

STATE OF MONTANA  
**DEPARTMENT OF JUSTICE**  
DIVISION OF CRIMINAL INVESTIGATION  
CJIN Services

Tim Fox  
Attorney General

PO Box 201406, 2225 11<sup>th</sup> Avenue  
Helena MT 59620-1406

March 17, 2019

Chief William Dial  
Whitefish Police Department  
275 Flathead Avenue  
Whitefish, MT 59937

RE: Informational Letter

Dear Chief Dial,

Thank you for your letter. We were pleased to hear Whitefish Police Volunteer Matt Marshall was always escorted while visiting the Whitefish Police Department's secure facility. However, we strongly recommend a fingerprint-based criminal history background check be conducted on anyone granted a "guest" key fob, even if it only grants escorted access during normal business hours. The FBI CJIS Security Policy 5.7 states:

**5.9.1.7 Visitor Control**

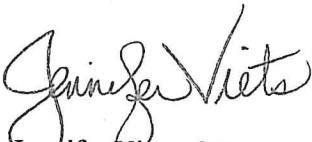
The agency shall control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible). The agency shall escort visitors at all times and monitor visitor activity.

The FBI puts a great deal of responsibility on an agency to ensure a visitor is truly escorted at all times, even during visits to the restroom. Agencies often find it easier to qualify volunteers for "unescorted" access, which requires the fingerprint-based background check and completion of security awareness training every two years.

In addition, we were also pleased you indicated no CJIN information was disseminated to Mr. Marshall. Thank you for your assistance in completing this investigation.

CJIN Services considers this matter closed.

Sincerely,



Jennifer Viets, CJIN Program Manager  
CJIN Services  
Division of Criminal Investigation  
Montana Department of Justice