



Non-Criminal Justice Agency (NCJA) Audit

Audit Checklist



Agency Name



What documentation do I need to provide to the KSP NCJA Audit Unit for the audit?

The following documentation should be returned. *(For documentation deemed sensitive or unable to be released from the agency, please retain onsite and have available at the time of the audit. Please note onsite review could extend the length of your audit.)*

User Agreement NCJA – signed written agreement between the Kentucky State Police and the local non- criminal justice agencies receiving Criminal History Record Information (CHRI) results.

Access Control List (include level of access (S.A.T. or LASO, security and privacy training (SAT) expiration date, job title, name, gender, race, date of birth, last four of social security number.

NCJA Security Policy – policy the District will follow when accessing Criminal History Record Information (CHRI). The Kentucky School Board Association has sample policy available – 03.11 AP.2521.

Local Agency Security Officer (LASO) form – individual appointed by the superintendent who is responsible for reporting incidents where CHRI information is compromised. Individual **MUST** complete LASO training.

Non-Criminal Justice Agency Coordinator (NAC) form – individual appointed by the Superintendent who will serve as the primary point of contact between the school district and Kentucky State Police.

NCJA Incident Response Plan - written procedures for reporting a breach of CJI; Also include any documentation of security incidents reported within the last three years.

Security and Privacy Training – all employees authorized to access CHRI and systems which process CHRI have completed the appropriate role in Security and Privacy Training (SAT).