

Noncriminal Justice Local Agency Security Policy Example

I. Purpose

Agency Name may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) for fitness determination of applicants and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

II. Authority

Agency Name has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to Kentucky Revised Statute (KRS) xxx.xxx.

III. Noncriminal Justice Agency Contact (NAC) & Local Agency Security Officer (LASO)

The NAC and LASO are the points of contact with KSP through which all communication regarding audits, agency personnel changes, training, and security are conducted. The NAC and LASO will receive and disseminate communication from KSP to all authorized agency personnel. (Agency can document name and contact information for NAC and LASO)

IV. Authorized Personnel

Authorized personnel will be given access to view and handle CHRI after completing the required fingerprint-based background check, required Security Awareness training, and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

Agency Name will keep an updated list of authorized personnel that will be available the KSP during the audit process.

V. Training of Authorized Personnel

Agency Name will ensure all persons authorized to have CHRI access will complete security awareness training via CJIS Online within six (6) months of hire or appointment to access CHRI.

Agency Name/NAC will ensure authorized users complete recertification of Security Awareness training every twenty-four (24) months.

Authorized personnel will review the KSP website NCJA section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

VI. Fingerprint Card Processing

Agency Name requires that all applicants must provide a valid, unexpired form of government-issued photo identification during the application process and prior to fingerprinting to verify their identity.

A copy of the applicant's FBI Privacy Rights Notification will be provided to the applicant prior to fingerprinting. Applicant will also be advised of the process regarding a challenge of the criminal history record.

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Agency Name requires that all applicants must be fingerprinted if they are (state the job/purpose – employee, volunteer, contractor). Applicants that have disclosed a conviction must still be fingerprinted as well.

Proper reason for fingerprinting must be documented in the “Reason for Fingerprinting” box.

Proper chain of custody procedures must protect the integrity of the applicant’s fingerprints prior to submission. This includes maintaining fingerprints in a secure environment, in a sealed envelope.

VII. Communication with Applicant

Authorized personnel may discuss the CHRI results with the applicant in a secure, private area. Extreme care will be taken to prevent overhearing, eavesdropping, or interception of communication.

Agency Name will not allow an applicant to have a copy of their record or take a picture of it with an electronic device.

Agency Name will provide applicant with required forms and options to obtain their record if a record is to be challenged.

VIII. Storage and Retention of CHRI

The fingerprint results from KSP should only be handled by authorized personnel.

During the fitness determination;

CHRI results will be stored electronically the agency using proper security and encryption methods. (remove statement if not applicable)

CHRI will be stored in a locked drawer/container (name location) only accessible to authorized personnel.

CHRI will be stored in a separate file that cannot be released for any public records request and will be not be archived in a publically accessible location.

Agency Name will store CHRI results for XX (specify timeframe) before disposal of CHRI.

IX. Disposal of CHRI

Agency Name will properly destroy CHRI by (name method of destruction). (If a third party performs the destruction, such a Shred-it, requires an authorized person to accompany the CHRI through the destruction process)

X. Misuse of CHRI

In the event of deliberate or unintentional misuse of CHRI, the employee will be disciplined in the following manner: (agency should outline steps of discipline including escalation to termination or request for criminal investigation/charges)