

# The Noncriminal Justice Fingerprint Compliance Program First Steps

## What should agencies do first to be in compliance?

### 1. *Send in an Authorized Personnel List.*

The Authorized Personnel List contains the names of those individuals whom your agency has identified as authorized to access, handle, and/or destroy criminal history information. **ALL** personnel who view, handle, use, disseminate, or dispose of criminal history **MUST** appear on the list. An example list can be found on the Arizona Department of Public Safety website on the Noncriminal Justice Agency (NCJ) Fingerprint Compliance page (<http://www.azdps.gov/Services/Government/NCJ>) and in Appendix F of the Arizona Noncriminal Justice Agency Guide.

### 2. *Download and review the Arizona Noncriminal Justice Agency Guide.*

To download the Arizona Noncriminal Justice Agency Guide, go to the Arizona Department of Public Safety website at [www.azdps.gov/Services/Government/NCJ](http://www.azdps.gov/Services/Government/NCJ). (Go to [www.azdps.gov](http://www.azdps.gov), click on *Services* on the top menu bar, then select Governmental Services, then click NCJ.) This brings you to the main page for the Noncriminal Justice Fingerprint Compliance Program. The link for the guide is on the *Overview* page.

Pay special attention to **Section 3** of the guide – Section 3 contains basic privacy and security guidelines and outlines the type of policies/procedures an agency must have in order to be in compliance.

### 3. *Train your Authorized Personnel.*

Authorized Personnel must complete two sets of training:

- 1) CJIS Online Training. The link for the training site is located in the CJIS Online section of the NCJ Compliance Program webpage. Be sure to download the CJIS Online Training Supplement – this contains the log-in for the training and essential information for those taking the training.
- 2) Training on your agency's policies/procedures for handling criminal history. Once you have determined that you have the required internal policies/procedures (see #2 above), you must document that you have trained your personnel on those policies/procedures.

All training needs to be documented on the Training Documentation form (available for download on the website). **Section 4.2** of the guide covers your Authorized Personnel training requirements in more detail. **Authorized Personnel DO NOT need to come to DPS for training.** DPS offers Initial Access and NCJ Compliance Training as a "train-the-trainer" type of course to help the Agency Security Contact or other designated agency representatives to understand the new compliance requirements so that they can implement them at their agency.

## When should agencies have all of this completed?

Agencies are expected to begin submitting compliance documentation immediately. Priority should be placed on identifying Authorized Personnel and submitting an updated list, followed by CJIS Online training for those individuals. Agencies are expected to be drafting their internal privacy and security processes and training Authorized Personnel in preparation for a compliance audit.

During your agency's first compliance audit, auditors will review requirements with you, identify where your agency may be deficient, offer training as needed, and give your agency a timeline to implement changes to bring the agency into compliance.