



## Contractor Employee Outsourcing Acknowledgement Form



All authorized personnel must be made aware of the Outsourcing Standard requirements and all state and federal laws governing the security and integrity of CHRI. This includes any consequences and liabilities that could occur from unauthorized use of Criminal Justice Information (CJI) and Criminal History Record Information (CHRI). Employees are advised of the following:

- Never provide CHRI to someone who is not authorized to receive it.
- Never allow unauthorized access to CHRI.
- Never use CHRI for any purpose other than those agreed upon in the Outsourcing Agreement.
- Access to CJI and CHRI could be suspended or canceled for violation of security and/or violation of the terms and conditions in the Outsourcing Agreement.
- Misuse of the CHRI can be a misdemeanor or felony depending on the circumstances of the release.
- Additional penalties for misuse of CHRI as determined by the agency.

I acknowledge that I have been advised of the Outsourcing Standard requirements as well as the consequences of misuse of CJI and CHRI.

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Employee Name (Print)

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Agency Name

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Employee Signature

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Date