



Pretrial Diversion Records System

User Policy

Version 1.0

I. Purpose

To outline the acceptable use of the Pretrial Diversion Records System (PDRS) and the data contained within the system.

II. Overview

- A. The PDRS is the property of the State of Alabama's Office of Prosecution Services (OPS).
- B. Access to the system is restricted to authorized agencies and personnel as determined by OPS.
- C. The PDRS system and data may only be used for legitimate criminal justice purposes.
- D. It is the responsibility of every PDRS user to understand these guidelines and conduct their activities accordingly.

III. Policy

A. Ownership

- 1. The Office of Prosecution services desires to provide a reasonable level of access to criminal justice records in an effort to improve the decision making of criminal justice officials regarding decisions involving the granting or denying of defendants admission into pretrial diversion programs. However, it must be understood that:

- a. The PDRS and the information contained within is the property of the Office of Prosecution Services.
 - b. The information contained within the PDRS is considered confidential.
2. OPS reserves the right to monitor or audit the PDRS on a periodic basis to ensure compliance with this policy.

B. Access

1. Only agencies and users approved by OPS will be allowed access to the PDRS.
2. Agencies requesting access to the PDRS must:
 - a. Assign an Agency Coordinator.
 - b. Inform their users of the PDRS User Policy.
 - c. Notify OPS within 24 hours of the employment termination of any user of the PDRS within their agency.

C. General Use

1. Each agency covered by this agreement shall strictly control the access and release of information maintained in the PDRS.
 - a. Freedom of Information Act (FOIA) requests for records not created by the receiving agency shall be denied, as the receiving agency does not own / possess the record.
 1. The receiving agency should advise the requestor to contact the agency that created the record in the PDRS for consideration.
 - b. Information available to users of this system must only be used for legitimate criminal justice purposes and shall not be disseminated.

2. Accuracy of Information

- a. Each agency user that is tasked with entering or modifying records within the PDRS shall make every effort to ensure the accuracy of all data.
- b. No decisions should be made regarding the admission of a defendant into a pretrial diversion program based on information contained within the PDRS without first contacting the agency that created the record and verifying its accuracy.
- c. OPS is not liable for any incorrect information entered into the database.

D. System Security

1. The information maintained in the PDRS is considered confidential. Users should take all necessary steps to prevent unauthorized access to this information.
2. Users are responsible for the security of their passwords and accounts. Passwords and accounts may not be shared.
3. The Agency Coordinator must immediately notify OPS upon the termination of an employee who has access to the PDRS.

E. Unacceptable Uses

1. Under no circumstances is a user of the PDRS authorized to engage in any activity that is illegal under local, State, Federal, or International law utilizing the PDRS or information contained within.
2. Unauthorized access, copying, removal or dissemination of information maintained in the PDRS. This may result in civil and criminal penalties.
3. Revealing account password or allowing use of an account by another person.

4. Causing intentional harm or disruption to the PDRS.

5. Circumventing user authentication.

F. Acknowledgement of User Agreement

1. Any user who logs into the PDRS acknowledges that they have read and will abide by this user agreement.