies, to the regulations and operating procedures. The purpose of the annual audit is, in effect, to determine whether the system is working the way it is supposed to.

FEDERAL REGULATIONS

Although the specific audit requirements of the regulations address different levels of activity they are interrelated to total system effectiveness. The intention is to make audits a regular part of the criminal history management process.

Section 20.21(a) provides for systematic audit in the context of record accuracy:

To accomplish this end (accuracy) criminal justice agencies shall institute a process of data collection, entry, storage and systematic audit, that will minimize the possibility of recording and storing inaccurate information and upon finding inaccurate information of a material nature, shall notify all criminal justice agencies known to have received such information.

In this context systematic audit is linked to both the accuracy of records and the process of notification of corrections. This notification process assumes the maintenance of a dissemination record.

Section 20.21(e) of the federal regulations establishes the annual audit process:

(e) Audit. Insure that annual audits of a representative sample of State and local criminal justice agencies chosen on a random basis shall be conducted by the State to verify adherence to these regulations and that appropriate records shall be retained to facilitate such audits. Such records shall include, but are not limited to, the names of all persons or agencies to whom information is disseminated and the date upon which such information is disseminated. The reporting of a criminal justice transaction to a State, local or Federal repository is not a dissemination of information.

The scope of the annual audit, in effect, includes a review of all of the procedures which are included in the Privacy and Security Plan. There is also a specific requirement, in this section to develop audit trails to records which include specific dissemination control data.

There is a recognition in the federal regulations of the cost impact of the audit requirement. Of all aspects of the Plan, the audit requirement will be the most costly to implement. To insure that audits become a regular system feature, but not an overwhelming economic burden, the Section 20.21(e) provides for the annual audit of criminal justice agencies to be conducted on a random selection basis.

#### CURRENT STATUS

Current State practices in regard to audits of criminal history information are in compliance with the Federal regulations. The "User Agreement," which is required prior to access to SCIS data, provides for a hard copy daily transaction log from 0001 hours to 2400 hours each day, to be maintained for a 30-day period. Chapter 70, Section 1, page 1 of the New Jersey Division of Systems Communications Systems Standards

specifies that "NO ONE" regardless of level of competence or job responsibility, will be permitted to circumvent the security procedures, logs, and audit trails.

#### Systematic Audit

The systematic audit is a regular ongoing quality control feature of the criminal record management activities of the State Bureau of Identification which verifies that the system functions with regard to accuracy, completeness and timeliness. This is, in effect, a daily process. The primary objective of this audit is to detect, isolate, and correct departures from the quality factors of accuracy and completeness. Editing occurs at each level of data entry, data transcription and information transfer. Data verification, audit, suspense control and follow up in an integral part of the CDR system. Figure 6-1 is an example of a CDR audit form.

In order to comply with the quality control factors necessitated by the collection, maintenance, and processing of criminal justice and criminal history record information, individual agencies are encouraged to implement systematic internal audit procedures. The procedures for achieving qualitative controls may include the following provisions:

- ⊙ Daily monitoring by SBI of criminal justice and criminal history data collection and processing.
- ⊙ Automatic edit and monitoring by SAC of reported information stored and disseminated [CCH].
- ⊙ Periodic or daily monitoring and maintenance of all data and system logs, to include logs for inquiries, received data, transactions, computer operations and destroyed documents. Monitoring is periodically followed-up by specific internal audits of these actions and documents.

FIGURE 6-1  
CDR AUDIT FORMAT



State of New Jersey  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
STATE BUREAU OF IDENTIFICATION  
BOX 68  
WEST TRENTON, NEW JERSEY 08625

UNDER THE PROVISIONS OF THE COURT DISPOSITION REPORTING SYSTEM A PERIODIC INQUIRY IS INITIATED ON ALL COUNTY CRIMINAL DISPOSITION REPORTS (CDR- ). IN ORDER TO COMPLY WITH THIS PROVISION PLEASE INDICATE THE STATUS OF THE CASE LISTED BELOW BY CHECKING THE APPROPRIATE BLOCK AND RETURNING THIS FORM TO C.D.R. RECORDS IN A PRE-ADDRESSED ENVELOPE WHICH WAS PROVIDED BY THAT UNIT.

PENDING

ACTION TAKEN -- SPI COPY  
OF CDR- ENCLOSED

FUGITIVE

NAME OF DEFENDANT			DATE OF BIRTH	SEX	RACE
S.B.I. NO.	D.O.A.	DEPT. INVOLVED		CONTRIBUTOR'S NO.	
MUNICIPAL COURT CODE	COUNTY	W-S NO.	OFFENSE		
N. J. STATUTE NO.		I OR A NO.	DATE FILED		

REMARKS:



- o Frequent quality sampling of system operations, source documents and products. Close supervision of tasks being performed by system personnel and supervisors: a joint effort of SBI and SAC.

Several structural and procedural characteristics of the New Jersey system contribute to the audit mechanism. Within the Fingerprint Records Bureau, there is a specialization of functions associated with the management, processing and purging of the thousands of pieces of criminal history information [initial and dispositional] received each month. This specialization provides for numerous cross checks and editing of information as it moves through the Bureau and into the system. In addition, there is a regular field staff of auditors charged with the responsibility for the quality control of disposition reporting. These characteristics help insure:

- o Delinquent disposition report monitoring and quality improvement records
- o Validation and correction of purge and seal orders and requests for correction
- o Regular review by SBI and SAC rules and procedures related to operations which affect accuracy, completeness and control

Dissemination documentation is maintained by SBI and SAC to provide audit support [20.21(a)(2), 20.21(e)]; record correction notification [20.21(a)(2); 20.21(g)(5)]; and individual information [20.21(g)(4)].

#### Annual Audit

The annual audit will be an examination of the extent to which the system, and participating agencies, are operating in compliance with New Jersey statutes, Federal regulations and relevant procedures set forth in the Privacy and Security Plan.

When the Annual Audit Program is completely formulated and operational it is planned to include the following elements:

- ⊙ Designation of Responsibilities including Quality Control Officers
- ⊙ Announcement procedures
- ⊙ Agency sampling techniques
- ⊙ Records sampling procedures
- ⊙ On site visit procedures
  - Observations
  - Checklists
  - Audit lists of sampled records
- ⊙ Site manager critique
- ⊙ Follow-up procedures
- ⊙ Training and technical assistance capabilities and scheduling
- ⊙ Management information control system

The audit program should include the capability to perform system audits of:

- ⊙ Procedures
- ⊙ Records
- ⊙ Dissemination Controls
- ⊙ Security

There will be occasions when deficiencies are of sufficient seriousness or gravity that a special audit is needed. This non-routine [or ad hoc] audit may be conducted by an SBI audit team on an intensive basis to identify and correct the specific causes of loss of quality control. If there is a serious problem which seems to indicate a major system deficiency, this may be cause for scheduling a complete annual audit at this time.

#### Audit Standards

Standards for audits of the criminal justice system will be developed in coordination with the State of New Jersey Auditor and the Attorney General. Standards for audit can be adapted

from the Standards for Audit of Governmental Organizations, Programs, Activities and Functions (1974), developed by the U.S. Comptroller General. Examples of these standards modified for criminal justice audits are included in Figure 6-2.

### General Procedures

A representative random sample of the State criminal justice agencies will be audited to evaluate the accuracy and completeness of the data being maintained and the extent of adherence to the plan and legislative requirements.

The auditor is to be furnished with documentation and information concerning the individual agency. In addition, he will have available detailed copies of any criminal history information furnished previously to the agency and with checklists which are subsequently correlated to an AGENCY AUDIT REPORT. Auditors will use a checklist of DOJ regulations and SBI/SAC rules to examine compliance with relevant provisions, including record accuracy and completeness; disposition reporting; systematic audit procedures; dissemination records; security provisions and the individual right of access. Source documents, records and logs will be physically examined. Records will be reconstructed from the source document to current disposition. Tracking of documents through the system will be conducted.

Upon the completion of the audit, a written list of necessary corrections to achieve compliance will be given to the agency head. The agency head will review the discrepancies list with the auditors and annotate his receipt of the list to certify that corrections can be made, as noted.

The program is designed to be a constructive audit in which the agency can indicate problems and needs as well as requests for assistance. The auditor documents compliance and needs as well as discrepancies. In addition to providing a record of the agency's status the audit is instructive and could lead to subsequent training, technical assistance and corrective action.

FIGURE 6-2  
AUDIT STANDARDS

GENERAL STANDARDS

1. The full scope of an audit of a criminal justice program, function, activity, or organization should encompass the following:
  - a. An examination of criminal history transactions, records and reports, including an evaluation of compliance with applicable laws and regulations.
  - b. A review of confidentiality and security in the use of criminal history records.
  - c. A review to determine whether desired results are effectively achieved.

In determining the scope for a particular audit, responsible officials should give consideration to the needs of the potential users of the results of that audit.

2. The auditors assigned to perform the audit must collectively possess adequate professional proficiency for the tasks required.
3. In all matters relating to the audit work, the audit organization and the individual auditors shall maintain an independent attitude.
4. Due professional care is to be used in conducting the audit and in preparing related reports.

EXAMINATION AND EVALUATION STANDARDS

1. Work is to be adequately planned.
2. Assistants are to be properly supervised.
3. A review is to be made of compliance with legal and regulatory requirements.
4. An evaluation is to be made of the system of internal control to assess the extent it can be relied upon to ensure accurate information, to ensure compliance with laws and regulations, and to provide for efficient and effective operations.
5. Sufficient, competent, and relevant evidence is to be obtained to afford a reasonable basis for the auditor's opinions, judgements, conclusions, and recommendations.

Adapted from Standards for Audit of Governmental Organizations, Programs, Activities and Functions, comptroller General of the United States, January 15, 1974.

## FIGURE 6-2

### REPORTING STANDARDS

1. Written audit reports are to be submitted to the appropriate officials of the organizations requiring or arranging for the audits. Copies of the reports should be sent to other officials who may be responsible for taking action on audit findings and recommendations and to others responsible or authorized to receive such reports. Unless restricted by law or regulations, copies may also be made available for public inspection.
2. Reports are to be issued on or before the dates specified by law, regulation, or other arrangement and, in any event, as promptly as possible so as to make the information available for timely use by management and by legislative officials if appropriate.
3. Each report shall:
  - a. Be as concise as possible but, at the same time, clear and complete enough to be understood by the users.
  - b. Present factual matter accurately, completely, and fairly.
  - c. Present findings and conclusions objectively and in language as clear and simple as the subject matter permits.
  - d. Include only factual information, findings, and conclusions that are adequately supported by enough evidence in the auditor's working papers to demonstrate or prove, when called upon, the bases for the matters reported and their correctness and reasonableness. Detailed supporting information should be included in the report to the extent necessary to make a convincing presentation.
  - e. Include, when possible, the auditor's recommendations for actions to effect improvements in problem areas noted in his audit and to otherwise make improvements in operations. Information on underlying causes of problems reported should be included to assist in implementing or devising corrective actions.
  - f. Place primary emphasis on improvement rather than on criticism of the past; critical comments should be presented in balanced perspective, recognizing any unusual difficulties or circumstances faced by the operating officials concerned.

FIGURE 6-2

- g. Identify and explain issues and questions needing further study and consideration by the auditor or others.
  - h. Include recognition of noteworthy accomplishments, particularly when management improvements in one program or activity may be applicable elsewhere.
  - i. Include recognition of the views of responsible officials of the organization, program, function, or activity audited on the auditor's findings, conclusions, and recommendations. Except where the possibility of crime or other compelling reason may require different treatment, the auditor's tentative findings and conclusions should be reviewed with such officials. When possible, without undue delay, their views should be obtained in writing and objectively considered and presented in preparing the final report.
  - j. Clearly explain the scope and objectives of the audit.
  - k. State whether any significant pertinent information has been omitted because it is deemed privileged or confidential. The nature of such information should be described, and the law or other basis under which it is withheld should be stated.
4. Each audit report containing financial reports shall:
- a. Contain an expression of the auditor's opinion as to whether the information in the financial reports is presented fairly in accordance with generally accepted accounting principles (or with other specified accounting principles applicable to the organization, program, function, or activity audited), applied on a basis consistent with that of the preceding reporting period. If the auditor cannot express an opinion, the reasons therefor should be stated in the audit report.
  - b. Contain appropriate supplementary explanatory information about the contents of the financial reports as may be necessary for full and informative disclosure about the financial operations of the organization, program, function, or activity audited. Violations of legal or other regulatory requirements, including instances of non-compliance, and material changes in accounting policies and procedures, along with their effect on the financial reports, shall be explained in the audit report.

The results of the audit can be recorded on an Agency Audit Report. An example is included as Figure 6-3.

#### Follow-Up Actions

The credibility of the audit program is established both through the expertness of the audit process and by the thoroughness of follow-up actions. The audit program should include both immediate follow-up, such as on-site assistance, and a written follow-up describing deficiencies or discrepancies which require corrective action by the responsible individual.

#### Management Information

The histories of agency audits are recorded in an Agency Audit Record (Figure 6-4). This record is designed to accumulate status information, corrective actions and follow-up transactions. The record can be used for subsequent actions or as a suspense system to insure that audit actions are completed.

#### Audit Trail

An audit of the total system, from the federal legislation to an offense or incident report at the smallest police department, can be made by examining the following categories of reference information:

- Operating and Dissemination Record Documents
- Files and Records
- Data Elements
- Data Source Documents

Figure 6-5 portrays the elements which could be examined at each agency in an evaluation of system consistency and compliance.

FIGURE 6-3

<h1 style="margin: 0;">AGENCY AUDIT REPORT</h1>		DATE _____
AGENCY _____		PHONE NUMBER _____
ORI NUMBER _____	FULL TIME SWORN PERSONNEL _____	CIVILIAN PERSONNEL _____
PERSONS INTERVIEWED	Agency Head _____	Title _____
	Name _____	Title _____
	Name _____	Title _____
<input type="checkbox"/> MAIL PROBLEMS: (Description) _____		CONDITION OF REGULATION AND PROCEDURES SCIS: _____ NCIC: _____
CURRENT CORRECT ADDRESS IS: _____		
DOES THIS AGENCY HAVE ANY PROBLEMS OR COMMENTS REGARDING: SBI/SAC _____		
NCIC: _____		
Other Comments: _____		
CORRECTIVE ACTION REQUESTED		
1. _____		
2. _____		
3. _____		
4. _____		
Action Taken: _____		
_____		



FIGURE 6-3

CHRI AUDIT: Are the logging requirements being followed:  Yes  No (Describe)

Action you took:

DISCUSS DISSEMINATION LIMITATIONS WITH RESPONSIBLE SUPERVISOR. Who did you talk with?

Any problems:

GENERAL COMMENTS:

COMMENTS ON SECURITY OF RECORDS FACILITY AND PROCEDURES

VISIT AND REPORT BY:

FIGURE 6-4

A G E N C Y   A U D I T   R E C O R D		
Agency		ORI
Date of Audit	Comments	Follow Up Action

FIGURE 6-5

PRIVACY AND SECURITY AUDIT ELEMENTS

STATE OF NEW JERSEY	AUDIT TRAIL - AGENCY SOURCE												
	Operating Criminal Justice Agencies											Non-Criminal Justice	
STATE/LOCAL	DEPT. - A.G.	DEPT. - CORRECTIONS	DEPT. - POLICE	DEPT. - PROBATION	DEPT. - JUVENILE	DEPT. - SOCIAL SERVICES	DEPT. - HEALTH	DEPT. - EDUCATION	DEPT. - LABOR	DEPT. - TREASURY	DEPT. - TRANSPORTATION	DEPT. - COMMUNITY AFFAIRS	DEPT. - CONSUMER AFFAIRS
AUDIT TRAIL INFORMATION AND DOCUMENTATION													
<u>Operating Documents</u>													
Federal-State Legislation/Statutes	X	O	O	O	O								O
Federal-State Regulations	X	O	O	O	O								O
State Comprehensive C.J. Plans	X												
Privacy and Security Plan	X	O	O	O	O								
Privacy and Security Manual	X	O	O	O	O	O	O	O	O	O	O	O	
Security Plan		X		X	X	X	X	X	X	X	X	X	X
Training Documents	X												
Management Implementation Plan	X												
Standards for Access	O	X											O
Annual Privacy & Security Report	X												
<u>Written Policies, Procedures</u>													
Internal Audit Procedures			X		X				X	X			
Operating Policies			X		X				X	X			
<u>Files and Records</u>													
Listing of State C.J. Agencies	X	O	X										
Catalogue of Non-C.J. Agencies	X	O	X										
Audit Sample File													
Audit Reports			O										
Corrective Action Records													
Deficiency Suspense File													
Record of T/A	X		O										
Minutes of P/S Commission	X												
Minutes of Training Conference	X												
User Agreements	O	O	X	O	O	O	O	O	O	O	O	O	C
Letters of Access File	O	X	O		O	O						O	O
Certificates of Compliance	X												
Terminal Logs			X		X				X				
Criminal History Indices			X		X	X			X				
Criminal History Subject Files			X		X	X	X		X	X	X		O
Juvenile Indices			X		O	X			X	X	X		
Juvenile Files			X		O	X			X	X	X		
Scaled Records Index			X		O	X			X	X	X		
Scaled Records File			X		O	X			X	X	X		

**LEGEND**  
 X=Primary Source  
 O=Secondary Source

Note: T/A means Technical Assistance

FIGURE 6-5

PRIVACY AND SECURITY AUDIT ELEMENTS

STATE OF NEW JERSEY  STATE/LOCAL  AUDIT TRAIL INFORMATION AND DOCUMENTATION	AUDIT TRAIL - AGENCY SEQUENCE														
	Operating Criminal Justice Agencies													Non- Criminal Justice	
	CEPA - A.G.	CEA Board of Appeal	CEA - CJC	County Administrator	County Jail - Store	Prosecutor	Attorney General	Court	Prison	Local Police	County Jail	County Jail	County Jail	County Jail	Non-Criminal
<u>Data Elements</u>															
Subject Name	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
State ID	X	O	O	O	O	O	O	O	O	O	O	O	O	O	O
FBI ID	X	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Print Class	X	O	X						X		O				
Sequence Number	X	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Local Subject Number	O		X	O	O	O	O	O	O	O	O	O	O	O	O
Docket Number	O		X	O	O	O	O	O	O	O	O	O	O	O	O
Corrections ID	O	X					O	O	X	O	O	O	O	O	O
ORI	O	X	X	X		X		X		X		X			
Event Incident Dates	O		X	O	O	O						O			
Administrative Action Dates	X		O									O			
Seal/Purge Coding	X	X	X			X		X		X					
CHRI Destruction Date	X	O	O	O	O	O	O	O	O	O	O	O	O	O	O
<u>Data Source Documents</u>															
Fingerprint Cards	O		X						X		X				
Photographs	O		X						X		X				
Offense Report				X							X				
Arrest Report				X							X				
Complaint				X	O						X				
Initial Disposition Report	O		X	X		O					X				
Prosecutor Disposition Report	O		O	X							X				
Court Disposition Report	O		O	O		X					X				
Dissemination Log. Ind. Record	X		X								X				
Corrections Disposition Reports	O								X	O	X				

Note: ORI means Originating Agency

LEGEND

X=Primary Source  
O=Secondary Source

### Specific Procedural Audit

The procedural audits will be primarily directed toward the specific examination of the way information is managed to insure accuracy, completeness, timeliness and control. This trail will generally examine file types, individual records, data elements and sources. For example, the information in an individual subject file in the state central repository can be examined in terms of origin, validity, completeness, uses and status. This trail will lead from SBI/SAC to the originator, to the criminal justice agencies with which the subject has been involved and to agencies which have acquired information about the individual.

The basic information route is through the disposition procedure. The second route is through the dissemination log procedure. In each case the focus is on the individual record and the links are through State identification numbers and sequence numbers which are recorded at each level of activity. This type of audit trail is portrayed in Figures 6-6 and 6-7, which briefly portray what the auditor can look for at the New Jersey central repository operating agencies.

Security audits will follow a similar and related pattern. It is possible to follow a controlled document, such as a criminal record [rap sheet], from the state central repository through to the final user and to determine the date and nature of destruction or other disposition of the record.

### SANCTIONS AND PENALTIES

The Crime Control Act [PL 93-83] and the federal regulations [Title 28] mandate penalties for violations associated with the management of criminal history record information.

FIGURE 6-6

AUDIT TRAIL - CENTRAL REPOSITORY (SBI-SAC)

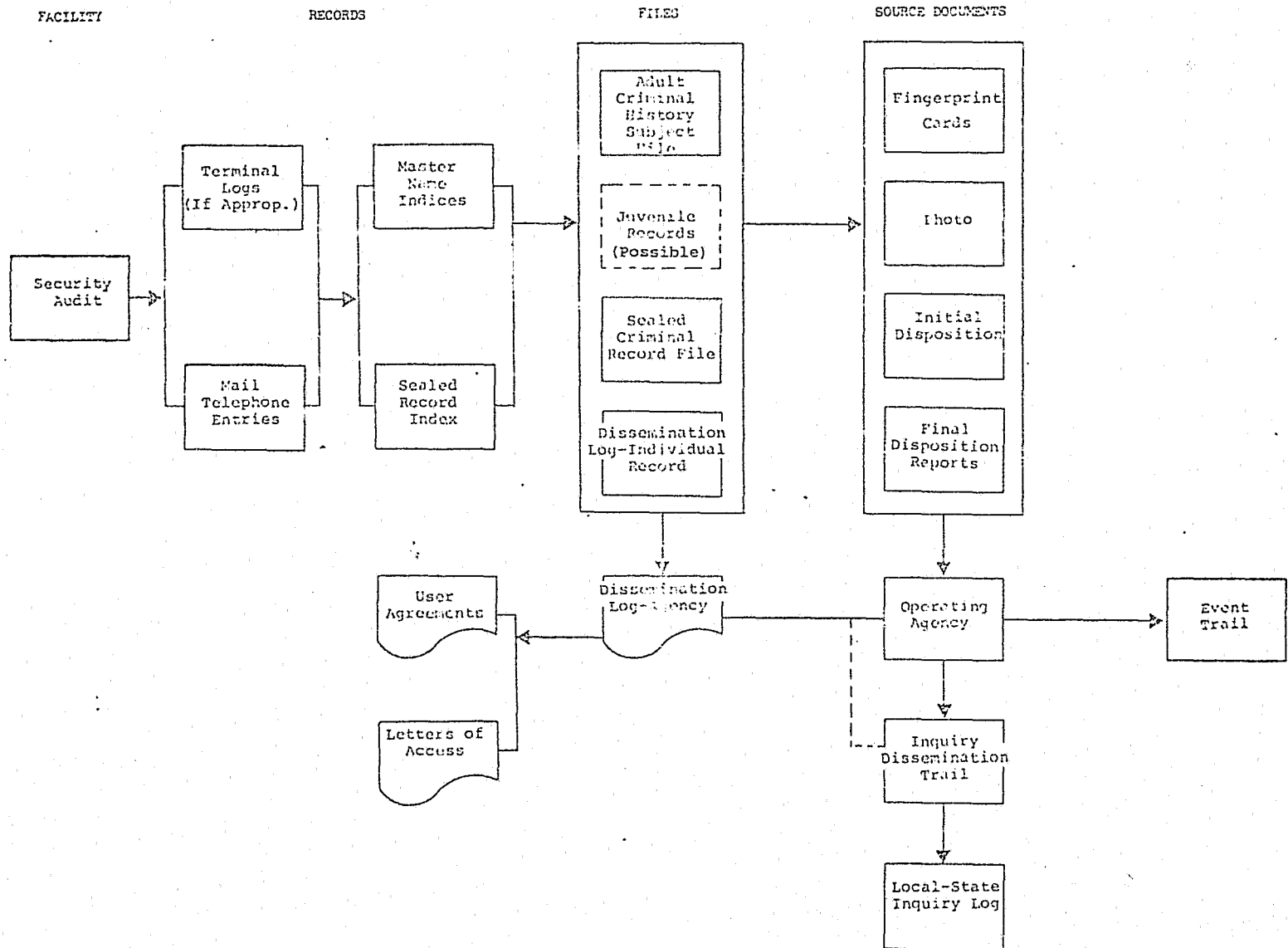
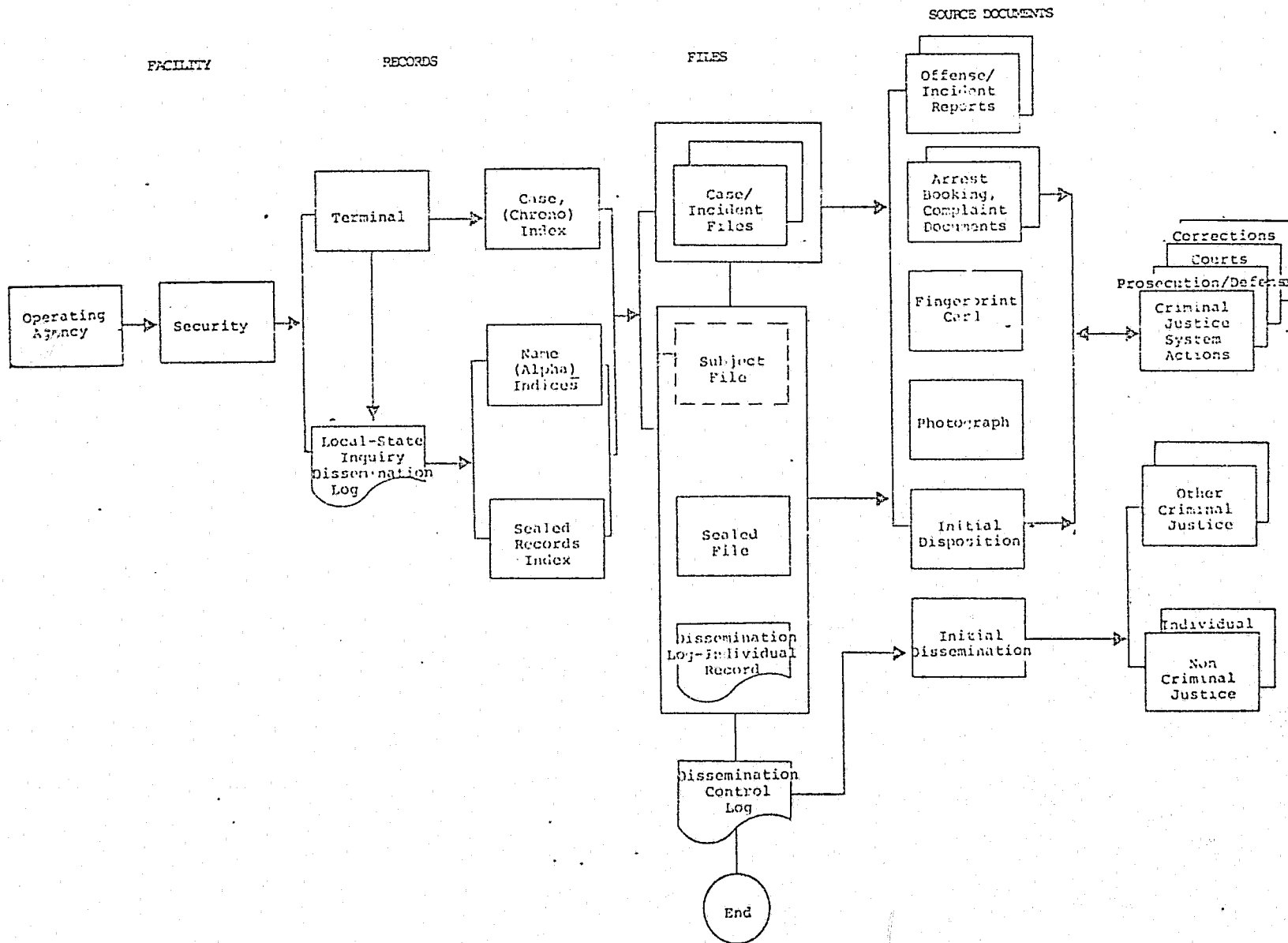


FIGURE 6-7

AUDIT TRAIL - OPERATING AGENCY



VI - 19

- Section 524(c) of the Act provides that:
  - (c) Any person violating the provisions of this section, or of any rule, regulation, or order issued thereunder, shall be fined not to exceed \$10,000, in addition to any other penalty imposed by law.
- Title 28 provides sanctions and penalties in Section 20.25:
  - Section 20.25 Penalties.
  - Any agency or individual violating subpart B of these regulations shall be subject to a fine not to exceed \$10,000. In addition, LEAA may initiate fund cut-off procedures against recipients of LEAA assistance.

While there are no current New Jersey Statutes which specifically address violations of the privacy and security conditions imposed by Title 28, it is anticipated that statutory sanctions and penalties will be developed in a manner consistent with state administrative and judicial practices. It is planned that the Advisory Board will participate in this activity.

There are sanctions and conditions in the NJSCIS/NCIC user agreement. These provide for the suspension of participation in the program in the event of privacy and security violations. These prior agreement conditions are included below:

DEPARTMENT OF LAW AND PUBLIC SAFETY  
 NEW JERSEY STATEWIDE COMMUNICATIONS INFORMATION SYSTEM  
 INTRASTATE EXCHANGE OF CRIMINAL JUSTICE INFORMATION  
 AGREEMENT

The NJSCIS reserves the right to immediately suspend furnishing criminal justice data, and to remove any and all NJSCIS communication facilities provided to \_\_\_\_\_, when either the security or dissemination requirements adopted by the NJSCIS or NCIC are violated. The NJSCIS may reinstate the furnishing of data upon receipt of satisfactory assurances that such violation(s) has been corrected.



The ultimate tenor of legislation in New Jersey concerning penalties and sanctions will very likely be conditioned by the decisions of both the New Jersey courts and recent U.S. Supreme Court decisions, such as Paul vs. Davis, on the privacy conditions of criminal history information. In addition, it is likely that there will be a balancing of public and private interest.

#### AUDIT STAFF OPTIONS

There is an established provision for audit and technical assistance in the New Jersey system. This is provided by the SBI Field Staff. These personnel have a mixture of both practical operational knowledge and system perspective. Their function is an integral part of the Disposition Reporting System.

Based on the existing capabilities and credibility, throughout the state, of this activity, and consistent with the administrative practices of the Department of Law and Public Safety:

- The State, through relevant federal or state sources should insure that adequate funding is made available to augment the current Field Staff to manage and conduct an Annual Audit Program.
- The Field Audit Staff should have available to it, additional audit staff either sworn or unsworn, on a temporary basis to meet audit requirements.

If the decision is made to separate auditing from functional responsibilities:

- The State may create an Annual Audit Team, whose only responsibility will be to conduct the annual audit required by State and federal regulations. This team may be composed of New Jersey Staff Members from both inside and outside the criminal justice system.

- The State may contract with outside firms for the annual audits of the system.
- The State may develop an Audit Team mixture of staff and contract personnel.

Both system needs and options will be reviewed as part of the process of completing the audit capability.

VII  
S E C U R I T Y

The security requirements for both automated and non-automated system operations are defined in Section 20.21(f) of Title 28, March 19, 1976.

A listing of these requirements, portrayed against a current status summary in New Jersey, is included in Figure 7-1 with source references. This illustration also includes references to Chapters in the Plan in which some of the requirements are addressed.

As indicated in Figure 7-1, New Jersey systems are generally in compliance with federal regulations. The areas in which additional actions are being taken or planned are cited.

Although there have been very few known incidents in the State involving the theft or destruction of criminal justice records, other than as a result of accident, the potential for such occurrences continues to exist, and may increase in the future.<sup>1</sup> To insure that security remains a matter of continuing attention, security actions are in being or planned in all criminal justice records centers, criminal justice data processing centers, and other areas in which criminal history records are maintained or processed.

CURRENT STATUS

Security can involve physical, personnel, procedural, and internal computer system factors. At the State level, close attention is given to each of these facets of security. Although

---

<sup>1</sup>For example see latest (Feb., 1976) FBI data on bombings of criminal justice facilities; current Congressional hearings; and GAO Report [May 1976] on security of computers in the Federal Government.

FIGURE 7-1  
SECURITY STATUS

REQUIREMENT Title 28:		Plan
GENERAL	CURRENT STATUS SUMMARY	
<p>(f) Security. Wherever criminal history record information is collected, stored, or disseminated, each State shall insure that the following requirements are satisfied by security standards established by State legislation, or in the absence of such legislation, by regulations approved or issued by the Governor of the State.</p> <p>(1) Where computerized data processing is employed, effective and technologically advanced software and hardware designs are instituted to prevent unauthorized access to such information.</p> <p>(2) Access to criminal history record information systems facilities, systems operating environments, data file contents whether while in use or when stored in a media library, and system documentation is restricted to authorized organizations and personnel.</p>	<p>⊙ <u>In Compliance</u></p> <p>-- Executive Order. Legislation Desirable</p> <p>-- System in compliance: CJIS Master Plan, SAC System Standards, SAC System Security Standards, User Agreement</p>	<p>I</p> <p>APP.</p>
COMPUTER OPERATIONS		
<p>(3) (A) Computer operations, whether dedicated or shared, which support criminal justice information systems, operate in accordance with procedures developed or approved by the participating criminal justice agencies that assure that:</p> <p>(i) Criminal history record information is stored by the computer in such manner that it cannot be modified, destroyed, accessed, changed, purged, or overlaid in any fashion by non-criminal justice terminals.</p> <p>(ii) Operation programs are used that will prohibit inquiry, record updates, or destruction of records, from any terminal other than criminal justice system terminals which are so designated.</p> <p>(iii) The destruction of records is limited to designated terminals under the direct control of the criminal justice agency responsible for creating or storing the criminal history record information.</p> <p>(iv) Operational programs are used to detect and store for the output of designated criminal justice agency employees all unauthorized attempts to penetrate any criminal history record information system, program or file.</p> <p>(v) The programs specified in (ii) and (iv) of this subsection are known only to criminal justice agency employees responsible for criminal history record information system control or individuals and agencies pursuant to a specific agreement with the criminal justice agency to provide such programs and the program(s) are kept continuously under maximum security conditions.</p> <p>(vi) Procedures are instituted to assure that an individual or agency authorized direct access is responsible for A the physical security of criminal history record information under its control or in its custody and B the protection of such information from unauthorized access, disclosure or dissemination.</p> <p>(vii) Procedures are instituted to protect any central repository of criminal history record information from unauthorized access, theft, sabotage, fire, flood, wind, or other natural or manmade disasters</p>	<p>⊙ <u>Compliance</u></p> <p>-- Dedicated primary system</p> <p>-- CJIS Master Plan</p> <p>-- SAC System Standard</p> <p>-- SCIS Terminal Security</p>	<p>CJIS Master Plan</p> <p>APP.</p>
SYSTEMATIC AUDIT		
<p>(B) A criminal justice agency shall have the right to audit, monitor and inspect procedures established above.</p>	<p>⊙ <u>General Compliance</u></p> <p>-- User Agreement</p> <p>-- System Operations Policies</p> <p>-- Systematic Audit Plan</p>	<p>APP.</p> <p>VI</p>

FIGURE 7-1

REQUIREMENT Title 28, section 20-21	CURRENT STATUS	Plan
PERSONNEL		
<p>(4) The criminal justice agency will:</p> <p>(A) Screen and have the right to reject for employment, based on good cause, all personnel to be authorized to have direct access to criminal history record information.</p> <p>(B) Have the right to initiate or cause to be initiated administrative action leading to the transfer or removal of personnel authorized to have direct access to such information where such personnel violate the provisions of these regulations or other security requirements established for the collection, storage, or dissemination of criminal history record information.</p>	<p>o <u>Compliance</u></p> <p>-- User Agreements</p> <p>-- Operating Procedures</p> <p>-- Legislation Desirable</p>	<p>VII APP.</p>
NON-AUTOMATED		
<p>(C) Institute procedures, where computer processing is not utilized, to assure that an individual or agency authorized direct access is responsible for (i) the physical security of criminal history record information under its control or in its custody and (ii) the protection of such information from unauthorized access, disclosure, or dissemination.</p> <p>(D) Institute procedures where computer processing is not utilized, to protect any central repository of criminal history record information from unauthorized access, theft, sabotage, fire, flood, wind, or other natural or manmade disasters.</p> <p>(E) Provide that direct access to criminal history record information shall be available only to authorized officers or employees of a criminal justice agency and, as necessary, other authorized personnel essential to the proper operation of the criminal history record information system.</p>	<p>o <u>General Compliance</u></p> <p>-- General Agreement Between SBI and Users</p> <p>-- Controlled Access, and Operating Security in Central Repository</p> <p>-- Operating Procedures</p> <p>-- Pending Legislation</p>	<p>II, III</p>
TRAINING		
<p>(5) Each employee working with or having access to criminal history record information shall be made familiar with the substance and intent of these regulations.</p>	<p>o <u>General Compliance</u></p> <p>-- On Going Training</p> <p>-- Training Proposed</p> <p>-- Additional Training Proposed</p>	<p>VIII APP.</p>
<p>AUDITS - ANNUAL 20.21(e)</p>	<p>o <u>General Compliance</u></p> <p>-- Audit Authority, Audit Plan and Procedures Proposed</p>	<p>VI, VIII</p>

occasional breaches of security regulations do occur, the infrequency of violations indicates good system discipline. Chapter 20 of the SAC System Standards is devoted to security and provides considerable detail on technical safeguards and data security risks.

Equally close attention is given to security at remote SCIS terminals. The "User's Agreement" requires the following:

#### NJSCIS Terminal Security

##### Terminal Location

- 1) Must be under strict control of a criminal justice agency.
- 2) Terminal site must have adequate physical security to prevent unauthorized personnel from gaining access.
- 3) Must provide maximum protection against fire. The terminal will be equipped with fire extinguishers of type designated for electrical fires.
- 4) Site must be approved by the Division of System and Communications Security Officer or designee.

The requirement that remote terminals must be approved by SAC insures that State standards are applied to every regional terminal.

As in the case of all privacy and security elements cited in this chapter, compliance with established security practices at the local criminal justice agency level varies somewhat. Some agencies, such as the Bergen County Superior Court System, have exemplary security practices.

The security processes in New Jersey are the result of more than forty five years of experience with central records systems and the public interest use of these records. In addition, the state has more than six years experience with the security requirements associated with computerized records and the central computer

system. New Jersey is a long term participant in the SEARCH development efforts and has had direct interaction with NCIC on system development

There are established security standards both for operations and terminal site selection. There are stringent access standards imposed on central reporting information. All sections, manual and automated, of the New Jersey central repository have established physical access and identification controls and staff selection screening procedures.

The physical and operational security of all components of the New Jersey Central repository will be additionally enhanced by the move in fall 1976 to the new central facility in West Trenton.

Other system characteristics include established user agreements; field staff audits of security; and legislation which establishes continuing review and development of operating policies and procedures which insure the physical security of the criminal justice information system.

#### CONTINUING PROCEDURES

Security is regarded as an ongoing process. The development process, which may include tailor made components in the context of "local need", includes the elements listed below. These elements include both those currently in existence and those to be undertaken as needed to form consistent statewide practices.

##### Security Program Development

- Establish a security program
  - Resolve that a program is needed; determine how much security is adequate
  - Appoint permanent security officer(s)

- Develop an interim security plan (passive and/or active) and security regulations
- Implement interim security plan and regulations
- ⊙ Conduct a short-term risk analysis
  - Estimate probabilities of security breaches
  - Identify "weak links" in security chain
  - Estimate potential losses
  - Predict consequences of losses and determine acceptable level of security risks
  - Project annual loss expectancy and security breaches
  - Implement "stop gap" security measures
  - Devise short-term remedial measures
  - Revise Security Plan and regulations
- ⊙ Implement security plan and regulations
- ⊙ Phase in short-term remedial security measures
- ⊙ Designate specific and detailed security responsibilities for facility personnel
- ⊙ Initiate on-going security training program
  - Awareness
  - Procedures
  - Responsibilities
- ⊙ Conduct long-range risk analysis
  - Follow steps in short-term risk analysis, as appropriate
  - Consider relocation of activities, if necessary
  - Implement costly remedial security measures as budget allows, in balance with evaluation of acceptable levels of security risk
- ⊙ Phase in long-range remedial security measures
- ⊙ Plan for contingencies
- ⊙ Conduct periodic security audits and inspections
  - Audit and inspect
  - Simulate security breaches and penetration
  - Report on status of security

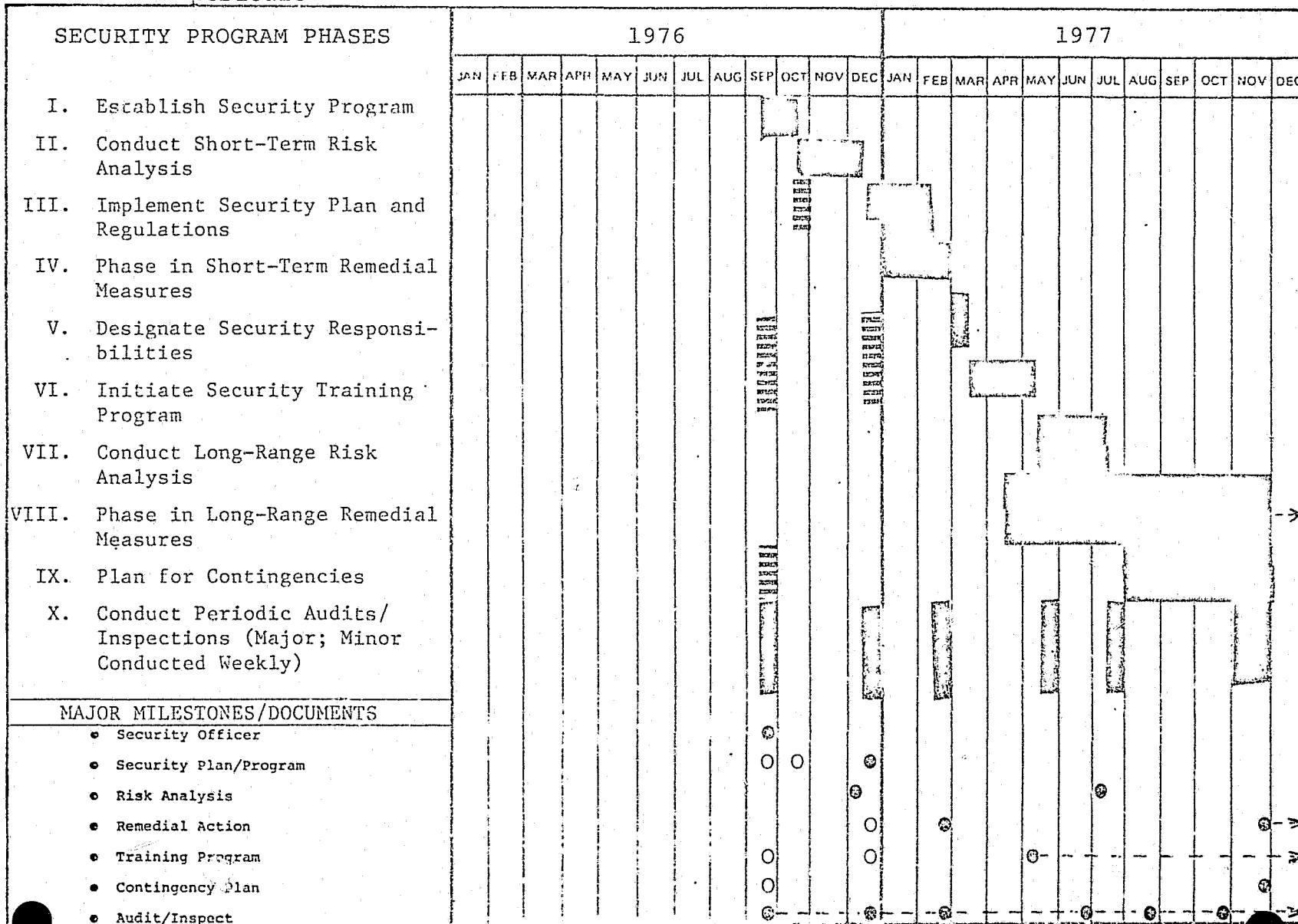


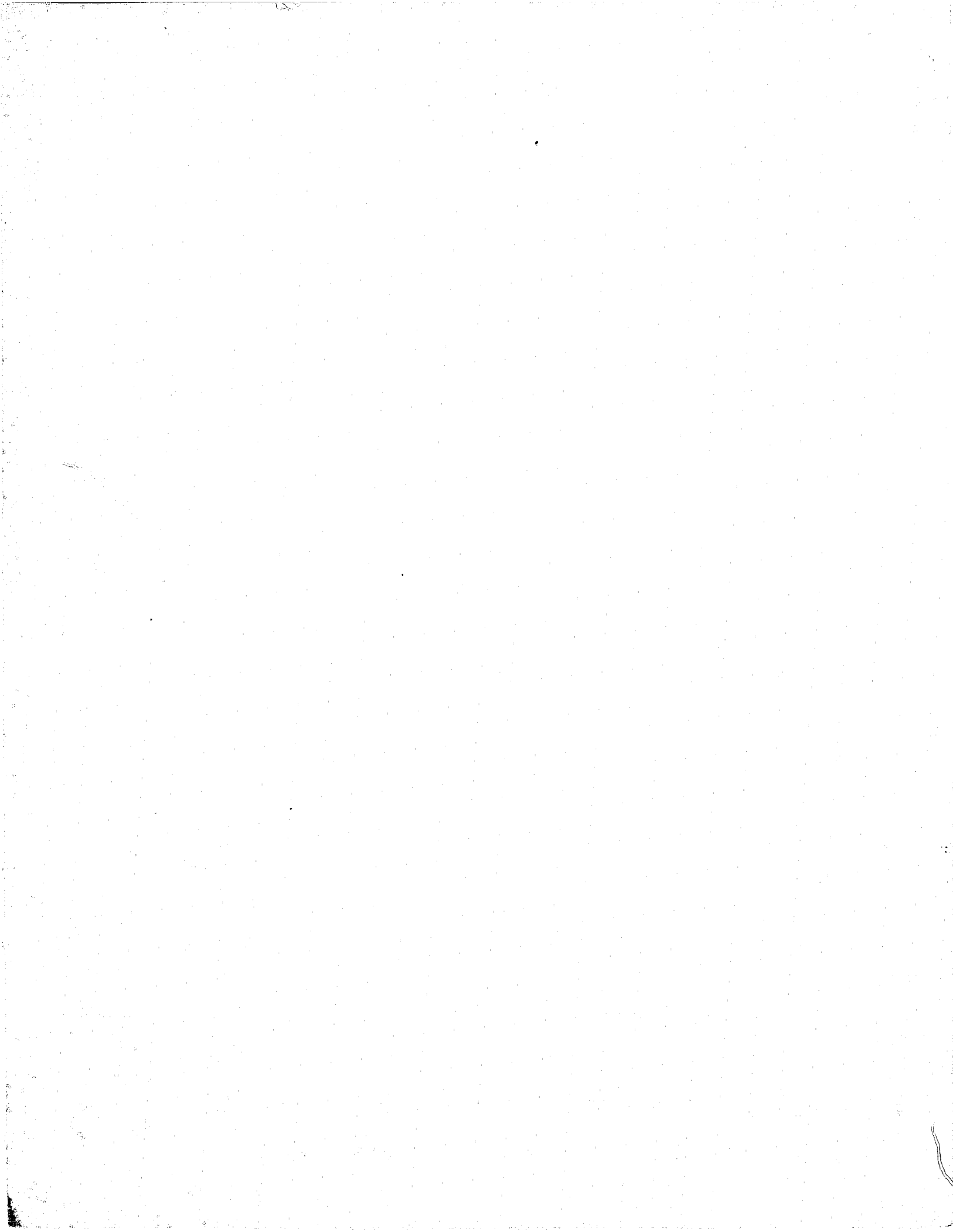
This approach will provide consistency in the State System. A typical implementation schedule for a detailed security program is portrayed in Figure 7-2.

FIGURE 7-2

STATE OF NEW JERSEY  
 SECURITY PROGRAM MODEL  
 TIME-PHASES SCHEDULE

- [Solid Bar] = Major
- [Hatched Bar] = Interim
- = on-going/  
periodic





## VIII

### S U M M A R Y   O F   C O M P L I A N C E

Privacy and security of criminal history record information has been a high priority issue in the State of New Jersey since the inception of the State Law Enforcement Planning Agency (SLEPA) in 1968, and certain steps toward insuring privacy and security pre-date federal standards and guidelines. Due to this early awareness, the concept of privacy and security has been incorporated into the evolution of State criminal justice information systems. The State of New Jersey has, in fact, been a leader in the field in many areas of this important issue.

#### CURRENT STATUS

Privacy and Security of criminal history information have been the concern of several Governors, the Legislature and the Judiciary. In addition, the operational activities associated with criminal history records in the New Jersey criminal justice system are supported by a complete spectrum of statutory and administrative mechanisms including:

- Relevant New Jersey Public Records and criminal history record Statutes and Executive Orders
- A series of Attorney General Opinions and memoranda related directly to the use and dissemination of criminal history records
- Statutory definition of responsibilities of the central repository for CHRI policy and procedures
- Executive order definition of dedicated state law enforcement data processing center.

- A CJIS Advisory Board with policy and procedural responsibilities for CHRI, with wide system representation
- Established mechanism for the development and promulgation of CHRI procedures, rules, regulations and advisories by the SBI
- Established mechanisms for rights of review and appeal of decisions in accordance with established concepts of individual right to know
- Continuing appraisal of privacy and security issues and legislation, both federal and state, by the CJIS Advisory Board, the Attorney General and the Judiciary
- Standard Operating Manuals for both reporting of information and the management of the information/communication system
- Established mechanisms, through SLEPA initiatives, for the coordinated and interactive development of essential CJIS and SJIS components such as, for example, disposition reports.

In reference to Section 20.22 of Title 28, these elements are indicative of the extent of current compliance in New Jersey.

#### CONTINUING ACTIVITIES

During the course of developing the Plan the discussions and interactions have resulted in a number of measurable benefits. For example, the information needs assessments of State agencies has resulted in an examination of historical and current needs and uses of criminal history information and have identified gaps in standards and authorities. These will be resolved in the implementation of the Plan.

In another aspect, an accomodation has been achieved between the courts and the executive branch in terms of the interaction of SJIS and CJIS and the mutual concerns of privacy and security.

Discussions of access and dissemination have assisted in developing internal system logic in these areas and revealing areas which need additional action.

The Privacy and Security Plan has evolved as a framework for initiating actions. Many of these are described in the previous chapters. Others are described in this chapter.

System development has been, and remains, a continuing process in New Jersey. Among additional considerations under review, the following are representative examples dealing with matters of criminal history information, privacy, security, training and education:

- The need for additional legislation defining standards, responsibilities and rules. [Appendix E is an initial draft]
- The need for a coordinated state procedure, including definition of authority, for developing a formalized audit program of criminal history record management processes. This procedure would evolve from existing capabilities through additional resource allocations
- An examination of the benefits to be achieved through a public education program related to the provisions of Title 28 along with the Public Records of New Jersey. This effort would be consistent with the activities of the Standards and Goals program procedures of extensive local participation. The program would have the following objectives:
  - To provide public information concerning criminal history record information. This will include information on why it is maintained and the existing policies through which the information is kept secure and dissemination is controlled
  - To inform citizens of their rights to review and appeal for the purpose of correcting records and the procedures for doing this

- To develop procedures for assisting vulnerable groups
- To provide information concerning the processes of expungement and sealing of records.

### Training

Within the SCIS network, training is provided by the Division of Systems and Communications (SAC) for all State employees and regional terminal operators. The SCIS "User's Agreement" specifies that dispatch and communications personnel assigned as terminal operators will be cleared through background investigations. These operators are authorized to operate SCIS terminals only after they have been provided adequate training in accordance with the operating policies of SAC. There is also an ongoing requirement for "periodic refresher courses on security."

The SAC System Standards manual, in chapter 70, section 1, page 4, entitled "Personnel Security" provides that:

Instruction of all selected applicants will be conducted by the Security Officer or his designee prior to hiring, concerning the nature of the data they will be handling and the result of careless practices. In addition, it will be the responsibility of each new employee's supervisor to instruct this person properly regarding the security procedures involved in that particular function.

All employees will be given periodic refresher training on security rules and regulations. This periodic training will be given at least once a year. Periodic tests will also be given to all employees to evaluate their understanding of system security procedures and to insure that such procedures are being followed. These tests will be unannounced and conducted at least twice a year by the Security Officer or his designee.

Training and technical assistance are integral [and statutory] components of the SBI operation. With additional funding present capabilities could be extended throughout the criminal justice system.

## CJIS Developments

A Statewide system of Offender Based Transaction statistics and Computerized Criminal History (OBTS/CCH) is currently in development in the State of New Jersey. The development of OBTS/CCH is, in part, being designed to adequately incorporate the fundamental objectives of privacy and security of criminal history record information. It is planned that OBTS/CCH will be in compliance with the Privacy and Security Plan for the State of New Jersey. Furthermore, the State of New Jersey is currently developing a Criminal Justice Information System Master Plan which should also contribute to system effectiveness.

### Criminal Justice Privacy and Security Council

The need for this Council is being examined within the context of the current structure of New Jersey information system activities.

Established by Executive Order, [draft is in Appendix D] the Governor's approved council would be responsible to the Governor and the Attorney General and could serve an important role in the operation of the State of New Jersey Privacy and Security Plan. For example it could:

- Review requests for access to criminal history information by non-criminal justice agencies or individuals
- Review preliminary appeals related to individual challenges.

### Annual Report

An annual report will be prepared for the Governor. Subsequently, the report will be distributed to the Legislative and Judicial Branches. The report will describe activities associated with achievement of the program objectives. The report will identify accomplishments and major areas of public concern or controversy related to the issues of individual privacy and public interest. The overall content of the annual report, however, will reflect the desires of the Governor.



## MANAGEMENT IMPLEMENTATION SCHEDULE

Figure 8-1 is an overview management-level implementation schedule that highlights major events and milestones. It is organized into key functional categories. The major phases include State-level Program Initiation; Initiation of Plan Procedures; and Annual Plan Review and Modification. The order of implementation can begin with the State Bureau of Identification (SBI) followed by LEAA funded agencies and offices, and ultimate phasing in of other affected agencies and system components as appropriate.

As required by Title 28 of DOJ Regulations [20.22(b)(1)], an augmented individual access and review procedure was implemented concurrent with the development of the Privacy and Security Plan. Following the final designation of agencies or activities responsible for "Individual Access and Review" and appropriate training permanent revised procedures will be adopted in accordance with Chapter V of the Plan. At that time, statewide implementation of the permanent procedures will be accomplished for individual access and review.

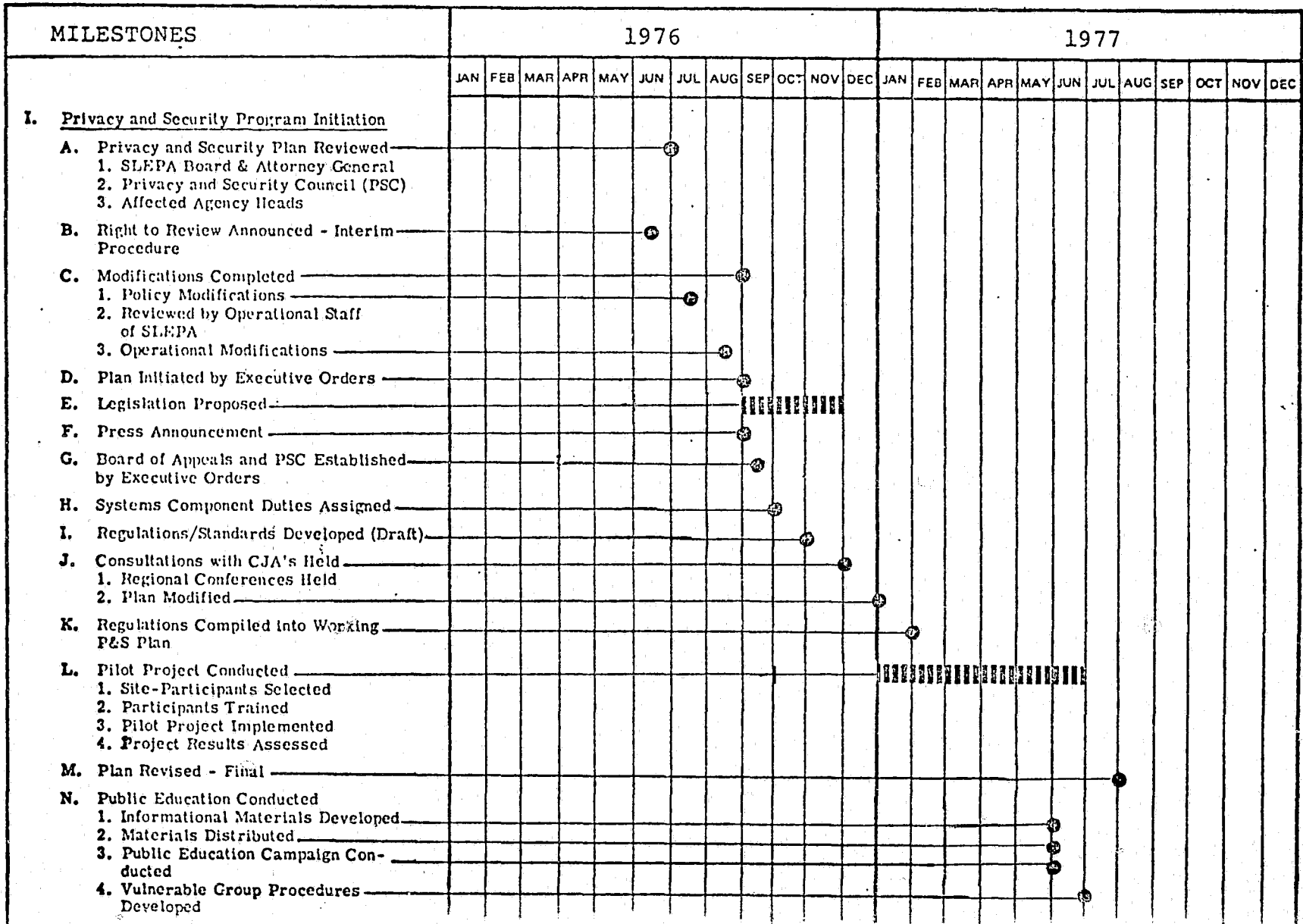
A privacy and Security Plan pilot project may be initiated later in 1976, which would continue for approximately six months. This is a demonstration effort designed to test the utility and suitability of a revised User's Agreement and procedures of the Plan within selected State and local agencies.

Provisions for modification of the Plan are structured into the schedule of events. All affected officials and agencies are expected to be closely involved throughout the process to insure that significant perspectives are made available for revision and modification of the Plan. Specific opportunities for modification are built into the Management Implementation Schedule. These include policy modification (I.C.1); operational modifications (I.C.3); modifications resulting from regional conferences with local agency directors (I.J.2); modifications following the conduct of the pilot project (I.M.); and annual revisions of the Plan following annual audit and on-site inspections (III.C.2).



FIGURE 8-1

STATE OF NEW JERSEY  
MANAGEMENT IMPLEMENTATION SCHEDULE

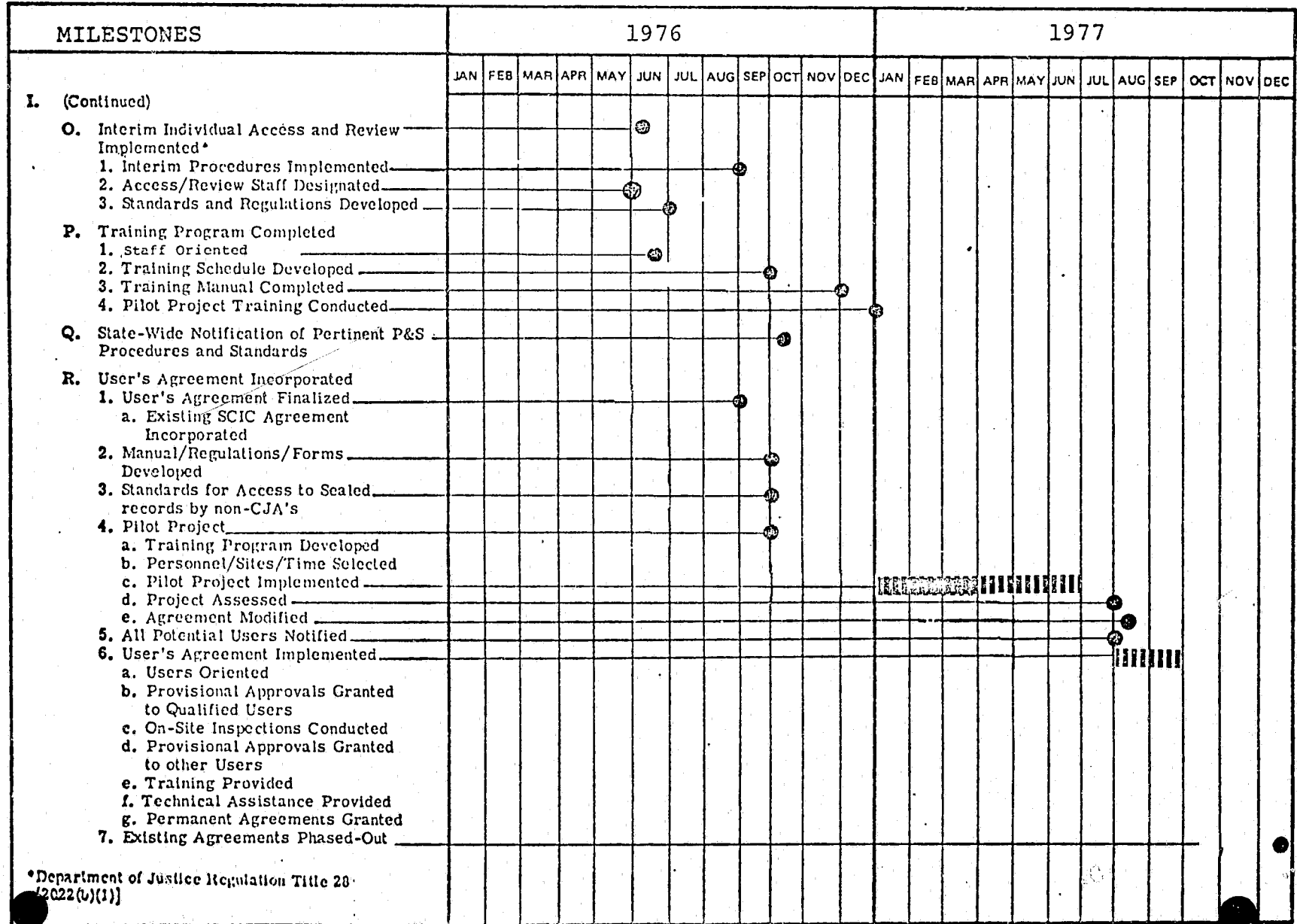


VIII - 7

FIGURE 8-1

MANAGEMENT IMPLEMENTATION SCHEDULE

8 - IIIA



\*Department of Justice Regulation Title 28 (2022 (v)(1))

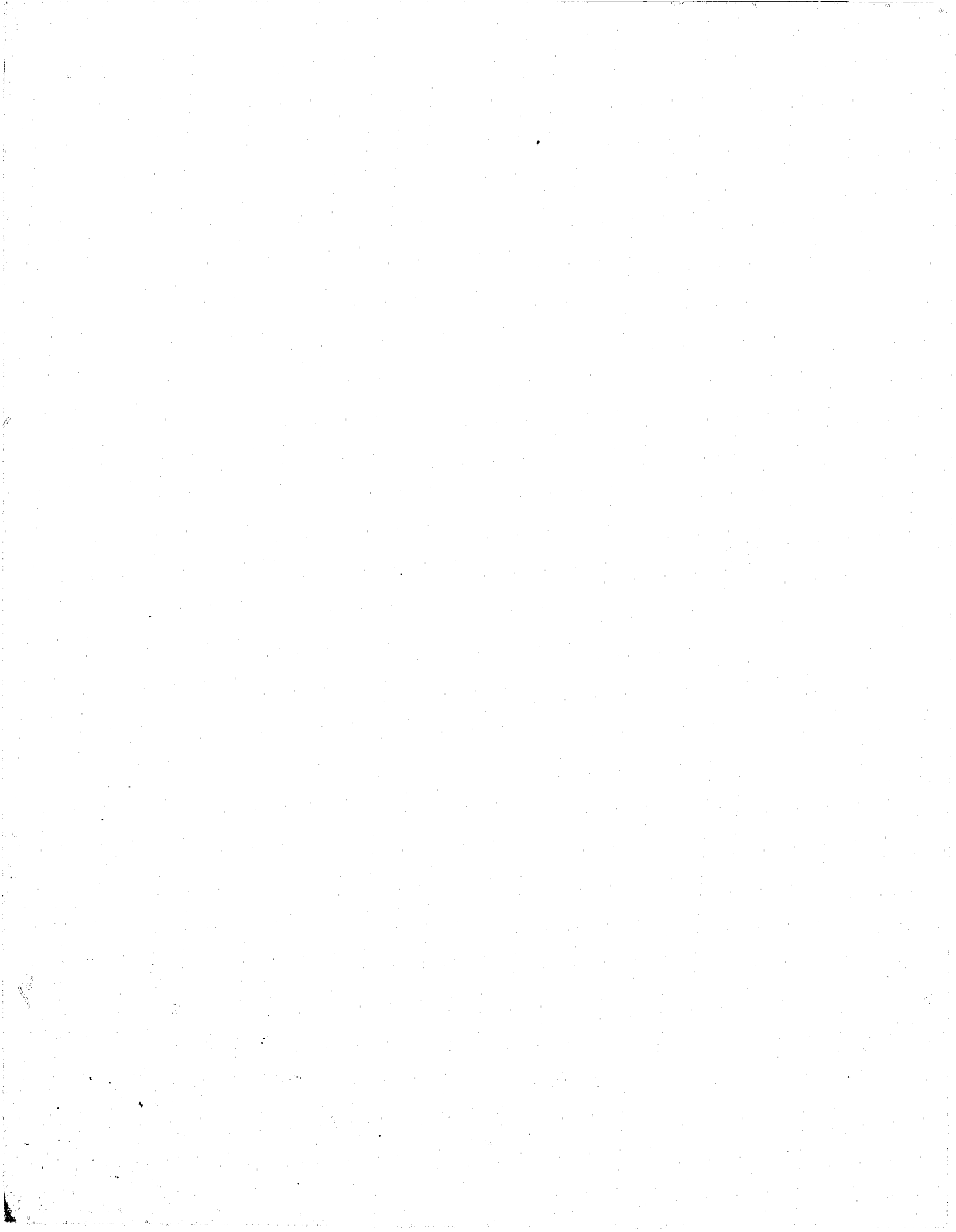


FIGURE 8-1

MANAGEMENT IMPLEMENTATION SCHEDULE

MILESTONES	1976												1977											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>III. Program Review and Modification</b>																								
<b>A. Annual Audit Conducted</b>																								
1. Annual Audits Scheduled																								
2. Agencies Notified																								
3. Audit Conducted																								
a. Remedial Action Initiated																								
b. Remedial Action Monitored																								
<b>B. Annual Report Submitted</b>																								
1. Orientation Meeting Conducted																								
2. Data Collected																								
3. Annual Report Prepared																								
4. Governors Review																								
5. Judiciary and Legislature Receive Copies																								
<b>C. Annual Plan Revised</b>																								
1. Orientation Meeting Conducted																								
2. Regional Public Hearings Held																								
3. Plan Revised and Submitted																								
<b>D. LEAA Certification (Annual)</b>																								

VIII - 10



### MANAGEMENT WORK PLAN

This work plan format (Appendix B) has been designed to provide the Plan Project manager with an evaluative mechanism for monitoring the achievement of the specific objectives of the Plan. The work plan lists seventy-five task objectives in the approximate chronological sequence in which they could be accomplished. Each of these objectives is measurable in terms of its completion by a scheduled target date. The work plan will allow for the entry of revised target dates. There is also space provided to identify responsibilities. In effect, this work plan can be "task objective completed" checklist.

### CERTIFICATE OF THE CENTRAL REPOSITORY

The certifications pertaining to the New Jersey Central Repository [SBI] and SAC are included in Figure 8-2 and 8-3.



FIGURE 8 - 2

CERTIFICATION

CENTRAL REPOSITORY, SBI

STATE OF NEW JERSEY

OPERATIONAL PROCEDURES	Now Implemented	Reasons For Non-Implementation			Estimated Implementation Date
		Cost	Technical	Authority	
<u>Completeness and Accuracy</u>					
Central State Repository:					
Statutory/Executive Authority	X				
Facilities and Staff	X				
Complete Disposition Reporting in 90 days from:					
Police	X				
Prosecutor	X				
Trial Courts	X				
Appellate	X				
Probation	X				
Correctional Institutions	X				
Parole	X				
Query before Dissemination:					
Notices/Agreements--Criminal Justice	X				
Systematic Audit:					
Delinquent Disposition Monitoring <sup>1</sup>	X				
Accuracy Verification	X				
Notice of Errors	X				
<u>Limits on Dissemination*</u>					
Contractual Agreements/Notices and Sanctions in Effect For:					
Criminal Justice Agencies	X				
Non-Criminal Justice Agencies					
Granted Access	X				
Service Agencies Under Contract	X				
Research Organizations <sup>2</sup>	X				
Validating Agency Right of Access					
Restrictions On:					
Juvenile Record Dissemination	X				
Confirmation of Record Existence	X				
Dissemination Without Disposition	X				
<u>Audits and Quality Control</u>					
Audit Trail:					
Recreating Data Entry	X				
Primary Dissemination Logs	X				
Secondary Dissemination Logs			X		June 1977
Annual Audit		X		X	June 1977

\* There is no requirement that a reason be given for nonimplementation of these procedures before December 31, 1977.

<sup>1</sup> Current Field Staff Activity

<sup>2</sup> Letter of Agreement

FIGURE 8 - 2  
 CERTIFICATION  
 CENTRAL REPOSITORY, SBI  
 STATE OF NEW JERSEY

	Now Imple- mented	Reasons For Non-Implementation			Estimated Implemen- tation Date
		Cost	Technical	Lack of Authority	
<u>OPERATIONAL PROCEDURES</u>					
<u>Security</u>					
Executive/Statutory Standards	<u>X</u>	---	---	---	---
Prevention of Unauthorized Access and Tampering:					
Hardware/Software Designs for Computer Systems	<u>NA</u>	---	---	---	---
Designs for Manual Systems	<u>X</u>	---	---	---	---
Criminal Justice Agency Authority:					
Computer Operations Policy De- velopment or Approval	<u>X</u>	---	---	---	---
Approval and Clearance of Personnel	<u>X</u>	---	---	---	---
Physical Security:					
Theft, Sabotage	<u>X</u>	---	---	---	---
Fire, Flood, Other Natural Dangers	<u>X</u>	---	---	---	---
Employee Training Program	<u>X</u>	---	---	---	---
<u>Individual Right of Access</u>					
Rules for Access	<u>X</u>	---	---	---	---
Point of Review and Mechanism	<u>X</u>	---	---	---	---
Challenge by Individual	<u>X</u>	---	---	---	---
Administrative Review	<u>X</u>	---	---	---	---
Administrative Appeal	<u>X</u>	---	---	---	---
Correction/Notification of Error	<u>X</u>	---	---	---	---

I certify that to the maximum extent feasible action has been taken to comply with the procedures set forth in the Privacy and Security Plan of the State of New Jersey.

Signed \_\_\_\_\_

(Head of State Agency designated to be responsible for these regulations.)

FIGURE 8 - 3

CERTIFICATION

CENTRAL REPOSITORY, SAC

STATE OF NEW JERSEY

OPERATIONAL PROCEDURES	Now Imple-mented	Reasons For Non-Implementation			Estimated Implemen- tation Date
		Cost	Technical	Lack of Authority	
<u>Completeness and Accuracy</u>					
Central State Repository:					
Statutory/Executive Authority	X				
Facilities and Staff	X				
Complete Disposition Reporting in	See	SBI			
90 days from:					
Police					
Prosecutor					
Trial Courts					
Appellate					
Probation					
Correctional Institutions					
Parole					
Query before Dissemination:					
Notices/Agreements--Criminal					
Justice	X				
Systematic Audit:					
Delinquent Disposition Monitoring	See	SBI			
Accuracy Verification	X				
Notice of Errors	X				
<u>Limits on Dissemination*</u>					
Contractual Agreements/Notices and					
Sanctions in Effect For:					
Criminal Justice Agencies	X				
Non-Criminal Justice Agencies					
Granted Access	NA				
Service Agencies Under Contract	See	SBI			
Research Organizations	X				
Validating Agency Right of Access	X				
Restrictions On:					
Juvenile Record Dissemination	X				
Confirmation of Record Existence	X				
Dissemination Without Disposition	X				
<u>Audits and Quality Control</u>					
Audit Trail:					
Recreating Data Entry	X				
Primary Dissemination Logs	X				
Secondary Dissemination Logs	X				
Annual Audit	Partial	X			June 1977

\* There is no requirement that a reason be given for nonimplementation of these procedures before December 31, 1977.

FIGURE 8 - 3

CERTIFICATION

CENTRAL REPOSITORY, SAC

STATE OF NEW JERSEY

OPERATIONAL PROCEDURES	Now Implemented	Reasons For Non-Implementation			Estimated Implementation Date
		Cost	Technical	Lack of Authority	
<u>Security</u>					
Executive/Statutory Standards	X	---	---	---	---
Prevention of Unauthorized Access and Tampering:					
Hardware/Software Designs for Computer Systems	X	---	---	---	---
Designs for Manual Systems	See	SBI	---	---	---
Criminal Justice Agency Authority:					
Computer Operations Policy Development or Approval	X	---	---	---	---
Approval and Clearance of Personnel	X	---	---	---	---
Physical Security:					
Theft, Sabotage	X	---	---	---	---
Fire, Flood, Other Natural Dangers	X	---	---	---	---
Employee Training Program	X	---	---	---	---
<u>Individual Right of Access</u>					
Rules for Access	See	SBI	---	---	---
Point of Review and Mechanism	---	---	---	---	---
Challenge by Individual	---	---	---	---	---
Administrative Review	---	---	---	---	---
Administrative Appeal	---	---	---	---	---
Correction/Notification of Error	---	---	---	---	---

I certify that to the maximum extent feasible action has been taken to comply with the procedures set forth in the Privacy and Security Plan of the State of New Jersey.

Signed \_\_\_\_\_  
 (Head of State Agency designated to be responsible for these regulations.)

---

STATE OF NEW JERSEY  
APPENDICES TO  
PRIVACY AND SECURITY PLAN  
FOR  
CRIMINAL HISTORY RECORD INFORMATION

---

76-SS-99-601b

43510  
APPENDICES

STATE OF NEW JERSEY

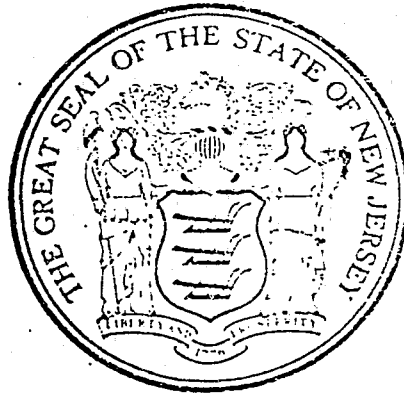
APPENDICES

(Separate Attachment)

PRIVACY AND SECURITY PLAN

FOR

CRIMINAL HISTORY RECORD INFORMATION



March 16, 1976

NCJRS

OCT 18 1977

ACQUISITIONS

Submitted By

STATE LAW ENFORCEMENT PLANNING AGENCY

Brendan T. Byrne  
Governor

Prepared By

NATIONAL SCIENTIFIC CORPORATION  
Management and Systems Consulting  
2300 Ninth Street, South  
Arlington, Virginia 22204  
(703) 920-0600

**APPENDIX A**  
**DEPARTMENT OF LAW AND PUBLIC SAFETY**  
**NEW JERSEY STATEWIDE COMMUNICATIONS INFORMATION SYSTEM**  
**INTRASTATE EXCHANGE OF CRIMINAL JUSTICE INFORMATION AGREEMENT**

The Department of Law and Public Safety through the Division of State Police and the New Jersey Statewide Communications/Information System (NJSCIS) agrees to furnish to \_\_\_\_\_, a criminal justice agency, such criminal justice information as is available in NJSCIS and NCIC files subject to the following provisions:

\_\_\_\_\_ agrees to abide by all present rules, policies and procedures of the NJSCIS, the NCIC Advisory Policy Board, and Department of Justice regulations, as well as any rules, policies and procedures hereinafter adopted.

The NJSCIS reserves the right to immediately suspend furnishing criminal justice data, and to remove any and all NJSCIS communication facilities provided to \_\_\_\_\_, when either the security or dissemination requirements adopted by the NJSCIS or NCIC are violated. The NJSCIS may reinstate the furnishing of data upon receipt of satisfactory assurances that such violation(s) has been corrected.

The NJSCIS reserves the right to discontinue service, at its option, upon giving the \_\_\_\_\_ thirty (30) days written notice.

The \_\_\_\_\_ retains the right to request discontinuance of service upon thirty (30) days written notice to the Department of Law and Public Safety or Division of State Police. In each or either event, the NJSCIS will be responsible for physically removing those communication facilities from the \_\_\_\_\_.

\_\_\_\_\_ agrees that where their capability permits, they will provide assistance to other criminal justice agencies in their area not having direct access to the system.

\_\_\_\_\_ agrees to indemnify and save harmless the Department of Law and Public Safety and the New Jersey Statewide Communication Information System and employees from and against any and all claims, demands, actions, suits, and proceedings by others; against all liability to others, including but not limited to any liability for damages by reason of or arising out of any false arrest or imprisonment or any cause of action whatsoever, and against any loss, cost, expense, and damage resulting therefrom, arising out of or involving any negligence on the part of \_\_\_\_\_ in the exercise or enjoyment of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto caused this Agreement to be Executed by the proper officers and officials.

**DEPARTMENT OF LAW AND PUBLIC SAFETY**

**CRIMINAL JUSTICE AGENCY**

By \_\_\_\_\_

\_\_\_\_\_

Agency Head

\_\_\_\_\_

Title

\_\_\_\_\_

Title

\_\_\_\_\_

Date

Effective this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

# NJSCIS TERMINAL APPLICATION

Application Date \_\_\_\_\_  
 NCIC Agency Identifier \_\_\_\_\_

Department Name \_\_\_\_\_ Chief's Name \_\_\_\_\_  
 Communications Officers Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 County \_\_\_\_\_ Population 1970 \_\_\_\_\_ Population Now \_\_\_\_\_ Square Miles \_\_\_\_\_ Phone: Area and No. \_\_\_\_\_  
 No. Full Time Men \_\_\_\_\_ Part Time Men \_\_\_\_\_ No. Radio Patrol Cars \_\_\_\_\_ No. Radio Other Cars \_\_\_\_\_

Indicate the number of vehicles your department normally has in service that will be using SCIS facilities.		Indicate below statistics on your Department's Activity for last year.	
DAY SHIFT		TOTAL ARRESTS	
AFTERNOON SHIFT		OFFENSES REPORTED TO UCR - PART ONE	
MIDNIGHT SHIFT		NCIC INQUIRIES	
SPLIT SHIFTS		TELETYPE ALARMS SENT	
OTHER		TRAFFIC TICKETS ISSUED	

Does Your Department Maintain 24 Hour, 7 Day Dispatching Service?  Yes  No What Are Your Call Letters? \_\_\_\_\_  
 Record Your Base Radio Frequencies: \_\_\_\_\_ Proposed Location Of Terminal? \_\_\_\_\_  
 Record Your Car Transmit Frequencies: \_\_\_\_\_ Name of Person Responsible For Terminal Operation \_\_\_\_\_

LIST ALL OTHER POLICE DEPARTMENTS THAT YOU WILL PROVIDE SCIS SERVICE FOR ON REVERSE SIDE OF FORM.

Are You Getting SCIS Service Now?  Yes  No If yes, please list which police agency provides you with this service.  
 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

If You Consider This Service Is Not Presently Adequate For Your Department's Needs, Indicate Reasons Below:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IF PROVIDED A TERMINAL WILL YOU:**

1. Man it 24 hours daily with trained personnel .....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2. Will you service by either radio or telephone, promptly and accurately any department not having a Terminal of their own? .....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3. Will your department send operators to SCIS Training Schools? .....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4. Will your department maintain accurate records; promptly enter, cancel, and modify SCIS files? .....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5. Will your department pay the rental or purchase cost of a SCIS terminal device? .....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Terminals are approved by SCIS following a review of the data your department submits. The primary or basic criteria SCIS must consider when reviewing all applications for Terminals are:

- a. Population
- b. Number of Patrol Units
- c. Crime Index
- d. Daily tabulation of SCIS usage.

Applicants for Terminals can greatly assist SCIS in making its decisions by providing accurate and complete information relative to their department's needs. Should you desire to provide any additional information, please note such information on reverse side of form.

\_\_\_\_\_  
 Signature of Chief of Department, Agency  
 authorizing this request for Terminal



NOW THEREFORE IT IS MUTUALLY AGREED AS FOLLOWS:

1. Purpose of agreement and powers to be exercised.

The purpose of this Agreement is to provide for the joint exercise of the powers of "NJSCIS" and Contractant in the operation and use of the communications facilities.

2. Agency to administer agreement and its powers.

The Agency to administer and execute this Agreement shall be the Department of Law and Public Safety through the New Jersey Statewide Communication Information System, which shall possess the common powers specified herein and shall exercise pursuant to law.

3. Terminal Stations.

Contractant shall operate terminal stations at Contractant's dispatch center and provide authorized personnel to operate them. Inquiry terminals, data sets, and voice grade telephone lines between and connecting the inquiry stations and the "NJSCIS" Computer Center shall be arranged for by the Department of Law and Public Safety and NJSCIS. The type and kind of electronic equipment used at the inquiry station shall be compatible with the computer and shall be subject to the approval of "NJSCIS".

4. Equipment and Operation of "NJSCIS" Computer Center.

"NJSCIS", solely and exclusively, shall select the equipment for, provide, maintain, operate, and manage an electronic data processing system at the "NJSCIS" Computer Center in order to provide the services specified in this Agreement.

5. Services provided by NJSCIS.

The New Jersey Statewide Communication Information System shall supply contractant with information on wanted/missing persons, stolen vehicles; stolen license plates, stolen/missing guns, stolen articles, stolen securities, stolen boats, and identification assistance through integration of master name indexes and identification information maintained for the criminal justice community. The "NJSCIS" Computer Center shall accept and store and maintain on a real-time basis information on the categories stated above from the Contractant's terminal. Information to and from the computer center will provide for hard copy output information of type and form as determined by "NJSCIS" and in accordance with accepted standards for Criminal Justice Information. The Center shall also provide a store and forward message switching service between the Contractant and all other Contractant terminals within the "NJSCIS" System.

6. Contractant Qualifications and Responsibilities.

The Contractant shall conform to the minimum standards established by "NJSCIS" as to personnel staffing, volume of terminal usage, equipment location, and security measures. Dispatch/communication personnel assigned by the contractant as terminal operators shall be identified on record forms furnished by and returned to the Division of State Police and authorized to perform "NJSCIS" terminal operations only after having been provided adequate training by the State Police Communications Bureau or their designee. Terminal operators must be certified by "NJSCIS" prior to actual on-line operation of a "NJSCIS" terminal.

In keeping with the concept of "NJSCIS" as being established to provide assistance to all law enforcement agencies of the state, the Contractant agrees to provide, where capabilities permit, to those adjacent law enforcement or criminal justice jurisdictions not equipped with a "SCIS" terminals, such assistance as may be requested in the furtherance of law enforcement processes through record inquiry, message transmittals, or record entries in keeping with "NJSCIS" standards.

7. Data Forms and Specifications.

It shall be the responsibility of the Contractant to provide for conversion and entry of data into the System through the use of codes, procedures and techniques as developed and provided by the New Jersey Statewide Communication Information System. "NJSCIS" shall render assistance to the Contractant in order to provide for a timely, efficient and accurate implementation of terminal and necessary pickup of data.

8. Security and Privacy of Information.

The Contractant shall limit access to "NJSCIS" data to criminal justice/law enforcement agencies who will assume responsibility for the legitimate criminal justice/law enforcement use of system data. Unauthorized disclosure or misuse of data by the Contractant will be cause for immediate removal of communication facilities and cancellation of this agreement by "NJSCIS". This limited access shall include the restriction of copying of "NJSCIS" files onto another system when a computer to computer interface exists.

The data provided to "NJSCIS" files by the Contractant will be relevant to the criminal justice process and exclude data such as relates to census, tax, election, unemployment insurance, and similar files about individuals. The completeness and accuracy of information entered into the system is paramount and the Contractant will cooperate with regular auditing of the system to assure reliability of stored data, in addition, measures for purging or cancelling entries will be adhered to for enhancing reliability of all data.

9. Charges to Contractant.

"NJSCIS" shall provide Contractant the required communication lines at no cost for lease of such facilities. Terminal device costs, operator personnel costs, equipment power and connection costs, terminal center supply costs unrelated directly to the "NJSCIS" terminal and any charges related to the physical relocation of communication facilities after initial installation will be borne by the Contractant. Training of terminal operators will be provided by the State Police Communications Bureau at no charge to the Contractant at locations designated by the State Police Communications Bureau.

10. Term of Agreement.

The term of this Agreement shall be contingent upon funds being appropriated as necessary by the State of New Jersey for the operation and maintenance of "NJSCIS", provided, however, that either party to this Agreement may cancel it by giving thirty (30) days notice in writing to the other party of its intention to cancel, unless sooner terminated by casualty.

11. Indemnification of NJSCIS.

Contractant agrees to indemnify and save harmless "NJSCIS", its officers and employees from and against any and all claims, demands, actions, suits, and proceedings by others, against all liability to others, including but not limited to any liability for damages by reason of or arising out of any false arrest or imprisonment or any other cause of action whatsoever, and against any loss, cost, expense, and damages resulting therefrom, arising out of or involving any negligence on the part of the Contractant in the exercise or enjoyment of this Agreement.



# STATE OF NEW JERSEY

## OBJECTIVES

	COMPLETED		DEPARTMENT OF JUSTICE; TITLE 28 REFERENCE	PRIVACY & SECURITY PLAN REFERENCE	COSTS Estimated
	YES	NO (estimated date)			
1. Review of Privacy and Security Plan by Attorney General and designated Officials					
2. Right to Review interim procedure announced					
3. Individual Right to Review Interim procedures implemented					
4. Orientation to P & S Plan					
5. Criminal Justice Privacy and Security Council and Privacy and Security Board of Appeals established by Executive Order					
6. Privacy and Security Plan reviewed by SLEPA, P&S Council, Appeals Board, SBI, and affected agency heads					
7. Final standards and regulations for individual access and review developed					
8. Policy modifications of P&S Plan conducted					
9. Operation modifications of P&S Plan made					
10. Systems component assignments					
11. Draft P&S standards and regulations developed					

# OBJECTIVES

COMPLETED

YES

NO  
(estimated  
date)

AGENCY  
RESPONSIBLE

COSTS

ESTIMATED

- 12. Final P&S Plan modifications completed
- 13. User's Agreement finalized
- 14. P&S Plan announced to press
- 15. P&S Plan initiated
- 16. Development of P&S legislation initiated
- 17. Interim security program initiated
- 18. Training schedule developed
- 19. User's Agreement manual, regulations, and forms developed
- 20. Pilot Project training program developed; personnel/site/time selected
- 21. State-wide notification of pertinent P&S procedures and standards conducted
- 22. Consultation with criminal justice agencies held; regional conferences held
- 23. Training manual completed
- 24. P&S Plan modified
- 25. Pilot Project training conducted

# OBJECTIVES

COMPLETED

YES

NO  
(estimated  
date)

AGENCY  
RESPONSIBLE

COSTS  
ESTIMATED

- 26. Short-term remedial security program begun

---

- 27. Pilot Project initiated

---

- 28. Regulations compiled into working P&S Plan

---

- 29. On-going security program initiated

---

- 30. Long-range planning and remedial action for security program conducted

---

- 31. Public reporting materials developed

---

- 32. Public reporting materials distributed

---

- 33. Public reporting campaign conducted

---

- 34. Vulnerable groups procedures developed for public reporting campaign

---

- 35. Pilot project assessed

---

- 36. User's Agreement modified

---

- 37. All potential Users notified

---

- 38. P&S Plan finalized

# OBJECTIVES

OBJECTIVES	COMPLETED		AGENCY RESPONSIBLE	COSTS ESTIMATED
	YES	NO (estimated date)		
39. State-wide promulgation to all criminal justice agencies of final P&S Plan completed				
40. User's Agreement implementation initiated				
41. Records management procedures initiated				
42. Validation procedures initiated				
a. Accuracy of data elements				
b. Inquiry before dissemination				
43. Disposition Reporting Form developed				
44. Ninety-day disposition reporting procedures initiated				
45. Disposition posting procedures initiated				
46. Procedures on dissemination limitation initiated				
47. Limitations on juvenile record dissemination (if needed)				
48. Juvenile records segregated (if needed)				
49. Confirmation of record existence				
50. Secondary dissemination procedure initiated				



# OBJECTIVES

COMPLETED

YES

NO  
(estimated date)

AGENCY  
RESPONSIBLE

COSTS  
Estimated

51. Dissemination without disposition procedure initiated

52. Purge/Seal/Expunge procedures initiated

53. Sealed records custodian designated

54. Non-criminal justice users notified of purge/seal regulations

55. Purge/Seal logs and indices developed and initiated (if needed)

56. Purge/Seal record security established (if needed)

57. Record security guidelines revised (if needed)

58. Purge/Seal suspense dates posted

59. Permanent individual access and review procedures implemented:

a. Rules for access developed

b. Point of review and mechanism developed

c. Challenge by individual procedure developed

d. Administrative review procedure developed

e. Administrative appeal procedure developed

# OBJECTIVES

OBJECTIVES	COMPLETED		AGENCY RESPONSIBLE	COSTS estimated
	YES	NO (estimated date)		
f. Correction and notification of error procedure developed				
60. State-wide training program implemented				
61. Annual audit scheduled				
62. Agencies to be audited notified				
63. Annual audits initiated				
64. Audit remedial action initiated				
65. Audit remedial action monitored				
66. Orientation meetings for annual report conducted				
67. Orientation meetings for annual plan revision conducted				
68. Data collected for annual report				
69. Regional public hearings for annual plan revision held				
70. Annual Report prepared				
71. Annual Plan revised and submitted to Governor				
72. Annual Plan and Annual Report reviewed by Governor				

# OBJECTIVES

COMPLETED

YES

NO  
(estimated date)

AGENCY  
RESPONSIBLE

COSTS  
estimated

73. Existing SCIS User's Agreements phased out as appropriate

74. Copies of Annual Report submitted to judiciary and legislature

75. Annual certification to LEAA completed and submitted



## APPENDIX C

### DISSEMINATION LOGS

Dissemination control will be accomplished through an interlocking set of dissemination logs to provide a history of dissemination action from initiation to the time of record destruction.

#### Non-Automated System

The dissemination logs and the associated form numbers to be examined for the non-automated system are:

<u>Form</u>	<u>No.</u>	<u>Fig.</u>
Local - State Inquiry Log	DL-1	C-1
Dissemination Log - Disseminating Agency	DL-2	C-2
Dissemination Log - Individual Record	DL-3	C-3

This series of logs, each maintained at a different point in the process, is designed to maintain listings of agencies and individuals who request and receive criminal history record information and to:

- Identify recipients of specific information
- Control the period of retention and use of dissemination information
- Provide a specific dissemination trail in order that prior recipients may be notified of corrections and provided notice of changes resulting from individual challenges, court expungements, or audits
- To control access by non-criminal justice agencies

In addition, the forms have specific management information and audit purposes. Information will be summarized to indicate types and locations of inquiries and modes of inquiries and responses. For the systematic audit process the sequence number of the logs

will provide an immediate indicator of dissemination traffic for use in a sample or complete audit. For the annual audit, the forms will provide a detailed portrayal of adherence to the dissemination procedures. Each of the formats is described briefly below.

Local - State Inquiry Log (DL-1), Figure C-1

This log will be maintained by all user agencies. The control section (inquiry to the State Bureau of Identification) will be completed for all requests for access to criminal history record information. This section provides for the complete identification of the user and indicates the method used to make the inquiry. The second section will be completed for each item, upon receipt of information from the SBI. This section will provide for the identification of the actual recipient. It also provides for the logging of terminal message date for the purposes of cross audit with terminal operation logs. The controlling number throughout the process will be a sequence number supplied on the record by the SBI. This sequence number will appear on all logs. A "P" or "S" may be added to identify purged or sealed records. "SJ" may be added for juvenile records. If an SBI ID number has not been previously available, it will be recorded at time of receipt from the SBI. All records will contain an expiration date after which the criminal history record will be regarded as non-current. This date will be applied by stamp at the SBI. The final column is a destruction date to be entered at time of destruction to indicate that the record was destroyed. Non-criminal justice agencies will return disseminated information when the information is no longer needed for the purpose for which it was disseminated.

The information in this form is correlated with the next two logs in several respects. This correlation will serve the audit process.

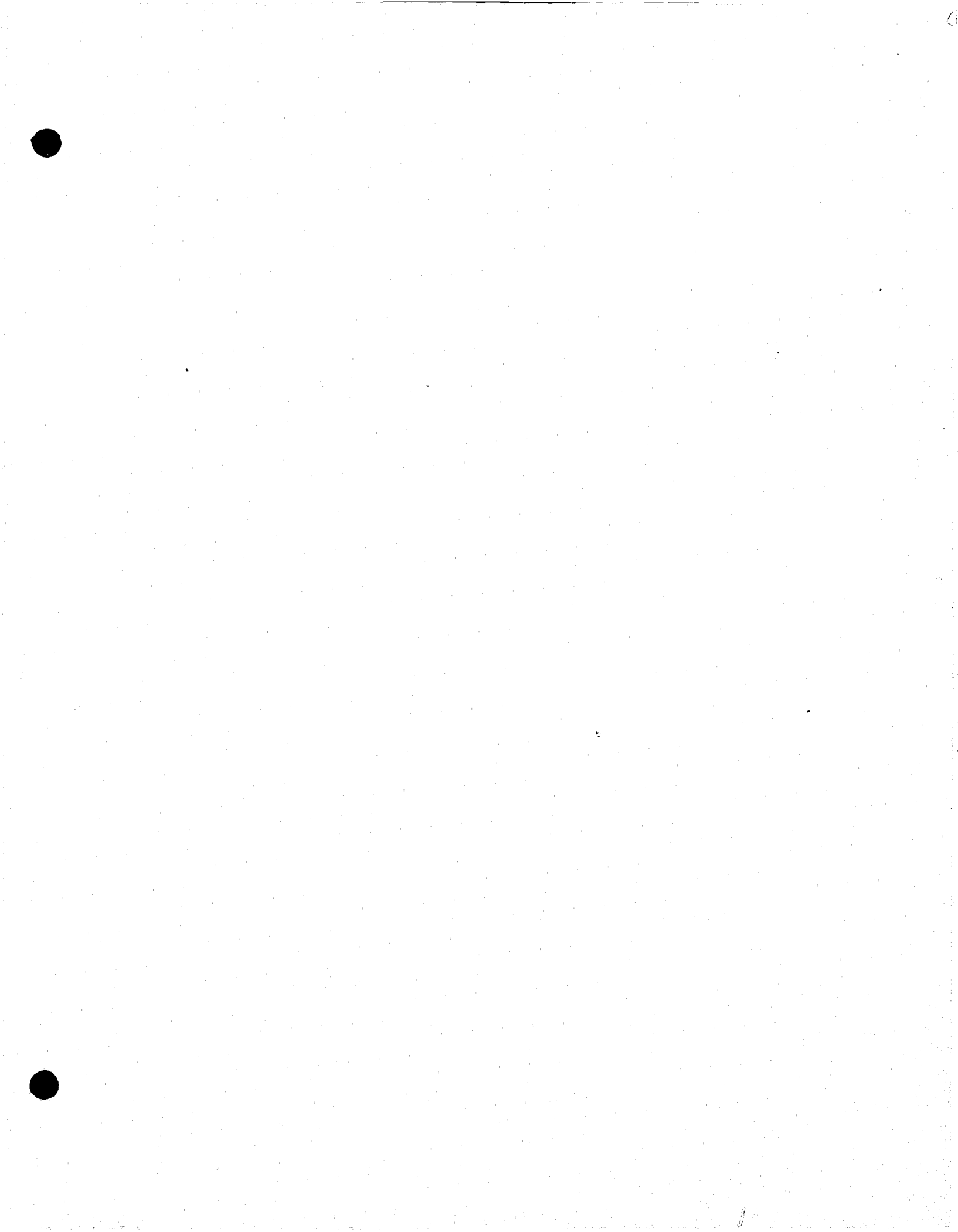


FIGURE C-1  
LOCAL STATE INQUIRY LOG

DL - 1

FORM DL-1	LOCAL - STATE INQUIRY LOG								Receipt from SBI				Record Control			
Date of Inquiry	Local Identification			Method of Inquiry					Receipt Date			SBI Identification		State	Local	
	Agency Case # SBI ID if Known	Subject Last Name	Requesting Official Name or ID	Routine ( )				Terminal Message Number	Received By (Initial)			CII Request Sequence #	ID SBI ID # or No Record	CHRI Expiration Date	Destruction Date	
				f/p	Mail	Tel.	Other		Mail	Tel.	Terminal					

C - 3



### Dissemination Log - Disseminating Agency (DL-2)

This log (Figure C-2) is maintained by the State Bureau of Identification or (as appropriate) by a satellite repository or switching agency, to record all requests by users for criminal history record information. It is characterized by the entry of a control number (sequence number) which is assigned to each specific document disseminated. Data about the requesting agency is recorded, including the authority by which dissemination is permitted (non-dispositional data, for example, is allowed to be disseminated only to criminal justice users). The date of transmission is also recorded along with the SBI ID number. In the event there is no previous criminal history record this fact will be indicated. There will be an entry for every action on this information control log. The requesting agency information will be recorded at a central location in the SBI at the time of receipt from the requestor. The last two columns will be entered at the time of transmission. The log will serve as an internal control of activities as well as a source of management summary information concerning dissemination traffic. For example, the log will provide a quick reference to major users of any unusual requests. It is anticipated that this would be an information need addressed by eventual automation within SBI. The present procedures within SBI will be in effect until this is accomplished.

### Dissemination Log - Individual Record (DL-3)

This form (Figure C-3) is used as the complete dissemination history of an individual criminal history record and will be kept in the individual's record. It is intended to be used by the disseminating agency to record the nature of the inquiry, including criminal justice and non-criminal justice agencies, and the nature of the dissemination including the method and the type. The log will provide an immediate reference to the traffic related to an individual record. For purposes of correction of the record, it will provide the information concerning all agencies which have been prior recipients.

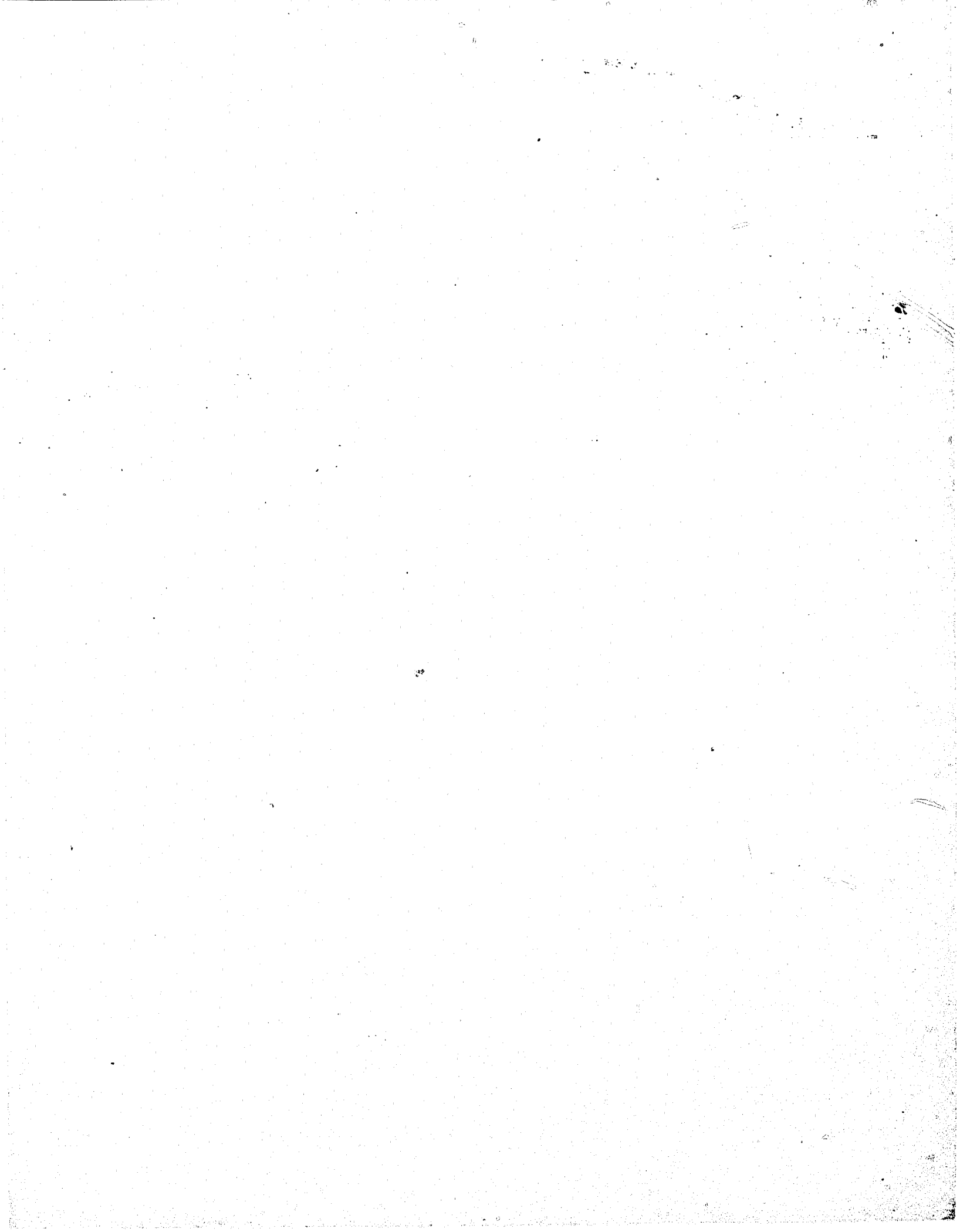


FIGURE C-2

DISSEMINATION LOG - DISSEMINATING AGENCY

DL - 2

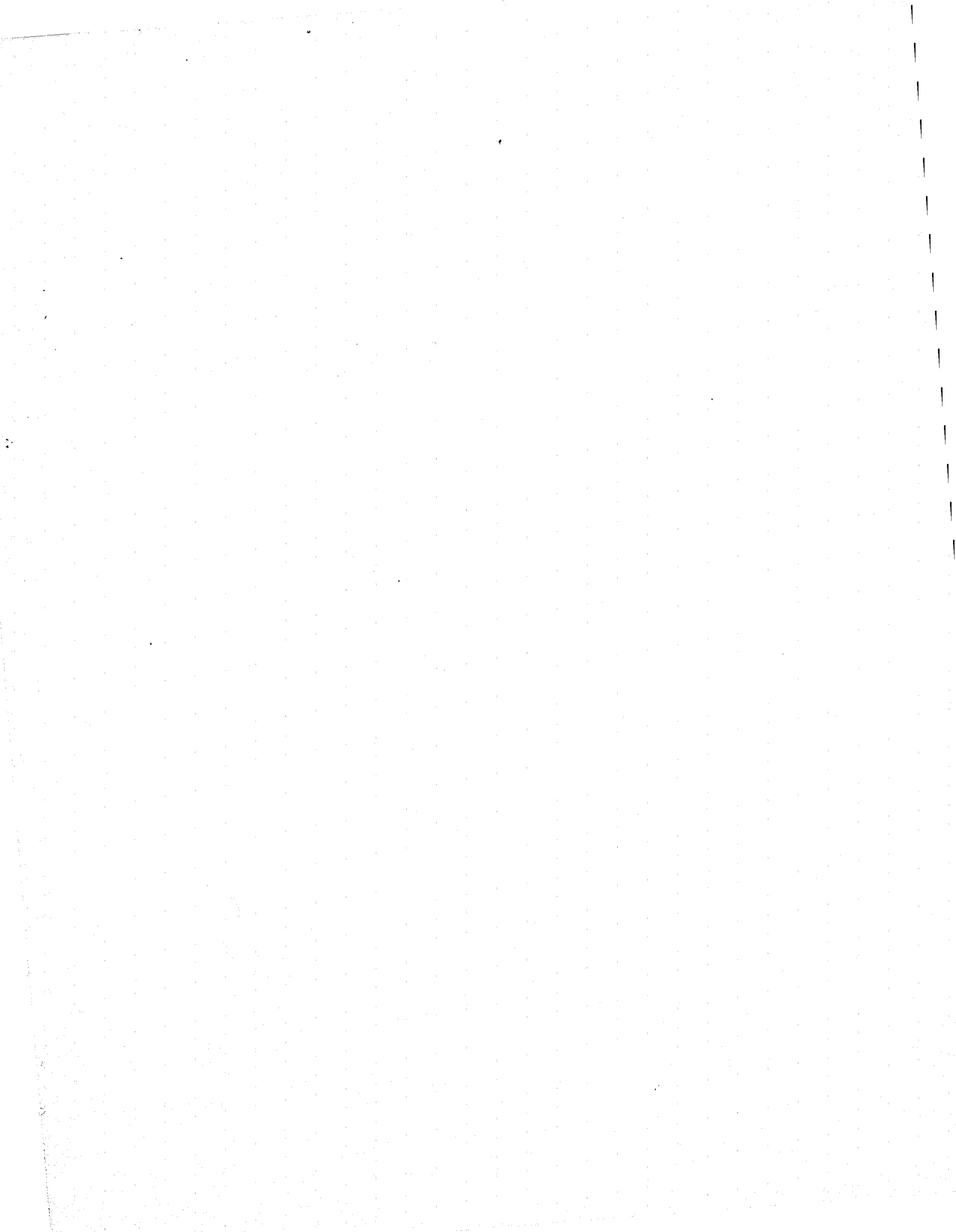
FORM DL-2			DISSEMINATION LOG - DISSEMINATING AGENCY					
Sequence Number			Requesting Agency			Subject Info.		Transmit
Year	Day	Suffix	Criminal Justice	NCIC CODE ORI	Non-Criminal Justice	Authority (Statute or Class)	SBI ID Number or No Record	Julian Date

C - 5

FIGURE C-3  
DISSEMINATION LOG - INDIVIDUAL RECORD  
DL - 3

FCPA DL-3															
Sequence Number	NATURE OF INQUIRY			Method of Inquir					Transmit		NATURE OF DISSEMINATION				
	Requesting Agency and Requestor								Type (✓)		Method				
	Criminal Justice ORI - OCA	Non-Criminal Justice	Individual Officer/Official (Local Level)	f/p	Mail	Tel.	Other	Terminal Message Number	Date	Transcript	Mail	Tel.	Terminal Message Number	Other	No Recor Provided
C - 6															

Note: ORI-OCA means Originating Agency - Original Contributor Agency



**CONTINUED**

**2 OF 5**

## MODIFICATIONS RELATED TO AUTOMATED INQUIRIES

It is possible to record the essential dissemination log information in an automated or mixed mode system through development of the following procedure.

### Automated Inquiry

The inquiry from a local terminal to the criminal justice information system will be recorded on the operations log indicating the date, requesting agency (identifier) and the offender or subject. The transmission process will indicate the response date and recipient. Inquiries which are exclusively serviced through terminals will constitute a separate internal transaction log which can be called up in summary form. If there is an interaction with the manual system, information will be recorded as previously indicated. Upon receipt of a hard copy the recipient will complete Form DL-1.

### Automated Dissemination Log - Disseminating Agency

The inquiry will include the requesting agency (ORI is also known as NCIC Code), date, subject or offender and an index reference. If there is a hit on a CCH, the transmission will record the date, recipient and SBI ID number. If the automated system is a pointer, or switch, the process will pass to the use of Form DL-2 (Figure C-2).

### Dissemination Log - Individual Record

An operational procedure will be developed as necessary to provide the information concerning the dissemination traffic in an individual record.

APPENDIX D  
STATE OF NEW JERSEY  
EXECUTIVE DEPARTMENT  
TRENTON

EXECUTIVE ORDER NO.

By The Governor

WHEREAS, the Constitutions of the State of New Jersey and the United States of America have declared safeguards for individual privacy and the protection of the public safety as set forth in Article IV; and

WHEREAS, criminal justice agencies in their daily operations relating to the protection of citizens and property request information to be collected on offenders; and

WHEREAS, an individual's privacy is directly affected by the collection, maintenance, use and dissemination of criminal history information; and

WHEREAS, the increasing use of computers and sophisticated communications and technology magnify the potential risks associated with the protection of individual rights of privacy; and

WHEREAS, an individual's opportunities to obtain employment, insurance, credit, his right to due process and other legal protections are affected by criminal record information systems, both automated and non-automated; and

WHEREAS, in order to preserve the rights of individual citizens and with due regard for the public safety in a free society, action is necessary to establish and insure procedures to govern information systems, including those containing criminal history records on individuals; and



WHEREAS, the United States Department of Justice, under the authority of the Attorney General and the Law Enforcement Assistance Administration, issued regulations governing access to and dissemination of criminal history record information and require a State Plan to implement such regulations; and

WHEREAS, a variety of acts by the State are necessary and proper to realize the objectives of the foregoing federal regulation and other relevant policies promulgated by the Law Enforcement Assistance Administration; and

WHEREAS, the State Law Enforcement Planning Agency, created by Executive Order No. 45 on the thirteenth day of August, 1968, has been designated as the State Planning Agency for the State of New Jersey; and

WHEREAS, it is the policy of the executive branch of government to encourage, by positive measures, maximum administrative support and management of the procedures outlined in the required plan and approved by the Governor; and

In further commitment on behalf of the Governor to the principal of strengthening the criminal justice information system and balancing the public right to know with the individual right of privacy.

NOW, THEREFORE, I, BRENDAN T. BYRNE, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and Statutes of New Jersey, do hereby issue, the following Executive Order:

There is hereby created, within the Office of the Governor, and reporting directly to the Governor, the Criminal Justice Privacy and Security Council (Council).

The Council is hereby designated as the entity within State government responsible for reviewing requests for access to criminal history information by non-criminal justice agencies or individuals, reviewing preliminary appeals related to individual challenges to criminal history records of said individuals, and

making recommendations pertaining to other privacy and security matters of the criminal justice information system. The composition will be determined by the Governor upon the recommendation of the Attorney General and in coordination with the Judicial Branch.

All Council members who are appointed by the Governor because of the position they occupy with a state agency or local unit of government, shall be members of this Council so long as they hold that office. Private citizens, if any, shall be appointed for the following terms (1 member) one year; (two members) two years and (two members) three years.

The Council shall conduct regular formal meetings, and any other sessions at the discretion of the Chairman. Records shall be kept of all meetings.

The Council shall be directed by an Executive Director who shall be an Ex-officio member and Chairman of the Council. The Executive Director shall be directly responsible to, and appointed by, the Governor. The Executive Director is hereby empowered to take all necessary and proper actions to implement provisions of the aforesaid state plan and federal regulations upon approval by the Governor. The Executive Director is hereby designated as the appointing authority for civil service commission purposes.

The Executive Director and the Civil Service Commission shall take the necessary actions to place any relevant positions of the Council under Civil Service coverage.

All members of the Council shall be citizens of the State and be appointed by the Governor. Members of the Council shall serve at the will and the pleasure of the Governor. All members shall serve without pay, but may be reimbursed for actual and necessary travel expenses for travel to and from Council meetings and when performing other functions in furthering the work of the Council, said expenditures to be consistent with the travel rules and regulations of New Jersey.

IN WITNESS WHEREOF, I have hereunto set my hand and caused  
the Great Seal of the State to be affixed.

DONE at the Capitol, in the  
City of Trenton, State of  
New Jersey, this the

in the year of our Lord,  
One Thousand Nine Hundred  
Seventy-six, and in the  
One Hundred Thirteenth year  
of the State.

GOVERNOR

BY THE GOVERNOR:

SECRETARY OF STATE

## APPENDIX E

### DRAFT PRIVACY AND SECURITY LEGISLATION

#### FOR THE STATE OF NEW JERSEY

#### Article 1. Legislative Findings

##### A. The Legislature finds and declares:

(1.) That an individual's privacy is directly affected by the collection, maintenance, use and dissemination of criminal history information;

(2.) That the increasing use of computers and sophisticated communications and information technology magnify the potential risks associated with the protection of individual privacy.

(3.) That an individual's opportunities to secure employment, insurance, credit, his right to due process, and other legal protections are affected by criminal record information systems, both automated and non-automated.

(4.) That in order to preserve the rights of individual citizens, and with due regard for the public safety in a free society, legislation is necessary to establish procedures to govern information systems containing criminal history records on individuals.

B. The purpose of this chapter is to ensure comprehensive safeguards for individual privacy, and the protection of the public welfare, as set forth in Article IV of the Constitution. As pertains to the privacy and security of criminal history record information the following principles of information practice will be adhered to:

(1.) There should be no criminal record information system whose existence is secret. In this Act, law enforcement investigative and/or intelligence files are not criminal record information systems.

(2.) Information should not be collected unless the need for it has been clearly established in advance.

(3.) Information should be appropriate and relevant to the purpose for which it has been collected.

(4.) Information should not be obtained by fraudulent or illegal means.

(5.) Information maintained and disseminated should be accurate and complete.

(6.) There should be a prescribed procedure for an individual to learn the criminal history record information stored about him, the purpose for which it has been recorded, particulars about its use and the history of its dissemination to non-criminal justice agencies.

(7.) There should be a clearly prescribed, uncomplicated, and inexpensive procedure for an individual to have inaccurate, obsolete, incomplete, or irrelevant information corrected, amended or purged. This procedure should include an administrative appeal and a recourse to judicial review, if appropriate.

(8.) Any agency holding criminal history information should assure its reliability, take all necessary precautions to prevent its misuse and provide for its physical and system security.

(9.) There should be a clearly prescribed procedure for insuring that criminal history information collected for criminal justice purposes is not used for non-criminal justice purposes without proper authority or notification of the individual.

(10.) This State and any agency (public or Private), or political subdivision thereof, should not collect or maintain criminal history information except as explicitly or implicitly authorized by the laws of the State of New Jersey.

C. The itemized portions of this Act are designed to improve the control, collection, maintenance, dissemination and usage of criminal history record information, thereby strengthening the administration of criminal justice, increasing public confidence in the system and assuring the protection of the right of individual privacy. The legislature finds that the reasonable protection of such individual right is an indispensable element of a fair and effective system of criminal history record keeping.

D. The purposes of this Act are (1) to control and coordinate criminal history record keeping within the State; (2) to encourage the most efficient and uniform systems of record keeping; (3) to assure periodic reporting to the Governor and the Legislature concerning such record keeping and (4) to enhance the administrative procedures between state and local governmental units and the components of the criminal justice system for the protection of individual privacy in connection with such record keeping.

## Article 2. Definitions

For the purposes of this Act, the words and phrases shall have the meanings respectively ascribed to them herein:

### (1.) Administration of Criminal Justice

Performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, maintenance and dissemination of criminal history record information.

(2.) Criminal Justice Agency

Agencies at all levels of government in this State and federal government which, by statute or executive order, perform as their principal function, activities relating to (a) crime prevention, (b) the apprehension, prosecution, adjudication, incarceration, or rehabilitation of criminal offenders' or (c) the collection, storage, dissemination or usage of criminal history record information and which allocates a substantial part of its annual budget to the administration of criminal justice. For the purposes of this Act and to carry out the responsibilities assigned to it, the State criminal justice planning agency is a criminal justice agency.

(3.) Criminal Justice System

That part of governmental jurisdiction that encompasses the broad functions of police, prosecution, criminal courts, probation, correctional institutions, and parole. In accordance with judicial practice, the defense function may be considered as part of the system.

(4.) Criminal Justice Information System

Any system, or components thereof, whether automated or non-automated, including the personnel, equipment, facilities, procedures, agreements and organizations thereof, for the collection, maintenance, processing, dissemination and release of offender records or information operated or used by State or local governments or the federal government.

(5.) Criminal History Record Information

Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any disposition arising therefrom, including sentencing correctional supervision, and release; does not include identification information such as fingerprint records to the extent that such information does not indicate involvement of the individual in the criminal justice system. The provisions of this Act do not apply to the investigative or intelligence files, records or information of law enforcement agencies.

(5a.) For the purposes of this Act the definition criminal history does not apply to:

(1) Posters, announcements, or lists for identifying or apprehending fugitives or wanted persons;

(2) Original records of entry such as police blotters, maintained by criminal justice agencies, compiled chronologically;

(3) Court records of public judicial proceedings;

(4) Published court opinions;

(5) Records of traffic offenses including traffic infractions, maintained by the Secretary of State, except for violations which result in criminal offenses or for those violations resulting in revocation of license pursuant to State statutes;

(6) Announcements of a full and free pardon.

(6.) Criminal History Record Information System

A system including the equipment, facilities, procedures, agreements, and organizations thereof, for the collection, processing, preservation, maintenance or dissemination of criminal history record information, whether automated or non-automated.

(7.) Public Record

Data recorded by public officers in consequence of public duties, at the conclusion of relatively formal and usually public proceedings. For the purposes of this Act the information "related to a criminal offense, which is reasonably contemporaneous" and does not include a record of criminal history, can be considered a public record. N.J.S.A. 47:1A-1 et seq applies.

(8.) Individual Privacy

The legal and common right to be safeguarded against a personal intrusion as a result of having sensitive personal information come into the possession of an unauthorized receiver.



(9.) Security

The protection of information, in storage or transit, from unauthorized access, tampering, or destruction through accidental, negligent, malicious, capricious or hostile means.

(10.) System Security

The ability to restrict the availability of specific information to authorized individuals, and the ability to physically protect all parts of the system, including the data, and the system that processes the data, and the facility, from any form of hazard that might endanger its integrity or reliability. System security also includes the ability to insure that system personnel are selected with due regard to security requirements.

(11.) Purge

Remove from the criminal history record information system in such a manner that there is no trace of information removed and no indication that said information was removed.

(12.) Dissemination

The transmission of criminal history record information to individuals and agencies other than the criminal justice agency which maintains the criminal history information. Includes confirmation of the existence or non-existence of a criminal history record. Internal reporting of information within the criminal justice system is not dissemination.

(13.) Disposition

Information disclosing the conclusion of each stage of a criminal proceeding from arrest through the judicial processes, including appeal, to release of the individual from the criminal justice system. Information disclosing termination of proceedings in process and the reasons for termination. Information disclosing postponement of proceedings, the length of postponement and the reasons for such postponement.

(14.) Executive Order

An order of the President of the United States or the Governor of this State which has the force of law and which is published in a manner permitting regular public access thereto.

### Article 3. Relationship to Other Statutes

In the event of conflict, this Act shall, to the extent of the conflict, supersede existing statutes which regulate, control or otherwise relate, directly or by implication, to the maintenance and dissemination of criminal history records.

Nothing in this Act shall be construed to prevent a criminal justice agency from disclosing to the public factual information concerning the status of an investigation, the apprehension, arrest, release, or prosecution of an individual, the adjudication of charges, or the correctional status of an individual, which is reasonably contemporaneous with the event to which the information relates. Nor is a criminal justice agency prohibited from confirming prior criminal history record information to members of the news media or any other person, when specific inquiry as to whether a named individual was arrested on a specific date, had a complaint, information or indictment returned against him on a specified date or had disposition on such charging document on a specified date, if the information disclosed is accurate and complete.

### Article 4. Designation of Responsibilities

In addition to the other specified functions assigned to the State Criminal Justice Agencies, this Act further adds these additional responsibilities.

(1.) shall be responsible for the development of a working relationship between the courts, clerks of the court, prosecutors, sheriffs, police departments, corrections agencies and other governmental units and agencies as necessary in order to bring about an effective inter-related system for the collection, maintenance, dissemination, and usage of criminal history record information.

(2.) shall coordinate the assignment of responsibilities to relevant governmental units in order to carry out the mandate enumerated in Article 4, Section (1).

(3.) shall develop a plan for the collection maintenance, dissemination and usage of criminal history record information and submit such plan to the Governor, for approval, and to the judiciary and legislature for coordination and information.

(4.) shall coordinate its activities with those of any relevant interstate systems for the proper exchange of criminal history record information.

(5.) shall adopt and provide to all relevant agencies such regulations as are necessary to carry out its functions under this Act.

(6.) shall set standards and procedures for the accessing of criminal history record information by non-criminal justice agencies, particularly in matters pertaining to non-conviction data.

(7.) shall manage the program of annual audits of the privacy and security program to assure proper functioning and to monitor changes, as warranted.

(8.) may conduct such inquiries and investigations as it finds appropriate to carry out the functions of the Act. It may, for this purpose, require any agency that collects, maintains or disseminates criminal history information to make available data, reports, and other information concerning the collection, storage, dissemination and usage of criminal history information. Each such agency is authorized and directed to provide such data, reports, and other information.

(9.) shall participate as an advocate for the citizens of the state in those areas in which they become involved with the criminal justice system. In particular, they shall examine and work towards improving the criminal justice system in ways which will reduce the hardships which accrue to victims of criminal acts, witnesses to criminal acts, and the poor and illiterate with no means of adequate counsel. There shall be initiated following the the passage of this Act, a public education campaign designed to advise the citizens of the state of the intent and provisions of this legislation, with particular emphasis on the individual's right to review and challenge records.

(10.) shall report annually to the Governor and Legislature concerning the collection, maintenance, dissemination and usage in this state of criminal history record information. In addition to the general plan, the Governor or Legislature may require such additional reports as they may deem desirable.

Article 5. The Criminal Justice Privacy and Security Council  
(P & S Council)

A. The Governor, with the advice of the Legislature and Judiciary, shall appoint a Criminal Justice Privacy and Security Council hereinafter called the Council, consisting of a chairman and not more than eight members, (1) to review and make recommendations to the Attorney General and the Central Repository on requests by non-criminal justice agencies or individuals for access to criminal history record information or sealed records and (2) to conduct appeals hearings, as an administrative appeals board, in cases in which individuals and criminal justice agencies cannot resolve requests for records correction and (3) to make recommendations on other matters involving the privacy and security of criminal justice information systems.

B. In appointing the Council, the Governor shall seek individuals from the general public, state and local government, and the criminal justice community who may be expected to express a balanced view of all the various interests involved in the matters of the privacy and security of criminal history information.

(1.) The Chairman of the Council and the Council members shall serve at the pleasure of the governor for a term not to exceed three years. No member shall serve more than two terms.

(2.) The Council may appoint a paid legal counsel and staff to assist them in carrying out its responsibilities.

(3.) Council members may be compensated for actual expenses incurred in the performance of their duties.

(4.) The Council shall arrange its calendar and keep records of business and official activities.

(5.) The Council shall report to the Governor on the scope and content of its work and make recommendations for such modifications in State statutes as would assist them in carrying out their functions, as the need for such becomes apparent.

#### Article 6. Completeness, Accuracy, and Timeliness of Records

A. shall adopt regulations creating a continuing program to audit the completeness, accuracy, and timeliness of criminal history record information to assure that such information is disseminated outside of criminal justice agencies only if complete and accurate, and to criminal justice agencies only for criminal justice purposes.

B. shall adopt regulations which provide for the reporting of dispositions to the State Bureau of Identification by each component of the criminal justice system in which the individual is a subject in process. Rules and regulations will be developed with the Judicial Branch.

C. shall adopt regulations to assure the prompt and complete purging or sealing of criminal history record information insofar as such purging or sealing is required:

- (1.) by any federal law or regulation;
- (2.) by any statute or regulation of this State;
- (3.) by any order of any court in this State;
- (4.) to correct any errors shown to exist in such information;
- (5.) to achieve any of the purposes of this Act, to improve the efficiency of criminal history record keeping, or otherwise to promote the fair and efficient administration of criminal justice.

Article 7. System Security and Use

A. shall adopt regulations to assure the security of criminal history record information from unauthorized disclosures or abuses at all levels of operation in this state.

B. shall cause to be initiated for all employees of all agencies that maintain, receive or disseminate or are eligible to maintain, receive or disseminate criminal history information, a continuing education program in the proper use and control of such information.

C. shall develop a "user agreement" to be completed and signed by all agencies regularly utilizing criminal justice system information to attest to the user's understanding of and compliance with the provisions of this Act and the regulations associated with it. Completed user agreements will be a prerequisite requirement to accessing criminal history information on a regular and continuing basis.

D. shall develop a "letter of access" to be completed and signed by any individual or non-criminal justice agency occasionally utilizing criminal justice system information to attest to the users understanding of and compliance with the provisions of this Act and the regulations associated with it. A signed letter of access, approved by the Council, will be a prerequisite requirement to accessing criminal history information for each and every request made by infrequent users.

Article 8. Access and Dissemination

A. Criminal history information shall be disseminated only to (1) criminal justice agencies for criminal justice administration purposes including criminal justice agency employment (2) to agencies authorized by statute or executive order, and (3) to such other individuals and agencies who are, authorized access to such records, in accordance with established procedures.

shall issue regulations and standards to assure that such information shall be disseminated to non-criminal justice agencies or individuals only in situations in which it is demonstrably required by the individual agencies for purposes complying with statutes, or in cases where a need to know and right to know can be substantiated and in accordance with agreements which limit the use of data to purposes for which given and provide sanctions for violations of the agreement.

B. There shall be no dissemination of criminal history record information, whether directly or through any intermediary, which relates directly to information respecting:

(1.) A crime for which a person has been acquitted in any court;

(2.) A crime for which a person has been convicted in any court but for which a full and free pardon has been granted.

C. Dissemination of information concerning a crime for which a person has been charged by complaint, indictment or information which subsequently has been dismissed in any court under circumstances foreclosing the state from re-initiating such criminal charge; shall be limited to:

(1.) Criminal justice agencies, for purposes of the administration of criminal justice.

(2.) Individuals and agencies pursuant to a specific agreement with a criminal justice agency to provide services required for the administration of criminal justice pursuant to that agreement. The agreement shall specifically authorize access to data, limit the use of data to purposes for which given, insure security and confidentiality of the data, and provide sanctions for violations thereof;

(3.) Individuals and agencies for the express purpose of research, evaluation, or statistical activities pursuant to an agreement with a criminal justice agency. The agreement shall specifically authorize access to data, limit the use of data to research, evaluation, or statistical purposes, insure the security and confidentiality of the data, and provide sanctions for violations thereof;

(4.) Individuals and agencies where authorized by court order or court rule;

(5.) Such other federal or state agencies which are by statute or executive order expressly allowed access to such criminal history record information in order to carry out their lawful duties.

D. It shall be the responsibility of \_\_\_\_\_ to determine whether each non-criminal justice agency or individual requesting access to criminal history information is authorized access under the terms of this Act. No criminal justice agency shall disseminate criminal history information to any non-criminal justice agency or individual unless



appropriate authorization is received in advance of dissemination, except in cases in which the decision has been overridden by final disposition of a court of law.

E. Each agency collecting, maintaining or receiving criminal history information, shall maintain a listing of agencies to which it releases or disseminates criminal history information. Such listings or logs may be reviewed from time to time, by the designated auditor to determine whether the provisions of this Act, and regulations, are being complied with.

F. Use of criminal history record information disseminated to non-criminal justice agencies as authorized by the article shall be limited to the purposes for which it was given and shall not be disseminated further. In addition, borrowed information shall be returned to the disseminating agency, intact, by the due date, or disposed of in accordance with security agreements.

#### Article 9. Research

A. shall issue regulations to govern the use in this state of criminal history information for purposes of programs of research. Such regulations must require the anonymity of individuals to whom such information relates, shall require the completion of nondisclosure agreements by all research participants in such programs, and shall impose such additional requirements and sanctions to assure the protection of individual privacy and security interests as are relevant to the research effort.

B. shall monitor such research efforts and, if it is determined that violations occur which threaten privacy and security interests, prohibit further access to criminal history information.

C. No research will be conducted in the records of law enforcement agencies without the specific concurrence of the individual law enforcement agency.

Article 10. Interstate and Federal Systems Exchange

The participation by all state and local agencies in any interstate or federal system for the exchange of criminal history information shall be consistent with the terms and purposes of this Act.

Article 11. Individual Rights of Access and Challenge

A. Each individual shall have the right to inspect for the purposes of challenge and correction, criminal history record information located within this state of which the individual is the subject, provided, however, that a person's right to inspect or review criminal history record information pertaining to himself shall not extend to data contained in intelligence, investigatory, or other related files and shall not be construed to include any other information than that included within the definition of "criminal history record information." If an individual believes such information to be inaccurate or incomplete, he/she may request, through appropriate procedures established in the system that the agency having custody of the records take the action necessary to amend, correct or suppress the record. If the agency declines to act, or should the individual not be satisfied, the individual may, in writing, request a review by the Council. The Council, on receiving a request for an appeal, shall conduct an administrative hearing at which time the individual may appear (with counsel if desired) to present evidence in his behalf. The Council shall issue a written decision. If findings support the individual, appropriate changes in the individual's record, shall be made forthwith. Notification of changes will be forwarded within 30 days to all prior recipients of the individual's record.

B. Individuals shall have the right to inspect their criminal history records at prescribed reasonable hours and places of inspection which do not cause undue burden to the individual or the agency. Criminal justice agencies shall impose necessary precautions to assure a verified identification of the individual whose record is being examined, including fingerprint verification.

C. Any individual or agency aggrieved by any order or decision of the Council may appeal such order or decision to the appropriate court in the county in which he/she is a resident.

D. An individual may be furnished a copy of his/her criminal history information record under this Article and a reasonable fee for this may be imposed.

E. All criminal justice agencies shall establish a system of accounting for all disclosures of criminal history record information, made either orally or in writing. Accounting records in the form of dissemination logs maintained pursuant to this section shall permit the agency to advise individuals, promptly upon request, of the persons or agencies to which records concerning them have been disclosed, and shall, at a minimum, include the identification of the particular information disseminated, the name and address of recipient person or agency, the record information and the purpose for such dissemination. Each entry for disclosures of criminal history records must be maintained for three years.

F. At the time of a request to inspect or correct criminal history record information, or at any other time, a person or his attorney, may request of a criminal justice agency an accounting of the dissemination of criminal history record information.

concerning him. Upon such request, and in accordance with the rules and procedures developed for this purpose, and after satisfactory verification of identity by fingerprint comparison or other means, the agency shall make available to the requesting person such accounting records, except that an accounting need not be made available in cases of the dissemination of criminal justice record information to criminal justice agencies.

#### Article 12. Civil Liability

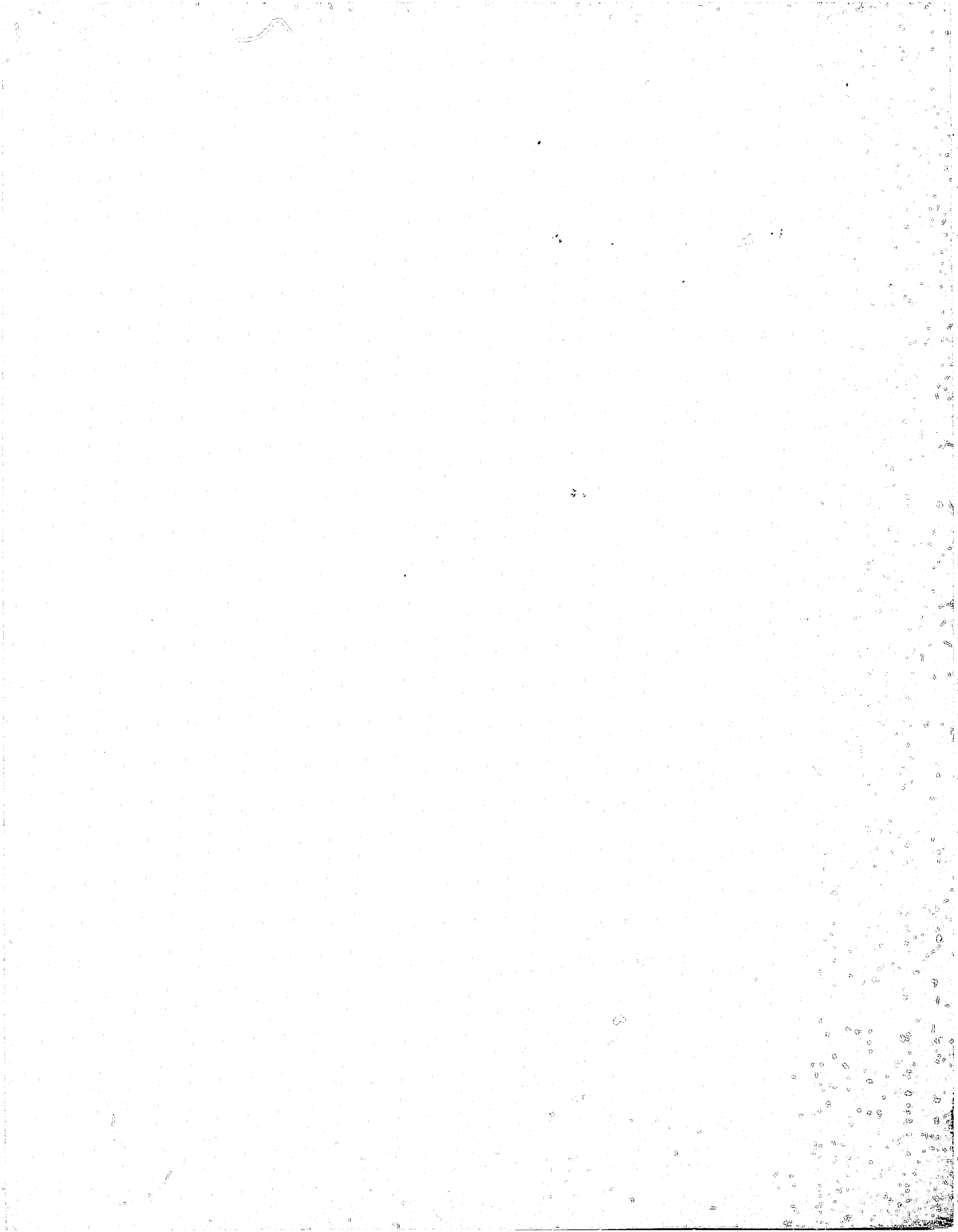
A. Any person may institute civil action for damages or to restrain any violation of this Act, or its regulations, or both. Should a willful violation be found, the violator shall, in addition to actual damages, be liable for exemplary damages of not less than one hundred and not more than one thousand dollars for each such violation, together with costs for courts and attorney fees.

B. If, in any civil action alleging unlawful dissemination of criminal history records, it is found that the provisions of the Act or regulations issued thereunder have been violated, the violator shall not be entitled to claim any privilege, absolute or qualified, as a defense thereto.

#### Article 13. Criminal Penalties

A. Any person who willfully requests, obtains or seeks to obtain criminal history record information under false pretense, or who willfully communicates this information to any agency or person except in accordance with this Act, or its regulations, or who willfully falsifies criminal history information or any records related thereto, or who copies records in violation of this Act, or its regulations, shall for each such offense be fined not more than five thousand dollars, or be subject to imprisonment for not more than two years, or both.

B. Any person who knowingly, but without criminal purpose, communicates or seeks to communicate criminal history information except in accordance with this Act or its regulations, shall for each such offense be fined not more than one hundred dollars, or be subject to imprisonment for not more than ten days, or both.



Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>ENFORCEMENT AGENCIES</b>																	
<b>STATE LEVEL</b>																	
STATE POLICE DIVISION LAW PUBLIC SAFETY DEPT SUPERINTENDENT ROUTE 29 WEST TRENTON NJ 08628																	
NJ05000 MERCER COUNTY																	
NJ STATE MARINE POLICE DISTRICT NO 1 HEADQUARTERS P O BOX 1269 TRENTON NJ 08629																	
NJ02250 MERCER COUNTY																	
CAMPUS SECURITY FORCE CHIEF OF SECURITY NEWARK ST COLLEGE MORRIS AVENUE UNION NJ 07083																	
NJ0200152 UNION COUNTY																	
CAMPUS POLICE FORCE CHIEF OF SECURITY 4M PATTERSON COLL 300 PUMPTON RD WAYLE NJ 07470																	
NJ0160152 PASSAIC COUNTY																	
CAMPUS POLICE FORCE SUPER OF SECURITY GLASSBORO STATE COLLEGE GLASSBORO NJ 08020																	
NJ0040152 GLOUCESTER COUNTY																	
UNIVERSITY POLICE DEPT DIR OF PUB SAFETY RUTGERS UNIVERSITY NEW BRUNSWICK NJ 08903																	
NJ0120152 MIDDLESEX COUNTY																	
LAW AND PUB SAFETY DEPT MED EXAM DIV ST MEDICAL EXAMINER STATE HOUSE ANNEX TRENTON NJ 08625																	
NJ0110150 MERCER COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE												
	Funds CHRI	Maintain CHRI	inate CHRI	CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>COUNTY LEVEL</b>																	
ATLANTIC CO SHERIFFS OFC SHERIFF MAIN STREET MAYS LANDING NJ 08336 NJ00100 ATLANTIC COUNTY																	
COUNTY CORONERS OFC MEDICAL EXAMINER 2703 PACIFIC AVE ATLANTIC CITY NJ 08401 NJ001013M ATLANTIC COUNTY																	
BERGEN CO DETECTIVES CHIEF PROSECUTORS OFFICE COURTHOUSE MACKENSACK NJ 07601 NJ00289 BERGEN COUNTY																	
SHERIFFS DEPT SHERIFF ADMINISTRATIVE BLD MACKENSACK NJ 07601 NJ00200 BERGEN COUNTY																	
BERGEN CO POLICE DEPT CHIEF OF POLICE 66 ZAURISKIE ST MACKENSACK NJ 07601 NJ00271 BERGEN COUNTY																	
OFM OF MEDICAL EXAMINER CHIEF MED EXAMINER ADMINISTRATIVE BLD MACKENSACK NJ 07601 NJ002013M BERGEN COUNTY																	
COUNTY SHERIFF S OFC SHERIFF GRANT ST MT HOLLY NJ 08060 NJ00300 BURLINGTON COUNTY																	
COUNTY MED EXAMINERS OFC MEDICAL EXAMINER 175 MADISON AVE MT HOLLY NJ 08060 NJ003013M BURLINGTON COUNTY																	



Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
CAMDEN CO DETECTIVES OFC CHIEF COURTHOUSE CAMDEN NJ 08101 NJ00489 CAMDEN COUNTY																	
CAMDEN CO PARK POL DEPT CHIEF COURTHOUSE CAMDEN NJ 08101 NJ00491 CAMDEN COUNTY																	
CAMDEN CO SHERIFFS DEPT SHERIFF COURTHOUSE CAMDEN NJ 08101 NJ00400 CAMDEN COUNTY																	
CAMDEN CO MED EXAMS OFC MEDICAL EXAMINER COURTHOUSE CAMDEN NJ 08101 NJ004013M CAMDEN COUNTY																	
COUNTY SHERIFFS OFC SHERIFF COURT HOUSE CAPE MAY NJ 08210 NJ00500 CAPE MAY COUNTY																	
COUNTY MED EXAMINERS OFC MEDICAL EXAMINER COURT HOUSE CAPE MAY NJ 08210 NJ005013M CAPE MAY COUNTY																	
COUNTY SHERIFFS OFFICE SHERIFF COURTHOUSE BRIDGETON NJ 08302 NJ00600 CUMBERLAND COUNTY																	
INSTITUTIONAL POLICE ESSEX CO HOSP CENT CHIEF OF POLICE CEDAR GROVE NJ 07009 NJ0070232 ESSEX COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

ESSEX COUNTY SHERIFF  
SHERIFF  
COURTHOUSE  
NEWARK NJ 07102  
NJ00700 ESSEX COUNTY

ESSEX CO PARK POLICE  
PARK COMMISSION  
CHIEF OF POLICE  
115 CLIFTON AVE  
NEWARK NJ 07104  
NJ0070132 ESSEX COUNTY

ESSEX CO MED EXAMINER  
MED EXAMINER  
MARTLAND HOSPITAL  
65 BERGEN ST  
NEWARK NJ 07107  
NJ007013M ESSEX COUNTY

COUNTY DETECTIVES OFC  
CHIEF  
COURTHOUSE  
WOODBURY NJ 08096  
NJ00889 GLOUCESTER COUNTY

COUNTY SHERIFFS OFC  
SHERIFF  
COURT HOUSE  
WOODBURY NJ 08096  
NJ00900 GLOUCESTER COUNTY

COUNTY MED EXAMINERS OFC  
MEDICAL EXAMINER  
COURT HOUSE  
WOODBURY NJ 08096  
NJ008013M GLOUCESTER COUNTY

INSTITUTIONAL POLICE  
CHIEF OF POLICE  
COURTHOUSE  
JERSEY CITY NJ 07306  
NJ00989 HUDSON COUNTY

HUDSON CO PARK POLICE  
PARKS RECREATION  
CHIEF OF POLICE  
555 OUNGAN AVE  
JERSEY CITY NJ 07306  
NJ0099132 HUDSON COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

OFC OF SHERIFF  
SHERIFF  
COUNTHOUSE  
595 NEWARK AVE  
JERSEY CITY NJ 07306  
NJ00900 HUDSON COUNTY

COUNTY POLICE DEPT  
CHIEF OF POLICE  
555 DUNCAN AVE  
JERSEY CITY NJ 07306  
NJ00913 HUDSON COUNTY

OFC OF MEDICAL EXAMINER  
CHP MED EXAMINER  
100 CLIFTON PL  
JERSEY CITY NJ 07306  
NJ009013H HUDSON COUNTY

COUNTY SHERIFFS OFC  
SHERIFF  
COURT HOUSE  
FLEMINGTON NJ 08822  
NJ01000 HUNTERDON COUNTY

COUNTY MED EXAMINERS OFC  
MEDICAL EXAMINER  
COURT HOUSE  
FLEMINGTON NJ 08822  
NJ010013H HUNTERDON COUNTY

MERCER CO SHERIFFS DEPT  
SHERIFF  
PO BOX 1777  
TRENTON NJ 08600  
NJ01100 MERCER COUNTY

COUNTY MED EXAMINERS OFC  
MEDICAL EXAMINER  
125 CENTER ST  
TRENTON NJ 08611  
NJ011013H MERCER COUNTY

MIDDLESEX CO PARK POLICE  
PARK POLICE DEPT  
CHIEF OF POLICE  
JDA 441  
NEW BRUNSWICK NJ 07130  
NJ01291 MIDDLESEX COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

PROSECUTOR S OFC  
DETECTIVE BUREAU  
CHIEF OF DETECTIVES  
BOX 286  
NEW BRUNSWICK NJ 07130  
NJ01289 MIDDLESEX COUNTY

MIDDLESEX CO SHERIFF  
OFFICE OF SHERIFF  
SHERIFF  
JOHN F KENNEDY SQ  
NEW BRUNSWICK NJ 07101  
NJ01200 MIDDLESEX COUNTY

OFC MEDICAL EXAMINER  
CHIEF MED EXAMINER  
189 MARKET  
PERTH AMBOY NJ 08861  
NJ012013M MIDDLESEX COUNTY

COUNTY DETECTIVES OFC  
CHIEF  
COURTHOUSE  
FREEHOLD NJ 07728  
NJ01389 MONMOUTH COUNTY

COUNTY SHERIFFS DEPT  
SHERIFF  
FREEHOLD NJ 07728  
NJ01300 MONMOUTH COUNTY

MEDICAL EXAMINER S OFC  
MEDICAL EXAMINER  
COUNT HOUSE  
FREEHOLD NJ 07728  
NJ013013M MONMOUTH COUNTY

MORRIS CO PARK COMEN  
DIRECTOR  
COURTHOUSE  
MORRISTOWN NJ 07960  
NJ01491 MORRIS COUNTY

MORRIS CO SHERIFFS OFC  
SHERIFF  
CO COURTHOUSE  
MORRISTOWN NJ 07960  
NJ01400 MORRIS COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
COUNTY MED EXAM S OFC MEDICAL EXAMINER COURTHOUSE MORRISTOWN NJ 07940 NJ014013H MORRIS COUNTY																	
OCEAN CO PARK POLICE CHIEF COURT HOUSE TOMS RIVER NJ 08753 NJ01591 OCEAN COUNTY																	
OCEAN CO SHERIFF S OFC SHERIFF COURT HOUSE TOMS RIVER NJ 08753 NJ01500 OCEAN COUNTY																	
OCEAN CO MED EXAMS OFC MEDICAL EXAMINER COURT HOUSE TOMS RIVER NJ 08753 NJ015013H OCEAN COUNTY																	
PASSAIC CO PARK POL DEPT CHIEF COURT HOUSE PATENSON NJ 07505 NJ01691 PASSAIC COUNTY																	
PASSAIC CO SHERIFF S OFC SHERIFF COURT HOUSE PATENSON NJ 07505 NJ01600 PASSAIC COUNTY																	
CO MEDICAL EXAMINER OFC CHIEF MED EXAMINER CO ADMIN BLDG PATENSON NJ 07503 NJ016013H PASSAIC COUNTY																	
SALEM CO DETETIVES OFC CHIEF COURT HOUSE SALEM NJ 08079 NJ01789 SALEM COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

COUNTY SHERIFFS DEPT  
SHERIFF  
SALEM NJ 08079  
NJ01700 SALEM COUNTY

SALEM CO MED EXAMS OFC  
MEDICAL EXAMINER  
COUNT HOUSE  
SALEM NJ 08079  
NJ017013H SALEM COUNTY

COUNTY PARK POLICE  
PARK POL CHIEF  
P O BOX 837  
SOMERVILLE NJ 08876  
NJ01R22 SOMERSET COUNTY

COUNTY SHERIFFS OFC  
SHERIFF  
CO COURTHOUSE  
SOMERVILLE NJ 08876  
NJ01800 SOMERSET COUNTY

COUNTY MED EXAMINERS OFC  
MEDICAL EXAMINER  
48 FINGERHE AVI  
FINGERHE NJ 08676  
NJ01R613H SOMERSET COUNTY

SUSSEX CO SHERIFF S OFF  
SHERIFF  
COUNT HOUSE  
RENTON NJ 07860  
NJ01900 SUSSEX COUNTY

COUNTY MED EXAM S OFC  
MEDICAL EXAMINER  
COUNT HOUSE  
RENTON NJ 07860  
NJ019013H SUSSEX COUNTY

PARK COMMISSION  
CHP OF PARK POLICE  
CANTON ST  
ELIZABETH NJ 07201  
NJ02091 UNION COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13	
COUNTY DETECTIVE BUREAU CHF OF DETECTIVES COURTHOUSE ELIZABETH NJ 07201 NJ02089 UNION COUNTY																		
OFC OF SHERIFF SHERIFF COURTHOUSE ELIZABETH NJ 07201 NJ02000 UNION COUNTY																		
OFC MEDICAL EXAMINER CHF MED EXAMINER COURTHOUSE ELIZABETH NJ 07201 NJ020013M UNION COUNTY																		
COUNTY SHERIFF S DEPT SHERIFF COURT HOUSE BELVIDERE NJ 07823 NJ02100 WARREN COUNTY																		
CO MED EXAMINER S OFF CHIEF MED EXAMINER 234 GREENWICH ST BELVIDERE NJ 07823 NJ021013M WARREN COUNTY																		

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
-----------------------	------------------------------	--------------------------	------------------	---	---	---	---	---	---	---	---	---	----	----	----	----

MUNICIPAL LEVEL  
ABSECON POLICE DEPT  
CHIEF OF POLICE  
CITY HALL  
ABSECON NJ 08201  
NJ00101 ATLANTIC COUNTY

ALLENDALE POLICE DEPT  
CHIEF  
290 FRANKLIN TPKE  
ALLENDALE NJ 07401  
NJ00201 BERGEN COUNTY

ALLENHURST BORO POL DEPT  
CHIEF OF POLICE  
ALLENHURST NJ 07711  
NJ01301 MONMOUTH COUNTY

ALLENTOWN POLICE DEPT  
CHIEF OF POLICE  
SOUTH MAIN STREET  
ALLENTOWN NJ 08501  
NJ01302 MONMOUTH COUNTY

ALPHA POLICE DEPT  
CHIEF OF POLICE  
ALPHA NJ 08265  
NJ02102 WARREN COUNTY

ALPINE BOROUGH POL DEPT  
CHIEF OF POLICE  
ALPINE NJ 07620  
NJ00202 BERGEN COUNTY

ANDOVER BORO POLICE DEPT  
CHIEF OF POLICE  
ANDOVER NJ 07821  
NJ01901 SUSSEX COUNTY

POLICE DEPT  
CHIEF OF POLICE  
710 HANGS AVE  
ASBURY PARK NJ 07712  
NJ01303 MONMOUTH COUNTY



Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
DETECTIVE BUREAU CHIEF CITY HALL ATLANTIC CITY NJ 08401 NJ00190 ATLANTIC COUNTY																	
ATLANTIC CITY POL DEPT CHIEF OF POLICE TENN AVE BACHARACH BLVD ATLANTIC CITY NJ 08401 NJ00102 ATLANTIC COUNTY																	
POLICE DEPARTMENT CHIEF MUNICIPAL BLDG ATLANTIC HIGHLANDS NJ 07716 NJ01305 MONKOUTH COUNTY																	
BOROUGH POLICE DEPT CHIEF OF POLICE AUDUBON NJ 08106 NJ00401 CAMDEN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE AUDUBON PARK NJ 08106 NJ00402 CAMDEN COUNTY																	
AVALON POLICE DEPT CHIEF OF POLICE AVALON NJ 08202 NJ00501 CAPE MAY COUNTY																	
POLICE DEPARTMENT CHIEF 301 MAIN ST AVON BY THE SEA NJ 07717 NJ01306 MONKOUTH COUNTY																	
BARNEGAT LIGHT POL DEPT POLICE DEPT CHIEF OF POLICE BARNEGAT LIGHT NJ 08006 NJ01501 OCEAN COUNTY																	

CHRI = Criminal History Record Information

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE														
					1	2	3	4	5	6	7	8	9	10	11	12	13		
POND POLICE DEPT POLICE CHIEF MUNICIPAL BUILDING BARRINGTON NJ 08007 NJ00403 CAMDEN COUNTY																			
PAY MEAD BORO POL DEPT CHIEF OF POLICE PT PLEASANT BEACH NJ 08742 NJ01509 OCEAN COUNTY																			
CITY POLICE DEPT SAFETY DIRECTOR 592 AVE C BAYONNE NJ 07002 NJ00501 HUDSON COUNTY																			
POLICE DEPARTMENT CHIEF OF POLICE BAY ENGLISIDE AVE BEACH HAVEN NJ 08008 NJ01503 OCEAN COUNTY																			
BEACHWOOD POLICE DEPT POLICE CHIEF POLICE HEADQUARTERS BEACHWOOD NJ 08722 NJ01504 OCEAN COUNTY																			
BELLEVILLE POLICE DEPT CHIEF OF POLICE BELLEVILLE NJ 07109 NJ00701 ESSEX COUNTY																			
BELLMAH POLICE DEPT CHIEF OF POLICE 22 BROAD AVE BELLMAH NJ 08030 NJ00404 CAMDEN COUNTY																			
POLICE DEPARTMENT DIRECTOR P O BOX A BELMAH NJ 07719 NJ01307 HUNNGUTH COUNTY																			
PELLVIDERE POLICE DEPT CHIEF OF POLICE PELLVIDERE NJ 07823 NJ02103 WARREN COUNTY																			

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
RORO POLICE DEPT CHIEF OF POLICE 193 N WASHINGTON A BERGENFIELD NJ 07621 NJ00203 BERGEN COUNTY																	
POLICE DEPARTMENT CHIEF MUNICIPAL BUILDING BENLIE NJ 08009 NJ00405 CAMDEN COUNTY																	
POLICE DEPT CHIEF OF POLICE 166 MINERBROOK RD BERNARDVILLE NJ 07924 NJ01803 SCHERSET COUNTY																	
BEVERLY CITY POLICE DEPT CHIEF OF POLICE BEVERLY NJ 08010 NJ00302 HUNTLINGTON COUNTY																	
BLOOMFIELD POLICE DEPT CHIEF OF POLICE LAW ENFORCEMENT BL BLOOMFIELD NJ 07003 NJ00702 ESSEX COUNTY																	
BLOOMINGDALE POLICE DEPT CHIEF OF POLICE HAMBURG TPKE BLOOMINGDALE NJ 07403 NJ01602 PASSAIC COUNTY																	
BLOOMSBURY BORO POL DEPT POLICE DEPT CHIEF OF POLICE BLOOMSBURY NJ 08804 NJ01003 HUNTERDON COUNTY																	
BOGOTA POLICE DEPT CHIEF 375 LARCH AVE BOGOTA NJ 07603 NJ00204 BERGEN COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
BOONTON POLICE DEPT CHIEF 100 WASHINGTON ST BOONTON NJ 07005 NJ01401 MORRIS COUNTY																	
BORDENTOWN POLICE DEPT CHIEF CITY HALL BORDENTOWN NJ 08505 NJ00303 BURLINGTON COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE BOUGHN HALL BOUND BROOK NJ 08805 NJ01606 SOMERSET COUNTY																	
POLICE DEPARTMENT CHIEF 701 MAIN STREET BRADLEY BEACH NJ 07720 NJ01308 MONMOUTH COUNTY																	
BRANCHVILLE BORO POL DEP POLICE DEPT CHIEF OF POLICE NJ 07826 NJ01903 SUSSEX COUNTY																	
POLICE DEPARTMENT COMMISSIONER 166 EAST COMMERCE BRIDGETON NJ 08302 NJ00401 CUMBERLAND COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 601 UNION LANE RIELLE NJ 08730 NJ01309 MONMOUTH COUNTY																	
BRIGANTINE POLICE DEPT CHIEF OF POLICE 1417 W BRIGANTINE BRIGANTINE NJ 08203 NJ00103 ATLANTIC COUNTY																	

**APPLICABILITY CRITERIA (Yes or No)**

**APPLICABILITY CODE**

**Agency/  
Department**

**LEAA  
Funds  
CHRI**

**Collect,  
Maintain  
CHRI**

**Dissem-  
inate  
CHRI**

**Receives  
CHRI**

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**13**

BROOKLAWN POLICE DEPT  
ADMINISTRATOR  
8000 HALL  
BROOKLAWN NJ 08030  
NJ00407 CAMDEN COUNTY

BUENA BORO POLICE DEPT  
CHIEF OF POLICE  
P O BOX 505  
MINOTULA NJ 08341  
NJ00104 ATLANTIC COUNTY

CITY POLICE DEPT  
CHIEF OF POLICE  
CITY HALL  
432 HIGH ST  
BURLINGTON NJ 08016  
NJ00305 BURLINGTON COUNTY

BUTLER BORO POLICE DEPT  
CHIEF OF POLICE  
RUTLER NJ 07405  
NJ01403 MORRIS COUNTY

CALDWELL POLICE DEPT  
CHIEF OF POLICE  
P O BOX 101  
CALDWELL NJ 07006  
NJ00703 ESSEX COUNTY

CALIFON BORO POL DEPT  
CHIEF OF POLICE  
CALIFON NJ 07830  
NJ01004 MONTGOMERY COUNTY

CAMDEN POLICE DEPT  
CHIEF OF POLICE  
CITY HALL  
CAMDEN NJ 08100  
NJ00408 CAMDEN COUNTY

CAPE MAY POLICE DEPT  
CHIEF OF POLICE  
CITY HALL  
CAPE MAY NJ 08204  
NJ00502 CAPE MAY COUNTY

CAPE MAY POINT POL DEPT  
CHIEF OF POLICE  
CAPE MAY POINT NJ 08212  
NJ00503 CAPE MAY COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
POLICE DEPARTMENT CHIEF 500 MADISON ST CARLSTADT NJ 07072 NJ00205 BERGEN COUNTY																	
CARTERET POLICE DEPT CHIEF OF POLICE CARTERET NJ 07008 NJ01201 MIDDLESEX COUNTY																	
CHATHAM BORO POL DEPT CHIEF OF POLICE 18 FAIRMOUNT AVENUE CHATHAM NJ 07928 NJ01404 MORRIS COUNTY																	
CHESTERHURST BORO POL DEPT POLICE DEPT CHIEF OF POLICE WATERFORD WORKS NJ 08089 NJ00409 CAMDEN COUNTY																	
POLICE DEPARTMENT CHIEF MUNICIPAL BUILDING MAIN ST CHESTER NJ 07930 NJ0140A MORRIS COUNTY																	
CLAYTON POLICE DEPT CHIEF OF POLICE NORTH DELSEA DR CLAYTON NJ 08312 NJ00801 GLOUCESTER COUNTY																	
CLEMENTON POLICE DEPT CHIEF OF POLICE CLEMENTON NJ 08021 NJ00910 CAMDEN COUNTY																	
POLICE DEPARTMENT CHIEF 351 PALISADE AVE CLIFFSIDE PK NJ 07010 NJ00206 BERGEN COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
CLIFTON POLICE DEPT CHIEF OF POLICE POLICE HEADQUARTER CLIFTON NJ 07015 NJ01602 PASSAIC COUNTY																	
CLINTON TOWN POLICE DEPT CHIEF OF POLICE CLINTON NJ 07108 NJ01005 HUNTERDON COUNTY																	
POLICE DEPARTMENT CHIEF MUNICIPAL BLDG CLOSTER NJ 07624 NJ00207 BERGEN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE COOLINGSWOOD NJ 08108 NJ00411 CAMDEN COUNTY																	
CORBIN CITY POLICE DEPT CHIEF OF POLICE CORBIN CITY NJ 08319 NJ00106 ATLANTIC COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 67 UNION AVENUE CRESSKILL NJ 07626 NJ00208 BERGEN COUNTY																	
DEAL POLICE DEPT CHIEF OF POLICE NORWOOD AVE DEAL NJ 07723 NJ01310 MONMOUTH COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 118 SERPENTINE RD DEMAREST NJ 07627 NJ00209 BERGEN COUNTY																	
DOVER TOWN POLICE DEPT CHIEF OF POLICE DOVER NJ 07801 NJ01409 MORRIS COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
POLICE DEPARTMENT CHIEF OF POLICE 50 WASHINGTON AVEN DUMONT NJ 07628 NJ00210 BERGEN COUNTY																	
POLICE DEPARTMENT POLICE CHIEF MUNICIPAL BLDG DUNELLEN NJ 08612 NJ01203 MIDDLESEX COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE EAST NEWARK NJ 00000 NJ00902 HUDSON COUNTY																	
EAST ORANGE POLICE DEPT CHIEF OF POLICE 61 NORTH MUNN AVE EAST ORANGE NJ 07019 NJ00706 ESSEX COUNTY																	
<b>Elmwood Park Poro</b> (EAST PATERSON POLICE formerly) CHIEF MARKET ST E PATERSON NJ 07407 NJ00211 BERGEN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE EAST RUTHERFORD NJ 07073 NJ00212 BERGEN COUNTY																	
EATONTOWN POLICE DEPT CHIEF OF POLICE 47 BROAD ST EATONTOWN NJ 07724 NJ01311 HONMOUTH COUNTY																	



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE												
	Funds CHRI	Maintain CHRI	inate CHRI	CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
POLICE DEPARTMENT CHIEF VIA RIVER ROAD EDGEWATER NJ 07020 NJ00213 HENGEN COUNTY																	
POLICE DEPT POLICE CHIEF 337 PHILA AVE EGG HARBOR NJ 08219 NJ00107 ATLANTIC COUNTY																	
ELIZABETH POLICE DEPT DIRECTOR OF POLICE 33 HOWELL ST ELIZABETH NJ 07201 NJ02004 UNION COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE ELMER NJ 08318 NJ01702 SALEM COUNTY																	
POLICE DEPT POLICE CHIEF LIMWOOD AVE EMERSON NJ 07630 NJ00214 BERGEN COUNTY																	
CITY POLICE DEPT CHIEF 210 N VAN BRUNT S ENGLEWOOD NJ 07631 NJ00215 HENGEN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE ENGLEWOOD CLIFFS NJ 07632 NJ00216 BERGEN COUNTY																	
ENGLISHTON BCRO POL DEPT CHIEF OF POLICE ENGLISHTON NJ 07726 NJ01312 MONMOUTH COUNTY																	
ESSEX FIELDS POLICE DEPT CHIEF OF POLICE ESSEX FIELDS NJ 07021 NJ00707 ESSEX COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
ESTELL MANOR POLICE DEPT CHIEF OF POLICE ESTELL MANOR NJ 08319 NJ00109 ATLANTIC COUNTY																	
FAIR HAVEN POLICE DEPT CHIEF 746 RIVER ROAD FAIR HAVEN NJ 07701 NJ01313 MONMOUTH COUNTY																	
FAIR LAWN POLICE DEPT CHIEF OF POLICE 801 FAIR LAWN AVE FAIR LAWN NJ 07410 NJ00217 BERGEN COUNTY																	
POLICE DEPT CHIEF 230 FAIRFIELD ROAD FAIRFIELD NJ 07006 NJ00706 ESSEX COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE MUNICIPAL BUILDING 54 ANDERSON AVENUE FAIRVIEW NJ 07022 NJ00218 BERGEN COUNTY																	
FANWOOD POLICE DEPT CHIEF OF POLICE FANWOOD NJ 07023 NJ02005 UNION COUNTY																	
FAR HILLS BORO POL DEPT CHIEF OF POLICE FAR HILLS NJ 07931 NJ01807 SOMERSET COUNTY																	
FARMINGDALE BORO POL DEP POLICE DEPT CHIEF OF POLICE FARMINGDALE NJ 07727 NJ01314 MONMOUTH COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
FIELDS POLICE DEPT CHIEF OF POLICE FIELDSGORD NJ 08517 NJ00316 BURLINGTON COUNTY																	
FLEMINGTON POLICE DEPT CHIEF OF POLICE FLEMINGTON NJ 08822 NJ01009 HUNTERDON COUNTY																	
FLOHAM PARK POLICE DEPT CHIEF OF POLICE 203 RIDGEDALE AVEN FLOHAM PARK NJ 07932 NJ01411 MORRIS COUNTY																	
FOLSON BOROUGH POL DEPT CHIEF OF POLICE FOLSON NJ 08037 NJ00110 ATLANTIC COUNTY																	
FCAT LEE POLICE DEPT CHIEF OF POLICE FCAT LEE NJ 07024 NJ00219 BERGEN COUNTY																	
FRANKLIN POLICE DEPT CHIEF OF POLICE FRANKLIN NJ 07416 NJ01906 SUSSEX COUNTY																	
POLICE DEPARTMENT CHIEF 490 MUNICIPAL DRIV FRANKLIN LAKES NJ 07417 NJ00220 BERGEN COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
FREEHOLD BORO POL DEPT CHIEF OF POLICE 49 WEST MAIN STREET FREEHOLD NJ 07728 NJ01315 HUNMOUTH COUNTY																	
POLICE DEPT CHIEF OF POLICE FRENCHTOWN NJ 08825 NJ01011 HUNTERDON COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 411 MIDLAND AVENUE GARFIELD NJ 07026 NJ00221 BERGEN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE POLICE HEADQUARTER GARWOOD NJ 07027 NJ02026 UNION COUNTY																	
GIBBSBORO POLICE DEPT CHIEF OF POLICE BORO HALL GIBBSBORO NJ 08026 NJ00413 CAMDEN COUNTY																	
GLASSBORO POLICE DEPT CHIEF OF POLICE GLASSBORO NJ 08028 NJ00906 GLOUCESTER COUNTY																	
<i>Reported by 1013</i> GLEN GARDNER BORO POL DEPT POLICE DEPT CHIEF OF POLICE GLEN GARDNER NJ 08026 NJ01012 HUNTERDON COUNTY																	
GLEN RIDGE POLICE DEPT CHIEF 3 PERMAN ST GLEN RIDGE NJ 07028 NJ00708 ESSEX COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
POLICE DEPT CHIEF HAMBURG NJ 07419 NJ01909 SUSSEX COUNTY																	
POLICE DEPT POLICE CHIEF TOWN HALL CENTRAL AVE 3RD ST HAWMONTON NJ 08037 NJ00113 ATLANTIC COUNTY																	
HAMPTON BORO POLICE DEPT COMMISSIONER MACKENZIE PD HAMPTON NJ 08827 NJ01013 HUNTERDON COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE HARRINGTON PARK NJ 07640 NJ00224 BERGEN COUNTY																	
HARRISON POLICE DEPT CHIEF OF POLICE HARRISON NJ 07029 NJ00904 HUDSON COUNTY																	
HARVEY CEDARS POLICE DEP POLICE DEPT CHIEF OF POLICE MARVEY CEDARS NJ 08040 NJ01509 OCEAN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE HASBROUCK HEIGHTS NJ 07604 NJ00225 BERGEN COUNTY																	
POLICE DEPARTMENT POLICE CHIEF 300 HANCOCK AVE HAWORTH NJ 07641 NJ00226 BERGEN COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

POLICE DEPT  
CHIEF OF POLICE  
445 LAFAYETTE AVF  
HAATHORNE NJ 07506  
NJ01604 PASSAIC COUNTY

HELMETTA BORO POL DEPT  
CHIEF OF POLICE  
HELMETTA NJ 08628  
NJ01206 MIDDLESEX COUNTY

MI NELLA POLICE DEPT  
CHIEF OF POLICE  
CAMDEN CO  
SOMERDALE NJ 08063  
NJ0042512 CAMDEN COUNTY

MI NELLA BOROUGH POLICE  
CHIEF OF POLICE  
3 NAVAJO ROAD  
SOMERDALE NJ 08063  
NJ00419 CAMDEN COUNTY

HIGH BRIDGE POLICE DEPT  
CHIEF OF POLICE  
BOND HALL MAIN ST  
HIGH BRIDGE NJ 08829  
NJ01014 MONTEROON COUNTY

HIGHLAND PK POLICE DEPT  
CHIEF OF POLICE  
222 50 5TH AVE  
HIGHLAND PK NJ 08904  
NJ01207 MIDDLESEX COUNTY

HIGHLANDS POLICE DEPT  
CHIEF OF POLICE  
HIGHLANDS NJ 07732  
NJ01317 NORMOUTH COUNTY

POLICE DEPT  
CHIEF  
148 N MAIN ST  
HIGHTSTOWN NJ 08520  
NJ01104 MERCER COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE													
	Funds CHRI	Maintain CHRI	inate CHRI		CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
MILLSDALE POLICE DEPT POLICE CHIEF 21 CENTRAL AVE MILLSDALE NJ 07642 NJ00227 BERGEN COUNTY																		
ROCKEN CITY POLICE DEPT CHIEF OF POLICE POL HEADQUARTERS ROCKEN NJ 07030 NJ00905 HUDSON COUNTY																		
HO HO KUS POLICE DEPT COMMISSIONER E FRANKLIN TURNPIK HO HO KUS NJ 07423 NJ00224 BERGEN COUNTY																		
POLICE DEPARTMENT CHIEF MOPATCONG NJ 07843 NJ01912 SUSSEX COUNTY																		
ROPEWELL BORO POL DEPT CHIEF OF POLICE 4 COLUMBIA AVE ROPEWELL NJ 08525 NJ01105 MERCER COUNTY																		
INTERLAKEN POLICE DEPT POLICE CHIEF 500 DEAL LAKE DRIV ASHURYPARK NJ 07712 NJ01320 MONMOUTH COUNTY																		
IRVINGTON POLICE DEPT DIRECTOR CIVIC SQ MUNICIPAL BLDG IRVINGTON NJ 07111 NJ00709 ESSEX COUNTY																		
POLICE DEPARTMENT CHIEF OF POLICE ISLAND HEIGHTS NJ 08732 NJ01510 OCEAN COUNTY																		
JAMESBURG BORO POL DEPT CHIEF OF POLICE 31 EAST RAILROAD A JAMESBURG NJ 08031 NJ01208 MIDDLESEX COUNTY																		

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE														
					1	2	3	4	5	6	7	8	9	10	11	12	13		
POLICE DEPT DIRECTOR 280 GROVE ST ROOM #2 JERSEY CITY NJ 07302 NJ00906 HUDSON COUNTY																			
POLICE DEPT CHIEF MUNICIPAL BLDG CHURCH ST KEANSBURG NJ 07734 NJ01321 MONMOUTH COUNTY																			
KEARNY POLICE DEPT CHIEF OF POLICE 404 KEARNY AVE KEARNY NJ 07032 NJ00907 HUDSON COUNTY																			
POLICE DEPT CHIEF 507 BOULEVARD KENILWORTH NJ 07033 NJ02008 UNION COUNTY																			
KEYPORT POLICE DEPT CHIEF OF POLICE KEY PORT NJ 07735 NJ01322 MONMOUTH COUNTY																			
POLICE DEPT CHIEF OF POLICE KINNELON RD KINNELON NJ 07405 NJ01415 MORRIS COUNTY																			
LAKEHURST POLICE DEPT CHIEF OF POLICE 5 UNION AVE LAKEHURST NJ 08733 NJ01515 OCEAN COUNTY																			



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

LAMBERTVILLE POLICE DEPT  
CHIEF OF POLICE  
18 YORK ST  
LAMBERTVILLE NJ 08530  
NJ01017 HUNTERDON COUNTY

POLICE DEPT  
POLICE CHIEF  
723 N ATLANTIC AVE  
LAUREL SPRINGS NJ 08021  
NJ00920 CAMDEN COUNTY

LAVALLETTA BORO POL DEPT  
CHIEF OF POLICE  
LAVALLETTA NJ 08735  
NJ01515 OCEAN COUNTY

LAKESIDE POLICE DEPT  
CHIEF OF POLICE  
LAKESIDE NJ 08045  
NJ00421 CAMDEN COUNTY

LEBANON BOROUGH POL DEPT  
CHIEF OF POLICE  
LEBANON NJ 08833  
NJ01018 HUNTERDON COUNTY

LEGNIA POLICE DEPT  
CHIEF OF POLICE  
LEGNIA NJ 07605  
NJ00229 BERGEN COUNTY

POLICE DEPARTMENT  
CHIEF  
34 CHAPEL HILL RD  
LINCOLN PK NJ 07035  
NJ01416 MORRIS COUNTY

LINDEN POLICE DEPT  
CHIEF OF POLICE  
POLICE HEADQUARTER  
LINDEN NJ 07036  
NJ02009 UNION COUNTY

LINDENHOLD POLICE DEPT  
CHIEF OF POLICE  
LINDENHOLD NJ 08021  
NJ00422 CAMDEN COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
LIMWOOD POLICE DEPT CHIEF OF POLICE 400 PUPPILAR AVE LIMWOOD NJ 08221 NJ00114 ATLANTIC COUNTY																	
POLICE DEPT CHIEF 453 PROSPECT AVE LITTLE SILVER NJ 07739 NJ01323 MONMOUTH COUNTY																	
LITTLE FERRY BORO POLICE CHIEF OF POLICE MAPSHALL AVE LITTLE FERRY NJ 07643 NJ00230 BERGEN COUNTY																	
LOCK ARBOUR VIL POL DEPT CHIEF OF POLICE MONMOUTH CO ALLENHURST NJ 07711 NJ01324 MONMOUTH COUNTY																	
LODI POLICE DEPT CHIEF OF POLICE 47 MAIN ST LODI NJ 07644 NJ00231 BERGEN COUNTY																	
LONG BRANCH POLICE DEPT CHIEF OF POLICE 344 BROADWAY LONG BRANCH NJ 07740 NJ01325 MONMOUTH COUNTY																	
LONGPORT POLICE DEPT CHIEF 2305 ATLANTIC AVE LONGPORT NJ 07040 NJ00215 ATLANTIC COUNTY																	
MADISON BORO POLICE DEPT POLICE DEPARTMENT POLICE CHIEF KINGS ROAD MADISON NJ 07940 NJ01417 MORRIS COUNTY																	
MAGNOLIA POLICE DEPT CHIEF OF POLICE MAGNOLIA NJ 08049 NJ00423 CAMDEN COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate- CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
MANASQUAN POLICE DEPT POLICE CHIEF ECROUGH HALL MANASQUAN NJ 08736 NJ01327 MONMOUTH COUNTY																	
MANTOLOKING BORO POL DEP POLICE DEPT CHIEF OF POLICE MANTOLOKING NJ 08738 NJ01519 OCEAN COUNTY																	
MANVILLE BORO POL DEPT CHIEF OF POLICE MANVILLE NJ 08835 NJ01811 SOMERSET COUNTY																	
MARGATE CITY POLICE DEPT MAYOR CITY HALL MARGATE NJ 08402 NJ00116 ATLANTIC COUNTY																	
POLICE DEPT CHIEF OF POLICE 100 MAIN STREET PATANAN BOROUGH NJ 07747 NJ01329 MONMOUTH COUNTY																	
BORO POLICE DEPT CHIEF OF POLICE 459 MAYWOOD AVE MAYWOOD NJ 07607 NJ00234 BERGEN COUNTY																	
BOROUGH POLICE DEPT CHIEF OF POLICE ADMINISTRATION BLD MEDFORD LAKES NJ 08055 NJ00322 BURLINGTON COUNTY																	
POLICE DEPT CHIEF OF POLICE 2 WEST MAIN ST MENHAMP NJ 07945 NJ01418 MORRIS COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE														
					1	2	3	4	5	6	7	8	9	10	11	12	13		
POLICE DEPT CHIEF OF POLICE P O BOX 1093 MERCHANTVILLE NJ 08109 NJ00924 CAMDEN COUNTY																			
DEPT OF POLICE CHIEF MAIN ST MIDDLESEX METUCHEN NJ 08840 NJ01210 MIDDLESEX COUNTY																			
POLICE DEPARTMENT CHIEF 1200 MOUNTAIN AVE MIDDLESEX NJ 08846 NJ01211 MIDDLESEX COUNTY																			
BORO POLICE DEPT CHIEF OF POLICE 200 GOODWIN AVE MIDLAND PARK NJ 07432 NJ00235 BERGEN COUNTY																			
POLICE DEPARTMENT CHIEF OF POLICE RD 1 MILFORD NJ 08848 NJ01020 HUNTERDON COUNTY																			
HILLSTONE BORO POL DEPT CHIEF OF POLICE HILLSTONE NJ 08849 NJ01812 SOMERSET COUNTY																			
HILLTOWN POLICE DEPT CHIEF OF POLICE HILLTOWN NJ 08850 NJ01212 MIDDLESEX COUNTY																			
MILLVILLE POLICE DEPT CHIEF OF POLICE CITY MALL MILLVILLE NJ 08332 NJ00610 CUMBERLAND COUNTY																			
POLICE DEPARTMENT CHIEF OF POLICE MONMOUTH BEACH NJ 07750 NJ01333 MONMOUTH COUNTY																			

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
MONTCLAIR POLICE DEPT CHIEF OF POLICE MONTCLAIR NJ 07042 NJ00713 ESSEX COUNTY																	
NEW MILFORD POLICE DEPT CHIEF OF POLICE NEW MILFORD NJ 07646 NJ00238 BERGEN COUNTY																	
POLICE DEPT CHIEF 1243 SPRINGFIELD A NEW PROVIDENCE NJ 07914 NJ02011 UNION COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 556 TINTON AVE NEW SHREWSBURY NJ 07724 NJ01336 MONMOUTH COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 22 FRANKLIN NEBARK NJ 07102 NJNP000 ESSEX COUNTY																	
POLICE DP PUBLIC SAFETY DIRECTOR ROSEMONT AVE NEWFIELD NJ 08344 NJ00813 GLOUCESTER COUNTY																	
NEWTON POLICE DEPT POLICE CHIEF 39 TRINITY ST NEWTON NJ 07860 NJ01915 SUSSEX COUNTY																	
POLICE DEPT CHIEF 214 RIDGE RD NORTH ARLINGTON NJ 07032 NJ00239 BERGEN COUNTY																	
POLICE DEPT CHIEF OF POLICE 1000 HALL GOULD AV NORTH CALDWELL NJ 07006 NJ00715 ESSEX COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
POLICE DEPT CHIEF OF POLICE 455 MANCHESTER AVE NORTH MALEDUN NJ 07508 NJ01606 PASSAIC COUNTY																	
POLICE DEPT CHIEF OF POLICE 263 SOMERSET ST NORTH PLAINFIELD NJ 07060 NJ01614 SOMERSET COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE NORTH WILDWOOD NJ 08260 NJ00507 CAPE MAY COUNTY																	
POLICE DEPT CHIEF OF POLICE 1600 SHORE ROAD NORTHFIELD NJ 08225 NJ00118 ATLANTIC COUNTY																	
MONTVALE POLICE DEPT CHIEF OF POLICE HOBROUGH HALL MONTVALE NJ 07645 NJ00236 BERGEN COUNTY																	
MONMOUTH POLICE DEPT CHIEF OF POLICE MONMOUTH NJ 07074 NJ00237 BERGEN COUNTY																	
POLICE DEPT CHIEF 531 SPEEDWELL AVEN MORRIS PLAINS NJ 07950 NJ01423 MORRIS COUNTY																	
MORRISTOWN POLICE DEPT CHIEF OF POLICE MORRISTOWN NJ 07960 NJ01424 MORRIS COUNTY																	

CHRI = Criminal History Record Information

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Disseminate CHRI	Receives CHRI	APPLICABILITY CODE													
					1	2	3	4	5	6	7	8	9	10	11	12	13	
POLICE DEPT CHIEF OF POLICE 1215 HUCKHORSE PK MT EPHRAIM NJ 08059 NJ00425 CAMDEN COUNTY																		
POLICE DEPT CHIEF OF POLICE HOPARD BLVD MT ARLINGTON NJ 07856 NJ01426 MORRIS COUNTY																		
POLICE DEPARTMENT CHIEF OF POLICE 50 MIDDALE ROAD MOUNTAIN LAKES NJ 07046 NJ01425 MORRIS COUNTY																		
POLICE DEPARTMENT CHIEF OF POLICE 8900 HALL MOUNTAINSIDE NJ 07092 NJ02010 UNION COUNTY																		
8040 POLICE DEPT CHIEF 7 SOUTH GROVE AVE NATIONAL PARK NJ 08063 NJ00412 GLOUCESTER COUNTY																		
NEPTUNE CITY POLICE DEPT CHIEF 106 W SYLVANIA AVE NEPTUNE CITY NJ 07753 NJ01335 MONMOUTH COUNTY																		
NETCONG POLICE DEPT CHIEF OF POLICE NETCONG NJ 07857 NJ01428 MORRIS COUNTY																		
POLICE DEPARTMENT DIRECTOR 78 BAYARD STREET NEAR BRUNSWICK NJ 08903 NJ01214 MIDDLESEX COUNTY																		

CHRI = Criminal History Record Information

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
NORTHVALE POLICE DEPT CHIEF OF POLICE 430 ANDRE AVE NORTHVALE NJ 07647 NJ00240 BERGEN COUNTY																	
NORWOOD POLICE DEPT CHIEF OF POLICE NORWOOD NJ 07648 NJ00241 BERGEN COUNTY																	
POLICE DEPT CHIEF OF POLICE PUBLIC SAFETY BLDG NUTLEY NJ 07110 NJ00716 ESSEX COUNTY																	
OAKLAND POLICE DEPT CHIEF MUNICIPAL PLAZA OAKLAND NJ 07436 NJ00242 BERGEN COUNTY																	
OAKLYN POLICE DEPT CHIEF OF POLICE OAKLYN NJ 08107 NJ00426 CAMDEN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 835 CENTRAL AVE OCEAN CITY NJ 08226 NJ0050A CAPE MAY COUNTY																	
OCEAN GATE BORO POL DEPT CHIEF OF POLICE OCEAN GATE NJ 08740 NJ01521 OCEAN COUNTY																	
OCEANPORT POLICE DEPT CHIEF OF POLICE OCEANPORT NJ 07757 NJ01338 MONMOUTH COUNTY																	
OGDENSBURG POLICE DEPT CHIEF OF POLICE OGDENSBURG NJ 07439 NJ01916 SUSSEX COUNTY																	



Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
OLD TAPPAN POLICE DEPT CHIEF OF POLICE 247 OLD TAPPAN RD OLD TAPPAN NJ 07675 NJ00243 BERGEN COUNTY																	
ORADELL POLICE DEPT CHIEF OF POLICE 355 KINDERKAMACK R ORADELL NJ 07649 NJ00244 BERGEN COUNTY																	
ORANGE POLICE DEPT CHIEF OF POLICE ORANGE NJ 07000 NJ00717 ESSEX COUNTY																	
POLICE DEPT CHIEF 275 BRCAD AVE PALISADES PARK NJ 07650 NJ00245 BERGEN COUNTY																	
PALMYRA POLICE DEPT CHIEF OF POLICE 20 W BRCAD ST PALMYRA NJ 08065 NJ00328 HUNTINGTON COUNTY																	
2090 POLICE DEPT CHIEF OF POLICE 80 ROUTE 17 PARAPUS NJ 07652 NJ00246 BERGEN COUNTY																	
PARK RIDGE POLICE DEPT POLICE CHIEF MUNICIPAL BUILDING 55 PARK AVE PARK RIDGE NJ 07656 NJ00247 BERGEN COUNTY																	
PASSAIC POLICE DEPT CHIEF OF POLICE PASSAIC CITY HALL PASSAIC AVE PASSAIC NJ 07055 NJ01607 PASSAIC COUNTY																	
PATERSON POLICE DEPT CHIEF OF POLICE 111 WASHINGTON ST PATERSON NJ 07505 NJ01608 PASSAIC COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE													
					1	2	3	4	5	6	7	8	9	10	11	12	13	
POLICE DEPARTMENT CHIEF OF POLICE PAULSBORO NJ 08066 NJ00814 GLOUCESTER COUNTY																		
POLICE DEPT CHIEF OF POLICE BOROUGH HALL PROSPECT ST PEARPACK NJ 07977 NJ01815 SOMERSET COUNTY																		
BOROUGH POLICE DEPT CHIEF OF POLICE 114 MANOVER ST REMBERTON NJ 08068 NJ00329 RURLINGTON COUNTY																		
POLICE DEPT CHIEF OF POLICE N MAIN ST PENNINGTON NJ 08534 NJ01108 MERCER COUNTY																		
POLICE DEPARTMENT DIRECTOR STATE ST W MAIN ST PENNS GROVE NJ 08069 NJ01708 SALEM COUNTY																		
PENNY AMROY POLICE DEPT CHIEF 56 FAYETTE STREET PENNY AMROY NJ 08861 NJ01216 MIDDLESEX COUNTY																		
PHILLIPSBURG POLICE DEPT CHIEF OF POLICE MUNICIPAL BUILDING 367 S MAIN ST PHILLIPSBURG NJ 08865 NJ02119 WARREN COUNTY																		
PINE BEACH BOHO POL DEPT CHIEF OF POLICE PINE BEACH NJ 08741 NJ01522 OCEAN COUNTY																		
PINE HILL POLICE DEPT CHIEF OF POLICE PINE HILL NJ 08021 NJ00428 CAMDEN COUNTY																		



**CONTINUED**

**3 OF 5**

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
PINE VALLEY POLICE DEPT CHIEF OF POLICE PINE VALLEY NJ 08021 NJ00429 CAMDEN COUNTY																	
PITMAN POLICE DEPT CHIEF OF POLICE POLICE HEADQUARTER PITMAN NJ 08071 NJ00815 GLOUCESTER COUNTY																	
POLICE DIVISION CHIEF OF POLICE 200 EAST FOURTH ST PLAINFIELD NJ 07060 NJ02012 UNION COUNTY																	
POLICE DEPARTMENT CHIEF 9 N FIRST ST PLEASANTVILLE NJ 08232 NJ00119 ATLANTIC COUNTY																	
POLICE DEPT CHIEF OF POLICE 2233 BRIDGE AVE POINT PLEASANT NJ 08742 NJ01524 OCEAN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 416 NEW JERSEY AVECH POINT PLEASANT BEA NJ 08742 NJ01525 OCEAN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE PORTON LAKES NJ 07442 NJ01609 PASSAIC COUNTY																	
PORT REPUBLIC POLICE DPT CHIEF OF POLICE PORT REPUBLIC NJ 08241 NJ00120 ATLANTIC COUNTY																	
PRINCETON POLICE DEPT CHIEF OF POLICE PRINCETON NJ 08540 NJ01109 MERCER COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE PROSPECT PARK NJ 00000 NJ01610 PASSAIC COUNTY																	

CHRI = Criminal History Record Information

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- Inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
RAMMAY POLICE DEPART DIRECTOR OF POLICE 1470 CAMPBELL ST RAMMAY NJ 07065 NJ02013 UNION COUNTY																	
RAMSEY POLICE DEPT CHIEF OF POLICE 25 SOUTH ISLAND AV RAMSEY NJ 07446 NJ00248 BERGEN COUNTY																	
HARITAN BORO POL DEPT CHIEF OF POLICE 16 ANDERSON ST HARITAN NJ 08869 NJ01816 SOMERSET COUNTY																	
POLICE DEPT CHIEF 51 MUMMOUTH ST RED BANK NJ 07701 NJ01340 MUMMOUTH COUNTY																	
RIDGEFIELD POLICE DEPT CHIEF OF POLICE RIDGEFIELD NJ 07657 NJ00249 BERGEN COUNTY																	
POLICE DEPT <i>Township v</i> CHIEF OF POLICE 234 MAIN ST RIDGEFIELD PARK NJ 07660 NJ00250 BERGEN COUNTY																	
POLICE DEPT <i>Township</i> CHIEF OF POLICE 131 N MAPLE AVE RIDGEWOOD NJ 07451 NJ00251 BERGEN COUNTY																	
POLICE DEPT CHIEF BOROUGH HALL 60 MARGARET KING AVE RINGWOOD NJ 07656 NJ01611 PASSAIC COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
POLICE DEPARTMENT CHIEF E M CRANDALL MUNICIPAL BUILDING 705 KINDERKAMACK RD RIVER EDGE NJ 07661 NJ00252 BERGEN COUNTY																	
POLICE DEPT CHIEF OF POLICE 91 NEWARK PUMPTON TPKE RIVERDALE NJ 07457 NJ01433 MORRIS COUNTY																	
RIVERTON POLICE DEPT CHIEF OF POLICE 501 FIFTH ST RIVERTON NJ 08077 NJ00332 BURLINGTON COUNTY																	
ROCKAWAY POLICE DEPT CHIEF OF POLICE 21 75 UNION ST ROCKAWAY NJ 07866 NJ01438 MORRIS COUNTY																	
ROCKLEIGH BOROUGH POLICE DEPT CHIEF OF POLICE WATKINSVILLE NJ 07047 NJ00255 BERGEN COUNTY																	
RUCKY HILL BORO POL DEPT CHIEF OF POLICE RUCKY HILL NJ 08553 NJ01817 SUSSEX COUNTY																	
ROSELLE BORO POL DEPT CHIEF OF POLICE ROSELLE NJ 08555 NJ01341 HUNTERDON COUNTY																	
ROSELAND BORO POL DEPT CHIEF OF POLICE ROSELAND NJ 07068 NJ00718 ESSEX COUNTY																	
ROSELLE POLICE DEPT CHIEF OF POLICE ROSELLE NJ 07203 NJ02014 UNION COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

POLICE DEPARTMENT  
CHIEF OF POLICE  
137 CHESTNUT ST  
ROSELLE PARK NJ 07204  
NJ02015 UNION COUNTY

MUMSON POLICE DEPARTMENT  
CHIEF OF POLICE  
POLICE HEADQUARTERS  
CENTER STREET  
MUMSON NJ 07760  
NJ01342 MONMOUTH COUNTY

PUMMEGE POLICE DEPT  
CHIEF OF POLICE  
MUMMEGE NJ 08078  
NJ00430 CAMDEN COUNTY

POLICE DEPT  
CHIEF OF POLICE  
176 PARK AVE  
MUMFORD NJ 07070  
NJ00236 BERGEN COUNTY

POLICE DEPARTMENT  
CHIEF OF POLICE  
PO 170 E SADDLE RIVER  
SADDLE RIVER NJ 07458  
NJ00298 BERGEN COUNTY

SALEM CITY POLICE DEPT  
POLICE CHIEF  
98 MARKET ST  
SALEM NJ 08079  
NJ01712 SALEM COUNTY

SAYREVILLE POLICE DEPT  
CHIEF OF POLICE  
187 MAIN STREET  
SAYREVILLE NJ 08872  
NJ01219 MIDDLESEX COUNTY

SEA BRIGHT POLICE DEPT  
CAPTAIN  
1009 E OCEAN AVE  
SEA BRIGHT NJ 07760  
NJ01303 MONMOUTH COUNTY

SEA GIRT POLICE DEPT  
CHIEF OF POLICE  
SEA GIRT NJ 08750  
NJ01344 MONMOUTH COUNTY



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

SEA ISLE CITY POL DEPT  
CHIEF OF POLICE  
SEA ISLE CITY NJ 08243  
NJ00500 CAPE MAY COUNTY

SEASIDE HGHTS POL DEPT  
POLICE DEPT  
CHIEF OF POLICE  
SEASIDE HEIGHTS NJ 08751  
NJ01526 OCEAN COUNTY

POLICE DEPT  
CHIEF OF POLICE  
P O BOX 56  
SEASIDE PARK NJ 08752  
NJ01527 OCEAN COUNTY

SECAUCUS POLICE DEPT  
CHIEF OF POLICE  
SECAUCUS NJ 07094  
NJ00900 HUDSON COUNTY

SHILOH BOROUGH POL DEPT  
CHIEF OF POLICE  
SHILOH NJ 08353  
NJ00611 CUMBERLAND COUNTY

SHIP BOTTOM BORO POL DEP  
POLICE DEPT  
CHIEF OF POLICE  
BEACH HAVEN NJ 08008  
NJ01528 OCEAN COUNTY

SHREWSBURY POLICE DEPT  
CHIEF OF POLICE  
SHREWSBURY NJ 07701  
NJ01345 MONMOUTH COUNTY

BORO POLICE DEPT  
CHIEF OF POLICE  
POST RD  
SCHENKDALE RD  
SCHENKDALE NJ 08083  
NJ00431 CAMDEN COUNTY

POLICE DEPARTMENT  
CHIEF  
SHORE RD AT JERSEY AVE  
SOMERS POINT NJ 08244  
NJ00121 ATLANTIC COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE												
	Funds CHRI	Maintain CHRI	inate CHRI	CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
SOMERVILLE POLICE DEPT CHIEF OF POLICE 45 WEST END AVENUE SOMERVILLE NJ 08876 NJ01818 SOMERSET COUNTY																	
SOUTH AMROY POLICE DEPT CHIEF OF POLICE CITY HALL JOHN ST SOUTH AMROY NJ 08879 NJ01220 MIDDLESEX COUNTY																	
SO BELMAR POLICE DEPT CHIEF P O BOX 569 BELMAR NJ 07719 NJ01347 MONMOUTH COUNTY																	
S BOUND BROOK POLICE DEPT POLICE DEPT CHIEF OF POLICE 50 BOUND BROOK NJ 08880 NJ01819 SOMERSET COUNTY																	
SO ORANGE VLG POLICE CHIEF OF POLICE SOUTH ORANGE NJ 07000 NJ00719 ESSEX COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 2480 PLAINFIELD AV SOUTH PLAINFIELD NJ 07080 NJ01222 MIDDLESEX COUNTY																	
SOUTH RIVER POLICE DEPT CHIEF OF POLICE BROUGHAM HALL MAIN SOUTH RIVER NJ 08882 NJ01223 MIDDLESEX COUNTY																	
S TOMS RIVER BORO POL DP POLICE DEPT 50 TOMS RIVER NJ 08753 NJ01529 OCEAN COUNTY																	
POLICE DEPT CHIEF OF POLICE MUNICIPAL BLDG SPUTSWOOD NJ 08884 NJ01224 MIDDLESEX COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
SPRING LAKE POLICE DEPT CHIEF OF POLICE 311 WASHINGTON AVE SPRING LAKE NJ 07762 NJ01348 MUMFORD COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 616 MERCER AVE SPRINGLAKE HTS NJ 07762 NJ01349 MUMFORD COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 77 MAIN ST STANHOPE NJ 07874 NJ01910 SUSSEX COUNTY																	
STOCKTON HORO POL DEPT CHIEF OF POLICE STOCKTON NJ 08556 NJ01023 HUNTERDON COUNTY																	
STONE HARBOR POL DEPT CHIEF OF POLICE STONE HARBOR NJ 08247 NJ00510 CAPE MAY COUNTY																	
STRATFORD POLICE DEPT CHIEF OF POLICE UNION AVE STRATFORD NJ 08084 NJ00432 CAMDEN COUNTY																	
SUMMIT POLICE DEPT CHIEF CITY HALL SUMMIT NJ 07901 NJ02018 UNION COUNTY																	
SUMMIT CITY HORO POL DEPT CHIEF OF POLICE BEACH HAVEN NJ 08008 NJ01531 OCEAN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE ROBINSON MALL SUSSEX NJ 07461 NJ01921 SUSSEX COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
SAEDSBORO POLICE DEPT CHIEF OF POLICE BOPOUGH HALL SAEDSBORO NJ 08085 NJ00217 GLOUCESTER COUNTY																	
TAVISTOCK BOROUGH POLICE DEPT CHIEF OF POLICE TAVISTOCK NJ 08007 NJ00433 CAMDEN COUNTY																	
POLICE DEPT CHIEF OF POLICE 401 TENAFLY RD TENAFLY NJ 07670 NJ00261 BERGEN COUNTY																	
TETERBORO BORO POLICE DP CHIEF OF POLICE HACKENSACK NJ 07608 NJ00262 BERGEN COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE BOROUGH HALL TOTOWA NJ 07512 NJ01612 PASSAIC COUNTY																	
TRENTON POLICE DEPT CHIEF OF POLICE CITY HALL TRENTON NJ 08608 NJ01111 MERCER COUNTY																	
TUCKERTON BORO POL DEPT CHIEF OF POLICE TUCKERTON NJ 08087 NJ01532 OCEAN COUNTY																	
UNION POLICE DEPT CHIEF OF POLICE 3715 PLSD AVE UNION NJ 07087 NJ00910 HUDSON COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

UNION BEACH POL DEPT  
CHIEF OF POLICE  
MUNICIPAL BUILDING  
FLORENCE AVENUE  
UNION BEACH NJ 07735  
NJ01350 HONMOUTH COUNTY

POLICE DEPT  
CHIEF  
370 W SADDLE RIV RR  
UPPEN SADDLER RIVE NJ 07456  
NJ00263 BERGEN COUNTY

VENTNOR CITY POLICE DEPT  
CHIEF OF POLICE  
4201 ATLANTIC AVE  
VENTNOR CITY NJ 08406  
NJ00122 ATLANTIC COUNTY

VERONA POLICE DEPT  
CHIEF OF POLICE  
VERONA NJ 07044  
NJ00720 ESSEX COUNTY

VICTORY GARDENS POL DEPT  
POLICE DEPT  
CHIEF OF POLICE  
337 S SALEM ST  
VICTORY GARDENS NJ 07801  
NJ01437 MORRIS COUNTY

VINELAND POLICE DEPT  
PUBLIC SAFETY DIR  
111 NO 6TH ST  
VINELAND NJ 08360  
NJ00614 CUMBERLAND COUNTY

WALDICK POLICE DEPT  
CHIEF OF POLICE  
MUNICIPAL BLDG  
WALDICK NJ 07463  
NJ00264 BERGEN COUNTY

WOND POLICE DEPT  
CHIEF OF POLICE  
MUNICIPAL BLDG  
MAPLE AND UNION BLVD  
WALLINGTON NJ 07055  
NJ00265 BERGEN COUNTY

WANACUE POLICE DEPT  
CHIEF  
28 PARK AVENUE  
WASKELL NJ 07465  
NJ01613 PASSAIC COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

WATCHUNG POLICE DEPT  
CHIEF #RIGHT  
POLICE HQOS BLDG  
WATCHUNG NJ 07060  
NJ01821 SOMERSET COUNTY

POLICE DEPARTMENT  
CHIEF OF POLICE  
1 W CHERRY ST  
BENONAH NJ 08090  
NJ00819 GLOUCESTER COUNTY

# CALDWELL POLICE DEPT  
CHIEF OF POLICE  
21 CLINTON ROAD  
WEST CALDWELL NJ 07006  
NJ00721 ESSEX COUNTY

POLICE DEPARTMENT  
CHIEF OF POLICE  
WEST CAPE MAY NJ 08204  
NJ00512 CAPE MAY COUNTY

POLICE DEPARTMENT  
CHIEF OF POLICE  
95 POPLAR AVE  
WEST LONG BRANCH NJ 07764  
NJ01353 MUMMOUTH COUNTY

POLICE DEPT  
CHIEF OF POLICE  
426 80TH STREET  
WEST NEW YORK NJ 07093  
NJ00912 HUDSON COUNTY

W ORANGE POLICE DEPT  
CHIEF OF POLICE  
86 MAIN ST  
WEST ORANGE NJ 07052  
NJ00722 ESSEX COUNTY

W PATERSON POLICE DEPT  
CHIEF  
853 MCBRIDE AVE  
WEST PATERSON NJ 07824  
NJ01416 PASSAIC COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

WEST WILDWOOD POL DEPT  
CHIEF OF POLICE  
CAPE MAY CO  
WILDWOOD NJ 08260  
NJ00513 CAPE MAY COUNTY

WESTFIELD POLICE DEPT  
CHIEF  
425 EAST BROAD  
WESTFIELD NJ 07090  
NJ02020 UNION COUNTY

WESTVILLE POLICE DEPT  
CHIEF OF POLICE  
WESTVILLE NJ 08093  
NJ00821 GLOUCESTER COUNTY

90ND POLICE DEPT  
POLICE CHIEF  
93 CENTER AVENUE  
WESTWOOD NJ 07675  
NJ00267 BERGEN COUNTY

SMANTON POLICE DEPT  
CHIEF OF POLICE  
10 ROBERTS STREET  
SMANTON NJ 07885  
NJ01439 MORRIS COUNTY

WILDWOOD POLICE DEPT  
CHIEF OF POLICE  
P O BOX 295  
WILDWOOD NJ 08260  
NJ00514 CAPE MAY COUNTY

WILDWOOD WEST POLICE  
CHIEF  
110 E CHOCUS ROAD  
WILDWOOD WEST NJ 08260  
NJ00515 CAPE MAY COUNTY

POLICE DEPT  
DIM PUB SAFETY  
COOPER AVE  
WOOD LYNE NJ 08107  
NJ00437 CAMDEN COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

WOOD RIDGE POLICE DEPT  
CHIEF  
85 HUMBOLDT ST  
WOOD RIDGE NJ 07075  
NJ00269 BERGEN COUNTY

WOODBINE POLICE DEPT  
CHIEF OF POLICE  
800BINE NJ 08270  
NJ00516 CAPE MAY COUNTY

WOODBURY POLICE DEPT  
CHIEF OF POLICE  
200 N BROAD ST  
WOODBURY NJ 08096  
NJ00822 GLOUCESTER COUNTY

POLICE DEPARTMENT  
CHIEF OF POLICE  
WOODBURY HTS NJ 08097  
NJ00823 GLOUCESTER COUNTY

ROSO POLICE DEPT  
CHIEF OF POLICE  
184 PASCACK RD  
RODCLIFF LAKE NJ 07075  
NJ00268 BERGEN COUNTY

POLICE DEPT  
CHIEF  
6000 HALL  
WOODSTOWN NJ 08098  
NJ01715 SALEM COUNTY

POLICE DEPT  
CHIEF  
BRIGHTSTOWN NJ 08562  
NJ00340 BURLINGTON COUNTY

WASHINGTON POLICE DEPT  
CHIEF OF POLICE  
WASHINGTON NJ 07802  
NJ02121 WARREN COUNTY



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE													
					1	2	3	4	5	6	7	8	9	10	11	12	13	
<b>TOWNSHIP LEVEL</b>																		
ALEX TWP POLICE DEPT CHIEF OF POLICE MILFORD NJ 08848																		
NJ01001 MONTGOMERY COUNTY																		
ALLAMUCHY TWP POL DEPT CHIEF OF POLICE ALLAMUCHY NJ 07870																		
NJ02101 WARREN COUNTY																		
ALLORAY TWP POLICE DEPT CHIEF OF POLICE ALLORAY NJ 08001																		
NJ01701 SALEM COUNTY																		
ANDOVER TWP POLICE DEPT CHIEF OF POLICE J DAVIS TERRACE NEXTON NJ 07860																		
NJ01902 SUSSEX COUNTY																		
EAST RIVER TWP POL DEPT CHIEF OF POLICE NEW FRETA NJ 08224																		
NJ00301 BURLINGTON COUNTY																		
REDMINSTER TWP POL DEPT CHIEF OF POLICE REDMINSTER NJ 07921																		
NJ01801 SOMERSET COUNTY																		
PERKELY TWP POL DEPT CHIEF OF POLICE ROUTE 9 BAYVILLE NJ 08721																		
NJ01505 OCEAN COUNTY																		
BERKELEY MGT'S POLICE DEP POLICE DEPT POLICE CHIEF 29 PARK AVE BERKELEY MGT'S NJ 07922																		
NJ02001 UNION COUNTY																		

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
BERLIN TWP POLICE DEPT CHIEF OF POLICE MUNICIPAL BUILDING BATE AVE WEST BERLIN NJ 08091 NJ00906 CAMDEN COUNTY																	
BERNARDS TWP POLICE DEPT CHIEF OF POLICE COLLYER LANE HASKING RIDGE NJ 07920 NJ01802 SOMERSET COUNTY																	
BETHLEHEM TWP POL DEPT CHIEF OF POLICE ASHURY NJ 08802 NJ01002 HUNTERDON COUNTY																	
BLAINSTOWN TWP POL DEPT CHIEF OF POLICE BLAINSTOWN NJ 07825 NJ02104 WARREN COUNTY																	
BOONTON TWP POLICE DEPT CHIEF OF POLICE R D 1 BOX 201 BOONTON NJ 07005 NJ01402 MORRIS COUNTY																	
TOWNSHIP POLICE DEPT CHIEF OF POLICE MUNICIPAL DR ROHWENTON NJ 08505 NJ00304 BURLINGTON COUNTY																	
BRANCHBURG TWP POL DEPT CHIEF OF POLICE SOMERVILLE NJ 08876 NJ01805 SOMERSET COUNTY																	
BRICK TWP POLICE DEPT CHIEF OF POLICE BRICKTOWN NJ 08723 NJ01506 OCEAN COUNTY																	
BRIDGEWATER TWP POL DEPT CHIEF P O BOX 1 SOMERVILLE NJ 08876 NJ01806 SOMERSET COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
BUENA VISTA TWP POL DEPT CHIEF OF POLICE RICHLAND NJ 08350 NJ00105 ATLANTIC COUNTY																	
TWP POLICE DEPT CHIEF OF POLICE RT 1 130 NECK RD BURLINGTON NJ 08016 NJ00306 BURLINGTON COUNTY																	
BYHAM TWP POLICE DEPT CHIEF OF POLICE STANHOPE NJ 07874 NJ01904 SUSSEX COUNTY																	
CEDAR GROVE TWP POL DEPT CHIEF OF POLICE CEDAR GROVE NJ 07009 NJ00705 ESSEX COUNTY																	
CHATHAM TWP POLICE DEPT CHIEF OF POLICE CHATHAM NJ 07928 NJ01405 MORRIS COUNTY																	
CERRY HILL POLICE DEPT CHIEF OF POLICE 620 MERCER ST CHERRY HILL NJ 08034 NJ00412 CAMDEN COUNTY																	
CHESTER TWP POLICE DEPT CHIEF OF POLICE BOX 232 CHESTER NJ 07930 NJ01407 MORRIS COUNTY																	
CHESTERFLD TWP POLICE DEP CHIEF OF POLICE P O BOX 35 CROSSWICKS NJ 08515 NJ00307 BURLINGTON COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
TWP POLICE DEPT CHIEF OF POLICE 1621 WIVERTON ROAD CINNANINSON NJ 08077 NJ00308 HUNLINGTON COUNTY																	
CLINTON TWP POLICE DEPT CHIEF OF POLICE BOX 164 ANMANDALE NJ 08861 NJ01006 HUNTERDON COUNTY																	
CLARK TWP POLICE CHIEF OF POLICE CLARK NJ 07066 NJ02002 UNION COUNTY																	
COLTS NECK TWP POLICE CHIEF OF POLICE COLTS NECK NJ 07722 NJ01304 MOUTH COUNTY																	
COMMERCIAL TWP POLICE CHIEF OF POLICE POINT NORRIS NJ 08349 NJ00602 CUMBERLAND COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE MAIN ST CRANHURY NJ 08512 NJ01202 MIDDLESEX COUNTY																	
CRANFORD POLICE DEPT CHIEF 8 SPRINGFIELD AVE CRANFORD NJ 07016 NJ02003 UNION COUNTY																	
DEERFIELD TWP POL DEPT CHIEF OF POLICE ROSENHAYN NJ 08352 NJ00603 CUMBERLAND COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

DELANCO TWP POLICE DEPT  
CHIEF OF POLICE  
MUNICIPAL BLDG  
DELANCO NJ 08075  
NJ00309 BURLINGTON COUNTY

DELAWARE TWP POLICE DEPT  
CHIEF OF POLICE  
STOCKTON NJ 08822  
NJ01007 MONTGOMERY COUNTY

DELMAR TWP POLICE DEPT  
CHIEF OF POLICE  
MUNICIPAL BLDG  
CRESTLA AVE  
DELMAR NJ 08075  
NJ00310 BURLINGTON COUNTY

DENNIS TWP POLICE DEPT  
CHIEF OF POLICE  
SOUTH SEAVILLE NJ 08246  
NJ00504 CAPE MAY COUNTY

DENVILLE TWP POLICE DEPT  
CHIEF  
95 E MAIN ST  
DENVILLE NJ 07834  
NJ01904 MORRIS COUNTY

TWP POLICE DEPT  
CHIEF  
1011 COOPER ST  
DEPTFORD NJ 08096  
NJ00302 GLOUCESTER COUNTY

DUVER TWP POLICE DEPT  
CHIEF  
118 HORNER ST  
TOMS RIVER NJ 08753  
NJ01507 OCEAN COUNTY

DCPHE TWP POLICE DEPT  
CHIEF OF POLICE  
NEAPORT NJ 08345  
NJ00604 CUMBERLAND COUNTY

EAGLES-COD TWP POL DEPT  
CHIEF OF POLICE  
OCEAN CO  
WEST CREEK NJ 08092  
NJ01504 OCEAN COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

E AMELL TWP POLICE DEPT  
CHIEF OF POLICE  
RINGGES NJ 08551  
NJ0100A HUNTERDON COUNTY

E BRUNSWICK POLICE DEPT  
CHIEF OF POLICE  
33 WALLACE ST  
EAST BRUNSWICK NJ 08816  
NJ01204 MIDDLESEX COUNTY

E GREENRICH TWP POL DEPT  
CHIEF OF POLICE  
COMARKIN RD  
CLARKSHORO NJ 08020  
NJ00803 GLOUCESTER COUNTY

EAST MANOVER TWP POLICE  
CHIEF OF POLICE  
MANOVER NJ 07936  
NJ01410 MORRIS COUNTY

E WINDSOR TWP POLICE DEPT  
CHIEF OF POLICE  
EAST WINDSOR TWP  
WIGHTSTOWN NJ 08520  
NJ01101 MERCER COUNTY

EASTA-PTON TWP POLICE  
CHIEF OF POLICE  
444 PARK VIEW DR  
MT HOLLY NJ 08060  
NJ00311 BURLINGTON COUNTY

TWP POLICE DEPT  
CHIEF OF POLICE  
710 COOPER ST  
EDGEWATER PARK NJ 08010  
NJ00312 BURLINGTON COUNTY

EDISON TWP POLICE DEPT  
CHIEF OF POLICE  
EDISON NJ 07000  
NJ01205 MIDDLESEX COUNTY

EGG HARBOR TWP POL DEPT  
CHIEF OF POLICE  
SANDHAYNCRN RD 1  
LINWOOD NJ 08221  
NJ00103 ATLANTIC COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
ELK TWP POLICE DEPT CHIEF OF POLICE E#AN NJ 08025 NJ00204 GLOUCESTER COUNTY																	
ELSINGORO TWP POL DEPT POLICEMAN R03 SALEM NJ 08079 NJ01703 SALEM COUNTY																	
EVESHAM TWP POL DEPT CHIEF OF POLICE 125 E MAIN ST MARLTON NJ 08053 NJ00313 BURLINGTON COUNTY																	
EWING TWP POLICE DEPT CHIEF OF POLICE 1872 PENNINGTON RD TRENTON NJ 08618 NJ01102 HENGER COUNTY																	
FAIRFIELD TWP POLICE OPT CHIEF OF POLICE MAIN ST FAIRTON NJ 08320 NJ00605 CUMBERLAND COUNTY																	
FLORENCE POLICE DEPT CHIEF OF POLICE FRONT AND BROAD ST FLORENCE NJ 08518 NJ00315 BURLINGTON COUNTY																	
FRANKFORD TWP POLICE OPT CHIEF OF POLICE BRANCHVILLE NJ 07826 NJ01905 SUSSEX COUNTY																	
FRANKLIN TOWNSHIP POLICE DEPT, CHIEF OF POLICE BROADWAY NJ 08808 NJ02105 WARREN COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
MOLLAND TWP POLICE DEPT CHIEF OF POLICE R F D 1 CHURCH RD MILFORD NJ 08848 NJ01015 MONTGOMERY COUNTY																	
MULMOEL TWP POLICE DEPT CHIEF OF POLICE BOX 371 MULMOEL NJ 07733 NJ01318 MUMFORD COUNTY																	
MUPE TWP POLICE DEPT CHIEF OF POLICE MUPC NJ 07844 NJ02111 WAPAKONAGUE COUNTY																	
MUPEWELL TWP POLICE DEPT CHIEF OF POLICE TITUSVILLE NJ 08560 NJ01106 MERCER COUNTY																	
MUPEWELL TWP POL DEPT CHIEF OF POLICE BRIDGETON NJ 08302 NJ00607 CUMBERLAND COUNTY																	
MORELL TWP POLICE DEPT CHIEF OF POLICE FARMINGDALE NJ 07727 NJ01319 MUMFORD COUNTY																	
INDEPENDENCE TWP POL DEPT POLICE DEPT POLICE CHIEF R D 2 HACKETTSTOWN NJ 07840 NJ02112 WARREN COUNTY																	
JACKSON TWP POLICE DEPT CHIEF RD 4 BOX 57 JACKSON NJ 08527 NJ01511 OCEAN COUNTY																	
JEFFERSON TWP POLICE DEPT CHIEF OF POLICE BOX 68 LAKE HOPATCONG NJ 07849 NJ01916 MORRIS COUNTY																	



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE														
					1	2	3	4	5	6	7	8	9	10	11	12	13		
GREEN TWP POLICE DEPT CHIEF OF POLICE NEW QUEN NJ 07921 NJ01938 SUSSEX COUNTY																			
GREENWICH TOWNSHIP POLICE DEPT CHIEF OF POLICE GROUPTON NJ 08027 NJ 08007 GLOUCESTER COUNTY																			
GREENWICH TWP POLICE DEP POLICE OFFICER GREENWICH NJ 08323 NJ00606 CUMBERLAND COUNTY																			
GREENWICH TOWNSHIP POLICE DEPT POLICE OFFICER STEWARTSVILLE NJ 08886 NJ02107 WARREN COUNTY																			
HADJON TWP POLICE DEPT CHIEF OF POLICE HADJON REEVE AVES WESTMONT NJ 08168 NJ00414 CAMDEN COUNTY																			
WAINESPORT TWP POL DEPT CHIEF OF POLICE WAINESPORT NJ 08036 NJ00316 BURLINGTON COUNTY																			
HAMILTON TWP POLICE DEPT CHIEF OF POLICE 2095 GREENWOOD TRENTON NJ 08609 NJ01103 MERCER COUNTY																			
HAMILTON TWP POLICE DEPT CHIEF TOWN HALL MAYS LANDING NJ 08330 NJ00112 ATLANTIC COUNTY																			
HAMPTON TWP POLICE DEPT CHIEF OF POLICE NEWTON NJ 07860 NJ01910 SUSSEX COUNTY																			

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
LITTLE EGG HARBOR POL DP POLICE DEPT CHIEF OF POLICE TUFCENTON NJ 08087 NJ01516 OCEAN COUNTY																	
LITTLE FALLS POLICE DEPT CHIEF 35 STEVENS AV LITTLE FALLS NJ 07424 NJ01605 PASSAIC COUNTY																	
LIVINGSTON POLICE DEPT CHIEF OF POLICE 357 S LIVINGSTON A LIVINGSTON NJ 07039 NJ00710 ESSEX COUNTY																	
LOGAN TWP POLICE DEPT CHIEF OF POLICE FRIDGEPORT NJ 08014 NJ00909 GLOUCESTER COUNTY																	
LONG BEACH TWP POL DEPT CHIEF OF POLICE 2805 LONG BEACH BL GRANT BEACH NJ 08008 NJ01517 OCEAN COUNTY																	
LOPATCONG TWP POL DEPT CHIEF OF POLICE 34 PROSPECT ST PHILLIPSBURG NJ 08865 NJ02115 WARREN COUNTY																	
LORER ALLOWAY CK TWP POL CHIEF OF POLICE MANUCKS BRIDGE NJ 08038 NJ01704 SALEN COUNTY																	
LUNER TWP POLICE DEPT CHIEF OF POLICE RUX 85 OLD SHORE R CAPE MAY RD 1 NJ 08204 NJ00305 CAPE MAY COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
HANOVER TWP POLICE DEPT CHIEF OF POLICE HANOVER NJ 07936 NJ01412 MORRIS COUNTY																	
HARDING TWP POLICE DEPT CHIEF OF POLICE MADISON NJ 07940 NJ01413 MORRIS COUNTY																	
HARDICK TWP POL DEPT CHIEF OF POLICE ELMSTON NJ 07825 NJ02109 WARREN COUNTY																	
HARDYSTON TWP POL DEPT CHIEF OF POLICE R D STOCKHOLM NJ 07460 NJ01911 SUSSEX COUNTY																	
HARMONY TWP POLICE FORCE POLICE CHIEF R D 2 PHILLIPSBURG NJ 08865 NJ02110 WARREN COUNTY																	
HARRISON TWP POLICE DEPT CHIEF OF POLICE RICHMOND NJ 08074 NJ00808 GLOUCESTER COUNTY																	
HAZLET TWP POLICE DEPT CHIEF OF POLICE 314 MIDDLE RD HAZLET NJ 07730 NJ01359 MONMOUTH COUNTY																	
HILLSBORO TWP POLICE DP CHIEF OF POLICE APPELL ROAD MESHANIC NJ 08853 NJ01410 SUMMERSET COUNTY																	
HILLSIDE POLICE DEPT CHIEF OF POLICE HILLSIDE LIBERTY A HILLSIDE NJ 07205 NJ02007 UNION COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
MANSFIELD TOWNSHIP POLICE DEPT CHIEF OF POLICE RD 1 OXFORD NJ 07863 NJ02116 WARREN COUNTY																	
MANTUA TWP POLICE DEPT CHIEF OF POLICE MANTUA NJ 08051 NJ00810 GLOUCESTER COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE MUNICIPAL BLDG MAPLE SHADE NJ 08052 NJ00320 BURLINGTON COUNTY																	
MAPLEWOOD POLICE DEPT CHIEF POLICE HEADQUARTER MAPLEWOOD NJ 07040 NJ00711 ESSEX COUNTY																	
MARLBORO TWP POLICE DEPT CHIEF P O BOX 55 MARLBORO NJ 07703 NJ01328 MONMOUTH COUNTY																	
MATAWAN TWP POLICE DEPT CHIEF OF POLICE 147 LOWER MAIN ST MATAWAN NJ 07747 NJ01330 MONMOUTH COUNTY																	
MAURICE RIVER POLICE DP POLICE DEPT CHIEF OF POLICE POINT ELIZABETH NJ 08348 NJ00509 CUMBERLAND COUNTY																	
MEDFORD TWP POL DEPT CHIEF OF POLICE P O BOX 397 MEDFORD NJ 08055 NJ00321 BURLINGTON COUNTY																	
MENCHAM TWP POL DEPT CHIEF OF POLICE BROOKSIDE NJ 07926 NJ01410 MORRIS COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE													
	Funds CHRI	Maintain CHRI	inate CHRI		CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
KINGWOOD TWP POLICE DEPT CHIEF OF POLICE FRENCHTOWN NJ 08025 NJ01016 HUNTERDON COUNTY																		
KINDALTON TWP POLICE CHIEF OF POLICE COLUMBIA NJ 07832 NJ02113 WARREN COUNTY																		
LACKY TWP POLICE DEPT MAYOR 2117400 RD FORKEJ RIVER NJ 08731 NJ01512 OCEAN COUNTY																		
LAFAYETTE TWP POL DEPT CHIEF OF POLICE LAFAYETTE NJ 07448 NJ01913 SUSSEX COUNTY																		
LAFAYETTE POLICE DEPT CHIEF 231 3RD ST LAFAYETTE NJ 08701 NJ01514 OCEAN COUNTY																		
LAWRENCE TWP POLICE DEPT CHIEF OF POLICE CEDARVILLE NJ 08311 NJ00608 CUMBERLAND COUNTY																		
LAWRENCE TWP POLICE DEPT CHIEF OF POLICE TRENTON NJ 08608 NJ01107 MERCER COUNTY																		
LEFANON TWP POLICE DEPT CHIEF OF POLICE BOX 357 CLINTON NJ 07830 NJ01019 HUNTERDON COUNTY																		
LIBERTY TWP POL DEPT CHIEF OF POLICE GARFON NJ 07863 NJ02118 WARREN COUNTY																		

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE												
					1	2	3	4	5	6	7	8	9	10	11	12	13
MO MANOVER TWP POL DEPT MAYON P O BOX 215 COOKSTORN NJ 08511 NJ00327 BURLINGTON COUNTY																	
N BRUNSWICK TWP POL DEPT CHIEF OF POLICE 711 HERMANN RD NORTH BRUNSWICK NJ 08902 NJG1215 MIDDLESEX COUNTY																	
OCEAN TWP POLICE DEPT CHIEF OF POLICE OCEAN CO NARLTON NJ 08758 NJ01520 OCEAN COUNTY																	
OCEAN TWP POLICE DEPT CHIEF OF POLICE OAKHURST OAKHURST NJ 07755 NJ01337 MONMOUTH COUNTY																	
OLDMANS TWP POLICE DEPT CHIEF OF POLICE PEDKICKTOWN NJ 08047 NJ01707 SALEM COUNTY																	
OXFORD TWP POLICE DEPT CHIEF OF POLICE OXFORD NJ 07853 NJ02117 WARREN COUNTY																	
POLICE DEPARTMENT CHIEF 375 HILLHORN AVE MILLBURN NJ 07041 NJ00712 ESSEX COUNTY																	
MILLSTONE TWP POL DEPT CHIEF OF POLICE CLARKSBURG NJ 08510 NJ01332 MONMOUTH COUNTY																	
MINE HILL TWP POL DEPT CHIEF WATER STREET MINE HILL NJ 07801 NJ01020 MO COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
POLICE DEPT CHIEF OF POLICE P O BOX 68 LUMBERTON NJ 08098 NJ00314 BURLINGTON COUNTY																	
TWP POLICE DEPT CHIEF OF POLICE MUNICIPAL BLDG LYNDHURST NJ 07071 NJ00232 BERGEN COUNTY																	
MADISON TWP POLICE DEPT CHIEF OF POLICE MAY 9 R D 1 OLD BRIDGE NJ 08857 NJ01209 MIDDLESEX COUNTY																	
MAHSAH TWP POLICE DEPT CHIEF OF POLICE 213 FRANKLIN TPKE MAHSAH NJ 07430 NJ00233 BERGEN COUNTY																	
HANLAPAN TWP POL DEPT DIRECTOR P O BOX 15 TENNENT NJ 07763 NJ01326 MONMOUTH COUNTY																	
MANCHESTER TWP POL DEPT CHIEF OF POLICE WHITING NJ 08759 NJ01515 OCEAN COUNTY																	
MANNINGTON TWP POLICE CHIEF OF POLICE R D SALEM NJ 08079 NJ01706 SALEM COUNTY																	
MANSFIELD TWP POLICE OPT CHIEF OF POLICE ROUTE 206 COLUMBUS NJ 08022 NJ00319 BURLINGTON COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
PANAJUARRY TWP POL DEPT CHIEF OF POLICE COLUMBIA NJ 07832 NJ02118 WARREN COUNTY																	
POLICE DP PARSIPPANY TROY HILL TWP CHIEF OF POLICE 1601 PARSIPPANY BLV PARSIPPANY NJ 07054 NJ01429 MORRIS COUNTY																	
PASSAIC TWP POLICE DEPT CHIEF OF POLICE 329 MAIN AVE STIRLING NJ 07980 NJ01430 MORRIS COUNTY																	
PEMBERTON TWP POLICE DPT CHIEF OF POLICE P O BOX 175 NEW LISBON NJ 08064 NJ00330 BURLINGTON COUNTY																	
PENNSAUKEN POLICE DEPT CHIEF OF POLICE 6512 WYNJAM ROAD PENNSAUKEN NJ 08109 NJ00427 CAMDEN COUNTY																	
PENNSVILLE TWP POLICE CHIEF OF POLICE PENNSVILLE NJ 08070 NJ01716 SALEM COUNTY <b>1705</b>																	
PEO TWP POLICE DEPT CHIEF 530 TURNPIKE POMPTON PLAINS NJ 07444 NJ01431 MORRIS COUNTY																	
PILESOROVE TWP POLICE CHIEF OF POLICE R D WOODSTORN NJ 08098 NJ01709 SALEM COUNTY																	
PISCATAWAY TWP POL DEPT CHIEF OF POLICE 16 STELTON RD PISCATAWAY NJ 08854 NJ01217 MIDDLESEX COUNTY																	



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

MIDDLE TWP POLICE DEPT  
CHIEF OF POLICE  
COURT HOUSE 2 S HOYD ST  
CAPE MAY NJ 08210  
NJ00506 CAPE MAY COUNTY

MIDDLETOWN TWP POL DEPT  
CHIEF OF POLICE  
KINGSHIGHWAY RTE 3  
MIDDLETOWN NJ 07748  
NJ01331 MONMOUTH COUNTY

MT OLIVE TWP POLICE DEPT  
CHIEF OF POLICE  
MUNICIPAL BLDG  
PUDD LAKE NJ 07828  
NJ01427 MORRIS COUNTY

MT LAUREL TWP POLICE DEPT  
CHIEF OF POLICE  
100 MT N LAUREL RD  
MORRISTOWN NJ 08057  
NJ00325 BURLINGTON COUNTY

MULLICA TWP POLICE DEPT  
CHIEF OF POLICE  
TOWN HALL  
ELWOOD NJ 08217  
NJ00117 ATLANTIC COUNTY

NEPTUNE TWP POLICE DEPT  
CHIEF  
137 S MAIN ST  
NEPTUNE NJ 08213  
NJ01334 MONMOUTH COUNTY

NEW HAVEN TWP POL DEPT  
POLICE CHIEF  
RD WRIGHTSWYN  
DUKESTOWN NJ 08511  
NJ00326 BURLINGTON COUNTY

TWP POLICE DEPT  
CHIEF  
4233 KENNEDY BLVD  
NORTH BERGEN NJ 07047  
NJ00908 HUDSON COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
POLICE DEPARTMENT CHIEF OF POLICE TOWN HALL RIVERSIDE NJ 08075 NJ00331 BURLINGTON COUNTY																	
ROCHELLE PK TWP POL DEPT CHIEF OF POLICE ROCHELLE PARK NJ 07662 NJ00254 BERGEN COUNTY																	
ROCKAWAY TWP POLICE DEPT CHIEF OF POLICE 19 MT HOPE RD ROCKAWAY NJ 07866 NJ01435 MORRIS COUNTY																	
ROXBURY TWP POLICE DEPT CHIEF OF POLICE SUCCASUNNA NJ 07876 NJ01436 MORRIS COUNTY																	
S BRUNSWICK TWP POLICE POLICE CHIEF KINGSTON NJ 08528 NJ01221 MIDDLESEX COUNTY																	
POLICE DEPARTMENT CHIEF OF POLICE 73 MARKET ST SADDLE BROOK NJ 07642 NJ00257 BERGEN COUNTY																	
SANDYSTON TWP POL DEPT CHIEF OF POLICE LAYTON NJ 07851 NJ01417 SUSSEX COUNTY																	
SCOTCH PLAINS POL DEPT CHIEF OF POLICE PARK AVE SCOTCH PLAINS NJ 07076 NJ02016 UNION COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13	
MONROE TWP POLICE DEPT CHIEF MAIN HALL ST WILLIAMSTOWN NJ 08094 NJ00811 GLOUCESTER COUNTY																		
MONROE TWP POLICE DEPT CHIEF PROSPECT PLAINS RD JAMESBURG NJ 08520 NJ01213 MIDDLESEX COUNTY																		
MONTAGUE TWP POL DEPT CHIEF OF POLICE LAFAYETTE NJ 07848 NJ01914 SUSSEX COUNTY																		
MONTGOMERY TWP POL DEPT MAYOR MUNICIPAL BLDG RTE 206 R D 2 BOX 1 HELLE MEAD NJ 08502 NJ01813 SOMERSET COUNTY																		
MONTVILLE TWP POL DEPT CHIEF OF POLICE RD RIVER ROAD MONTVILLE NJ 07045 NJ01421 MORRIS COUNTY																		
TWP POLICE DEPT CHIEF OF POLICE 50 E SECOND ST POCHESTOWN NJ 08057 NJ00923 BURLINGTON COUNTY																		
MORRIS TWP POLICE DEPT CHIEF OF POLICE 89 BOGGLAND AVE MORRISTOWN NJ 07960 NJ01422 MORRIS COUNTY																		
WILK HOLLOW POLICE DEPT CHIEF OF POLICE 23 WASHINGTON ST WILK HOLLOW NJ 08060 NJ00924 BURLINGTON COUNTY																		

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
STILLWATER TWP POL DEPT CHIEF OF POLICE STILLWATER NJ 07875 NJ01920 SUSSEX COUNTY																	
STON CREEK TWP POLICE CHIEF OF POLICE BRIDGETOWN NJ 08302 NJ00612 CUMBERLAND COUNTY																	
TAMERWACLE TWP POLICE CHIEF OF POLICE R D 2 VINCENTOWN NJ 08086 NJ00336 MURLINGTON COUNTY																	
TEANECK POLICE DEPT CHIEF OF POLICE TEANECK NJ 07666 NJ00260 BERGEN COUNTY																	
TEAKSHURY TWP POL DEPT CHIEF CLOWICK NJ 07830 NJ01024 HUNTERDON COUNTY																	
UNION TWP POLICE DEPT CHIEF OF POLICE 931 CALDWELL AVE UNION NJ 07083 NJ02019 UNION COUNTY																	
UNION TWP POLICE OPT CHIEF OF POLICE RD HAMPTON NJ 08827 NJ01025 HUNTERDON COUNTY																	
UNION TOWNSHIP POLICE DEPT CHIEF OF POLICE BARNEGAT NJ 08005 NJ01533 OCEAN COUNTY																	
UP DEERFLD TWP POL DEPT CHIEF OF POLICE BRIDGETON NJ 08302 NJ00613 CUMBERLAND COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
PITTSBURG TWP POL DEPT CHIEF OF POLICE CENTERTON NJ 08608 NJ01710 SALEM COUNTY																	
PLAINSBORO POL DEPT CHIEF OF POLICE PLAINSBORO NJ 08536 NJ01218 MIDDLESEX COUNTY																	
PLUMSTED TWP POL DEPT CHIEF OF POLICE 15 MAGNOLIA AVE NEW EGYPT NJ 08533 NJ01523 OCEAN COUNTY																	
PHATCONG TWP POLICE OPT CHIEF OF POLICE SPRINGSTOWN RD PHILLIPSBURG NJ 08863 NJ02120 WARREN COUNTY																	
TWP POLICE DEPT CHIEF OF POLICE MT 206 VALLEY RD PRINCETON NJ 08540 NJ01110 MENCER COUNTY																	
QUINTON TWP POL DEPT CHIEF OF POLICE QUINTON NJ 08072 NJ01711 SALEM COUNTY																	
RANDOLPH TOWNSHIP POLICE CHIEF MT FREEDOM NJ 07970 NJ01432 MORRIS COUNTY																	
RANITAN TWP POLICE DEPT CHIEF OF POLICE RT 4 FLEMINGTON NJ 08822 NJ01021 MONTGOMERY COUNTY																	
READINGTON POLICE DEPT CHIEF OF POLICE WHITEHOUSE STATION NJ 08889 NJ01022 MONTGOMERY COUNTY																	
TWP POLICE DEPT CHIEF OF POLICE RIVERVALE NJ 07675 NJ00293 WARREN COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
WARREN TWP POLICE DEPT CHIEF OF POLICE PLAINFIELD NJ 07061 NJ01A20 SOMERSET COUNTY																	
WASHINGTON TWP POL DEPT CHIEF OF POLICE GREEN BANK NJ 08215 NJ06337 BURLINGTON COUNTY																	
WASHINGTON POLICE DEPT CHIEF OF POLICE 314 WEST HILL RD LONG VALLEY NJ 07853 NJ01438 MORRIS COUNTY																	
WASHINGTON TWP POL DEPT CHIEF OF POLICE WTS 133 MORRISVILLE NJ 08691 NJ01112 MERCER COUNTY																	
WASHINGTON TOWNSHIP POLICE DEPT CHIEF OF POLICE PO 1 WASHINGTON NJ 07882 NJ02122 WARREN COUNTY																	
WASH TWP POLICE DEPT CHIEF OF POLICE SHEFFIELD PD MORRISVILLE NJ 08080 NJ00914 GLOUCESTER COUNTY																	
WASH TWP POLICE DEPT CHIEF OF POLICE 350 PASCACK RD BESTADON P O NJ 07675 NJ00264 BERGEN COUNTY																	
WATERFORD TWP POL DEPT CHIEF OF POLICE WATERFORD NJ 08069 NJ00435 CAMDEN COUNTY																	
PAYNE POLICE DEPT CHIEF OF POLICE 475 VALLEY ROAD PAYNE NJ 07470 NJ01014 PASSAIC COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
SHAMONG TWP POLICE DEPT CHIEF OF POLICE INDIAN HILLS NJ 09088 NJ00333 BURLINGTON COUNTY																	
SHREWSBURY TWP POL DEPT CHIEF OF POLICE FATUHTON NJ 07724 NJ01344 MONMOUTH COUNTY																	
TWP POLICE DEPT CHIEF OF POLICE 50 HACKENSACK NJ 07606 NJ00259 BERGEN COUNTY																	
50 HAMPISON TWP POL DEPT POLICE DEPT CHIEF OF POLICE JEFFERSON NJ 08062 NJ00816 GLOUCESTER COUNTY																	
SOUTHAMPTON POLICE DEPT CHIEF VINCENTOWN NJ 08088 NJ00334 BURLINGTON COUNTY																	
SPARTA TWP POLICE CHIEF OF POLICE 65 MAIN ST SPARTA NJ 07871 NJ0191A SUSSEX COUNTY																	
SPRINGFIELD TWP POL DEPT CHIEF OF POLICE SPRINGFIELD NJ 07081 NJ02017 UNION COUNTY																	
SPRINGFIELD TWP POLICE CHIEF OF POLICE JERSTON NJ 08041 NJ00335 BURLINGTON COUNTY																	
STAFFORD TWP POLICE DEPT CHIEF OF POLICE MANAHARKIN NJ 08050 NJ01530 OCEAN COUNTY																	

CHRI = Criminal History Record Information

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
Inate  
CHRI

Receives  
CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

WINFIELD POLICE DEPT  
CHIEF OF POLICE  
12 GULFSTREAM AVE  
WINFIELD NJ 07036  
NJ02021 UNION COUNTY

WINSLOW TWP POLICE DEPT  
CHIEF OF POLICE  
CENTRAL AVE  
BLUE ANCHOR R D 5  
HAMMONTON NJ 08037  
NJ00436 CAMDEN COUNTY

WOODBRIDGE POLICE DEPT  
POLICE DIRECTOR  
375 HARRY ST  
WOODBRIDGE NJ 07095  
NJ01225 MIDDLESEX COUNTY

WOODLAND TWP POLICE DEPT  
CHIEF OF POLICE  
CHATSORTH NJ 08019  
NJ00339 BURLINGTON COUNTY

WOOLNICH TWP POLICE DEPT  
CHIEF  
139 FRANKLIN ST  
SWEDESFORD NJ 08085  
NJ00824 GLOUCESTER COUNTY

POLICE DEPARTMENT  
CHIEF OF POLICE  
SCOTT PLAZA  
WYCKOFF NJ 07481  
NJ00270 BERGEN COUNTY



Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
UPPER PENNS NECK POL DEPT POLICE DEPT CHIEF WALKER AVE D ST CARNEY S POINT NJ 08069 NJ01713 SALEM COUNTY																	
UP PITTSBORO TWP POL DEPT POLICE DEPT CHIEF OF POLICE ELINER NJ 08318 NJ01714 SALEM COUNTY																	
UPPER TWP POLICE DEPT CHIEF OF POLICE PALERMO NJ NJ00511 CAPE MAY COUNTY																	
W FALEHOLD TWP POL DEPT CHIEF OF POLICE J. ARYSTON NJ 08501 NJ01351 MONMOUTH COUNTY																	
VERMILION TWP POLICE CHIEF OF POLICE VERMILION NJ 07462 NJ01422 SUSSEX COUNTY																	
WINDHAM TWP POLICE DEPT CHIEF OF POLICE 520 WINDHAM RD WINDHAM HILL NJ 08034 NJ00438 CAMDEN COUNTY																	
WELL TWP POLICE DEPT CHIEF OF POLICE W 200 WJK 1168 NY 35 WELL NJ 07719 NJ01352 MONMOUTH COUNTY																	
WELLSBORO TWP POL DEPT CHIEF OF POLICE WELLSBORO NJ 07881 NJ01423 SUSSEX COUNTY																	
WENTZEL TWP POLICE DEPT CHIEF OF POLICE WENTZEL NJ 07461 NJ01424 SUSSEX COUNTY																	

CHRI = Criminal History Record Information

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
-----------------------	------------------------------	--------------------------	------------------	---	---	---	---	---	---	---	---	---	----	----	----	----

SUPERIOR COURT  
GLOUCESTER COUNTY  
ASSIGNMENT JUDGE  
COURTHOUSE  
PODOLSKY NJ 08096  
NJ009015J GLOUCESTER COUNTY

SUPERIOR COURT  
HUDSON COUNTY  
ASSIGNMENT JUDGE  
COUNTY COURTHOUSE  
JERSEY CITY NJ 07306  
NJ009015J HUDSON COUNTY

SUPERIOR COURT  
HUNTERDON COUNTY  
ASSIGNMENT JUDGE  
COUNTY COURTHOUSE  
FLEMINGTON NJ 08822  
NJ010015J HUNTERDON COUNTY

SUPERIOR COURT  
MERCER COUNTY  
ASSIGNMENT JUDGE  
COUNTY COURTHOUSE  
TRENTON NJ 08607  
NJ011015J MERCER COUNTY

SUPERIOR COURT  
MIDDLESEX COUNTY  
ASSIGNMENT JUDGE  
COURTHOUSE  
NEW BRUNSWICK NJ 07101  
NJ012015J MIDDLESEX COUNTY

SUPERIOR COURT  
MONMOUTH COUNTY  
ASSIGNMENT JUDGE  
COURTHOUSE  
FREEHOLD NJ 07728  
NJ013065J MONMOUTH COUNTY

SUPERIOR COURT  
MORRIS COUNTY  
ASSIGNMENT JUDGE  
COURTHOUSE  
MORRISTOWN NJ 07960  
NJ014015J MORRIS COUNTY

SUPERIOR COURT  
OCEAN COUNTY  
ASSIGNMENT JUDGE  
COURTHOUSE  
TOWNS RIVER NJ 08753  
NJ015015J OCEAN COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

BEEMANEN POLICE DEPT  
CHIEF OF POLICE  
400 PARK AVF  
BEEMANEN NJ 07047  
NJ00911 HUDSON COUNTY

W AMBELL TWP POLICE DEPT  
CHIEF OF POLICE  
R D  
LAMBENTVILLE NJ 08530  
NJ01026 HUNTERDON COUNTY

W DEPTFORD TWP POLICE  
CHIEF OF POLICE  
CROWN PT RD  
THONGFAHE NJ 08086  
NJ00620 GLOUCESTER COUNTY

W MILFORD POLICE DEPT  
CHIEF  
UNION VALLEY RD  
WEST MILFORD NJ 07480  
NJ01615 PASSAIC COUNTY

W WINDSOR TWP POLICE DPT  
CHIEF OF POLICE  
SOUTH HILLE RD  
PRINCETON NJ 08550  
NJ01113 MERCER COUNTY

WESTAMPTON TWP PCL DEPT  
CHIEF OF POLICE  
P O BOX 117  
RANCOCAS NJ 08073  
NJ00338 BURLINGTON COUNTY

BEYMOUTH TWP POLICE DEPT  
CHIEF OF POLICE  
BEYMOUTH NJ 08317  
NJ00123 ATLANTIC COUNTY

WHITE TWP POLICE DEPT  
CHIEF OF POLICE  
HELVETIUM NJ 07823  
NJ02123 WARREN COUNTY

WILLIAMSTOWN POLICE DEPT  
CHIEF OF POLICE  
WILLIAMSTOWN NJ 08094  
NJ00825 GLOUCESTER COUNTY

BILLINGBORO POLICE DEPT  
CHIEF OF POLICE  
MUNICIPAL COMPLEX  
BILLINGBORO NJ 08046  
NJ00317 BURLINGTON COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
COUNTY LEVEL																	
ATLANTIC COUNTY COURT JUDGE GUARANTEE TRUST BL ATLANTIC CITY NJ 08401 NJ001013J ATLANTIC COUNTY																	
ATLANTIC DISTRICT COURT JUDGE 30 S NEW YORK AVE ATLANTIC CITY NJ 08401 NJ001023J ATLANTIC COUNTY																	
SURROGATES COURT SURROGATE GUARANTEE TRUST BL ATLANTIC CITY NJ 08401 NJ001033J ATLANTIC COUNTY																	
MUN CT OF WELMOUTH TRP ESTELL MANOR LODG JUDGE CITY HALL ESTELL MANOR NJ 08319 NJ001043J ATLANTIC COUNTY																	
JUV AND DOM RELATIONS CT JUDGE GUARANTEE TRUST BL ATLANTIC CITY NJ 08401 NJ001053J ATLANTIC COUNTY																	
DISTRICT COURT PRESIDING JUDGE COURTHOUSE HACKENSACK NJ 07601 NJ002013J BERGEN COUNTY																	
SURROGATES COURT SURROGATE ADMIN BLDG HACKENSACK NJ 07601 NJ002023J BERGEN COUNTY																	
JUV AND DOM RELATIONS CT ASSIGNMENT JUDGE COURT HOUSE HACKENSACK NJ 07601 NJ002033J BERGEN COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA Funds CHRI Collect, Maintain CHRI Dissem- inate CHRI Receives CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

COURTS

STATE LEVEL

SUPERIOR COURT  
ATLANTIC COUNTY  
ASSIGNMENT JUDGE  
GUARANTEE TRUST BLDG  
ATLANTIC CITY NJ 08401  
NJ001015J ATLANTIC COUNTY

SUPERIOR COURT  
PERGEN COUNTY  
ASSIGNMENT JUDGE  
COUNTY COURTHOUSE  
HACKENSACK NJ 07601  
NJ002015J PERGEN COUNTY

SUPERIOR COURT  
BURLINGTON COUNTY  
ASSIGNMENT JUDGE  
COUNTY OFFICE BUILDING  
MOUNT HOLLY NJ 08060  
NJ003015J BURLINGTON COUNTY

SUPERIOR COURT  
CAMDEN COUNTY  
ASSIGNMENT JUDGE  
COUNTY COURTHOUSE  
CAMDEN NJ 08101  
NJ004015J CAMDEN COUNTY

SUPERIOR COURT  
CAPE MAY COUNTY  
ASSIGNMENT JUDGE  
COURTHOUSE  
CAPE MAY NJ 08210  
NJ005015J CAPE MAY COUNTY

SUPERIOR COURT  
CUMBERLAND COUNTY  
ASSIGNMENT JUDGE  
COURTHOUSE  
BRIDGEYON NJ 08302  
NJ006015J CUMBERLAND COUNTY

SUPERIOR COURT  
ESSEX COUNTY  
ASSIGNMENT JUDGE  
HALL OF RECORDS  
WETAAR NJ 07102  
NJ007015J ESSEX COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds- CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
JUV AND DOM RELATIONS CT JUDGE COURTHOUSE CAMDEN NJ 08101 NJ069043J CAMDEN COUNTY																	
CAMDEN CO DISTRICT CT JUDGE COURTHOUSE CAMDEN NJ 08101 NJ004053J CAMDEN COUNTY																	
CAPE MAY COUNTY COURT JUDGE COURTHOUSE CAPE MAY NJ 08210 NJ05043J CAPE MAY COUNTY																	
COUNTY DISTRICT COURT COUNTY JUDGE COURTHOUSE CAPE MAY NJ 08210 NJ005013J CAPE MAY COUNTY																	
SUPROGATES COURT SHERIFF COURT HOUSE CAPE MAY NJ 08210 NJ005023J CAPE MAY COUNTY																	
JUV AND DOM RELATIONS CT JUDGE COURTHOUSE CAPE MAY NJ 08210 NJ005033J CAPE MAY COUNTY																	
JUVENILE DOMESTIC RELATIONS COURT COUNTY CLERK COURT HOUSE BRIDGETON NJ 08302 NJ006013J CUMBERLAND COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE												
	Funds CHRI	Maintain CHRI	inate CHRI	CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
SUPERIOR COURT PASSAIC COUNTY ASSIGNMENT JUDGE COURTHOUSE PATRISON NJ 07505 NJ016015J PASSAIC COUNTY																	
SUPERIOR COURT SALEM COUNTY ASSIGNMENT JUDGE COURTHOUSE SALEM NJ 08079 NJ017015J SALEM COUNTY																	
SUPERIOR COURT SOMERSET COUNTY ASSIGNMENT JUDGE COUNTY COURTHOUSE SOMERSET NJ 08676 NJ018015J SOMERSET COUNTY																	
SUPERIOR COURT SUSSEX COUNTY ASSIGNMENT JUDGE COURTHOUSE RENTON NJ 07960 NJ019015J SUSSEX COUNTY																	
SUPERIOR COURT UNION COUNTY ASSIGNMENT JUDGE COURTHOUSE ELIZABETH NJ 07201 NJ020015J UNION COUNTY																	
SUPERIOR COURT WARREN COUNTY ASSIGNMENT JUDGE COUNTY COURTHOUSE ELIZABETH NJ 07201 NJ021015J WARREN COUNTY																	
CHIEF JUSTICE SUPREME COURT STATE HOUSE ANNEX TRENTON NJ 08625 NJ011025J MERCER COUNTY																	
APPELLATE DIVISION SUPERIOR COURT CLERK STATEHOUSE ANNEX TRENTON NJ 08625 NJ011035J MERCER COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
SUBROGATE COURT SUBROGATE COURT HOUSE WOODBURY NJ 08096 NJ066033J GLOUCESTER COUNTY																	
MUNICIPAL CT SWEDENBORO WOLWICH JUDGE LAKEVIEW DR SWEDENBORO NJ 08085 NJ008043J GLOUCESTER COUNTY																	
COUNTY DISTRICT COURT JUDGE COURTHOUSE WOODBURY NJ 08096 NJ008053J GLOUCESTER COUNTY																	
MARRISON TWP MUN CT TWP MUNICIPAL CT JUDGE WOODBURY NJ 08096 NJ008063J GLOUCESTER COUNTY																	
SUBROGATE S COURT SUBROGATE COURTHOUSE 595 NEWARK AVE JERSEY CITY NJ 07306 NJ009013J HUDSON COUNTY																	
HUDSON COUNTY COURT PRESIDING JUDGE COURTHOUSE 595 NEWARK AVE JERSEY CITY NJ 07306 NJ009023J HUDSON COUNTY																	
JUV AND DOMESTIC REL CTM PRESIDING JUDGE COURTHOUSE 595 NEWARK AVE JERSEY CITY NJ 07306 NJ009033J HUDSON COUNTY																	
DISTRICT COURT PRESIDING JUDGE COURTHOUSE 595 NEWARK AVE JERSEY CITY NJ 07306 NJ009043J HUDSON COUNTY																	



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
-----------------------	------------------------------	--------------------------	------------------	---	---	---	---	---	---	---	---	---	----	----	----	----

COUNTY COURT  
JUDGE  
COURTHOUSE  
HACKENSACK NJ 07601

NJ002043J PATERSON COUNTY

BURLINGTON COUNTY COURT  
JUDGE  
49 MARCOCCAS RD  
MT HOLLY NJ 08060

NJ003013J BURLINGTON COUNTY

SUBROGATE S COURT  
JUDGE  
49 MARCOCCAS RD  
MT HOLLY NJ 08060

NJ003023J BURLINGTON COUNTY

JUVENILE DOMESTIC COURT  
JUDGE  
49 MARCOCCAS RD  
MT HOLLY NJ 08060

NJ003033J BURLINGTON COUNTY

COUNTY DISTRICT COURT  
JUDGE  
49 MARCOCCAS RD  
MT HOLLY NJ 08060

NJ003043J BURLINGTON COUNTY

MUNICIPAL COURT  
WASH BASSETT TRPS  
49 MARCOCCAS RD  
MT HOLLY NJ 08060

NJ003053J BURLINGTON COUNTY

CAMDEN COUNTY COURT  
COUNTY JUDGE  
COURTHOUSE  
CAMDEN NJ 08101

NJ004023J CAMDEN COUNTY

SUBROGATE S COURT  
SUBROGATE  
COURTHOUSE  
CAMDEN NJ 08101

NJ004033J CAMDEN COUNTY

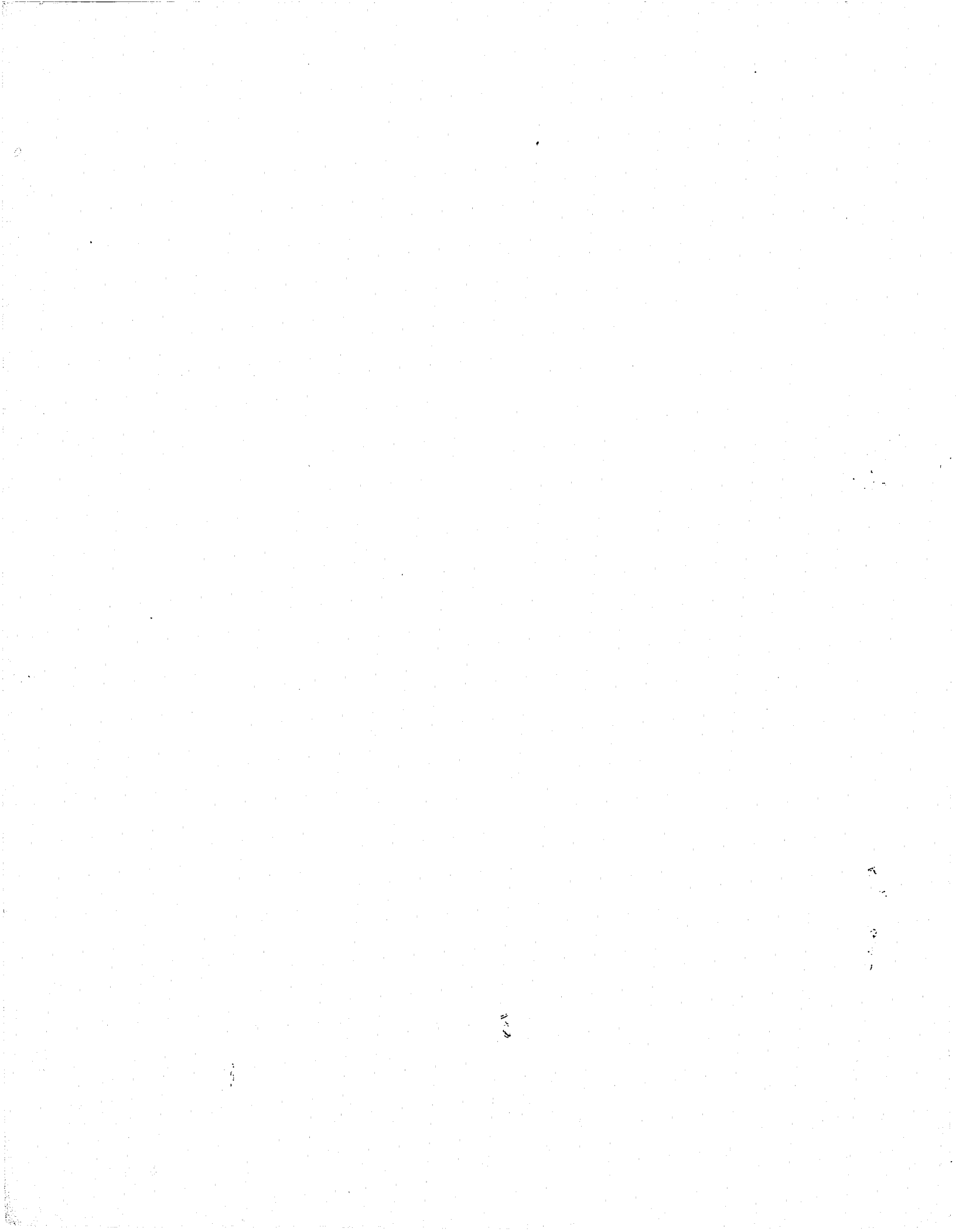
Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
JUV AND DOM RELATIONS CT JUDGE COURTHOUSE FLEMINGTON NJ 08822 NJ010693J HUNTERDON COUNTY																	
COUNTY SURROGATES COURT SURROGATE CO COURT HOUSE BROAD AND MARKET STS TRENTON NJ 08607 NJ011013J MERCER COUNTY																	
JUVENILE DOM RELAT COURT ASSIGNMENT JUDGE COURT HOUSE BROAD AND MARKET STS TRENTON NJ 08607 NJ011033J MERCER COUNTY																	
COUNTY DISTRICT COURT ASSIGNMENT JUDGE COURT HOUSE BROAD AND MARKET STS TRENTON NJ 08607 NJ011023J MERCER COUNTY																	
MERCER COUNTY COURT ASSIGNMENT JUDGE CO COURTHOUSE BROAD AND MARKET STS TRENTON NJ 08607 NJ011043J MERCER COUNTY																	
MIDDLESEX CO DISTRICT CT DISTRICT COURT PRESIDING JUDGE JOHN F KENNEDY SQ NEW BRUNSWICK NJ 07101 NJ012013J MIDDLESEX COUNTY																	
MIDDLESEX CO SURROGATE SURROGATES OFFICE SURROGATE JOHN F KENNEDY SQ NEW BRUNSWICK NJ 07101 NJ012023J MIDDLESEX COUNTY																	
MIDDLESEX COUNTY COURT PRESIDING JUDGE JOHN F KENNEDY SQ NEW BRUNSWICK NJ 07101 NJ012033J MIDDLESEX COUNTY																	
JUV AND DOMESTIC REL CRT PRESIDING JUDGE JOHN F KENNEDY SQ NEW BRUNSWICK NJ 07101 NJ012043J MIDDLESEX COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
CUMBERLAND CO DIST CT DISTRICT COURT COUNTY CLERK COURT HOUSE FRIDGEGETON NJ 08302 NJ006023J CUMBERLAND COUNTY																	
CUMBERLAND COUNTY COURT JUDGE COURTHOUSE FRIDGEGETON NJ 08302 NJ006033J CUMBERLAND COUNTY																	
SUBROGATES COURT SUBROGATE COURTHOUSE FRIDGEGETON NJ 08302 NJ006043J CUMBERLAND COUNTY																	
ESSEX CO SUBROGATES CT SUBROGATES COURT SUBROGATE HALL OF RECORDS NEWARK NJ 07102 NJ007013J ESSEX COUNTY																	
ESSEX CO DISTRICT CT PRESIDING JUDGE HALL OF RECORDS 41 - 13TH AVE NEWARK NJ 07102 NJ007023J ESSEX COUNTY																	
ESSEX COUNTY JUVENILE AND DOM REL COURT PRESIDING JUDGE HALL OF RECORDS NEWARK NJ 07102 NJ007063J ESSEX COUNTY																	
ESSEX COUNTY COURT ASSIGNMENT JUDGE COURT HOUSE HALL OF RECORDS NEWARK NJ 07102 NJ007093J ESSEX COUNTY																	
GLOUCESTER COUNTY COURT JUDGE COURT HOUSE ROXBURY NJ 08096 NJ008013J GLOUCESTER COUNTY																	
JUVENILE DOM RELAT CT JUDGE COURT HOUSE ROXBURY NJ 08096 NJ008023J GLOUCESTER COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE													
					1	2	3	4	5	6	7	8	9	10	11	12	13	
OCEAN COUNTY COURT COUNTY JUDGE COUNT HOUSE TOMS RIVER NJ 08753 NJ015013J OCEAN COUNTY																		
OCEAN CO DISTRICT COURT COUNTY JUDGE COURT HOUSE TOMS RIVER NJ 08753 NJ015023J OCEAN COUNTY																		
COUNTY SURROGATE COURT SURROGATE COUNT HOUSE TOMS RIVER NJ 08753 NJ015033J OCEAN COUNTY																		
MUNICIPAL CT BERKELEY TWP PINE HCH BORO BDR TOWN HALL RT 9 RAYVILLE NJ 08721 NJ015043J OCEAN COUNTY																		
MUN CT OF BAY HEAD BORO MANTOLOKING BORO JUDGE BOX 24A BAY HEAD NJ 08742 NJ015053J OCEAN COUNTY																		
JUV AND DOM RELATIONS CT JUDGE COUNT HOUSE TOMS RIVER NJ 08753 NJ015063J OCEAN COUNTY																		
UNION OCEAN LACEY TRPS MUNICIPAL COURT JUDGE LACEY ROAD FORKED RIVER NJ 08731 NJ015073J OCEAN COUNTY																		
PASSAIC COUNTY COURT ASSIGNMENT JUDGE COURTHOUSE HAMILTON ST PATERSON NJ 07505 NJ015013J PASSAIC COUNTY																		



**CONTINUED**

**4 OF 5**

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

DISTRICT COURT  
JUDGE  
COURT HOUSE  
FLEMINGTON NJ 08822  
NJ010013J HUNTERDON COUNTY

HUNTERDON COUNTY COURT  
JUDGE  
COURT HOUSE  
FLEMINGTON NJ 08822  
NJ010023J HUNTERDON COUNTY

SUBROGATES COURT  
SUBROGATE  
COURT HOUSE  
FLEMINGTON NJ 08822  
NJ010033J HUNTERDON COUNTY

MUN CT ALEX HOLL TAPS  
FRENCHMAN MILFORD  
JUDGE  
JOINT COURTS OF MILFORD  
BAPTISTOAN NJ 08803  
NJ010043J HUNTERDON COUNTY

MUNICIPAL CT L AMELL  
W AMELL DELA TAPS  
JUDGE  
COURTHOUSE  
FLEMINGTON NJ 08822  
NJ010053J HUNTERDON COUNTY

FLEMINGTON RARITAN MUN CT  
JUDGE  
PARK AVE  
18 COURT STREET  
FLEMINGTON NJ 08822  
NJ010063J HUNTERDON COUNTY

N HUNTERDON INTERMUN CT  
JUDGE  
WEST STREET  
ANNANDALE NJ 08601  
NJ010073J HUNTERDON COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE												
	Funds CHRI	Maintain CHRI	inate CHRI	CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
JUV AND DOM RELATIONS CT JUDGE COURT HOUSE MIDDLEBURY NJ 08876 NJ019043J SOMERSET COUNTY																	
COUNTY COURT JUDGE COURT HOUSE MERTON NJ 07860 NJ019013J SUSSEX COUNTY																	
SUBSTITUTE S COURT JUDGE COURTHOUSE MERTON NJ 07860 NJ019023J SUSSEX COUNTY																	
JUV AND DOMESTIC REL CT JUDGE COURTHOUSE MERTON NJ 07860 NJ019033J SUSSEX COUNTY																	
DISTRICT COURT JUDGE COURTHOUSE MERTON NJ 07860 NJ019043J SUSSEX COUNTY																	
MUN CT FRANKLIN HAMBURG RODOS HARDYSTN TP CLERK 105 MAIN ST FRANKLIN NJ 07460 NJ019053J SUSSEX COUNTY																	
MUN CT OF GREEN TWP AND ANDOVER POPO JUDGE COURTHOUSE MERTON NJ 07860 NJ019063J SUSSEX COUNTY																	
SUBSTITUTE S COURT SUBSTITUTE COURTHOUSE FLIZADETH NJ 07201 NJ020013J UNION COUNTY																	
UNION CO DISTRICT COURT PRESIDING JUDGE COURTHOUSE FLIZADETH NJ 07201 NJ020023J UNI. COUNTY																	



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

MUNICIPAL CT ALLENTOWN  
UPPER FREEMOLD  
COUNT CLERK  
37 NO MAIN ST  
ALLENTOWN NJ 08501  
NJ013013J MONMOUTH COUNTY

SUBROGATES COURT  
SUPROGATE  
HALL OF RECORDS  
FREEMOLD NJ 07728  
NJ013023J MONMOUTH COUNTY

MONMOUTH COUNTY COURT  
COUNTY JUDGE  
COURT HOUSE  
FREEMOLD NJ 07728  
NJ013033J MONMOUTH COUNTY

JUV AND DOM RELATIONS CT  
JUDGE  
COURT HOUSE  
FREEMOLD NJ 07728  
NJ013043J MONMOUTH COUNTY

MONMOUTH CO DISTRICT CT  
JUDGE  
COURTHOUSE  
FREEMOLD NJ 07728  
NJ013053J MONMOUTH COUNTY

MORRIS COUNTY COURT  
COUNTY JUDGE  
COUNT HOUSE  
MORRISTOWN NJ 07960  
NJ014013J MORRIS COUNTY

MORRIS COUNTY DIST CT  
JUDGE  
COURT HOUSE  
MORRISTOWN NJ 07960  
NJ014023J MORRIS COUNTY

MORRIS CO SURROGATES CT  
SURROGATE  
COUNT HOUSE  
MORRISTOWN NJ 07960  
NJ014033J MORRIS COUNTY

JUV DOM RELAT CT  
JUDGE  
COURT HOUSE  
MORRISTOWN NJ 07960  
NJ014043J MORRIS COUNTY

CHRI = Criminal History Record Information

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

PROSECUTION AND LEGAL  
SERVICES AGENCIES

STATE LEVEL

OFF OF ATTORNEY GENERAL  
REPT OF PUB SAFETY  
STATE HOUSE ANNEX  
TRENTON NJ 08625

NJ011015A MERCER COUNTY

COUNTY LEVEL

PROSECUTOR'S OFFICE  
CU PROSECUTOR  
GUARANTEE TRUST PL  
ATLANTIC CITY NJ 08401

NJ00189 ATLANTIC COUNTY

COUNTY SOLICITORS OFFICE  
CU SOLICITOR  
GUARANTEE TRUST PL  
ATLANTIC CITY NJ 08401

NJ001023A ATLANTIC COUNTY

OFF OF COUNTY COUNSEL  
COUNTY COUNSEL  
ADMINISTRATIVE BLD  
MACKENSACK NJ 07601

NJ002013A BERGEN COUNTY

PROSECUTOR'S OFFICE  
PROSECUTOR  
COURTHOUSE  
MACKENSACK NJ 07601

NJ002023A BERGEN COUNTY

PROSECUTOR'S OFFICE  
PROSECUTOR  
49 HANCOCKS ROAD  
MT HOLLY NJ 08060

NJ00380 BURLINGTON COUNTY

SOLICITORS OFFICE  
CU SOLICITOR  
49 HANCOCKS ROAD  
MT HOLLY NJ 08060

NJ003023A BURLINGTON COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE													
					1	2	3	4	5	6	7	8	9	10	11	12	13	
SURROGATES COURT SURROGATE COURTHOUSE HAMILTON ST PATCHEN NJ 07505 NJ016023J PASSAIC COUNTY																		
JUVENILE DCM RELAT CT ASSIGNMENT JUDGE COURTHOUSE ANNEX HAMILTON ST PATCHEN NJ 07505 NJ016033J PASSAIC COUNTY																		
PASSAIC CO DISTRICT CT ASSIGNMENT JUDGE COURTHOUSE HAMILTON ST PATCHEN NJ 07505 NJ016043J PASSAIC COUNTY																		
SURROGATES COURT SURROGATE COURT HOUSE SALEM NJ 08079 NJ017013J SALEM COUNTY																		
SALEM COUNTY COURT COUNTY JUDGE COURT HOUSE SALEM NJ 08079 NJ017023J SALEM COUNTY																		
SALEM CO DISTRICT CT JUDGE COURT HOUSE SALEM NJ 08079 NJ017033J SALEM COUNTY																		
JUV AND DCM RELATIONS CT JUDGE COURTHOUSE SALEM NJ 08079 NJ017043J SALEM COUNTY																		
SOMERSET COUNTY COURT SENIOR JUDGE COUNTY COURT HOUSE SOMERVILLE NJ 08876 NJ018013J SOMERSET COUNTY																		
COUNTY SURROGATE CT SURROGATE COUNTY ADMIN BLDG SOMERVILLE NJ 08876 NJ019023J SOMERSET COUNTY																		

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
OFC COUNTY COUNSEL COUNTY COUNSEL COURTHOUSE 595 NEWARK AVE JERSEY CITY NJ 07306 NJ009013A HUDSON COUNTY																	
OFC OF PROSECUTOR CHIEF PROSECUTOR COURTHOUSE 595 NEWARK AVE JERSEY CITY NJ 07306 NJ009023A HUDSON COUNTY																	
PROSECUTORS OFFICE PROSECUTOR COURT HOUSE FLEMINGTON NJ 08822 NJ01089 HUNTERDON COUNTY																	
COUNTY PROSECUTORS OFC PROSECUTOR COUNTY HOUSE TRENTON NJ 08600 NJ01189 MERCER COUNTY																	
MIDDLESEX CO PROSECUTOR OFC OF PROSECUTOR CHIEF PROSECUTOR JOHN F KENNEDY SQ NEW BRUNSWICK NJ 07101 NJ012013A MIDDLESEX COUNTY																	
MIDDLESEX COUNTY COUNSEL OFC COUNTY COUNSEL COUNTY COUNSEL JOHN F KENNEDY SQ NEW BRUNSWICK NJ 07101 NJ012023A MIDDLESEX COUNTY																	
CO PROSECUTOR S OFC CO PROSECUTOR COURT HOUSE FREEHOLD NJ 07728 NJ013013A MONMOUTH COUNTY																	
MORRIS CO ATTYS OFC PROSECUTOR MORRISTOWN NJ 07962 NJ01489 MORRIS COUNTY																	
COUNTY PROSECUTORS OFC PROSECUTOR COURT HOUSE TOMS RIVER NJ 08753 NJ01599 OCEAN COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
COUNTY DISTRICT CT CLERK CO ADMIN BLDG SUMERVILLE NJ 08876 NJ018J33J SOMERSET COUNTY																	
JUV AND DOMESTIC REL CRT CHIEF JUDGE COURTHOUSE ELIZABETH NJ 07201 NJ020C33J UNION COUNTY																	
UNION COUNTY COURT PRESIDING JUDGE COURTHOUSE UNION NJ 07201 NJ020R33J UNION COUNTY																	
WARREN COUNTY COURT JUDGE COURT HOUSE MELVIDERE NJ 07823 NJ021013J WARREN COUNTY																	
SUBSTITUTE S COUNT JUDGE COURT HOUSE MELVIDERE NJ 07823 NJ021023J WARREN COUNTY																	
JUV AND DOM RELATIONS CT JUDGE COURT HOUSE MELVIDERE NJ 07823 NJ021033J WARREN COUNTY																	
WARREN CO DISTRICT COURT JUDGE COURT HOUSE MELVIDERE NJ 07823 NJ021043J WARREN COUNTY																	
CENT WARREN INTERMUN CT JUDGE COURT HOUSE MELVIDERE NJ 07823 NJ021053J WARREN COUNTY																	
N WARREN INTERMUN COURT JUDGE COURTHOUSE MELVIDERE NJ 07823 NJ021063J WARREN COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>DEFENDER AGENCIES</b>																	
<b>STATE LEVEL</b>																	
PUBLIC DEFENDERS OFFICE NJ PUBLIC DEFENDER 10/12 N STOCKTON ST TRENTON NJ 08625 NJ011015D MERCER COUNTY																	
PUBLIC DEFENDERS OFFICE CAMDEN REGION PUBLIC DEFENDER 520 COOPEP ST CAMDEN NJ 08102 NJ004015D CAMDEN COUNTY																	
PUBLIC DEFENDER OF UNION REGION 125 BROAD ST ELIZABETH NJ 07207 NJ020015D UNION COUNTY																	
PUBLIC DEFENDER OF MORRHOUTH REGION ONE COURTHOUSE SQ FREEHOLD NJ 07728 NJ013015D MORRHOUTH COUNTY																	
PUBLIC DEFENDER OF BERGEN REGION 47 ESSEX ST HACKENSACK NJ 07601 NJ002015D BERGEN COUNTY																	
PUBLIC DEFENDER OF HUDSON REGION 550 MARARK AVE JERSEY CITY NJ 07306 NJ009015D HUDSON COUNTY																	
PUBLIC DEFENDER OF MORRIS SUSSEX WARREN REGION 45 WASHINGTON ST MORRISTOWN NJ 07960 NJ014015D MORRIS COUNTY																	
PUBLIC DEFENDER OF MIDDLESEX REGION LIVINGSTON AVE/NEW ST NEW BRUNSWICK NJ 08901 NJ012015D MIDDLESEX COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

COUNTY PROSECUTORS OFC  
PROSECUTOR  
COURTHOUSE  
CAMDEN NJ 08101  
NJ004013A CAMDEN COUNTY

PROSECUTORS OFFICE  
PROSECUTOR  
COURTHOUSE  
CAPE MAY NJ 08210  
NJ00589 CAPE MAY COUNTY

COUNTY SOLICITORS OFC  
SOLICITOR  
BILDAOOD NJ 08260  
NJ005023A CAPE MAY COUNTY

CO PROSECUTOR S OFFICE  
COUNTY PROSECUTOR  
COURT HOUSE  
BRIDGETON NJ 08302  
NJ00669 CUMBERLAND COUNTY

ESSEX COUNTY PROSECUTOR  
PROSECUTOR  
COURTHOUSE  
NEWARK NJ 07102  
NJ007013A ESSEX COUNTY

ESSEX CO COUNTY COUNSEL  
COUNTY COUNSEL  
HALL OF RECORDS  
NEWARK NJ 07102  
NJ007023A ESSEX COUNTY

COUNTY PROSECUTORS OFC  
PROSECUTOR  
COURT HOUSE  
BUCKHURST NJ 08061  
NJ004013A GLOUCESTER COUNTY

SOLICITORS OF SPEDSHORO  
SOLICITOR  
SOLICITOR  
SPEDSHORO NJ 08065  
NJ008023A GLOUCESTER COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
PUBLIC DEFENDER OF MURKIN SUB-REG 16 COURT ST FLEMINGTON NJ 08822 NJ0100150 MURKIN COUNTY																	
PUBLIC DEFENDER OF MERCER REGION 216-220 SOUTH BROAD ST TRENTON NJ 08638 NJ0110250 MERCER COUNTY																	
PUBLIC DEFENDER OF OCEAN REGION 616 WASHINGTON ST TOMS RIVER NJ 08753 NJ0150250 OCEAN COUNTY																	
PUBLIC DEFENDER OF NJ APPELLATE OFFICE 570 CENTRAL AVENUE EAST ORANGE NJ 07018 NJ0070150 ESSEX COUNTY																	



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
COUNTY PROSECUTOR S OFC CO PROSECUTOR COURT HOUSE PATKINSON NJ 07505 NJ01609 PASSAIC COUNTY																	
SALEM CO SOLICITORS OFC SOLICITOR COURTHOUSE SALEM NJ 04079 NJ017013A SALEM COUNTY																	
SALEM CO PROSECUTORS OFC PROSECUTOR COURT HOUSE SALEM NJ 04079 NJ017023A SALEM COUNTY																	
COUNTY PROSECUTOR S OFF COUNTY PROSECUTOR ADMINISTRATION BLD SCHEMVILLE NJ 08876 NJ01809 SUMNERSET COUNTY																	
COUNTY COUNSEL S OFC COUNSELLOR 27 N BRIDGE ST SCHEMVILLE NJ 08876 NJ018023A SOMERSET COUNTY																	
SUSSEX CO PROSECUTOR OFC PROSECUTOR COURT HOUSE NEWTON NJ 07860 NJ01909 SUSSEX COUNTY																	
OFFICE OF PROSECUTOR CHIEF PROSECUTOR COURTHOUSE ELIZABETH NJ 07201 NJ020013A UNION COUNTY																	
CFC COUNTY ATTORNEY COUNTY ATTORNEY COURTHOUSE ELIZABETH NJ 07201 NJ020023A UNION COUNTY																	
PROSECUTOR S OFC PROSECUTOR COUNT HOUSE FELVIDENE NJ 07823 NJ02109 WARREN COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
MAPLRURG CAMP SUPERINTENDENT MAPLRURG NJ 07746 NJ013035C MUMMOUTH COUNTY																	
BORDENTON UNIT AT NEW LISBON SUPERVISOR STATE SCHOOL NEW LISBON NJ 08066 NJ003025C BURLINGTON COUNTY																	
BORDENTON UNIT AT NEURO PSYCHIATRIC INST SUPERVISOR BOX 1000 PRINCETON NJ 08540 NJ011035C MERCER COUNTY																	
WEST TRENTON UNIT OF NJ STATE PRISON SUPERVISOR BEAR TAVERN ROAD WEST TRENTON NJ 08628 NJ011045C MERCER COUNTY																	
THE CARPENTER HOUSE SUPERVISOR COMMUNITY RESID CLINTON NJ 08809 NJ010025C MUMMOUTH COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE												
	Funds CHRI	Maintain CHRI	inate CHRI	CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
PUBLIC DEFENDER FOR ESSEX REGION-ADULT 151 WASHINGTON ST NEWARK NJ 07102 NJ0070150 ESSEX COUNTY																	
PUBLIC DEFENDER FOR PASSAIC REGION 64 HAMILTON ST PATERSON NJ 07505 NJ0160150 PASSAIC COUNTY																	
PUBLIC DEFENDER OF SOMERSET SUB-REG 73 EAST HIGH ST SCHERVILLE NJ 08876 NJ0180150 SOMERSET COUNTY																	
PUBLIC DEFENDER OF BURLINGTON SUB-REG 50 HANCOCKS RD MT HOLLY NJ 08060 NJ0150150 OCEAN COUNTY																	
PUBLIC DEFENDER OF ATLANTIC REG 16 EAST MAIN ST MAYS LANDING NJ 08330 NJ0010150 ATLANTIC COUNTY																	
LEGAL AID CLINIC RUTGERS LAW SCHOOL DIRECTOR NEW BURNSTICK NJ 08903 NJ0120250 MIDDLESEX COUNTY																	
PUBLIC DEFENDER FOR ESSEX-JUVENILE 1100 RAYMOND BLVD NEWARK NJ 07102 NJ0070250 ESSEX COUNTY																	
PUBLIC DEFENDER OF GLOUCESTER SUB-REG 35 COOPER ST WOODBURY NJ 08096 NJ0080150 GLOUCESTER COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

ESSEX CO PENITENTIARY  
WARDEN  
100 300  
CALDWELL NJ 07006  
NJ07013C ESSEX COUNTY

ESSEX CO JAIL ANNEX  
WARDEN  
40 NELSON PL  
ALBANY NJ 07103  
NJ07023C ESSEX COUNTY

GLOUCESTER COUNTY PRISON  
WARDEN  
COUNT HOUSE  
GLOUCESTER NJ 08096  
NJ08013C GLOUCESTER COUNTY

HUDSON COUNTY JAIL  
WARDEN  
170 PAVONIA AVE  
JERSEY CITY NJ 07306  
NJ09013C HUDSON COUNTY

HUDSON CO PENITENTIARY  
WARDEN  
170 PAVONIA AVE  
JERSEY CITY NJ 07306  
NJ09023C HUDSON COUNTY

HUNTERDON COUNTY JAIL  
WARDEN  
COUNTY JAIL  
FLMINGTON NJ 08822  
NJ08013C HUNTERDON COUNTY

MERCER COUNTY JAIL  
WARDEN  
84 COPPER ST  
TRENTON NJ 08611  
NJ08113C MERCER COUNTY

MERCER COUNTY WORKHOUSE  
WARDEN  
RIVER RD  
LAMBERTVILLE NJ 08530  
NJ08123C MERCER COUNTY

MIDDLESEX CO JAIL  
WARDEN  
100 HUNTSBICK NJ 08900  
NJ08013C MIDDLESEX COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE												
					1	2	3	4	5	6	7	8	9	10	11	12	13
<b>ADULT CORRECTIONAL INSTITUTIONS</b>																	
<b>STATE LEVEL</b>																	
YOUTH RECEPTION AND CORRECTION CENTER SUPERINTENDENT P O BOX 1 YARDVILLE NJ 08620 NJ02253 MERCER COUNTY																	
YOUTH CORRECTIONAL INST AT BORDENTOWN SUPERINTENDENT BOX 500 BORDENTOWN NJ 08505 NJ003015C BURLINGTON COUNTY																	
NEW JERSEY STATE PRISON SUPERINTENDENT LOCK BAG R RAHWAY NJ 07065 NJ020015C UNION COUNTY																	
NEW JERSEY STATE PRISON PRINCIPAL KEEPER THIRD STREET TRENTON NJ 08606 NJ02252 MERCER COUNTY																	
CORRECTIONAL INSTITUTION FOR WOMEN SUPERINTENDENT CLINTON NJ 08809 NJ010015C HUNTERDON COUNTY																	
NEW JERSEY STATE PRISON SUPERINTENDENT LEESEBURG NJ 08327 NJ006015C CUMBERLAND COUNTY																	
YOUTH RECD AND CORR CTR AT WHARTON FOREST SUPERVISOR ROUTE 2 VINCETOWN NJ 08088 NJ014015C MORRIS COUNTY																	
RAHWAY UNIT AT MARLBORO PSYCHIATRIC HOSP SUPERVISOR MARLBORO NJ 07746 NJ013015C MONTMOUTH COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13	
UNION COUNTY JAIL WARDEN 15 ELIZABETHTOWN P ELIZABETH NJ 07201 NJ020013C UNION COUNTY																		
WARREN COUNTY JAIL WARDEN COUNT HOUSE BELVIDERE NJ 07823 NJ021013C WARREN COUNTY																		
<b>MUNICIPAL LEVEL</b>																		
ATLANTIC CITY POL DEPT CHIEF OF POLICE TENN AVE RACHANACH BLVD ATLANTIC CITY NJ 08401 NJ00102 ATLANTIC COUNTY																		
POLICE DEPT DIRECTOR 260 GROVE ST ROOM 42 JERSEY CITY NJ 07302 NJ00906 HUDSON COUNTY																		
POLICE DIVISION CHIEF OF POLICE 200 EAST FOURTH ST PLAINFIELD NJ 07060 NJ02012 UNION COUNTY																		
VENTNOR CITY POLICE DEPT CHIEF OF POLICE 6201 ATLANTIC AVE VENTNOR CITY NJ 08406 NJ00122 ATLANTIC COUNTY																		
W ORANGE POLICE DEPT CHIEF OF POLICE 66 MAIN ST WEST ORANGE NJ 07052 NJ00722 ESSEX COUNTY																		

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
COUNTY LEVEL																	
ATLANTIC CO SHERIFFS OFC SHERIFF MAIN STREET MAYS LANDING NJ 08330 NJ00100 ATLANTIC COUNTY																	
BERGEN CO JAIL ANNEX WARDEN RIVER ST MACKENSACK NJ 07601 NJ002013C BERGEN COUNTY																	
BERGEN CO JAIL WARDEN JAIL BLDG COUNT ST MACKENSACK NJ 07601 NJ002023C BERGEN COUNTY																	
COUNTY SHERIFF S OFC SHERIFF GRANT ST MT HOLLY NJ 08060 NJ00300 BURLINGTON COUNTY																	
CAMDEN CO JAIL WARDEN COURTHOUSE CAMDEN NJ 08101 NJ004013C CAMDEN COUNTY																	
CAMDEN CO JAIL ANNEX WARDEN COURTHOUSE CAMDEN NJ 08101 NJ004023C CAMDEN COUNTY																	
CAPE MAY COUNTY JAIL WARDEN COUNT HOUSE CAPE MAY NJ 08210 NJ005013C CAPE MAY COUNTY																	
CUMBERLAND CO JAIL WARDEN COURTHOUSE CUMBERLAND NJ 08302 NJ006013C CUMBERLAND COUNTY																	

CHRI = Criminal History Record Information

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
WARREN RESONTL GROUP CTR SUPERINTENDENT PO BOX 591 OXFORD NJ 07863 NJ021015C WARREN COUNTY																	
COMMUNITY TREATMENT CTR DIRECTOR 1428 MAUDON AVENUE CAMDEN NJ 08103 NJ004015C CAMDEN COUNTY																	
COMMUNITY TREATMENT CENTER DIRECTOR 917 WEST 7TH STREET PLAINFIELD NJ 07060 NJ020025C UNION COUNTY																	
CHILDRENS RESIDENTL CTR SUPERINTENDENT 2000 MAPLE AVE MIDLAND NJ 08340 NJ008025C CUMBERLAND COUNTY																	



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE														
					1	2	3	4	5	6	7	8	9	10	11	12	13		
MIDDLESEX CO WORKHOUSE WARDEN ROUTE 130 NEW BRUNSWICK NJ 08900 NJ017023C MIDDLESEX COUNTY																			
COUNTY SHERIFFS DEP SHERIFF FREEHOLD NJ 07728 NJ01300 MONMOUTH COUNTY																			
MORRIS CO JAIL WARDEN MORRISTOWN NJ 07962 NJ014013C MORRIS COUNTY																			
OCEAN COUNTY JAIL WARDEN COURT HOUSE TOMS RIVER NJ 08753 NJ015013C OCEAN COUNTY																			
PASSAIC COUNTY JAIL WARDEN 11 MARSHALL ST PATKINSON NJ 07501 NJ014013C PASSAIC COUNTY																			
COUNTY SHERIFFS DEPT SHERIFF SALEM NJ 08079 NJ01700 SALEM COUNTY																			
SOMERSET COUNTY JAIL WARDEN 22 EAST HIGH STREE SCHEERVILLE NJ 08876 NJ014013C SOMERSET COUNTY																			
SUSSEX CO SHERIFF S OFF SHERIFF COURT HOUSE NERTON NJ 07860 NJ01900 SUSSEX COUNTY																			

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
MERCER COUNTY YOUTH HOUSE SUPERINTENDENT 1543 PARKSIDE AVE TRENTON NJ 08638 NJ011033C MERCER COUNTY																	
MIDDLESEX CO JUVENILE DETENTION CENTER SUPERINTENDENT PO BOX 108 ROUTE 130 NORTH BRUNSWICK NJ 08902 NJ012033C MIDDLESEX COUNTY																	
YOUTH DETENTION CENTER SUPERINTENDENT DUTCH LANE RD FRENCH NJ 07728 NJ013013C MONMOUTH COUNTY																	
MORRIS CO YOUTH CENTER DIRECTOR COURTHOUSE MORRISTOWN NJ 07960 NJ014023C MORRIS COUNTY																	
CO CHILDRENS SHELTER SUPERINTENDENT 155 SUNSET AVE TOMS RIVER NJ 08753 NJ015023C OCEAN COUNTY																	
CO CHILDREN S SHELTER SUPERINTENDENT 305 CLONHAM RD BAYNE NJ 07470 NJ016023C PASSAIC COUNTY																	
SUSSEX COUNTY YOUTH CENTER SUPERINTENDENT BOX 142 MERTON NJ 07860 NJ019013C SUSSEX COUNTY																	
G MERLICH DETENTION CTR DIRECTOR UNION COCOUNTHOUSE ELIZABETH NJ 07922 NJ020023C UNION COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE												
	Funds CHRI	Maintain CHRI	inate CHRI	CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
JUVENILE CORRECTIONAL INSTITUTIONS																	
STATE LEVEL																	
YOUTH CORRECTIONAL INSTITUTION SUPERINTENDENT BOX 7 ANNANDALE NJ 08801 NJ010035C HUNTERDON COUNTY																	
ANNANDALE UNIT AT STOKESFOREST SUPERINTENDENT ANNANDALE NJ 08801 NJ010045C HUNTERDON COUNTY																	
TRAINING SCH FOR BOYS SUPERINTENDENT BIARENBERG ROAD SKILLMAN NJ 08558 NJ018015C SOMERSET COUNTY																	
TRAINING SCHOOL FOR BOYS SUPERINTENDENT BOX 500 JAMESBURG NJ 08831 NJ012015C MIDDLESEX COUNTY																	
ANNANDALE UNIT AT HIGHPOINT SUPERINTENDENT ANNANDALE NJ 08801 NJ010055C HUNTERDON COUNTY																	
TURRELL RESID GROUP CTR SUPERINTENDENT PO BOX 625 FARMINGDALE NJ 07727 NJ013025C MONMOUTH COUNTY																	
HIGHFIELDS RES GROUP CTR SUPERINTENDENT HOPENELL NJ 08525 NJ011025C MERCER COUNTY																	
OCEAN RESIDENTIAL GROUP CTR SUPERINTENDENT BOX 195 FORKED RIVER NJ 08731 NJ015015C OCEAN COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR BOX 738 CAMDEN NJ 08101 NJ004025G CAMDEN COUNTY																	
YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 40 E BROAD ST BRIDGETON NJ 08303 NJ006015G CUMBERLAND COUNTY																	
YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 139 MAIN ST 2ND FL ORANGE NJ 07050 NJ007035G ESSEX COUNTY																	
YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 1100 RAYMOND BLVD RM 412 NEARBY NJ 07102 NJ007045G ESSEX COUNTY																	
YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 618 NORTH BROAD ST WOODBURY NJ 08098 NJ008015G GLOUCESTER COUNTY																	
YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 73 E HIGH ST SUMERVILLE NJ 08876 NJ018015G SOMERSET COUNTY																	
YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 1801 N GLOEN AVE TRENTON NJ 08618 NJ011085G MERCER COUNTY																	
YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 78 CARROLL PLACE NEW BRUNSWICK NJ 08901 NJ012025G MIDDLESEX COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>COUNTY LEVEL</b>																	
JUV REHAB TREATMENT CTR DIRECTOR 540 LONDON AVENUE EGG HARBOR NJ 08215 NJ001013C ATLANTIC COUNTY																	
CHILDRENS SHELTER OF BERGEN COUNTY EAST RIDGEPOOD AVE PARAMUS NJ 07652 NJ002033C BERGEN COUNTY																	
JUVENILE DETENTION CTR SUPERINTENDENT PO BOX 256 NEW LIBSON NJ 08064 NJ003013C BURLINGTON COUNTY																	
CHILDRENS SHELTER OF CAMDEN COUNTY SUPERINTENDENT BLACKWOOD POST OFFICE LAKELAND NJ 08012 NJ004033C CAMDEN COUNTY																	
ESSEX CO YOUTH HOUSE EXECUTIVE DIRECTOR 70 DURYEE NEARK NJ 07103 NJ007033C ESSEX COUNTY																	
CHILDRENS SHELTER OF GLOUCESTER CO SUPERINTENDENT BOX 39 COUNTY HOUSE RD CLARKESBORO NJ 08020 NJ008023C GLOUCESTER COUNTY																	
HUDSON CO YOUTH HOME SUPT 635 COUNTY AVE SECAUCUS NJ 07098 NJ009033C HUDSON COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
BUREAU OF PAROLE LEFT INST AGENCIES CHIEF 40 BOX 1237 TRENTON NJ 08625 NJ011025G MERCER COUNTY																	
BUREAU OF PAROLE DISTRICT OFFICE 1 SUPERVISOR 40 1ST STREET CLIFTON NJ 07011 NJ016015G PASSAIC COUNTY																	
BUREAU OF PAROLE DISTRICT OFFICE 2 SUPERVISOR 100 S CLINTON ST EAST GRANGE NJ 07018 NJ007015G ESSEX COUNTY																	
BUREAU OF PAROLE DISTRICT OFFICE 3 SUPERVISOR 11 9-11th STREET EAST BRNK NJ 07701 NJ013025G MONMOUTH COUNTY																	
BUREAU OF PAROLE DISTRICT OFFICE 4 SUPERVISOR 560 NEWARK AVE. JERSEY CITY NJ 07306 NJ009015G HUDSON COUNTY																	
BUREAU OF PAROLE DISTRICT OFFICE 5 SUPERVISOR 125 BRADY ROOM 509 ELIZABETH NJ 07207 NJ020025G UNION COUNTY																	
BUREAU OF PAROLE DISTRICT OFFICE 6 SUPERVISOR 222 S STATE ST TRENTON NJ 08607 NJ011055G MERCER COUNTY																	
BUREAU OF PAROLE DISTRICT OFFICE 7 SUPERVISOR 417 BROADWAY CAMDEN NJ 08103 NJ004015G CAMDEN COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
PROBATION AND PAROLE AGENCIES <b>60</b> STATE LEVEL DIV YOUTH FAMILY SERVICE DEPT INST AGENCIES DIRECTOR 135 WEST HANOVER ST TRENTON NJ 08625 NJ0110356 MERCER COUNTY STATE PAROLE BOARD CHAIRMAN 135 WEST HANOVER S TRENTON NJ 08625 NJ0110156 MERCER COUNTY BUREAU OF PAROLE BOYS TRAINING SCHOOL SUPERVISOR BOX 500 JAMESBURG NJ 08831 NJ0120156 MIDDLESEX COUNTY BUREAU OF PAROLE GIRLS TRAINING SCH SUPERVISOR P O BOX 233 TRENTON NJ 08602 NJ0110656 MERCER COUNTY YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 18 S ARKANSAS AVE ATLANTIC CITY NJ 08401 NJ0010256 ATLANTIC COUNTY YOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR RT 4 AND NE FOREST AVE PANAMUS NJ 07562 NJ0020156 BERGEN COUNTY YOUTH FAMILY SERVICES DISTRICT OFFICE SUPERVISOR 50 HANCOCKS ROAD MT HOLLY NJ 08060 NJ0030156 BURLINGTON COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA	Collect,	Dissem-	Receives	APPLICABILITY CODE												
	Funds CHRI	Maintain CHRI	inate CHRI	CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>COUNTY LEVEL</b>																	
CO PROBATION DEPT CHIEF PROB OFFICER GUARANTEE TRUST BLD ATLANTIC CITY NJ 08401 NJ001013G ATLANTIC COUNTY																	
BERGEN CO PROBATION DEPT CHIEF PROB OFFICER ADMIN BLDG 2 COUNTY PLACE HACKENSACK NJ 07601 NJ002013G BERGEN COUNTY																	
CO PROBATION DEPT CHIEF PROB OFFICER 49 HANCOCKS ROAD MT HOLLY NJ 08060 NJ003013G BURLINGTON COUNTY																	
CAMDEN CO PROBATION DEPT PROBATION OFFICER COURTHOUSE CAMDEN NJ 08101 NJ004013G CAMDEN COUNTY																	
COUNTY PROBATION DEPT CHIEF PROB OFFICER OLD COURTHOUSE BLD CAPE MAY NJ 08210 NJ005013G CAPE MAY COUNTY																	
CO PROBATION DEPT CHIEF OFFICER COURT HOUSE BRIDGEFORD NJ 08302 NJ006013G CUMBERLAND COUNTY																	
CO PROBATION DEPT CHIEF PROB OFFICER RM 104 HALL OF RECORDS NEWARK NJ 07102 NJ007013G ESSEX COUNTY																	
COUNTY PROBATION DEPT PROBATION OFFICER BOX 438 COUNTY BLD BOSSBORO NJ 08096 NJ008013G GLOUCESTER COUNTY																	



APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE													
					1	2	3	4	5	6	7	8	9	10	11	12	13	
SOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 1005 HAZENOLIA BRIDGEBETH NJ 07207 40020156 UNION COUNTY																		
SOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 400 STATE HWY NO 35 BRIDGEBETH NJ 07748 40030156 MONMOUTH COUNTY																		
SOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 1 SCHUYLER PLACE BRIDGEBETH NJ 07960 40040156 MORRIS COUNTY																		
SOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 450 LANGLADD ROAD 1005 RIVER NJ 08753 40050156 OCEAN COUNTY																		
SOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 370 LINDSAY PATERSCH NJ 07501 40060256 PASSAIC COUNTY																		
SOUTH FAMILY SERVICE DIV DISTRICT OFFICE SUPERVISOR 10 LINDEN PLACE ALBTON NJ 07860 40070156 SUSSEX COUNTY																		
SOUTH FAMILY SERVICE DIV CENTRAL OFFICE SUPERVISOR 135 S HANOVER ST TRENTON NJ 08625 400810956 MERCER COUNTY																		
DIRECTOR OF PROBATION ADMIN OPG OF COURT STATE HOUSE ANNEX TRENTON NJ 08625 400910456 MERCER COUNTY																		

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
SALEM CO PROBATION DEPT PROBATION OFFICER 98 MARKET ST SALEM NJ 08079 NJ017013G SALEM COUNTY																	
CO PROBATION DEPT CHIEF PROB OFFICER CO ADMIN BLDG SCHERVILLE NJ 08876 NJ018013G SOMERSET COUNTY																	
COUNTY PROBATION OFFICE CHIEF PROB OFFICER PARK BUILDING NEWTON NJ 07860 NJ019013G SUSSEX COUNTY																	
CO PROBATION DEPT CHIEF PROB OFFICER COURTHOUSE ELIZABETH NJ 07201 NJ020013G UNION COUNTY																	
WARREN CO PROBATION DEPT CHIEF PROB OFFICER COURT HOUSE BELVIDERE NJ 07823 NJ021013G WARREN COUNTY																	

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA  
Funds  
CHRI

Collect,  
Maintain  
CHRI

Dissem-  
inate  
CHRI

Receives  
CHRI

1

2

3

4

5

6

7

8

9

10

11

12

13

BUREAU OF PAROLE  
DISTRICT OFFICE 8  
SUPERVISOR  
18 S ARKANSAS AVE  
ATLANTIC CITY NJ 08404  
NJ0010156 ATLANTIC COUNTY

BUREAU OF PAROLE  
DISTRICT OFFICE 9  
SUPERVISOR  
1103 RAYMOND BLVD RM 110  
NEWARK NJ 07102  
NJ0070256 ESSEX COUNTY

PROF.  
PAROLE SUPERVISOR  
565 MONTGOMERY ST  
JERSEY CITY NJ 07303  
NJ0090256 HUDSON COUNTY

BUREAU OF PAROLE  
WOMENS CORR INST  
SUPERVISOR  
CLINTON NJ 08809  
NJ0100156 HUNTERDON COUNTY

BUREAU OF PAROLE  
YOUTH CORRECT INST  
SUPERVISOR  
AMANDALE NJ 08801  
NJ0100256 HUNTERDON COUNTY

BUREAU OF PAROLE  
YOUTH CORRECT INST  
SUPERVISOR  
BOX 100  
MORRISTOWN NJ 08505  
NJ0030256 BURLINGTON COUNTY

BUREAU OF PAROLE  
YOUTH RECP CORR CT  
SUPERVISOR  
P O BOX 1  
YARDVILLE NJ 08602  
NJ0110756 MERCER COUNTY

BUREAU OF PAROLE  
YOUTH RECP CORR CT  
SUPERVISOR  
160 3RD STREET  
TRENTON NJ 08611  
NJ0111056 MERCER COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/ Department	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	APPLICABILITY CODE												
					1	2	3	4	5	6	7	8	9	10	11	12	13
STATE INVESTIGATION COMM 329 W STATE ST TRENTON NJ 08625 NJ011205Y MERCER COUNTY																	
DEPT OF DEFENSE NATIONAL GUARD AND TRENTON NJ 08625 NJ011095Y MERCER COUNTY																	
OPERATION COMBINE STATE POLICE DIV DEPT LAW PUB SAFETY SEA GIRL IVNG FACIL SEA GIRL NJ 08750 NJ013015Y MORRIS COUNTY																	
CRIMINAL INVESTIGATIONS DIVISION OF LAW DEPT LAW PUB SAFETY STATE HOUSE ANNEX TRENTON NJ 08625 NJ011115Y MERCER COUNTY																	
ENFORCEMENT BUREAU MOTOR VEHICLE DIV DEPT LAW PUB SAFETY STATE HOUSE ANNEX TRENTON NJ 08625 NJ011125Y MERCER COUNTY																	
BUREAU OF IDENTIFICATION DIV OF ST POLICE DIRECTOR ROUTE 29 WEST TRENTON NJ 08628 NJ011135Y MERCER COUNTY																	
ORGANIZED CRIME UNIT STATE POLICE HQQTA DEPT LAW PUB SAFETY ROUTE 29 WEST TRENTON NJ 08628 NJ011185Y MERCER COUNTY																	
ADM OFC OF THE CTS DIRECTOR STATE HOUSE ANNEX TRENTON NJ 08625 NJ011025Y MERCER COUNTY																	

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
CO PROBATION DEPT CHIEF PROB OFFICER COURTHOUSE 595 NEWARK AVE JERSEY CITY NJ 07306 NJ0090136 HUDSON COUNTY																	
CO PROBATION DEPT CHIEF PROB OFFICER COURT HOUSE COURT HOUSE FLEMINGTON NJ 08822 NJ0100136 HUNTERDON COUNTY																	
MERCER CO PROBATION DEPT PROBATION OFFICER P O BOX 1777 TRENTON NJ 08607 NJ0110136 MERCER COUNTY																	
CO PROBATION DEPT CHIEF PROB OFFICER JOHN F KENNEDY SQ NEW BRUNSWICK NJ 07101 NJ0120136 MIDDLESEX COUNTY																	
CO PROBATION DEPT CHIEF PROBATION OFFICER COURT HOUSE FREEHOLD NJ 07728 NJ0130136 MONMOUTH COUNTY																	
MORRIS CO PROBATION DEPT CHIEF PROB OFFICER COURT HOUSE WASH S MORRISTOWN NJ 07960 NJ0140136 MORRIS COUNTY																	
OCEAN CO PROBATION DEPT CHIEF PROB OFFICER COURT HOUSE TOMS RIVER NJ 08753 NJ0150136 OCEAN COUNTY																	
CO PROBATION DEPT CHIEF PROB OFFICER COURT HOUSE ANNEX PATERSON NJ 07505 NJ0160136 PASSAIC COUNTY																	

CHRI - Criminal History Record Information

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
-----------------------	------------------------------	--------------------------	------------------	---	---	---	---	---	---	---	---	---	----	----	----	----

N J STATE POLICE ACADEMY  
SUPERINTENDENT  
SEA GIRT NJ 08750  
NJ013025Y MONMOUTH COUNTY

POLICE TRAINING CENTER  
DEPT LAW PUB SAFETY  
EXEC SECRETARY  
1100 RAYMOND BLVD  
NEWARK NJ 07102  
NJ007025Y ESSEX COUNTY

NJ LAW ENFORCEMENT  
PLANNING AGENCY  
4-7 BELLEVUE AVE  
TRENTON NJ 08618  
NJ011015E MERCER COUNTY

APPLICABILITY CRITERIA (Yes or No)

APPLICABILITY CODE

Agency/  
Department

LEAA Funds CHRI Collect, Maintain CHRI Dissem-inate CHRI Receives CHRI

1 2 3 4 5 6 7 8 9 10 11 12 13

ALL OTHER AGENCIES

STATE LEVEL

REVIS AND LEGIS LAW  
COMHN  
CHAIRMAN  
STATE HOUSE  
TRENTON NJ 08625

NJ011045Y MERCER COUNTY

COMHN ON UNIFORM LEGIS  
CHAIRMAN  
STATE HOUSE ANNEX  
TRENTON NJ 08625

NJ011055Y MERCER COUNTY

NJ YOUTH COMMISSION  
DEPT COMM AFFAIRS  
N DIRECTOR  
P O BOX 2768  
TRENTON NJ 08625

NJ011065Y MERCER COUNTY

DEPT OF INSTITUTIONS  
AND AGENCIES  
COMMISSIONER  
STATE OFFICE BLDG  
TRENTON NJ 08625

NJ02251 MERCER COUNTY

DIV OF CORRECTION PAROLE  
DEPT OF INSTITUTNS  
STATE OFFICE BLDG  
TRENTON NJ 08625

NJ011105Y MERCER COUNTY

UNIFORM CRIME REPORT  
ATTORNEY GENERAL  
DIRECTOR  
STATE HOUSE ANNEX  
TRENTON NJ 08625

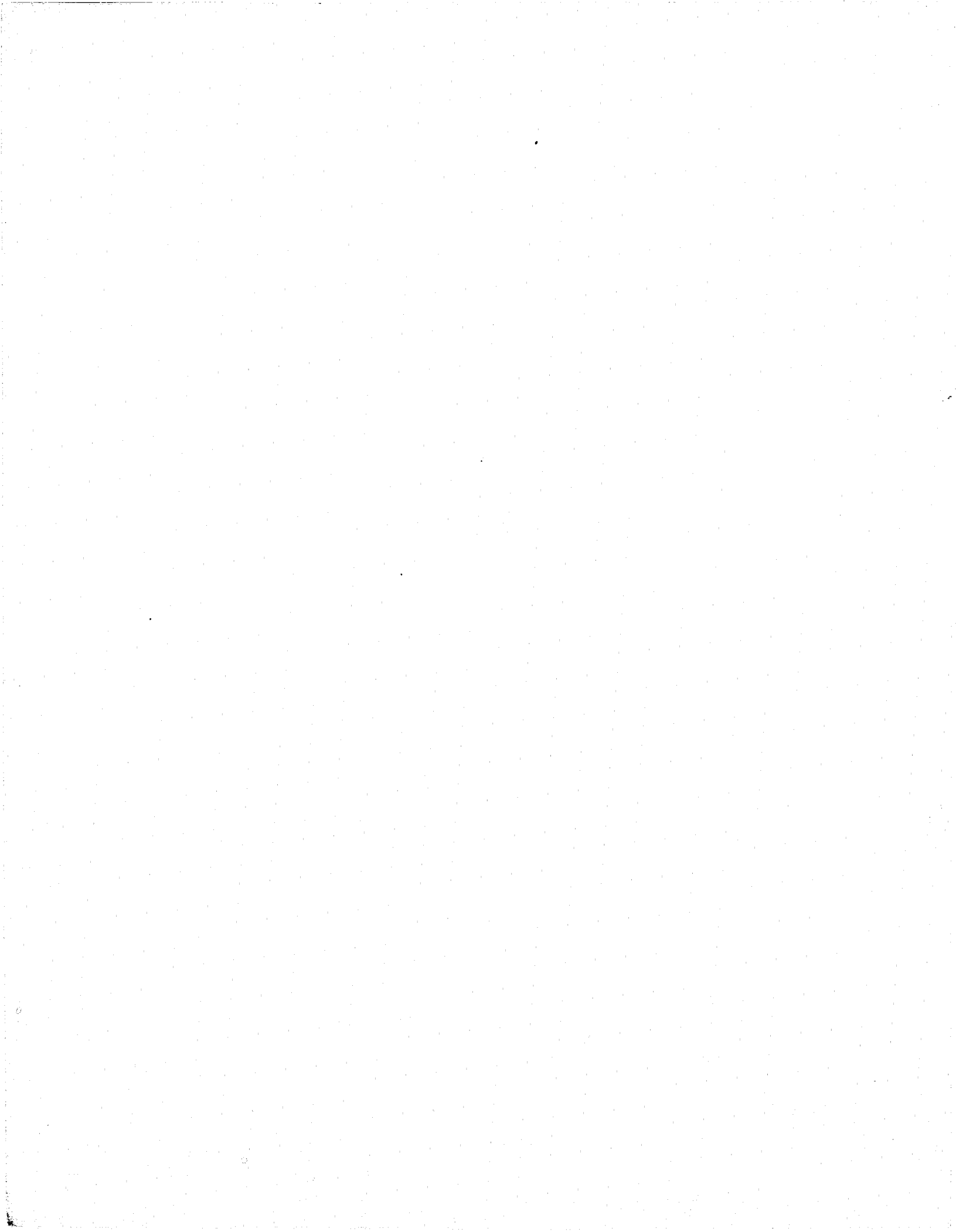
NJ011155Y MERCER COUNTY

DIV OF CRIMINAL JUSTICE  
DPT LAW PUB SAFETY  
STATE HOUSE ANNEX  
TRENTON NJ 08625

NJ011195Y MERCER COUNTY

Agency/ Department	APPLICABILITY CRITERIA (Yes or No)				APPLICABILITY CODE												
	LEAA Funds CHRI	Collect, Maintain CHRI	Dissem- inate CHRI	Receives CHRI	1	2	3	4	5	6	7	8	9	10	11	12	13
ADMIN OFC OF THE COURTS MUNICIPAL COURT SERV DIRECTOR STATE HOUSE ANNEX TRENTON NJ 08625 NJ011035Y MERCER COUNTY																	
TRENTON STATE HOSPITAL WROON DETENTM BLDG DIRECTOR SULLIVAN WAY STA A TRENTON NJ 08625 NJ011015Y MERCER COUNTY																	
DEPT OF INSTIT AND AGENC BUN NARCOTIC ADDCT N AND DRUG ABUSE STATE OFFICE BLDG TRENTON NJ 08625 NJ011085Y MERCER COUNTY																	
ALCOHOLISM CONTROL DEPT OF HEALTH P O BOX 1540 TRENTON NJ 08625 NJ011165Y MERCER COUNTY																	
NARC DRUG ABUSE CONTROL DEPT OF HEALTH STATE OFFICE BLDG TRENTON NJ 08625 NJ011175Y MERCER COUNTY																	
DIV ALCOHOLIC BEV CONTRL DEPT LAW PUB SAFETY DIRECTOR 1100 RAYMOND BLVD NEWARK NJ 07102 NJ007015Y ESSEX COUNTY																	
STATE POLICE ACADEMY DIV OF ST POLICE DIRECTOR ROUTE 29 WEST TRENTON NJ 08620 NJ011145Y MERCER COUNTY																	





**END**