



Strong Start Academy Elementary School

Noncriminal Justice Agency Authorized Recipient Internal Written Procedures

USE/PURPOSE

Criminal History Record Information (CHRI) is used by Strong Start Academy Elementary School for employment and volunteer purposes. Strong Start submits fingerprints to the NV Department of Public Safety under the _____ authority. CHRI obtained under such authority may be used solely for the purpose for which the record was requested.

Agency Account Number: _____

Agency ORI: _____

ACCESS

Only staff members listed on the Authorized Personnel List have access to Criminal History Record Information (CHRI). Signed Training Documentation (certificate of completion/training acknowledgement) is kept on file for all active authorized personnel.

TRAINING

Authorized personnel shall be trained in Security Awareness Training (CJIS Online) and internal agency training on the agency's security and handling processes prior to being allowed access to criminal justice and/or criminal history record information. Refresher training shall be completed every two years.

STORAGE

Hard copy Criminal History Record Information (CHRI) received from the Nevada Department of Public Safety is retained. These records are maintained in a locked, secured records environment accessible only by trained authorized personnel. CHRI is stored in the school's locked file room in a locked cabinet.

PROCESS/HANDLING

Prior to fingerprinting, applicants complete a signed and dated Fingerprint Background Waiver and NCPA/VCA Notice to Applicant Waiver (if applicable). These waivers are maintained on file by Strong Start Academy for one full audit cycle (3 years).

Strong Start Academy submits fingerprints for processing electronically. The applicant is provided a Fingerprint Request Form and sent to Fingerprinting Pros.

Once processed, Criminal History Record Information (CHRI) is mailed to Strong Start Academy Elementary School via USPS. Mail containing CHRI is only opened and reviewed by authorized personnel to make an eligibility determination.

STORAGE/DESTRUCTION OF CHRI

CHRI shall be maintained in a locked secured records environment until it is destroyed. CHRI is destroyed by or under the observation of authorized personnel by shredding.

When destroyed, CHRI is shredded by authorized personnel onsite.