



NONCRIMINAL JUSTICE AGENCY USE OF CRIMINAL JUSTICE INFORMATION

**PRESENTED BY:
MICHIGAN STATE POLICE
CRIMINAL JUSTICE INFORMATION CENTER
LEIN & CJIS COMPLIANCE SECTION**

**“A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and
COURTESY”**



CJIS Compliance Unit

A screenshot of the CJIS Compliance Unit website. The page has a dark green header with the title "CJIS Compliance Unit". Below the header is a navigation breadcrumb: "Home > Divisions > Criminal Justice Information Center > CJIS Compliance Unit". The main content area is white and contains the following text:

About the CJIS Compliance Unit

The CJIS Compliance Unit is responsible for conducting audits of agencies with access to FBI and Michigan CJIS systems and information; performing CJIS access background checks on MSP civilians and contractors to ensure proper vetting of personnel accessing CJIS systems and information; managing the CJIS Online web portal that provides CJIS Security & Privacy Training to non-MSP CJIS user agencies; and documenting and tracking CJIS misuse investigations and audit noncompliance.

The purpose of the audit is to assess the user agency's compliance with system-related policies, the FBI CJIS Security Policy, and the Michigan Addendum and to identify areas for improvement. This in turn helps ensure the confidentiality, integrity, and availability of CJIS systems and information. Audits are conducted every three years for all direct-access Criminal Justice Agencies and periodically for Noncriminal Justice Agencies (NCJAs). The unit's overall mission is to educate, evaluate, report, and improve policy compliance.

At the bottom of the page, there are two circular icons: one with a scale of justice (representing Criminal Justice Agencies) and one with the letters "CJIC" (representing Non-Criminal Justice Agencies).

Contact Information:

CJIS Compliance Unit
P.O. Box 30634
Lansing, Michigan 48909
517-241-0865 – fax

Website:

<https://www.michigan.gov/msp/divisions/cjic/cjis-compliance-unit>

NCJA Email:

MSP-CJIC-ATS@michigan.gov



Criminal Justice Information



What is Criminal Justice Information (CJI)?

- CJI is the term used to describe all the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) provided data, necessary for civil agencies to perform their employment or volunteer placement determinations.

What is Criminal History Record Information (CHRI)?

- CHRI is a subset of CJI. Any notations or other written or electronic evidence of an arrest, detention, complaint, information, or other formal criminal charge relating to an identifiable person that includes identifying information regarding the individual, as well as the disposition of any charges.



Criminal Justice Information Exchange History



FBI Criminal Justice Information Services



Serves as the nation's administrator for appropriate security and management controls. As such, the FBI designates one criminal justice agency (on the CJIS network) as the CJIS Systems Agency (CSA) that is considered a point of contact in each state.

Michigan State Police (MSP)



The CSA is duly authorized to oversee the security and management of all CJJ exchanges within the state of Michigan. Responsible for setting, maintaining, enforcing, and reporting compliance to the FBI CJIS Division for such exchanges.**

Noncriminal Justice Agency (NCJA)

For the purpose of licensing and employment, certain authorized agencies request and receive fingerprint-based CHRI, making the NCJAs the next responsible records management entity.

**Title 42 U.S.C., Chapter 140, Subchapter II, 14616; 28 CFR Part 901 § 4, requires MSP SAS to complete NCJA compliance audits.



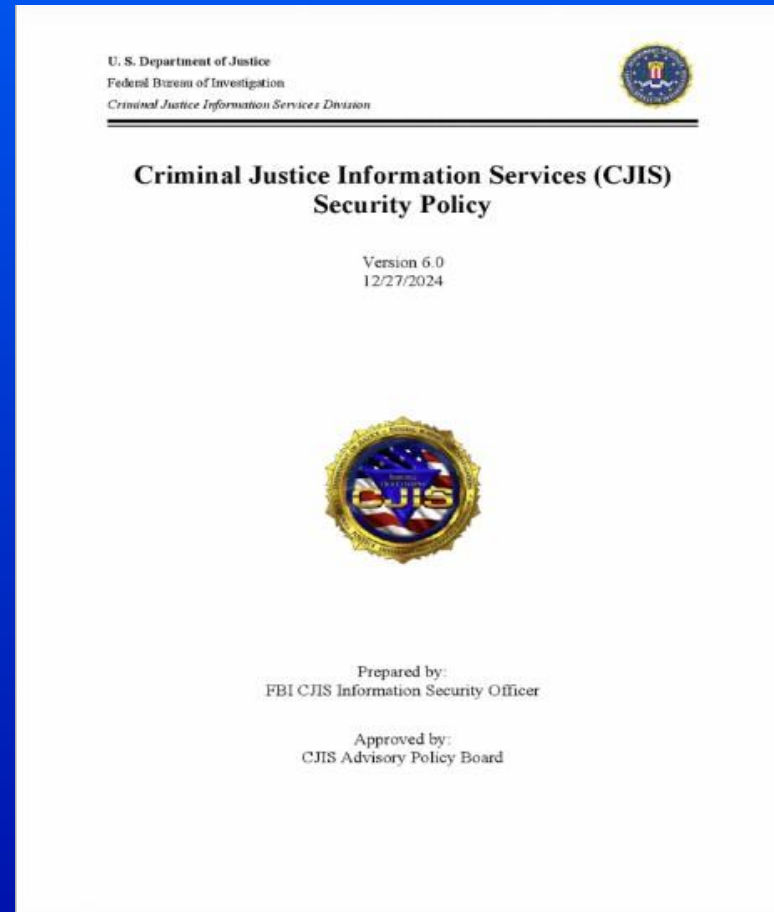
Criminal Justice Information Services (CJIS) Security Policy



<https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>

<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/compact-council>

CJIS Security Policy or CJISSECPOL is minimum set of security requirements for access to FBI CJIS.



Presidential directives, federal laws, FBI directives, the criminal justice community's Advisory Policy Board (APB) decisions along with nationally recognized guidance from the National Institute of Standards and Technology (NIST) and the National Crime Prevention and Privacy Compact Council (Compact Council)



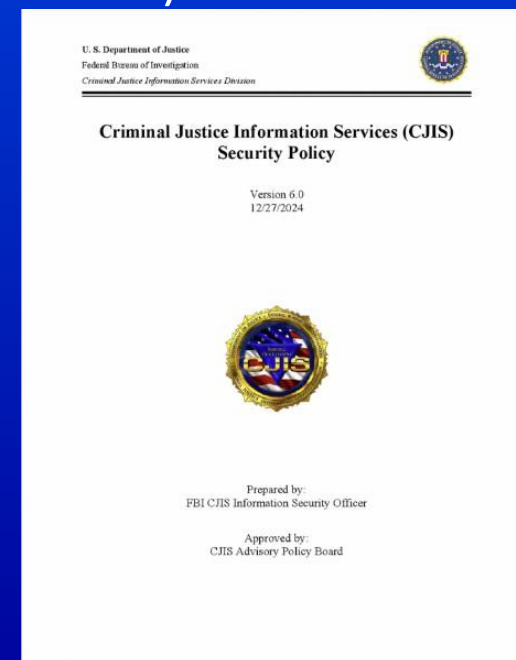
Minimum Standard Requirement for CJIS Security Policy



Guidance for the implementation of the CJIS Security Policy requirements in the areas of:

- Agency User Agreements
- Local Agency Security Officer (LASO) Appointment
- Awareness and Training (all personnel with access to CHRI)
- Personnel Security
- Media Protection
- Physical and Environmental Protection
- Incident Response
- Secondary Dissemination (when allowed)

The FBI CJIS Security Policy is updated regularly.





Michigan Addendum to the FBI CJIS Security Policy



The Michigan Addendum to the FBI CJIS Security Policy, hereafter referred to the Michigan Addendum or Addendum, must be read in conjunction with the Michigan CJIS Administrative Rules when interpreting and applying its provisions.

The Michigan Addendum applies to every individual (contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity) with access to, or who operates in support of, criminal justice services and information.



Triennial Compliance Audit Reviews



5.11.1.1 Triennial Compliance Audits by the FBI CJIS Division

- Conducts audits at a minimum of once every three (3) years to ensure agency compliance with applicable statutes, regulations, and policies.

5.11.2 Audits by the CJIS Systems Agency

- In Michigan, the CSA is the MSP.
- Establishes a process to periodically audit all NCJAs with access to CJ, including CHRI which is a subset of CJ.





Triennial Compliance Audit Reviews



- FBI Next Generation Identification (NGI) Audit Review
 - Evaluates compliance with applicable laws, regulations, policies, rules, and procedures. Ensures system integrity.

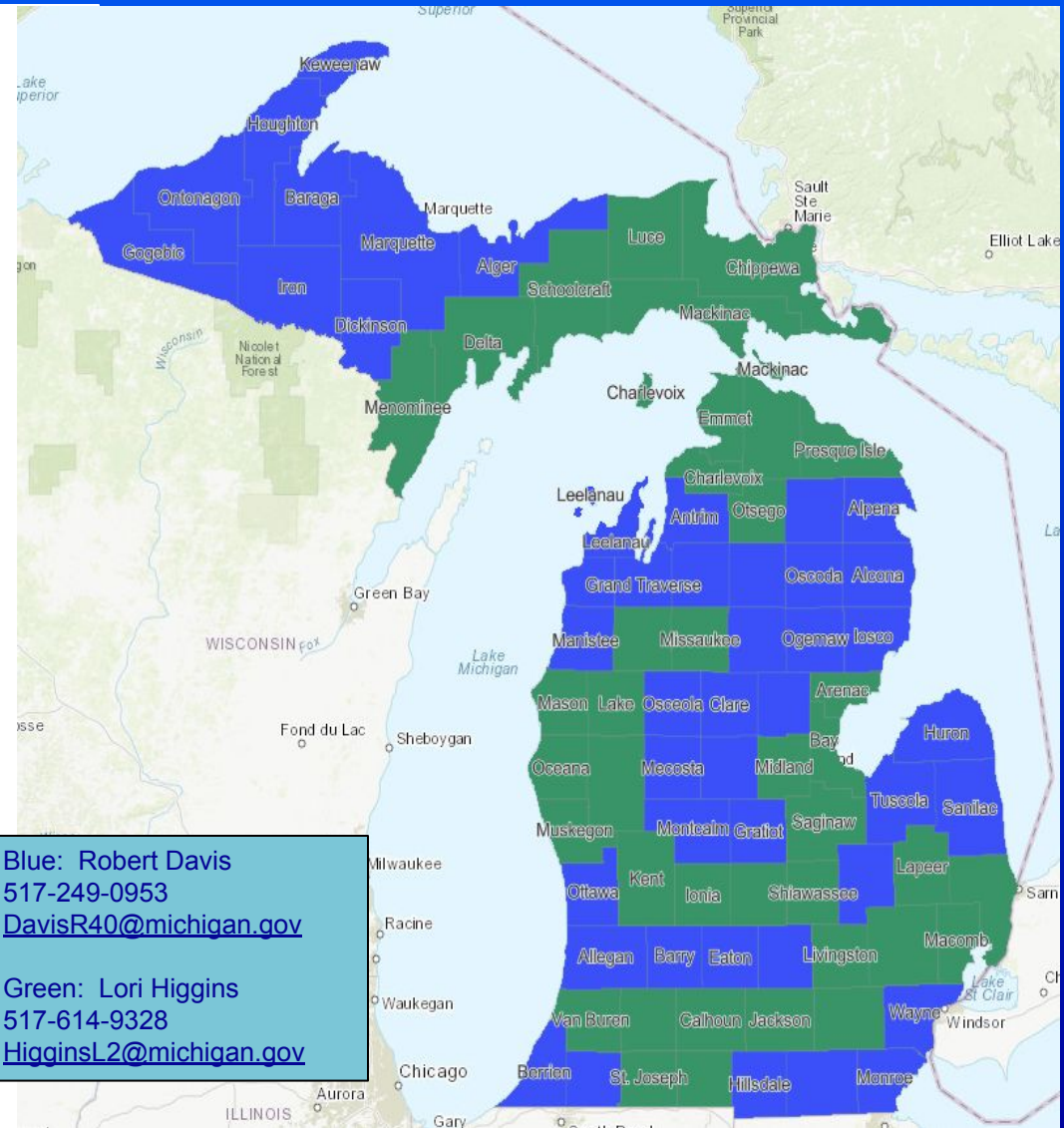


Auditor Map



NCJA Regions

Blue Region (Davis)	Green Region (Higgins)
Alcona	Arenac
Alger	Bay
Allegan	Branch
Alpena	Calhoun
Antrim	Charlevoix
Baraga	Cheboygan
Barry	Chippewa
Benzie	Clinton
Berrien	Delta
Cass	Emmet
Clare	Ionia
Crawford	Ingham (State)
Dickinson	Jackson
Eaton	Kalamazoo
Genesee	Kent
Gladwin	Lake
Gogebic	Lapeer
Grand Traverse	Livingston
Gratiot	Luce
Hillsdale	Mackinac
Houghton	Macomb
Huron	Mason
Ingham	Menominee
Ingham (State)	Midland
Iosco	Missaukee
Iron	Muskegon
Isabella	Newaygo
Kalkaska	Oakland
Keweenaw	Oceana
Leelanau	Osego
Lenawee	Presque Isle
Manistee	Saginaw
Marquette	Schoolcraft
Mecosta	Shiawassee
Monroe	St. Clair
Montcalm	St. Joseph
Montmorency	Van Buren
Ogemaw	Washtenaw
Ontonagon	Wexford
Osceola	
Oscoda	
Ottawa	
Roscommon	
Sanilac	
Tuscola	
Wayne	



Blue: Robert Davis
 517-249-0953
DavisR40@michigan.gov

Green: Lori Higgins
 517-614-9328
HigginsL2@michigan.gov



Local Agency Security Officer (3.2.9)



LASO – designated by the NCJA:

- Identify who is accessing CHRI
- Identify how the NCJA is connected to CHRI
- Ensure security measures are in place and working
- Support policy compliance and ensure the reporting of any CHRI incident to the MSP Information Security Officer (ISO)
- Review agencies CHRI policy annually or after security events



Local Agency Security Officer (3.2.9)



Employ one or more of the following techniques to increase the security and privacy awareness of authorized users:

- Displaying posters
- Offering supplies inscribed with security and privacy reminders
- Displaying logon screen messages
- Generating email advisories or notices from organizational officials
- Conducting awareness events



Local Agency Security Officer (3.2.9)



CJIS-015 (08/2018)
MICHIGAN STATE POLICE
Criminal Justice Information Center

AUTHORITY: MCL 28.215 and MCL 28.162
COMPLIANCE: Voluntary, however, failure to complete form will result in denial of request.

NONCRIMINAL JUSTICE AGENCY APPOINTMENT NOTIFICATION

All Noncriminal Justice Agencies (NCJA) that have access to Criminal History Record Information (CHRI), a subset of Criminal Justice Information, shall appoint a security point of contact known as a Local Agency Security Officer (LASO). The LASO can be, but is not required to be, the NCJA department head (e.g., superintendent, president, director, etc.).

All NCJAs that also have access to the Criminal History Record Internet Subscription Service (CHRISS) are required to appoint a CHRISS Administrator to be the contact for access to CHRISS.

A change in appointment of the LASO and/or CHRISS Administrator must be reported to the Michigan State Police, Criminal Justice Information Center by returning this completed form through one of the methods listed below. The LASO and CHRISS Administrator may be the same person.

Note: Submitting this form replaces all previous requests. All current LASOs and CHRISS Administrators at a work site who are not listed on this form will have their administrator rights removed.

NCJA
Appointment
Notification
(CJIS-015)

Send Completed Form To: Michigan Department of State Police Criminal Justice Information Center ATTN: Security and Access Section P.O. Box 30634 Lansing, MI 48909-0634 OR: E-mail: MSP-CJIC-ATS@michigan.gov OR: Fax: 517-241-0865		For Additional Information: FBI/CJIS SECURITY POLICY	
Questions / Comments: Phone: 517-284-3022			
I. Agency Information			
Agency Name	Agency ID	Agency Phone	Agency Fax
Agency Address	City	State MI	Zip Code
II. Appointment Information			
LASO	Appointee's Name (First Name, Last Name, M.I.)	Phone	Fax
	Email	Signature	
CHRISS Administrator	Appointee's Name (First Name, Last Name, M.I.)	Phone	Fax
	Email	Signature	
III. Approval			
Printed Name of Agency Head and Title			Date
Signature of Agency Head			

This form is available for agency's use and can be found at the following link: <https://www.michigan.gov/msp/divisions/cjic/cjis-compliance-unit>



Awareness and Training (AT-2)



All users with authorized access to CJI should be made aware of their individual responsibilities and expected behavior when accessing CJI and the systems which process CJI.

- part of initial training for new users **prior** to accessing CJI
- annually thereafter
- when required by system changes
- within 30 days of any security event for individuals involved in the event.

LASOs require enhanced training on the specific duties and responsibilities of those positions and the impact those positions have on the overall security of information systems.

TODAY'S TRAINING IS NOT SECURITY AWARENESS TRAINING



Awareness and Training (AT-2)



Role-Based Training

Unescorted Access to Secure Locations:

- Basic Role - (previously known as Level 1): Personnel with Unescorted Access to a Physically Secure Location. This level is designed for people who have access to a secure area that contains Criminal Justice Information (CJI) but are not authorized access to CJI. Examples would be building maintenance and janitorial personnel. This is not common for NCJA using a controlled area.

Access to CJI:

- General Role - (previously known as Level 2 and Level 3a/b): All personnel with access to CJI. This level is designed for people who have physical and logical access to CJI. Previously this training was split between those that have access to physical (paper copies) only and those that have access to both physical and logical (computer systems) CJI. The FBI has combined the two modules into General Users. Examples would be all law enforcement officers, dispatchers, court clerks, etc.

CHRISS Admin:

- Privileged Role - (previously known as Level 4): Personnel with information technology roles. This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc. More access needed than a general user, but not an assigned LASO.

LASOs:

- Security Role - "Organizational Personnel with Security Responsibilities" (previously known as Enhanced Security Training for LASOs): This level is designed for personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJISSECPOL – LASOs



CJIS Online



The screenshot shows the CJIS Online dashboard for user LORI HIGGINS. The dashboard includes a navigation menu with options for Dashboard, Training, Resources, Reports, and Administration. The main content area is divided into four sections: a welcome message, system privileges, unread messages, and agency/user statistics.

Category	Value
Agencies	3719
Active Users	54525
Tests (last 30 days)	6147

The Michigan State Police (MSP) is pleased to introduce the new CJIS Online training platform to deliver the Federal Bureau of Investigation (FBI) CJIS Security Policy (CJISSECPOL) required Awareness and LASO Training. The new platform is a commercial off-the-shelf web-based product currently in use by 42 states and more than 10,000 vendor companies with the following attributes:

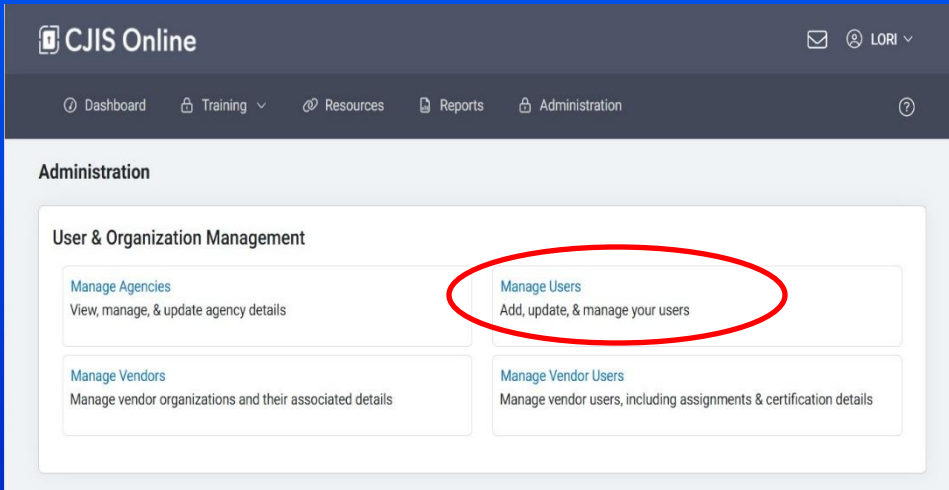
- Available at no cost to your agency.
- Compliant with CJISSECPOL requirements.
- Administrators will have the ability to assign, manage, and track learner accounts and records.
- Administrators and learners will receive notifications when retraining is required.
- Local administrators will have access to vendor training records as well as online access to vendor Security Addendums for more than 10,000 vendor companies across the nation.



CJIS Online

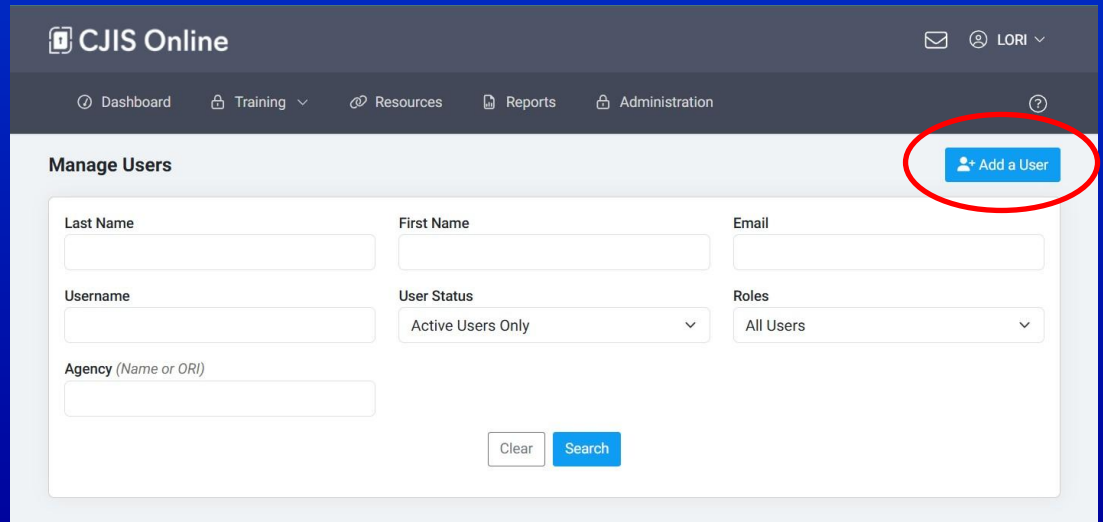


Assigning the Training



Under the Administration tab click “Manage Users”

Click “Add a User” then complete the Information and Assignment tabs





Questions?



Federal Authorities (not all inclusive)



- National Child Protection Act and Volunteers for Children Act (NCPA/VCA) – Must have a state law for use.
- Adam Walsh Child Protection and Safety Act (AWA)
- Serve America Act (SAA)
- Real ID Act
- Housing Opportunity Program Extension Act
- Private Security Officer Employment Authorization Act
- Nursing Facility/Home Health Care Agency Act
- Violence Against Women Reauthorization Act
- Affordable Care Act, Sections 6201 and 6401
- Commercial Motor Vehicle Safety Enhancement (CMVSE) Act
- Indian Child Protection & Family Violence Prevention Act
- 92-544 laws – Must have a state law for use.



Volunteer Employee Criminal History System (VECHS)



- Two state laws that allow use of NCPA/VCA:
 - MCL 380.1230a - Known as Revised School Code
 - Used by Michigan K-12 schools
 - Sharing is allowed for school fingerprinting (like purposes)
 - Newly signed PA 23 of 2023 known as volunteer employee criminal history system act
 - Used by Qualified Entity: business or organization, whether public, private, operated for profit, or operated not for profit that provides care or care placement services. A qualified entity includes a business or organization that licenses or certifies others to **provide care or care placement services**
 - NO sharing allowed for a VECHS agency
 - **NO printing or physical copies**



Volunteer Employee Criminal History System (VECHS) PA 23 - 2023



- Care or care placement services means: the provision of care, treatment, education, training, instruction, supervision, or recreation to a child, an elderly individual, or an individual with a disability.
- Once deemed qualified can then fingerprint covered individuals:
 - Is **employed** by a qualified entity and has, seeks to have, or may have supervised or unsupervised access to a child, an elderly individual, or individual with a disability for whom the qualified entity provides care or care placement services.
 - Is a **volunteer** of a qualified entity and has, seeks to have, or may have supervised or unsupervised access to a child, an elderly individual, or individual with a disability for whom the qualified entity provides care or care placement services.



Fingerprint Reason Codes



Description	Eff. Date	Authorized to Submit	A/O/N	Code
EMPLOYMENT				
Criminal Justice Employment/Training (MCL 28.214)		Any Approved LS Vendor	O	CJ
Terminal Operator - CJIS Security Policy		Any Approved LS Vendor	O	NCJ
Adult Foster Care Employment (MCL 400.734b(5))	8/14/2004	State Contract - IdenTogo	A	FCE
Consumer & Industry SVCS, Insurance Bureau (MCL 500.249a)		Any Approved LS Vendor	A	IB
Department of Human Services Employment		State Contract - IdenTogo	A	DSS
Health Care Employment (MCL 333.20173a)		State Contract - IdenTogo	A	HC
Indian Child Protection and Family Violence Prevention Act (PL 101-630)		Any Approved LS Vendor	A	ICP
Licensed Health Care Professional (MCL 333.16174)	6/30/2008	Any Approved LS Vendor	A	LHP
Michigan School Volunteer (NCPA/VA - Child Protection Volunteer, PL 103-209)	2/8/2017	Any Approved LS Vendor	A	SV
Michigan School Employment (NCPA - Child Protection Employment, PL 103-209)	2/8/2017	Any Approved LS Vendor	A	SE
Private Detective (MCL 338.837) - Licensed Employees/Investigators	7/1/2016	Any Approved LS Vendor	A	PSD
Private Security Guard (MCL 338.1068) (Specific to MI Dept. of LARA)	7/1/2016	Any Approved LS Vendor	A	PSG
Private Security Police (MCL 338.1068)		Any Approved LS Vendor	A	PSP
Public Employees Act (MCL 15.654)	5/7/2019	State Contract - IdenTogo	A	PE
Third Party Tester (MCL 257.309(1))	3/31/2006	Any Approved LS Vendor	A	TPT
LICENSE				
Carry Pistol License NEW (MCL 28.425b)		Any Approved LS Vendor	O	CW
Carry Pistol License RENEWAL (MCL 28.425i)		Any Approved LS Vendor	O	CWR
ADAM WALSH ACT - Adoption	1/1/2008	State Contract - IdenTogo	A	AWA
ADAM WALSH ACT - Foster Care	1/1/2008	State Contract - IdenTogo	A	AWF
ADAM WALSH ACT - Private Adoption	1/1/2008	State Contract - IdenTogo	A	AWP
Adult Foster Care Licensing (MCL 400.713)	2/9/2011	Any Approved LS Vendor	A	FCL
Consumer & Industry SVCS, Debt Mgmt (MCL 451.416)		Any Approved LS Vendor	A	DM
Consumer & Industry SVCS, Liquor License (R 436.1525)		Any Approved LS Vendor	A	LL
Consumer & Industry SVCS, Securities Bureau (MCL 451.602)		Any Approved LS Vendor	A	CS
Child Care Institution (MCL 722.115c)		Any Approved LS Vendor	A	CCI
Child Care License (MCL 722.115n)	3/28/2018	State Contract - IdenTogo	A	CCL
CCDBGA (PL 113-186)	3/28/2018	State Contract - IdenTogo	A	CLE
Dept of Agriculture, Racing Commission (MCL 431.316) Horse Racing License		Any Approved LS Vendor	A	RC
Dept of State, Bureau of Auto Reg (MCL 257.248f) - Salvage Dealer License		Any Approved LS Vendor	A	AR
Dept of State, Driver Education Certification (MCL 256.649)		Any Approved LS Vendor	A	LDE
Dept of Treasury, Gaming Control Board (MCL 432.204a) - Casino Gaming License		State Contract - IdenTogo	A	GCB
Home For the Aged Licensing (MCL 333.21313)	3/16/2011	Any Approved LS Vendor	A	HAL
Polygraph License (MCL 338.1710)		Any Approved LS Vendor	A	PO
Home Health Agency and Suppliers (ACA, Section 6401Medicaid)		Any Approved LS Vendor	A	HAS
Law Enforcement Academy (MCL 28.611)	3/28/2018	Any Approved LS Vendor	A	LEA
Medicaid Providers (ACA, Section 6201)		Any Approved LS Vendor	A	MP
Medical Marijuana Licensing (MCL 333.27402)		Any Approved LS Vendor	A	MML
Private Security & Investigator License (MCL 338.837 & .1068) - Owner License		Any Approved LS Vendor	A	PSI
Real ID Act (PL 109-13)	12/15/2008	State Contract - IdenTogo	A	RID
Retired Law Enforcement (MCL 28.515)	3/31/2009	Any Approved LS Vendor	A	RLE
Sex Offender Registration (Adam Walsh) *SOR Note	5/1/2009	Law Enforcement only	O	SOR
State Bar License (MCL 600.943)		Any Approved LS Vendor	A	SB
VULNERABLE POPULATION				
Federal Child Care Act (PL 101-647)		Any Approved LS Vendor	A	CC
Serve America Act (PL 111-13)		Any Approved LS Vendor	A	SAA
NCPA - Child Protection employment (PL 103-209)		Any Approved LS Vendor	A	CPE
NCPA/VCA - Child Protection volunteer (PL 105-251)		Any Approved LS Vendor	A	CPV
Vulnerable and Impaired Person (MCL 28.274)		Any Approved LS Vendor	A	VIP



Agency User Agreement Modification



CJIS-022 (09/02/23)
Michigan State Police
Criminal Justice Information Center
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NONCRIMINAL JUSTICE AGENCY CRIMINAL HISTORY RECORD INFORMATION ACCESS APPLICATION OR MODIFICATION

This application is for noncriminal justice agencies (NCJA) to receive criminal history record information (CHRI) for a noncriminal justice purpose such as evaluating the fitness of employees, volunteers, and licensees; or for the modification of an existing agency user account's legal name or physical address, or for a request to add or update its fingerprint reason code authority. Please type or print legibly and read the directions carefully as new applications and modifications require different sections to be filled out. Please also note that some authorizations may require additional documentation to be submitted as a part of this application process.

Submit completed forms by postal mail, email, or fax:			Questions/Comments:
Mail to: Michigan State Police Criminal Justice Information Center ATTN: Security and Access Section P.O. Box 30634 Lansing, Michigan 48909-0634	Email to: MSP-CJIC-ATS@michigan.gov	Fax to: 517-241-0865	Phone: 517-284-3022

Select
"Application Type"



I. Application Type			
<input checked="" type="checkbox"/> New Agency Application	<input type="checkbox"/> Existing Agency Modification		
II. Agency Information			
Agency Name		Agency ID - New agencies leave blank	
Agency Address	City	State	Zip Code
Point of Contact Full Name		Title	
Work Phone Number/Extension		Email Address	

CHRI Access
Application or
Modification
(CJIS-022)

Existing Agencies seeking modification proceed to Section III; New Agencies making application proceed to Section IV or V.

III. Existing Agency Modification			
<input type="checkbox"/> Agency name has changed:			
Previous Name:	New Name:		
<input type="checkbox"/> Agency physical address has changed:			
New Address	City	State	Zip Code
<input type="checkbox"/> Add or Change Fingerprint Reason Code Authority:			
Current Fingerprint Reason Code(s) Used: _____			
Request additional fingerprint reason code(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No List code(s) you are adding: _____			
Statute(s) allowing the additional fingerprint background checks: _____			
List all positions as outlined by the statute(s): _____			
Remove existing fingerprint reason code(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, list code(s) you want removed from your account: _____			
<input type="checkbox"/> Request access to the Criminal History Internet Subscription Service (CHRISS)			
<input type="checkbox"/> Request to Inactivate Agency Fingerprint Account:			
Agency ID # to be inactivated: _____			
Reason for inactivation request: _____			

Existing Agencies proceed to Section VI.

Section III is only
if you are
making a
modification to
an existing
account





Agency User Agreement Modification



CJIS-022 (09/2023)
Michigan State Police
Criminal Justice Information Center
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IV. New VECHS Agency Application

Eligibility for NCJA federal and Michigan fingerprint-based CHRI: Fingerprint-based CHRI background checks are for licensing determinations, employment suitability, and volunteer placement as authorized by law - the National Child Protection Act of 1993, as amended by the Volunteers for Children Act (NCPA/VCA) Title 34 United States Code (USC) Section, 40102, and the Volunteer Employee Criminal History System (VECHS) Act 2023 PA 23.

Michigan K-12 School (Public School District, Public School Academy, or Nonpublic School)
 Authorization: NCPA/VCA and the Michigan Revised School Code Act, 1976 PA 451.
 School Entity Code assigned in the Educational Entity Master: _____

Nongovernmental VECHS
 Qualified Entity legally operating in the state of Michigan whose employees, contracted employees, or volunteers provide care, treatment, education, training, instruction, supervision, recreation, or care placement, to children, the elderly, or individuals with disabilities or any individual with unsupervised access. (If the entity is mandated to perform background checks under other Michigan statute(s), this option may not be used.)
 Authorization: NCPA/VCA and VECHS.

Please check all that apply to the service(s) provided by your entity to children, the elderly, or individuals with disabilities.

- "Children" are defined as persons who are less than 18 years of age, and are not emancipated by operation of law. (34 USC 40104(2); MCL 750.136b; MCL 722.4).
- "The elderly" are defined as persons 65 years of age or older (2023 PA 23).
- "Individuals with disabilities" are defined as persons with a mental or physical impairment who require assistance to perform one or more daily living tasks (34 USC 40104(7)).

Type of Person(s)	Care or Treatment	Education, Training, or Instruction	Supervision	Recreation	Care Placement
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals w/ Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Background Checks will be conducted for (check all that apply): Employees Contracted Employees Volunteers
 Would the Agency like to participate in a Federal Rap Back program, if available: Yes No

V. New Governmental NCJA Application

State, Local, or Tribal Governmental Agency
 Type: State Local Tribal
 Department/Division: _____
 List Statute Authorization(s) allowing the fingerprint background checks: _____
 List position(s) the background checks will be conducted for as outlined by the provided statute: _____

VI. Access Requested by

Printed Name of Agency Head _____	Title _____
Signature of Agency Head _____	Date _____

MSP Use Only:

Eligible: Yes No If no, reason ineligible: _____ FP Code(s) Authorized: _____

Signature: _____ Date: _____

Comments: _____

Section IV is for NCPA/VCA agencies



Gov agencies: statute authorizing fingerprinting



Verifiable signature





Agency User Agreement



Agency User Agreement (RI-087)

RI-087 (11/2016)
MICHIGAN STATE POLICE
Criminal Justice Information Center
Page 1 of 4

AUTHORITY: MCL 20.214, MCL 20.242, and MCL 20.152
COMPLIANCE: Voluntary; however, failure to complete this Agreement will result in denial of request.

AGENCY USER AGREEMENT

between the
MICHIGAN STATE POLICE (MSP)
CRIMINAL JUSTICE INFORMATION CENTER (CJIC)

This "Agency" hereinafter shall be known as "MSP-CJIC"
and

I. Agency Information

Agency Authorized Recipient (Agency Name)	Government Agency <input type="checkbox"/> Yes <input type="checkbox"/> No	MSP-CJIC Agency ID (If Known)
Address	Criminal Justice Agency* <input type="checkbox"/> Yes <input type="checkbox"/> No	Original Agency Identifier (ORI)
City	State	ZIP Code
Authorized Person's Full Name and Title (individual authorized to request and receive Criminal History Record Information (CHRI) on behalf of the Agency)		
Phone Number	FAX Number	
Authorized Person's Email Address for Receipt of Notifications		

*A Criminal Justice Agency is defined as the courts, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.

A request for

ACCESS AND RECEIPT OF CRIMINAL HISTORY RECORD INFORMATION

The Agency listed above shall be hereinafter referred to as the "Agency."

II. Purpose

This Agreement is established to provide CHRI to the Agency requesting fingerprint-based criminal background checks for the purpose of employment, licensing, and/or volunteer placement.

Pursuant to Title 42 USC 14618, access and receipt of fingerprint-based criminal background checks must be explicitly authorized by federal law or a state statute approved by the U.S. Attorney General, and only individuals identified to be fingerprint background checked in such law or the authorizing statute may be fingerprinted. The Agency is seeking background checks for the following purpose(s):

III. Background Check Information

What is the purpose of the background check? Provide details to the job(s), responsibilities, and customers/clients served.

If for a school, identify the grades and non-K-12 school-established program(s), as applicable.

Provide federal or state law(s) authorizing the criminal background check purpose(s).

RI-087 (11/2016)
MICHIGAN STATE POLICE
Criminal Justice Information Center
Page 2 of 4

IV. The Parties Agree As Follows

The MSP-CJIC will

1. Provide
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The Agency will

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3. Obtain
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MICHIGAN STATE POLICE
Criminal Justice Information Center
Page 4 of 4

VII. Term and Termination

This Agreement is effective when signed by the Parties, by and through their duly authorized representatives, and shall remain in effect until terminated as hereinafter set forth. Either Party may terminate this Agreement for any reason, provided that at least 14 days advance written notice of termination is given to the non-terminating party by the terminating party. Either party may immediately terminate this Agreement without advance written notice if either party, including any of its officers, employees, agents, and any other persons associated with either party, violates any applicable state or federal law, rule, regulation, procedure, or policy.

VIII. Agency Approval

The "Agency Representative" must have the authority to commit the Agency to the above security and audit requirements, typically the head of the organization or the relevant unit, rather than the contact (listed on page one) who will have access to CHRI results.

Agency Name	
Printed or Typed Authorized Agency Representative Name	Title
Signature of Authorized Agency Representative	Date

IX. MSP-CJIC Approval

Signature of MSP-CJIC Compact Officer	Date
---------------------------------------	------

Print or Type Name
Katie Bower

Submit completed Agreement via:

Email:
mso-cjic-ats@michigan.gov

Mail:
Michigan State Police
Criminal Justice Information Center
Attn: Security and Access Section
P.O. Box 30834
Lansing, Michigan 48900-0834



MSP and NCJA Agreement



The Agency agrees to:

- Establish the necessary security and management controls for the security and confidentiality of CHRI received in accordance with the most current version of the FBI CJIS Security Policy and Michigan Addendum.
- Establish and implement minimum screening requirements for its officers, employees, agents, and any other persons associated with the Agency who have access to CHRI.
- No individual may be granted access by the Agency when a felony conviction of any kind exists, unless explicitly approved by the MSP-CJIC, CJIS System Officer (CSO).

Where Michigan has not passed state legislation authorizing or requiring civil fingerprint-based background checks, NCJA employees who require access to CHRI shall be screened through the Michigan State Police Internet Criminal History Access Tool



Federal Rapback



- Available for certain fingerprint laws
- Rapback compliance is part of the audit
 - Each subscription has an expiration, which allows agency to validate employment when prompted by CHRISS
 - LASO must periodically validate subscriptions
 - LASO must terminate subscriptions within 5 days, once employee leaves employment

Fingerprint Consent



RI-030 (10/2020)
Michigan State Police
Page 1 of 2

AUTHORITY: MCL 28.162, MCL 28.214, MCL 28.248, & MCL 28.273
COMPLIANCE: Voluntary. However, failure to complete this form will result in denial of request.

LIVE SCAN FINGERPRINT BACKGROUND CHECK REQUEST

Purpose: To conduct a civil fingerprint-based background check for employment, to volunteer, or for licensing purposes as authorized by law.
Instructions: See page two.

I. Authorizing Information

1. Fingerprint Reason Code 2. Requestor/Agency ID 3. Agency Name 4. Individual ID (MNU-OA)

II. Applicant Information: Type or clearly print answers in all fields before going to be fingerprinted.

1a. Last Name 1b. First Name 1c. Middle Initial 1d. Suffix
2. Any Alternative Names, Last Names, or Aliases 3. Social Security Number (Optional)
4. Place of Birth (State or Country) 5. Date of Birth 6. Phone Number 7. Driver's License / State ID Number 8. Issuing State
9. Home Address 10. City 11. State 12. ZIP Code
13. Sex 14. Race 15. Height 16. Weight 17. Eye Color 18. Hair Color

III. Live Scan Information

1. Date Printed 2. Picture ID Type Presented 3. Transaction Control Number (TCN) 4. Live Scan Operator*

* When an individual ID is provided, please enter the ID into the Miscellaneous Number (MNU) field on the Live Scan device. Select OA - Originating Agency Identifier and then enter the unique identifier in the Identification Code field.

IV. Privacy Act Statement

Authority: Acquisition, preservation, and exchange of fingerprints and associated information by the Federal Bureau of Investigation (FBI) is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

V. Procedure to Obtain a Change, Correction, or Update of Identification Records

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections, or updating of the alleged deficiency; he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26308. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. (28 CFR 99.34)

VI. Consent

I understand that my personal information and biometric data being submitted by Live Scan, will be used to search against identification records from both the Michigan State Police (MSP) and the FBI for the purpose listed above. I hereby authorize the release of my personal information for such purposes and release of any records found to the authorized requesting agency listed above.

Signature: Date:

RI-030 (10/2020)
Michigan State Police
Page 2 of 2

INSTRUCTIONS

Section I:

Authorizing Information:

This section is to be completed by the agency authorized to request civil fingerprint-based background checks.

1. Fingerprint Code:

The fingerprint code identifies the authorizing purpose in law allowing the agency to request the civil fingerprint-based background check. For example, School Employment (SE), Child Protection Volunteer (CPV), Health Care employment (HC).

2. Requesting Agency Identification (ID):

The requesting agency ID is assigned to your agency by the MSP. No request for fingerprinting can be completed without an agency ID. Please ensure the correct fingerprinting reason code and agency identification is used. The MSP will charge for second requests due to incorrect codes.

3. Agency Name:

The agency name is the legal name of the authorized agency. For schools specifically, the agency name is the name recognized by the Michigan Department of Education.

4. Individual ID (MNU-OA)

The individual ID is a unique identifier specific to the individual requested to submit fingerprints. An ID such as a state issued licensing number, a Personnel Identification Code (PIC) number, or other similar uniquely issued identifier number.

Section II:

Applicant information:

This section can be completed by the authorized agency, the individual, or as a joint effort by both. Section II specifically pertains to the demographic information needed in order to obtain the biometric data of the applicant and is a unique identifier specific to the applicant.

Section III:

Live Scan information:

This section is required to be completed by the Live Scan vendor operator and must be completed at the time of fingerprinting. After fingerprinting, the applicant shall return this signed and completed document to the requesting agency. The Live Scan operator must return a completed copy of the form to the applicant.

Live Scan
Fingerprint
Background
Check Request
(RI-030)

Consent

Fingerprint Consent



I. Authorizing Information			
1. Fingerprint Reason Code []	2. Requestor/Agency ID []	3. Agency Name []	4. Individual ID (MNU-OA) []
II. Applicant Information: Type or clearly print answers in all fields before going to be fingerprinted.			
1a. Last Name []	1b. First Name []	1c. Middle Initial []	1d. Suffix []
2. Any Alternative Names, Last Names, or Aliases []		3. Social Security Number (Optional) []	
4. Place of Birth (State or Country) []	5. Date of Birth []	6. Phone Number []	7. Driver's License / State ID Number []
8. Issuing State []			
9. Home Address []	10. City []	11. State []	12. ZIP Code []
13. Sex []	14. Race []	15. Height []	16. Weight []
17. Eye Color []	18. Hair Color []		
III. Live Scan Information			
1. Date Printed []	2. Picture ID Type Presented []	3. Transaction Control Number (TCN) []	4. Live Scan Operator* []
*When an individual ID is provided, please enter the ID into the Miscellaneous Number (MNU) field on the Live Scan device. Select OA - Originating Agency Identifier and then enter the unique identifier in the Identification Code field.			



Fingerprinting Procedures



- **School Employment (SE)** – Is used for the fingerprinting of an applicant or an individual who is hired for any full-time or part-time employment, or who is assigned to regularly and continuously work under contract in any of its schools. Applicants or individuals working or assigned in this capacity are required to have a fingerprint-based background check. A school may also choose to fingerprint a person employed by, or seeking to be employed with, the school for a position that is not covered within the Revised School Code. SE fingerprinting may be used for person paid by the school in any non-K-12 position who have, or may have, unsupervised access to a child whom the school provides care, treatment, education, training, instruction, supervision, or recreation. (i.e., such as a community swim lifeguard or school established childcare program employees, etc.)
- **School Volunteer (SV)** - Is used for any individual solicited to provide a volunteer service providing care to the school's vulnerable population.



Waiver and Agreement



RI-088A (06/2023)
Michigan State Police
Page 1 of 1

MICHIGAN WAIVER AGREEMENT AND STATEMENT FOR SCHOOLS

An Individual Applicant's Request for a Fingerprint-Based Criminal History Record Information (CHRI) Background Check Result for a Qualified Entity in Accordance with the Michigan School Volunteer & Employee Criminal History Program

Pursuant to the National Child Protection Act (NCPA) of 1993, as amended by the Volunteers for Children Act (VCA), this form should be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity (i.e. school or management company) under these laws.

I hereby authorize (enter name of Qualified Entity): _____

to receive the results of my state and federal fingerprint-based CHRI background check result for the purpose of evaluating and determining my fitness to have responsibility for the safety and well-being of children or individuals with disabilities. Prior to submitting my fingerprints to the Michigan State Police to conduct a CHRI background check, I will complete, sign, and return this form and a Livescan Fingerprint Background Check Request form (RI-030). I understand the Qualified Entity will retain all required documentation for a period of time no less than prescribed by state or federal laws. By signing this Michigan Waiver Agreement and Statement, it is my intent to authorize the dissemination of any state and national CHRI that may pertain to me to the Qualified Entity with which I am, or am seeking to be, employed or to serve as a volunteer, pursuant to the NCPA/VCA.

I understand that until the criminal history background check is completed, the Qualified Entity may choose to deny me unsupervised access to children or individuals with disabilities. I further understand that upon request the Qualified Entity will provide me a copy of the CHRI background results, if any, and that I am entitled to challenge the accuracy and completeness of any information contained in such results. I may obtain a prompt determination as to the validity of my challenge before the Qualified Entity makes a final decision about my status as an employee, volunteer, contractor, or subcontractor.

Printed/Typed Name (Last, First, Middle)	Date of Birth		
Address	City	State	ZIP Code
What is your current or prospective status (check one)? <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor/Vendor			
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide a description of the crime and the particulars of the conviction.			
I understand that I may be asked to assist with obtaining any and all official disposition documentation regarding my conviction.			
If you are an employee, prospective employee, or a volunteer of a public-school academy, do you authorize release of your CHRI results to another qualified entity (i.e. school or management company) for a like purpose? If yes, indicate the name of the other qualified entity below.			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Other Qualified Entity	Date Signed		
Signature	Date Signed		

RI-088 (06/2023)
Michigan State Police
Page 1 of 1

MICHIGAN WAIVER AGREEMENT AND STATEMENT

An Individual Applicant's Request for a Fingerprint-Based Criminal History Record Information (CHRI) Background Check Result for a Qualified Entity in Accordance with the Michigan Volunteer & Employee Criminal History System (VECHS) Program

Pursuant to the National Child Protection Act (NCPA) of 1993, as amended by the Volunteers for Children Act (VCA), this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws and the Volunteer Employee Criminal History System (VECHS) Act 2023 PA 23.

I. Authorization

I hereby authorize (Enter Name of Qualified Entity) _____

to receive the results of my state and federal fingerprint-based CHRI background check result for the purpose of evaluating and determining my fitness to have responsibility for the safety and well-being of children, the elderly, or individuals with disabilities. Prior to submitting my fingerprints to the Michigan State Police to conduct a CHRI background check, I will complete, sign, and return this form and a Livescan Fingerprint Background Check Request form (RI-030). I understand the Qualified Entity will retain all required documentation for a period of time no less than prescribed by state or federal laws. By signing this Michigan Waiver Agreement and Statement, it is my intent to authorize the dissemination of any state and national CHRI that may pertain to me to the Qualified Entity with which I am, or am seeking to be, employed or to serve as a volunteer, pursuant to the NCPA/VCA and VECHS.

I understand that until the criminal history background check is completed, the Qualified Entity may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that upon request the Qualified Entity will provide me a copy of the CHRI background results, if any, and that I am entitled to challenge the accuracy and completeness of any information contained in such results. I may obtain a prompt determination as to the validity of my challenge before the Qualified Entity makes a final decision about my status, as an employee, volunteer, contractor, or subcontractor.

II. Applicant Information (Employee/Volunteer/Contractor/Subcontractor)			
Printed/Typed Name	Date of Birth		
Address	City	State	ZIP Code
What is your current or prospective status (check one)? <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor/Vendor		Position	
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide a description of the crime and the particulars of the conviction.			
III. Applicant Consent and Approval			
I understand that I may be asked to assist with obtaining any and all official disposition documentation regarding my conviction.			
Signature	Date Signed		

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY

The name of your agency as listed on the RI-087 user agreement.

Required for NCPA/VCA fingerprinting

SCHOOL VECHS

VECHS

This form is available for agency's use and can be found at the following link:
<https://www.michigan.gov/msp/divisions/cjic/cjis-compliance-unit> (NCJA/Forms).



Position Documentation



- Position documentation for the fingerprint reason code used by the agency - documentation which indicates the fingerprint-based CHRI background checks obtained are for a specific purpose authorized by state or federal law - examples:
 - Tentative offer letters
 - Hiring documents used consistently for all employees
 - Volunteer forms
 - The Michigan Waiver Agreement & Statement form for NCPA/VCA fingerprints (mandatory for NCPA/VCA)



Applicant Appeal Process



Written instructions with a time frame

Agencies may share CHRI with an applicant for the purpose of challenge, correction, or update.

Prior to release, the agencies shall determine through picture ID that applicant and record (CHRI response) are “one in the same.”

Can include the state and federal portion of CHRI.

[AGENCY NAME]
 APPEAL PROCESS
 for
 Criminal History Record Information Challenge or Correction

Pursuant to federal statute, an individual may challenge the accuracy or completeness of any entry on his or her Criminal History Record Information (CHRI) response returned. Applicants wishing to challenge or correct his or her record must:

- Request an appointment with the [Hiring Personnel Title] within [Amount of Days] of having my CHRI response reported to me, if not proclaimed at the time of denial.
- Be given [Amount of Days] to rectify any questioned information within his or her record.

[Agency Name] will provide you with a copy of your CHRI response upon request. Wherein, you will need to make contact directly to the agency which contributed to the information in question. You can identify as to who the contributing agency is as it will be identified in your CHRI response.

Any challenge or correction progress conducted beyond the allotted time frame provided will only be considered at the discretion of [Agency Name].

If you are unable to resolve the information in question through this method, you may contact for an:

Out of State Record

Contact directly and make application to the FBI Criminal Justice Information Services (CJIS) Division, Attn: Criminal History Analysis Team 1 1000 Custer Hollow Road, Clarksburg, WV 26306. Visit the FBI Website for more details, <https://www.fbi.gov/services/cjis/identity-history-summary-checks>, and scroll down to Challenge of an Identity History Summary

In State Record

Contact directly the Michigan State Police at (517) 241-0606 or by e-mail at MSP-CRD-APPLHELP@michigan.gov. Please provide your name, method of contact, and reason behind your challenge or correction request (in detail).

As the applicant wishing to challenge or correct your record, it is your responsibility to keep [Agency Name] informed of any progress during this process.

Upon successful completion of a challenge or correction, the applicant may request from the Michigan State Police, Criminal History help desk, (517) 241-0606 his or her updated record to be forwarded to [Agency Name].

[Applicant Name] understand and agree to the terms and conditions set forth. I will work diligently to resolve any questioned information of my CHRI response and report back immediately to [Agency Name]. I further acknowledge that I received a copy of [Agency Name] Appeal Process and a copy of my CHRI response (if requested).

 Signature

 Date



An Agency Appeal Process template is available for agency’s use and can be found at the following link: <https://www.michigan.gov/msp/divisions/cjic/cjis-compliance-unit>



Minimum Policy Requirements



- Reviewing:
 - LASO (3.2.9)
 - User Agreements (5.1.1.6)
 - Awareness and Training (AT-2)
 - Personnel Security (PS)
 - Media Protection (MP-1)
 - Physical and Environmental Protection (PE-1)
 - Incident Response (IR-1)
 - Secondary Dissemination (CA-3)

We will review your required agency policy and procedures for the following areas.

All local policy must be reviewed on an annual basis and/or after security events.



Auditable Areas Policy and Procedures



1/21/26, 7:36 AM BoardDocs® PL

Book Policy Manual
 Section 8000 Operations
 Title CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
 Code po8321
 Status Active
 Adopted December 17, 2012
 Last Revised December 16, 2024

8321 - CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation ("FBI") criminal history record information ("CHRI") background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. This policy provides the appropriate access, maintenance, security, confidentiality, dissemination, integrity, and audit requirements of CHRI in all its forms, whether at rest or in transit. This policy/procedure shall be reviewed and updated at least annually and following any security incidents involving CHRI. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy, State and Federal law, current CJISSECPOL, rules or regulations, and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline can range from counseling and retraining to discharge and prosecution, based on the nature and severity of the violation, at the District's discretion. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign, and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The Central Office Manager shall be designated as the District's Security Officer ("LASO"). The LASO is an authorized user/personnel, has completed a fingerprint-based background check where required, and has been found appropriate to access CHRI, and an employee directly involved in evaluating an individual's qualifications for employment or assignment. The LASO shall be responsible for overall implementation of this policy and for data and system security. This shall include:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI;
- Identifying and documenting any equipment connected to the State system;
- ensuring that personnel security screening procedures are being followed as set forth in this policy;
- ensuring that approved and appropriate security measures are in place and working as expected;
- supporting policy compliance and instituting the incident response reporting procedures;
- ensuring annual awareness and training is being completed by all personnel with authorized access to the CHRI;
- ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
- reviewing and updating information security policy/procedures annually or after security incidents involving CHRI;

POLICY STATEMENT

Pursuant to [indicate state or federal authorizing law], [Agency Name] is considered a Noncriminal Justice Agency (NCJA) and is an Authorized Recipient (AR), wherein certain authorized personnel can request and receive fingerprint-based Criminal History Record Information (CHRI) checks. Authorization for ARs to receive CHRI is for the purpose of [employment, licensing, or volunteer]. [Agency Name] is to ensure compliance with applicable state and federal rules and regulations, and the most current Criminal Justice Information Service [Agency Name] policies, procedures and the appropriate access, maintenance requirements of CHRI in all its forms **shall be reviewed and updated at least annually.**

The most stringent requirement shall be the state, or federal laws, with the most restrictive rules or regulations.

As used in this policy:

- Authorized Recipients:
 - A criminal justice agency federal statute or executive order;
 - A nongovernmental entity which has been approved for noncriminal justice purposes;
 - A government agency which has been approved for noncriminal justice purposes.
- Authorized User/Personnel: An individual, or group of individuals, who are granted access to CHRI for the purpose of evaluating and assigning.

Policy Effective Date and Annual Review

Policy Effective Date: _____

Policy Review Dates: _____

Review Date	Review
_____	_____
_____	_____
_____	_____

USER AGREEMENT (CJISSECPOL 5.1.1.6)

[Agency Name] shall complete and maintain a Noncriminal Justice Agency User Agreement (RI-087) provided by the Michigan State Police (MSP). Agreements are in place to provide for data ownership, individual roles, responsibilities, etc. The [Agency Name] shall request a new user agreement in the event they have a legal name change, they move to a new physical address, or they wish to add or remove fingerprint reason codes. The most current copy of this user agreement will be maintained on file at the agency indefinitely.

LOCAL AGENCY SECURITY OFFICER (LASO) (CJISSECPOL 3.2.9)

The [indicate agency authority e.g., board of directors, agency commission, agency representative with authorizing authority, superintendent] will designate a LASO by means of completing and returning to MSP-CJIC-ATS@michigan.gov, a Noncriminal Justice Agency Appointment Notification (CJIS-015). An individual designated as the LASO is:

- An "authorized user/personnel."
- An individual that has completed a fingerprint-based background check, where required, and found appropriate to have access to CHRI.
- If a school, the LASO is an employee directly involved in evaluating an individual's qualifications for employment or assignment.

A LASO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI.
- Identifying and documenting any equipment connected to the state system.
- Ensuring personnel security screening procedures are being followed as stated in this policy.
- Confirming the approved and appropriate security measures are in place and working as expected.
- Ensuring annual Awareness and Training is being completed by all personnel authorized access to the CHRI.
- Supporting policy compliance and ensuring the MSP Information Security Officer (ISO) is promptly informed of security incidents.
- Review and update information security policy/procedures annually or after security incidents involving CHRI.
- Employ one or more of the following techniques to increase the security and privacy awareness of system users: displaying posters; offering supplies inscribed with security and privacy reminders; displaying logon screen messages; generating email advisories or notices from organizational officials; conducting awareness events.

When changes in the LASO/CHRISS Administrator occur, [Agency Name] shall complete and return a new NCJA appointment notification form (CJIS-015). The most current copy of the NCJA appointment notification form will be kept on file indefinitely by the agency.

MILLER JOHNSON Attorneys



An NCJA Policy template is available for agency's use and can be found at the following link:

<https://www.michigan.gov/msp/divisions/cjic/cjis-compliance-unit>



Personnel Security (PS)



For authorized users with access to CHRI, the NCJA shall maintain written processes of the specific steps taken for the following:

- Written personnel screening policy detailing the agency's criteria for approving and denying access to CJI, including all users and those individuals responsible for configuring and maintaining computer systems and networks with access to or containing CJI. Policy should include the minimum standards set forth in the Michigan Addendum and whether to deny access for misdemeanor convictions.
- Written documentation addressing the "immediate" termination or transfer of individual CHRI access upon termination or transfer of employment (within 24 hours).
- A formal sanctions process for personnel with access to CHRI failing to comply with agency established information security policies and procedures.



Personnel Screening (PS-3)



- If a felony conviction of any kind exists, the NCJA Agency shall deny access to CJI. However, the NCJA Agency may ask for a review by the CSO in extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.
- Applicants with a record of misdemeanor offense(s) may be granted access if the CSO, or his or her designee, determines the nature or severity of the misdemeanor offense(s) do not warrant disqualification. The NCJA Agency may request the CSO review a denial of access determination. This same procedure applies if the person is found to be a fugitive or has an arrest history without conviction.



Personnel Screening (PS-3)



- If the person appears to be a fugitive or has an arrest history without conviction, the CSO or his/her designee shall review the matter to determine if access to CJI is appropriate.
- If the person already has access to CJI and is subsequently arrested and or convicted, continued access to CJI shall be determined by the CSO. This does not implicitly grant hiring/firing authority with the CSA, only the authority to grant access to CJI. For offenses other than felonies, the CSO has the latitude to delegate continued access determinations to his or her designee.
- If the CSO or his/her designee determines that access to CJI by the person would not be in the public interest, access shall be denied, and the person's appointing authority shall be notified in writing of the access denial.



Media Protection (MP-1)



NCJAs shall have established policy and procedures for the appropriate security, handling, transporting, and storing of CHRI media. Each NCJA shall establish the following:

- An overall digital/physical media protection policy.
- Procedures restricting access to authorized user/personnel. Management controls are to exist for the processing and retention of CHRI media and for media to be secured in a controlled area.
- Non-Governmental VECHS Agencies only VIEW in CHRIS no physical storage allowed.
- Procedures for transporting CHRI media from its original secured location to another. The steps taken to protect and prevent the compromise of the data in transit. Marking of the media.
- Procedures for the appropriate disposal and sanitization of CHRI media when no longer needed, and the specific steps taken to protect and prevent CHRI media during the destruction process. All destruction is to be logged or documented.



Physical and Environmental Protection (PE-1)



NCJAs shall establish and implement physical protection policy procedures to ensure CHRI and information systems are physically protected through access control measures. When an agency cannot meet all the control requirements for a physically secure location, the agency shall review and adhere to PE-17 – Alternate Work Site, which states the following:

- Limit access in controlled area during CJI/CHRI processing times
- CHRI room or storage area should always be locked when not in use
- Position CHRI to prevent unauthorized individuals from access and view
- Agencies shall carry out encryption requirements for digital storage of CHRI
 - At rest: Advanced Encryption Standard (AES) algorithm and 256-bits
 - In transit: Federal Information Processing Standard (FIPS) 140-2 certified



Incident Response (IR-1)



Each NCJA shall establish operational incident handling policies and procedures for instances of an information security incident of physical/digital CHRI media. Agencies are to ensure general incident response roles and responsibilities are included within the agency established and administered SAT. Each NCJA shall establish:

- Reporting procedures outlining who to report to upon discovery of any incident pertaining to CHRI. Must report to agency LASO within one hour.
- Incident handling capability procedures that include adequate preparation, detection, analysis, containment, eradication, recovery, and user response activities.



Incident Response (IR-1)



Electronic and Physical Incident Handling Capability Procedures include:

- Preparation – firewalls, virus detection, malware/spyware detection, security personnel, and locked doors to prevent unauthorized access.
- Detection – monitoring preparation mechanisms for intrusions such as: spyware, worms, and unusual or unauthorized activities, etc. Can include building alarms and video surveillance.
- Analysis – identify how an incident occurred and what systems or CHRI media were compromised.
- Containment – security tools utilized or an agency plan to stop the spread of the intrusion.
- Eradication – removal plan of the intrusion before the system is restored and steps taken to prevent reoccurrence.
- Recovery – the ability to restore missing files or documents.



Incident Response (IR-1)



Each NCJA shall establish:

- Procedures for the appropriate collection of evidence, for incidents involving legal action (either civil or criminal) against a person or agency (calling law enforcement or contacting legal counsel).
- Procedures to track, document, and report information security incidents. An ISO Security Incident Report form (CJIS-016). Must be reported LASO immediately not to exceed 1 hour after discovery.
- Agency incident response plan is to include a process to assess extent of the harm.
- Test the effectiveness of the plan annually, walk through exercise.



Incident Response (IR-1)



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INFORMATION SECURITY OFFICER (ISO) SECURITY INCIDENT REPORT

AUTHORITY: MCL 28.215, MCL 28.162, and R 28.5201; **COMPLIANCE:** Mandatory; **PENALTY:** Loss of access to criminal justice information systems.

Agencies shall promptly report digital and physical incidents that significantly endanger the security or integrity of Criminal Justice Information (CJI) to the Michigan State Police Information Security Officer (ISO) in compliance with the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy. If a question does NOT apply, enter "N/A" to signify not applicable.

Send Completed Hard Copy Form To: Michigan State Police Criminal Justice Information Center Attn: Information Security Officer P.O. Box 30834 Lansing, MI 48909-0834	For Additional Information: FBI CJIS SECURITY POLICY Questions/Comments: Phone: 517-284-3069
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I. Agency Information			
Point(s) of Contact (Full Name and Title)	Work Phone Number/Extension	Email Address	
Agency Name	Noncriminal Justice Agency ID	Criminal Justice Agency ORI	
Agency Address	City	State	ZIP Code
Date of Report	Date of Incident		

II. Incident Information	
Incident Type <input type="checkbox"/> Computer Security <input type="checkbox"/> Digital Media <input type="checkbox"/> Physical Media <input type="checkbox"/> Mobile Device	
Identify the time frame and the operational phase. (i.e., Was this a one-time occurrence or continuing? Could it occur anytime or do certain events trigger it?)	
Location(s) of Incident	
System(s) and/or Data Affected (e.g., Computer Aided Dispatch, Records Management System, File Server, Physical Media containing CJI)	
Did access include any personally identifying information or CJI? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the hard drive encrypted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Method of Detection/Discovery (e.g., via an audit trail, or accidental discovery)	
Describe the incident. Why did this incident happen? What allowed this incident to occur? Were there policies in place which may be applicable to this incident? Should there be controls in place which may help to prevent this type of incident from reoccurring?	
Actions Taken/Resolution	
What are the vulnerabilities and impacts associated with this incident? Describe what you believe are the vulnerabilities and impacts to other information systems/criminal justice information as a result of this incident. Provide a description/list as to who you believe is affected or vulnerable to a similar incident.	

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III. Additional or Enhanced Incident Response for Mobile Device Operating Scenarios
Did the mobile device contain or access CJI? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the loss of mobile device control. (i.e., was the mobile device known to be locked or unlocked and the duration of the loss)
Was there a total loss of the mobile device? (i.e., the mobile device has not been recovered)
Was criminal justice information stored on the mobile device? Was the mobile device used to access criminal justice information services or systems? Was the mobile device enrolled in Mobile Device Management? Was the mobile device remote locked or wiped? Was your agency able to determine the last known location of the mobile device? Was your agency able to recover the mobile device?
Did the mobile device loss of control, total loss, or compromise occur outside the United States?

Information Security Officer (ISO) Security Incident Report (CJIS-016)

This form is available for agency's use and can be found at the following link:
<https://www.michigan.gov/msp/divisions/cjic/cjis-compliance-unit>



Secondary Dissemination (CA-3)



The NCJA is required to obtain written consent from the individual for any request for secondary dissemination of CHRI conducted outside the primary information exchange agreements and are to be logged using the following:

- The date record was shared
- Who made the request
 - Requesting Agency
 - Recipient Name
- Whose record is being shared
- Who sent the shared copy (personnel)
- How the request was fulfilled

A Secondary Dissemination template is available for agency's use and can be found at the following link:

<https://www.michigan.gov/msp/divisions/cjic/cjis-compliance-unit>

(NCJA Templates)



Questions?



How an Agency is Chosen for Audit



The following Triennial Audit Cycles have included Noncriminal Justice Agencies:

- 2010-2013
- 2013-2016
- 2016-2019
- 2019-2022
- **2022-2026 – Current Cycle**



- Auditors plan their next entire year of audits at the end of the current year.
- Agencies are chosen by region and may include State of Michigan agencies, nonpublic schools, public schools, public school academies, local government agencies, and public entities such as colleges and local municipal entities.



NCJA Compliance Audit Review Notification



A NCJA will receive an email notification from your auditor to the point of contact for the agency. The notification will include:

- Date and time of your agency audit
- Request for acknowledgement and address confirmation
- Instructions for logging in to the MSP CJIS Portal and completing the online NCJA Pre-Audit Questionnaire
 - This will include a Username

A second email will follow that will include:

- Your password to access the Audit Portal
- An attached random fingerprint sample of 20 individuals fingerprinted under your agency ID over last year



Pre-Audit Questionnaire



MSP CJIS Portal – <https://michigan.cjisapps.com/cjisaudit/index.pl>

- NCJA Audit Review
 - Required
- NCJA Technical Security Audit Review
 - Only required if agency is storing CHRI digitally on its system
 - Not required for CHRIS storage
 - This will be sent separately if an agency is determined to be storing electronic CHRI



Pre-Audit Questionnaire Supporting Documents



- All supporting documents required for the audit are now able to be uploaded into the Pre-Audit Questionnaire.
- Providing the requested files and documentation prior to the auditor's arrival provides an opportunity to complete the onsite visit in a timely manner.



Draft Audit Report Notification



- Within 15 business days of your audit, the auditor will send you an email that includes instructions to log back into the audit tool where you completed the pre-audit questionnaire.
- You will have 30 days to respond.

Dear Mr. John Doe:

A draft compliance audit report is ready for your review within the Michigan State Police (MSP) Criminal Justice Information Services (CJIS) Audit Portal for the Noncriminal Justice Agency Use of Criminal Justice Information Audit conducted on January 1, 2021. This was a compliance audit review conducted to determine the proper use, storage, and dissemination of criminal history record information. The compliance report includes, if applicable, instances of noncompliance identified during the on-site audit by the MSP auditor.

The auditor respectfully requests an agency response by 30 days from today, which includes your agency's proposed plan for corrective action(s) concerning the out of compliance areas. This response is to be submitted through the MSP CJIS Audit portal at <https://michigan.cjisapps.com/cjisaudit/index.pl>. Once logged into the CJIS Audit Portal:

- Click the "Response Required" button. The compliance report will load showing the out of compliance findings from the compliance audit.
- Then click on the "Add button" and provide your agency's proposed plan for corrective action(s) for each area found out of compliance and a timeframe in which it will be implemented.
- Once all of your agency responses are entered, click "Save for Final Review".

If your agency is not able to respond in the allotted time provided, contact our office at once to discuss your agency's options and concerns with the auditor. Formal request for a response extension can be sent to your auditor, and is to include the following:

- Request for an extension.
- Purpose for the delay of the response.
- Contact information for the agency representative making the request.

Additionally, to help us improve our services, we'd like to hear your thoughts on the value of NJIA compliance audits to your agency. Please take a moment to complete a brief survey about your audit experience using the link below:

[CJIS Compliance audit evaluation](#)

The results of the audit will be shared with the appropriate staff at the MSP, Criminal Justice Information Center. The MSP audit team views this audit process as instructional and informational and should be beneficial to all parties involved. If you have any questions pertaining to the audit, you may contact



Tools for a Successful Audit





CJIS CSO Referral



Assessed Area	Issue
NIS	Improper use of fingerprint reason code
NIS	Dissemination to unauthorized recipients
NIS	Outsourcing
NIS	Lack of Agency User Agreement
NIS	Lack of supporting documentation for reason fingerprinted (more than 9.5% of records assessed)
IT	Lack of encryption: <ul style="list-style-type: none"> In transit At rest
IT	Lack of proper user authentication: <ul style="list-style-type: none"> Used ID (proper name, dictionary word, etc.) Missing required attributes (identify which one)
IT	Lack of required policies: <ul style="list-style-type: none"> Incident response Personnel termination
IT	System integrity: <ul style="list-style-type: none"> Lack of required patch management Lack of malicious code protection Lack of spam and spyware protection
IT	Physical security – no controlled area for processing CHRI
GEN	Failure to participate in audit
GEN	Failure to provide corrective action for out of compliance findings

NIS = National Identity Services

IT = Information Technology



Resources and Tools



Please visit our website to obtain:

- Forms
- Templates
- Guidance
- Audit & Training Information

Resources for Noncriminal Justice Agencies

Templates ▼

Forms ▲

- [CJIS-016 Information Security Officer \(ISO\) Security Incident Report](#)
- [CJIS-015 - Noncriminal Justice Agency \(NCJA\) Local Agency Security Officer \(LASO\) Appointment](#)
- [RI-088A Michigan Waiver Agreement and Statement for Schools](#)

Guidance ▼

Audits ▼

CJIS Online - TAC - LASO ▼

Reporting CJIS Violations ▼

Website:

<https://www.michigan.gov/msp/divisions/cjic/cjis-compliance-unit>



Questions?



THANK YOU !!!!!

For your time and attention.

We look forward to working with you in the future.