KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM

Do you have ideas or suggestions regarding KCJIS policy?
Is there a topic or a policy that you think would benefit the KCJIS community?

You can contribute to the KCJIS Policy Process! Here's how:

Topics for discussion by the KCJIS policy sub-committee may be submitted at any time the following ways:

- Print and complete the Lined Request for KCJIS Policy Review form that follows these instructions and mail or fax to KHP CJIS Unit.
- Complete and submit the Request for KCJIS Policy Review form online electronically.
- Submit proposals via email to KHPCJIS@khp.ks.gov using KCJIS POLICY REQUEST in the subject line, include the following information:
  - Clear statement of request
  - How the subject of the request is handled now (or description of problem being solved)
  - Scenario/example
  - Suggested solution
  - Benefit to the criminal justice community
  - Impact on local agencies, users and systems if known
  - Importance
  - Contact person
  - The magnitude of any problem must be explained in order to set a priority in getting a change made

Submitted requests for review and proposed changes will be analyzed by staff of the KHP CJIS unit to determine:

- The clarity of the request.
- Accuracy and understanding of the information and scenarios provided.
- Whether the request is covered in current policies or if a new policy is being requested.
- Whether any proposed changes will conflict with the minimum security policy standards or other policies set by the FBI CJIS or Federal or state law.
- Possible policy language and format to match current policy "style".

Proposed changes will then be submitted to the KCJIS policy sub-committee chair for inclusion in the next meeting agenda.

The KCJIS policy sub-committee discusses all proposed changes to KCJI policy.
All policy sub-committee recommendations for policy changes are forwarded to the full KCJIS committee for review and final approval.

If the full KCJIS committee votes to concur with the sub-committee recommendations for a policy change, the KCJIS ISO will take the necessary action to implement the change and notify all users of KCJIS.

KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM

REQUEST FOR KCJIS POLICY REVIEW

Please provide the following information when submitting a request for a policy review.

1. **Clear statement of request** _____

2. **How this is handled now (or description of problem being solved)** _____

3. **Scenario/example** _____

4. **Suggested solution** _____

5. **Benefit to the criminal justice community** _____

6. **Impact on state system users, if known. (Time and resources)** _____

7. **Importance/criticality** _____

8. **Contact Person** Name: _____ Phone: _____

Contact Email: _____

Provide any additional information that may be helpful to understand the request or proposal.

Please return to: Kansas Highway Patrol CJIS Unit
122 SW 7th Street Topeka, KS 66603-3847
Email: khpcjis@khp.ks.gov
Fax: (785) 296-0958

Revised 8/1/2014

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