NCJA Audit Process

- Auditor will contact the Noncriminal Justice Agency Contact (NAC) and/or Local Agency Security Officer (LASO) and advise them of the pending audit.
- NAC/LASO will be issued a Username and Password to access the CJIS Audit application on the CJIS Launch Pad.
- NAC/LASO will receive an e-notice of the pending audit and will log in and complete any required electronic questionnaire(s). The e-questionnaire will cover provisions and guidelines outlined in the NCJA manual.
- NAC/LASO will submit any required documents requested in the e-questionnaire to the Auditor.
- NAC/LASO will submit a list of all personnel authorized to receive/ review criminal history results.
- Auditor will review the e-questionnaire and authorized personnel list and address any concerns with the NAC/LASO.
- For agencies that save their CCH results electronically they must submit network diagram and other required documents to the auditor.
- During onsite audit, a review of the physical security of the CCH will be required.
- If utilized, the Secondary Dissemination Log will be reviewed by the auditor during the onsite visit.
- User Agreement(s) will be reviewed during the audit to ensure validity.
- Once the e-questionnaire has been reviewed and, if applicable, the onsite portion has been completed, the auditor will complete the final assessment and document it in the Final Notes.
- The NAC/LASO will receive an e-notice that an audit is available for review. The NAC/LASO must log in, review the Final Notes, make any changes/corrections and accept the audit to finalize it.
- The audit report will be electronically saved in the CJIS Audit program. It may be accessed at any time for review by an auditor or authorized NCJA personnel.
- If any areas of non-compliance are identified, the auditor will follow up with the agency to ensure all required corrections have been implemented.
- Failure to maintain compliance with Federal and State policies may result in suspension of access to CHRI.