

Request to Place an Item on the Agenda

Name: Kim Hall

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: Superintendent Board Chairperson

Conferred with following administrators (names): Dr. Wendy Duvall

Description of Issue: Non Criminal Justice Agency Audit (NCJA)

This is an audit on our Background Check Procedures.

Specific Action Requested: Approve Audit

Check if you are: Board Member District Employee Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

Non Criminal Justice Agency Audit (NCJA) updated 2020



Audit Complete

TODD COUNTY SCHOOLS (KY931620Z)

Report created: Tue Feb 07 2023 10:05:58 GMT-0600 (Central Standard Time)

Assigned By: (FA) Nehemiah Wilkinson - On: 10/31/2022

Submitted By
TODD COUNTY on 1/26/2023

Submission Reviewed By
N/A

Compliance Report By
N/A

Agency Response By
(FA) Nehemiah Wilkinson on 2/7/2023

Final Report By
(FA) Nehemiah Wilkinson on 2/7/2023

Confirmed Final Review By
NEEDS CONFIRMATION

Section - AGENCY INFORMATION

1. Agency Name:

TODD COUNTY SCHOOLS



2. Agency ORI:

KY931620Z



3. Mailing Address:

City: State: Zip:

205 Airport Road, ELKTON, KY 42220



4. Physical Address:

City: State: Zip:



205 AIRPORT ROAD, ELKTON, KY 42220

5. Primary Phone Number: ()

(270) 265-2436



Compliant

6. Agency Fax Number: ()

(270) 265-5414



Compliant

7. Agency Head Name: (i.e. Superintendent, Director, etc)

MARK THOMAS, SUPERINTENDENT



Compliant

8. Agency Head Email Address:

mark.thomas@todd.kyschools.us



Compliant

9. Non-Criminal Justice Agency Coordinator (NAC): (Human Resource Manager, Supervisor, Etc. Every agency must have someone assigned as NAC)

WENDY M. DUVALL, ASSISTANT SUPERINTENDENT/DIRECTOR OF PERSONNEL



Compliant

10. Non-Criminal Justice Agency Coordinator (NAC) email address:

wendy.duvall@todd.kyschools.us



Compliant

11. Noncriminal Justice Agency Coordinator (NAC) Appointment Form.

I have read and understand the above statement.


Compliant

12. Local Agency Security Officer (LASO)


Compliant

Each LASO shall:

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 the CJIS Security Policy.

4. Ensure the 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.

Note the LASO will have to complete additional training located at www.cjisonline.com

I have read and understand the above question.

13. Local Agency Security Officer (LASO): (every agency must have a person designated)

KIM HALL


Compliant

14. Local Agency Security Officer (LASO) email address:

kim.hall@todd.kyschools.us


Compliant

15. Local Agency Security Officer (LASO) appointment form.

I have read and understand the above statement.


Compliant

Section - ADMINISTRATION OF NONCRIMINAL JUSTICE FUNCTIONS

1. Does your agency have a current User Agreement with Kentucky State Police to have access to CHRI (Criminal History Record Information)?


Compliant

- Yes
- No

Sub Questions

1. Provide a copy of the Criminal History Record Information (CHRI) User Agreement.

- Documents Not Provided



Compliant

2. What is the specific Kentucky Revised Statute (K.R.S.) which authorizes your agency to access national criminal history record information (CHRI)?



Compliant

KRS 160.380

3. Does your agency have access to CHRI by means other than fingerprint submission?

- Yes
- No



Compliant

4. Do you send your applicants to an Identigo location to submit fingerprints?

Yes



Compliant

5. Do you review applicant's results with your administrative access through KCHIRP?

- Yes
- No



Compliant

6. Does your agency retain or store the results (hard copies or electronic) of the criminal history record information or and documents containing criminal history record results?

- Yes
- No



Compliant

Sub Questions

1. If YES, how are the documents stored?

- hard copy (case files, filing cabinet)
- email (kept on email server/archive)
- scanned (shared network access)
- website/internet
- Other:



Compliant

2. How long does your agency retain CHRI results?

Indefinitely



Compliant

3. If results are stored electronically your agency will be assigned an IT Security Audit also.

I have read and understand the above statement.



Compliant

7. Does your agency disseminate the results to the individual of record? (i.e., do you give the results to the person you requested the record on?)

Yes

No



Compliant

Sub Questions

1. If YES, how are documents sent?

mail (hard copy)

email

fax

verbal (face to face/over the phone)

Other:



Compliant

8. Does the agency disseminate the results to any other entity/individual? (e.g., another similar agency, accreditation, private contractors, etc)

Yes

No



Compliant

Sub Questions

1. If YES, how are documents sent?

mail (hard copy)

email

fax

verbal (face to face/over the phone)

Other:



Compliant

2. What information is sent, why is the information sent, and for what purposes would you disclose the results?

Only upon request from another district, will Todd County Release a copy of an individual's record to be picked up.



Compliant

3. Does your agency keep a secondary dissemination log?

Yes

No



Compliant

9. Sample of Secondary Dissemination log.

I have read and understand the above statement.



Compliant

10. Does your agency outsource (use private contractor personnel/vendors) for any administrative functions that would allow the private contractor access to CHRI/CJI (Criminal Justice Information)? Such as:



Compliant

a. data destruction (paper shredding, hard drives, etc.)

b. IT services (network/system administrations, desktop support, etc.)

c. off-site media storage (data centers, backup, paper storage archives, etc.)

d. scanning services (scans results into database or electronic file)

- Yes
- No

11. Security Addendum attached.

I have read and understand the above statement.



Compliant

12. Does your agency advise the applicant in writing prior to fingerprinting that their fingerprints will be used to check the criminal history records of the FBI?

- Yes
- No



Compliant

13. Does your agency inform all applicants that they are allowed a reasonable opportunity to complete and challenge the accuracy of the criminal history record ?

- Yes
- No



Compliant

14. Guidelines for Required FBI Notifications of Applicant Privacy Rights

I have read and understand the above statement.



Compliant

Section - Training

1. At your agency, do your personnel complete Security Awareness Training (SAT) within six (6) months of authorization for CHRI access?

- Yes
- No



Compliant

2. At your agency, are authorized personnel completing SAT re-certification every 24 months?

- Yes
- No



Compliant

3. Please fill out the attached Agency Personnel Sheet with a list of personnel authorized to receive, view, handle, etc. CHRI/CJI information including IT personnel and return to your auditor.

I have read and will comply.



Compliant

Section - Policies

1. Does your agency have a CJIS (Criminal Justice Information Services) Security Policy?



Compliant

Note the policy must cover Physical Security, Media Protection, Media Transport, Media Disposal, and Standards of Discipline (regarding misuse of CHRI).

- Yes
- No

Sub Questions

1. Provide a copy of your agency-specific CJIS Security Policy.

Documents Available:

-  Criminal History Record Information
-  Hiring



Compliant

2. Does your agency have a Security Incident Response Plan/ Policy and Incident Response Form?

- Yes
- No



Compliant

Sub Questions

1. Provide a Security Incident Response Plan/ Policy

Documents Available:

-  2022 NCJA Plan



Compliant

2. Provide a Security Incident Response Form.

Documents Available:

-  2022 NCJA Report Form (attached to plan)



Compliant

Non Criminal Justice Agency Audit (NCJA) updated 2020



Audit Complete

TODD COUNTY SCHOOLS (KY931620Z)

Report created: Tue Feb 07 2023 10:05:58 GMT-0600 (Central Standard Time)



Kentucky State Police
1266 Louisville Road
Frankfort KY 40601

Assigned By: (FA) Nehemiah Wilkinson - On: 10/31/2022

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Please answer all questions and comply with any responses that require you to provide your Auditor with information. If a question does not apply to your Agency then please mark N/A or does not apply. There are attachments throughout the audit your agency can use these samples if you wish.

Compliance Report

Final Review Notes

The CJIS Compliance Staff has completed the 2022 Non-Criminal Justice Compliance Audit.

Compliance review has determined your agency is in compliance with all CHRI guidelines.

I am hopeful this process was beneficial to you and your agency and look forward to your continued support of the Audit program. If you have any questions or comments feel free to contact CJIS Compliance Supervisor, Erin Oliver at (502) 782-9936 or myself at (502) 782-1800.

Sincerely,

Lt. Colonel Larry C. Newton, Jr
State CJIS Systems Officer
Law Information Network of Kentucky

Local Agency Review: Needs Confirmation

Report Summary

The Non-Criminal Agency Contact (NAC) receives the Audit Questionnaire a minimum of 30 days prior to the audit. Agencies must complete the questionnaire no less than 14 days prior to the audit date. On the day of onsite audit if all information has not been provided to your auditor this could result in your agency being OUT OF COMPLIANCE as outlined in the LINK/NCIC Manual. All material in this audit is referenced in the KSP LINK/NCIC Policy and KSP LINK Manual (link.ky.gov, kentuckystatepolice.org), KSP NCJA Manual (kentuckystatepolice.org) and the CJIS Security Policy (<https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>). You can also contact your Auditor.