

2025 NCJA Audit



Audit Complete

MENIFEE COUNTY SCHOOLS (KY931170Z)

Report created: Mon Dec 08 2025 10:10:26 GMT-0500 (Eastern Standard Time)

Assigned By: (FA) Summer Giles - On: 8/11/2025

Submitted By
Rebecca Spencer on 8/12/2025

Submission Reviewed By
(FA) Summer Giles on 10/28/2025

Compliance Report By
(FA) Summer Giles on 10/28/2025

Agency Response By
Rebecca Spencer on 10/28/2025

Final Report By
(FA) Summer Giles on 11/17/2025

Confirmed Final Review By
Confirmation Not Required

Section - AGENCY INFORMATION

1. By completing this questionnaire, I acknowledge that I am required to provide all requested documents no later than 14 days prior to the scheduled audit. I understand that failure to submit the required documentation within this timeframe will result in an automatic noncompliant finding for failure to comply with the audit process. Furthermore, I understand that the CSA will automatically mark the audit as non-compliant if I fail to comply with the audit process. By proceeding, I confirm that I have read, understand, and agree to abide by this expectation.



Compliant

☒ I have read and understand the above question.

2. Samples of all required documents are provided to assist with meeting compliance requirements. I acknowledge that I am responsible for utilizing these resources to ensure accurate and complete submissions. I understand that failure to use the provided samples, resulting in incomplete or incorrect submissions, will lead to non-compliant findings. I confirm that I have read, understand, and agree to abide by this expectation.



Compliant

☒ I have read and understand the above question.

3. Agency Name:



Compliant

Menifee County School District

4. Agency ORI:



Compliant

KY931170Z

5. Mailing Address:



Compliant

City: State: Zip:

P.O. Box 110
440 Wynn Flat Road
Frenchburg, KY 40322

6. Physical Address:



Compliant

City: State: Zip:

440 Wynn Flat Road, Frenchburg, KY 40322

7. Agency Fax Number: ()



Compliant

606-768-8050

8. Primary Phone Number: ()



Compliant

606-768-8002

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



Compliant

Joshua Kincaid, Superintendent

10. Agency Head Email Address:



Compliant

joshua.kincaid@meniffee.kyschools.us

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



Rebecca Spencer

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



rebecca.spencer@menifee.kyschools.us

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



☒ I have read and understand the above statement.

14. Local Agency Security Officer (LASO)



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.

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



Joshua Kincaid

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

joshua.kincaid@menifee.kyschools.us



Compliant

17. 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)?

- ☒ Yes
☐ No



Compliant

Sub Questions

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

Documents Available:

 CHRI User Agreement



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

KRS 160.380



Compliant

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

- ☐ Yes
☒ No



Compliant

4. Is your agency submitting fingerprints under the appropriate classification codes—specifically, using 'volunteer' fingerprint class for volunteers and the 'applicant' class for district employees—based on the designated service codes?

- ☒ Yes
☐ No



Compliant

5. Do you send your applicants to an IdentoGo location to submit fingerprints?

yes



Compliant

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

- ☐ Yes
☒ No



Compliant

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

- ☒ Yes
☐ No



Compliant

8. 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



Response
Required

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

9. 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

10. Sample of Secondary Dissemination log.

- ☒ I have read and understand the above statement.



Compliant

11. 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

12. Security Addendum attached.

☒ I have read and understand the above statement.



Compliant

13. 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

14. 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

15. 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 and Privacy Training (SPT) before granting access to CHRI?

- ☒ Yes
☐ No



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2. At your agency, are authorized personnel completing security and privacy training re-certification every 12 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 - POLICY

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

☒ I have read and understand the above statement.



Compliant

2. Does your agency have an Incident Response Plan?

☒ I have read and understand the above statement.



Compliant

3. Does your agency have an Access Control List on file?



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☒ I have read and understand the above question.

4. I acknowledge that these sample documents are also accessible by following these steps:

1. Visit link.ky.gov (CJIS Launch Pad)
2. Click on CJIS Documents

☒ I have read and understand the above question.

5. By completing this questionnaire, I acknowledge that I am required to provide all requested documents no later than 14 days prior to the scheduled audit. I understand that failure to submit the required documentation within this timeframe will result in an automatic noncompliant finding for failure to comply with the audit process. Furthermore, I understand that the CSA will automatically mark the audit as non-compliant if I fail to comply with the audit process. By proceeding, I confirm that I have read, understand, and agree to abide by this expectation.

☒ I have read and understand the above question.



Compliant



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Kentucky State Police
1266 Louisville Road
Frankfort KY 40601

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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

Item: 1

Section Name: ADMINISTRATION OF NONCRIMINAL JUSTICE FUNCTIONS

Question: 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?

User Answer: Yes

Compliance Response: Agency relocated files from previous location approval in 2022.

Agency Response: We store all hard copies of background checks in a locked cabinet within a secured office. No electronic copies are maintained. ☒ **Reviewed**

Final Review Notes

The CJIS Compliance Staff has completed the 2025 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, Nehemiah J. Wilkinson 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: November 17, 2025

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.