

FILE: GBCA

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PROTECTION OF CRIMINAL BACKGROUND INFORMATION

The Jefferson Davis Parish School Board utilizes the Louisiana State Police (LSP) Bureau of Criminal Identification and Information for performing criminal background checks on employment candidates. In order to process criminal background checks utilizing this system, the Jefferson Davis Parish School Board shall:

1. Comply with state and federal laws, rules, regulations, procedures, and policies, including, but not limited to, the most current version of the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and the Louisiana Noncriminal Justice Agency Guide regarding the access, use, and dissemination of Criminal History Record Information (CHRI).
2. Only use CHRI for the purpose requested as stated in the Louisiana Noncriminal Justice Agency Guide.
3. Obtain and retain any required documents mandated by state or federal law for the purpose of submitting and processing a fingerprint based CHRI background check for each individual request.
4. 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 Louisiana Noncriminal Justice Agency Guide. This includes, but is not limited to:
 - A. Designating a Noncriminal Agency Coordinator (NAC) who will act as liaison between the Jefferson Davis Parish School Board and LSP Bureau. The NAC will receive audit information from the LSP Bureau and serve as the onsite contact person during audits.
 - B. Designating a Jefferson Davis Parish School Board Security Officer who is responsible for ensuring compliance with the terms of this Agreement and state and federal laws, rules, regulations, procedures, and policies regarding access, use, and dissemination of CHRI.
 - C. Ensuring its officers, employees, agents, and any other persons associated with the Jefferson Davis Parish School Board who have access to CHRI, have received security awareness training.
 - D. Ensuring its officers, employees, agents, and any other persons associated with the Jefferson

Davis Parish School Board, abide by all state and federal laws, rules, regulations, procedures, and policies regarding access, use, and dissemination of CHRI; including, but not limited to, any LSP Bureau system(s) approved for use by the Jefferson Davis Parish School Board for the access, receipt, and retention of CHRI. Additionally, the Jefferson Davis Parish School Board acknowledges and understands that the use of this system provides for tracking and monitoring of computer access and location-specific variables, as authorized by federal and state laws, rules, regulations, procedures, and policies, including, but not limited to, the most current version of the FBI CJIS Security Policy and Louisiana Noncriminal Justice Agency Guide as it pertains to CHRI. Tracking and monitoring is to ensure the use, storage, dissemination, and processing of CHRI is completed in an appropriate environment and limited to authorized personnel.

- E. Establishing and implementing minimum screening requirements as required by CJIS Security Policy for its officers, employees, agents, and any other persons associated with the Jefferson Davis Parish School Board who have access to CHRI. No individual may be granted access by the School Board when a felony conviction of any kind exists, unless explicitly approved by the LSP Bureau or CJIS System Officer (CSO).
 - F. Restricting access to physical or electronic CHRI to authorized personnel. Physical copies shall be maintained in a controlled, secure environment, such as in a locked cabinet in a room not accessible to all staff and visitors. When a physically secured location cannot be met, electronic media shall be protected with encryption that meets the most current FBI CJIS Security Policy.
 - G. Disseminating CHRI only when authorized by state or federal law approved by the U.S. Attorney General.
 - H. Ensuring the Jefferson Davis Parish School Board establishes incident response policy and procedures, including an operational incident handling capability for agency information systems, whether physical or electronic. The School Board shall track, document, and promptly report a security incident of physical or electronic CHRI to the LSP Bureau Information Security Officer (IS)) who shall report the incident to the Louisiana CJIS ISO, Local Agency Security Officer, appropriate School Board officials, and/or local authorities.
 - I. Establishing and implementing policy and procedures for CHRI media protection, including, but not limited to, storage and access, media transport, electronic CHRI sanitization, and physical disposal.
5. Notify individuals of their right to update, challenge, or correct any discrepancies within his or her CHRI, and the Jefferson Davis Parish School Board providing direction on how to do so.
 6. Retain supporting documentation for a minimum of three (3) years from the time CHRI results are returned for audit purposes. Documentation, including but not limited to, Authorization Forms that support the Jefferson Davis Parish School Board's purpose for requesting the individual to complete a background check coincides with an authorized purpose in state or federal law. The LSP Bureau recognizes the School Board may have a document retention policy that requires a time period greater

than three (3) years.

7. Allow the LSP Bureau to conduct on-site audits to ensure compliance with the terms of this Agreement.
8. Immediately notify the LSP Bureau of any changes to sections 1 and 3 provided in this Agreement. If access is no longer needed nor authorized by applicable state or federal law, rule, regulation, procedure or policy, the Jefferson Davis Parish School Board shall immediately notify the LSP Bureau to terminate access.
9. Maintain and keep current a list of all Jefferson Davis Parish School Board employees with digital or physical access to CHRI and their purpose for access.

Staff shall create and utilize procedures to comply with the requirements of this policy.

New policy: February 25, 2021

Ref: Board minutes, [2-25-21](#)

Jefferson Davis Parish School Board