# Noncriminal Justice Local Agency Security Policy

## I. Purpose

**Gallatin County School District** 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

**Gallatin County School District** has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to Kentucky Revised Statute **(KRS) 160.380**

## 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. Additionally the LASO shall where applicable:

1. Identify who is using the CSA approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated in Policy.
4. Ensure approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA ISO is promptly informed of security incidents.

## IV. Authorized Personnel

Authorized personnel will be given access to view and handle CHRI after completing the required Security Awareness

Training, and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

**Gallatin County School District** will keep an updated list of authorized personnel that will be available to KSP Auditor during the audit process.

## V. Training of Authorized Personnel

**Gallatin County School District** 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. NAC will keep on file the Security Awareness Training certificate on all authorized personnel.

**Gallatin County School District**/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 Processing

**Gallatin County School District requires all applicants to process fingerprinting through IdentoGO Fingerprinting Service. Applicants are given the website** [**https://uenroll.identogo.com**](https://uenroll.identogo.com) **and be asked to enter the Service Code (27G195) which is unique to our hiring/licensing agency. They are also given a 17 digit personal Idemia Coupon Code to enter during the scheduling process, along with paperwork from the Board Office, with instructions on how to make appointment and choose location/time that best suits their personal schedule via the IdentoGo website above. They must provide a valid, unexpired form of government-issued photo identification when they arrive at the site for the fingerprinting process, prior to fingerprinting to verify their identity.**

**Gallatin County School District** requires that all applicants must be fingerprinted if they are employees. 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**. - KRS Required.**

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.

**Gallatin County School District** will not allow an applicant to have a copy of their record or take a picture of it with an electronic device.

**Gallatin County School District** will provide applicant with required forms and options to obtain their record if a record is to be challenged.

**VIII. Physical Security**

**Gallatin County School District** will ensure that information system hardware, software, and media are physically protected through access control measures by ensuring the perimeter of a physically secured location shall be prominently posted and separated from non-secure locations by physical controls. **Gallatin County School District** will control all access points (except for those areas within the facility officially designated as publicly accessible) and will verify individual access authorizations before granting access. **Gallatin County School District** will control physical access to information system distribution and transmission lines within the physically secure location. **Gallatin County School District** will control physical access to information system devices that display CJI and will position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI. **Gallatin County School District** monitor physical access to the information system to detect and respond to physical security incidents. **Gallatin County School District** will control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and will escort visitors in a secured location.

## IX. Storage and Retention of CHRI

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

During the fitness determination;

CHRI will be stored in a locked drawer/container in the Central Office Records Room only accessible to authorized personnel, permanently.

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.

**X. Standards of Discipline**

In the event of deliberate or unintentional misuse of CHRI, the Gallatin County School District will employ formal sanctions process for personnel failing to comply with established information security policies and procedures according to Statute and Board Policies.

## 