NCJA FAQs

How often does our agency get audited by the State and/or FBI?

FBI CJIS guidelines require that Noncriminal Justice Agencies that access CHRI must be audited, at minimum, every three years.

What is a NAC?

NAC stands for Noncriminal Agency Coordinator. The chief official of each noncriminal justice agency will designate a NAC to act as the primary contact person for that agency. The NAC should complete ACIC training requirements and shall serve as liaison between the agency and KSP. The NAC should assure all employees are current on training and assist the CJIS Compliance Staff personnel in the audit process. The NAC can also be the LASO.

What is a LASO?

LASO stands for Local Agency Security Officer. Pursuant to CSP 3.2.9, the User Agreement requires the appointment of a LASO to act as liaison with the CJIS Systems Agency (Kentucky State Police) to ensure the agency is in compliance with security procedures. The LASO does not have to be a technical person, but should have the authority to work with technical support personnel and should be familiar with security requirements to ensure compliance with all NCJ provisions and guidelines. LASOs are designated as the point of contact on security-related issues for their respective agencies and are responsible for instituting the CSA incident response reporting procedures at their agency as needed.

How can I find the Kentucky Revised Statute (KRS) that allows my agency access to CHRI?

Kentucky's authorization for NCJ CJIS access comes from Kentucky Revised Statutes (K.R.S.).

https://legislature.ky.gov/Law/Statutes/Pages/default.aspx

The Chief Administrator of your agency must provide KSP the proper K.R.S. that authorizes NCJ CJIS access. The following are **examples** of the some of the K.R.S. that authorize NCJ CJIS access.

160.380 – Public Schools

160.151 – Private Schools

199.462 – Cabinet for Health and Family Services (Foster Care & Adoption)

230.310 – License for participants in Horse Racing

What does Secondary Dissemination mean?

Secondary Dissemination is the sharing of CHRI between authorized persons/agencies. Agencies that shared CHRI via secondary dissemination must properly document it.

The log should clearly identify the following:

a) Date of dissemination;
b) Agency employee name requesting;
c) Requesting Agency;
d) Purpose for which information is requested;
e) Specific information being released (i.e., criminal history of name of applicant);
f) Name/signature of the person receiving the request; and
g) Disseminating agency name.

Who/What are Authorized Persons/Agencies?

Authorized persons/agencies have a specific Kentucky Revised Statute (K.R.S.) that allows NCJ CJIS access and have passed the fingerprint-based background check <u>and</u> have completed and maintained Security Awareness Training (SAT).

Can my agency store CHRI results electronically?

Yes. However, the agency must meet all FBI and State requirements for the electronic storage of CHRI. This includes a Network Diagram, Encryption, and submission of Incident Response forms regarding any breach of security. See the NCJA Manual for specific guidelines.

Are they are fees involved to have a criminal background check on my agency's personnel?

Yes. Kentucky Revised Statute (K.R.S) allows for state, local, and county agencies to charge a nominal fee for fingerprinting services. In addition, the Kentucky State Police charges a fee for the processing of the fingerprint-based background check. For information on fees go to kentuckystatepolice.org Records (Backgrounds Checks).

What is the required information that has to be given to a person being fingerprinted?

The person being fingerprinted must be notified, in writing, that their fingerprints will be used to check the criminal history records of the FBI. It is also the agency's responsibility to notify applicants of the opportunity to review and/or challenge a criminal history record. It is recommend that the applicant be required to sign to document they have been advised.