

 <b>Office of Mental Health</b>	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 1	Section # A-3018
	Section: Administration			
	Directive: Criminal Histories			
Official Policy Manual	Policy Owner: Director, Administrative Support Services Group			

### **Criminal Histories**

To provide a safe environment at OMH facilities criminal histories of adult patients are checked on admission to the facility. Some facility staff departments may complete these checks utilizing Division of Criminal Justice Services (DCJS) EJusticeNY Portal. Information gained from these checks must be kept in strict confidentiality and destroyed after use. In all cases, protocol set forth by OMH and NYS DCJS shall be adhered to. While not all OMH Safety Departments have a role in this process, this policy is provided for awareness and informational purposes.

Information furnished by the EJusticeNY Portal is considered SENSITIVE and is for official governmental purposes only. It is to be treated on a privileged and confidential level, and the contents shall not be disclosed to any person or organization or used for any purpose other than that of a duly authorized official acting in their official capacity.

It's extremely important that any use of this system is closely coordinated with facility leadership and in strict adherence with facility policies and applicable laws. Violations related to the misuse of this system or information obtained may result in criminal charges.