

NONCRIMINAL JUSTICE AGENCY COMPLIANCE AUDIT REVIEW INFORMATION SHEET

Federal statute and section number references from the FBI Criminal Justice Information Services (CJIS) Security Policy are available after each policy section for details on that subject matter.

The following areas will be covered in the compliance audit:

Supporting Documentation

- Fingerprint Authorization
- Position Documentation
- Michigan Waiver Agreement & Statement RI-088 form
- Consent (Livescan Fingerprint Background Check Request RI-030)
- Appeal Process

User Agreements (5.1.1.6)

Local Agency Security Officer (LASO) (3.2.9)

Personnel Security (5.12)

Media Protection (5.8)

Physical Protection (5.9)

Secondary Dissemination (5.1.3)

Security Awareness Training (5.2.1.1)

Incident Response (5.3)

For agencies who subsequently store Criminal History Records Information (CHRI) digitally:

- Auditing and Accountability (5.4)
- Access Control (5.5, 5.13.7)
- Identification and Authentication (5.6)
- Configuration Management (5.5, 5.7)
- System and Communications Protection and Information Integrity (5.10, 5.13.4)
- Mobile Devices (5.13)

Compliance Audit Contact Information:

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Criminal History Record (CHR) Questions

Questions regarding CHRI responses may be directed to the Criminal History Section (CHS) applicant help desk at 517-241-0606 or by emailing **msp-crd-applhelp@michigan.gov**.

All questions regarding out of state CHRI must be directed to the state that contributed to the record.

Criminal History Record Internet Subscription Service (CHRISS) Questions

Questions regarding the CHRISS may be directed to the CHRISS Coordinator at 517-388-8551 or by email to **msp-chriss@michigan.gov**. You may also visit <https://chriss.state.mi.us/>.

Internet Criminal History Access Tool (ICHAT) Questions

Questions regarding ICHAT may be directed to the ICHAT Coordinator at 517-388-8547 or by email to **msp-crd-ichathelp@michigan.gov**.

The Following Official Forms and Documents Can Be Located at Our Web Page

<https://www.michigan.gov/cjicats>

FBI CJIS Security Policy website link

Noncriminal Justice Agency (NCJA) Appointment Notification CJIS-015 (Forms)

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

NCJA CHRI Security Policy (Templates)

[Agency] Appeal Process (Templates)

MSP Security Awareness Training PowerPoint (Templates)

Secondary Dissemination Log (Templates)

Determination for Assignment (Red Light/Green Light) (Templates)

Livescan Fingerprint Request RI-030 - Authorized users please contact **msp-crd-applhelp@michigan.gov** or 517-241-0606 for this form. You may also complete it within the CHRISS application.