

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA:</b> <b>CFOP: 50-1</b>
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<b>Procedure Name:</b>	Secondary Dissemination of Criminal History Information
<b>Procedure Number:</b>	OP1159
<b>Review Date:</b>	03/2/20, 04/16/24, 10/02/25
<b>Revision /Date:</b>	March 1, 2017, 03/20/2020
<b>Effective Date:</b>	July 5, 2012

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<b>Applicable to:</b>	All FPOCF Family of Agencies Staff and Contract Providers
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<b><u>PURPOSE:</u></b>	The purpose of this procedure is to serve as a reminder concerning directives for procedure regarding dissemination of criminal history information. The Department of Children and Families and its subcontractors must maintain compliance with the user agreement with the Florida Department of Law Enforcement (FDLE).
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### References

CFOP 170-1 Requesting and Analyzing Background Records 6-9, Secondary Dissemination Log Template, Florida Law Enforcement Agency Appendix A

### Definitions

**Secondary Dissemination:** When a person requesting and/or in the possession of a criminal history shares any part of that information with another professional outside of their agency, physically or verbally, that action is considered secondary dissemination.

Dissemination of criminal history information from a Family Partnerships of Central Florida staff member to a contracted provider, who is authorized to receive the information, is still considered a secondary dissemination. In addition, a dissemination of criminal history information from the contracted provider to authorized personnel outside of their agency, such as the court, state attorney, and/or DCF staff, is also considered a secondary dissemination.

**Secondary Dissemination Log:** FDLE requires criminal histories that are shared outside of the user's agency to be documented on a secondary dissemination log. The purpose of the log is to provide an audit trail and a list of all persons having access to the criminal history record/information.

The secondary dissemination log must be maintained at the agency for at least 5 years. During an FDLE or Federal Bureau of Investigation (FBI) audit, the auditor will check to see if the agency is maintaining the dissemination log in an appropriate manner. These Secondary Dissemination Logs should be maintained in the Client Records and/or personnel records as appropriate.

**Secondary Dissemination Logs must contain the following information:**

- Date of dissemination Requestor / Recipient
- Unit or Type (Judge, SAO, CBC, or GAL)
- Name of Subject SID, FDLE# or FBI# Intake/report or Ongoing services case Number Purpose Code (Q, C, or X) Reason for Dissemination Person Giving the Information or Copy

Further information on these requirements can be found in DCF Operating Procedure 50-1 Section 4-8. A copy of a Secondary Dissemination Log can be found on the department's Criminal Justice Information System intranet page located at <http://eww.dcf.state.fl.us/cjis/>.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 12/9/2025

## Appendix A

Copy of CFOP 170-1  
March 15, 2018

Date of Dissemination	Requestor / Recipient	Unit or Type (Judge, SAO, CBC, or GAL)	Name of Subject	SID, FDLE# or FBI#	Intake/report or Ongoing services case Number	Purpose Code (Q, C, or X)	Reason for Dissemination	Person Giving the Information or Copy

**CBCs cannot have access to criminal history information generated using Purpose Code C or X. They cannot have access to National fingerprint results.**

Reason for Dissemination must be completed when criminal history information is given (e.g., Case Transfer to Services).

All criminal history information is confidential and can only be used for the purpose it was generated. Copies are given to a Judge but not read in open court.

### Instructions for Completing the Secondary Dissemination Log

All secondary dissemination shall be documented on this log. This includes both physically providing a copy of criminal history and verbally providing information.

1. Date Of Dissemination: Enter the date as mm/dd/yyyy

2. Requestor/Recipient: Enter the name of the person outside of the unit who is receiving a copy of the criminal history.

3. Unit or Type: Enter the recipient's unit if logging an incoming fax. If logging a secondary dissemination, enter the type of recipient: Judge, State Attorney (SAO), or the Community Based Care Agency (CBC) name (e.g., Children's Home Society, Kid's Central Incorporated, Devereux, etc).

4. Name of Subject: Enter the name of the person whose criminal history is being disseminated.

5. SID, FDLE # or FBI #: Enter the State Identification Number (SID), the FDLE #, or the FBI #.

6. Intake/report or Ongoing services case Number: Enter the appropriate identification (e.g.: 2007-xxxxxx) that this dissemination pertains to.

7. Purpose Code: Enter the Purpose Code that appears on the criminal history being disseminated (Q, C, or X). Enter all that applies.

8. Reason for Dissemination: Enter why the recipient needs a copy of the criminal history (e.g., Court, Case Transfer, etc.).

9. Person Giving the Information/Copy: Enter the name of the person who is disseminating the criminal history.

NOTE: ALL disseminations outside of the Department MUST be logged, and the log maintained for at least four (4) years.