



## Policy Acknowledgement System

PASS was designed to facilitate the review and acknowledgement of new and revised policies distributed by an agency. Using a web browser as the main access point, the system allows staff to review policies at their convenience from any agency authorized personal computer. In addition to providing a repository for policy information, PASS supports comprehensive tracking and reporting functions, including electronic signatures.

*REJIS is a local government agency created to “serve the public interest through delivering quality, cost-effective technology services to the justice community and to government and quasi-government agencies.” REJIS’ primary focus is to provide record management services to law enforcement, courts, and corrections agencies at the local, state and federal levels. This includes interfaces to the Missouri State Highway Patrol’s MULES system, the National Crime Information Center (NCIC), and the NLETS network. REJIS was founded in 1975 under a cooperative agreement between St. Louis County and the City of St. Louis. Our customers are primarily concentrated in the metropolitan St. Louis and southwestern Illinois areas.*

*REJIS services include:*

- Development of custom applications
- Installation and support of custom and commercially available software
- Custom interfaces
- IT Support Service
- Data center outsourcing
- Network, training and help desk support.

*REJIS has approximately 140 employees located at three sites. Most of the staff and equipment is based at the REJIS building, in the Central West End of St. Louis.*

*For additional information on REJIS services, contact your REJIS Client Services Representative or the REJIS Help Desk (314-535-9497 or 1-888-923-7255).*

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## Benefits & Features

- **Instant Distribution:** The most current versions of agency policies, procedures, and other correspondence are distributed instantly to all personnel via e-mail
- **Easy Navigation:** Access is through a web browser from any agency computer.
- **Security Protected:** User access is managed via user IDs and passwords. All access can be managed and controlled by a designated administrator to ensure document integrity.
- **On-Line Policy Testing:** PASS provides the ability to test the comprehension of employees on written policy. Create and manage tests.
- **Paperless Distribution:** You can eliminate paper products, printing costs and physical storage space while preserving data integrity.
- **CALEA Accreditation:** The report function contains testing and acknowledgement reports that meet CALEA (Commission on Accreditation for Law Enforcement Agencies) requirements.
- **On-Demand Reports:** Allows supervisors to review who has completed policy review and testing.
- **Email:** Email can be used to notify employees of directives waiting to be reviewed.
- **Archive:** A record of all transactions is permanently stored on a REJIS server for historical purposes. Users can review policies at any time.
- **Training:** Administrator training is included in this service.
- **Electronic Sign-Off:** Users can sign off or test by entering their user ID after reviewing a policy. Officers in the field can view the policies and documents from their mobile laptops. Supervisors can bulk sign-off for users during initial set-up of previously acknowledged documents.
- **Create Space:** Eliminates individual binder copies of policy as all policies are electronically accessible.
- **Manipulate Documents:** Current documents can be downloaded from Word and all documents can be searched by key words.
- **All data resides on a server located at REJIS:** The server, license(s), data backup, monitoring and security patches are included as part of this service.