

Noncriminal Justice Local Agency Security Policy

I. Purpose

Garrard County Schools 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

Garrard County Schools 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.

Garrard County Schools will keep an updated list of authorized personnel that will be available to KSP Auditor during the audit process.

V. Training of Authorized Personnel

Garrard County Schools 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.

Garrard County Schools 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

Garrard County Schools 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.

Garrard County Schools requires that all applicants must be fingerprinted if they are hired full time or part time. 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. (For employment with Garrard County Schools per KRS 160.380)

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.

Garrard County Schools will allow an applicant to have a copy of their record with a signed release form but will not allow or take a picture of it with an electronic device.

Garrard County Schools will provide applicant with required forms and options to obtain their record if a record is to be challenged.

VIII. Physical Security

Garrard County Schools 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. Garrard County Schools 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. Garrard County Schools will control physical access to information system distribution and transmission lines within the physically secure location. Garrard County Schools 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. Garrard County Schools will monitor physical access to the information system to detect and respond to physical security incidents. Garrard County Schools 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 at Garrard County Schools' central office only accessible to authorized personnel.

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

Garrard County Schools will store CHRI results until five (5) years after termination of employment before destruction of CHRI.

X. Standards of Discipline

In the event of deliberate or unintentional misuse of CHRI, the Garrard County Schools will employ formal sanctions process for personnel failing to comply with established information security policies and procedures by

1st offence: Verbal reprimand

2nd offence: Written reprimand

3rd offence: Potential dismissal of employment