BP-4212.62(a)

Maintenance of Criminal Records

Wrangell Public Schools will conduct criminal background checks on classified staff, substitute employees and volunteers (as deemed necessary) by submitting a fingerprint card to the State of Alaska Department of Public Safety (DPS). All information received from the Department of Public Safety is confidential.

The Superintendent shall designate an employee as record custodian of all confidential fingerprint and criminal record history who shall be responsible for the administration of the information. This person will serve as the District's Local Agency Security Officer (LASO). Any questions regarding Criminal Record Information shall be resolved by the record custodian and in compliance with the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and the Criminal Systems Agency (CSA) (DPS) security policy.

Criminal justice information shall be accessible only to the record custodian and other district staff authorized by the Superintendent. For criminal history record information, authorized staff are those employees who have the business need to review the fingerprint-based criminal history record information and have security awareness training prior to initial assignment and annually thereafter as provided by the Department of Public Safety. Authorized staff must be CJIS compliant. Upon separation from the District, all access to criminal history record information will be immediately withdrawn; keys will be collected, and the individual's user account will be disabled.

Primary responsibility for account management belongs to the LASO. All accounts shall be reviewed at least every six-months to ensure that access to account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The LASO may also conduct periodic reviews.

Criminal justice information will be physically secured in a locked filing cabinet in the district office. All file cabinets will be marked with signage that indicates "authorized personnel only" or otherwise indicates a restricted area. The District does not transport Criminal History Record Information (CHRI).

The contents of these records shall not be disclosed and shall not be reproduced. These records shall be used only for the purpose for which they were requested. When the employee separates from Wrangell Public Schools, the records shall be destroyed by cross-cut shredding or burning, to the extent that the identity of the individual can no longer be reasonably ascertained.

If criminal justice information (CJI) is compromised, notification to the State of Alaska Department of Public Safety (DPS) Criminal Justice Information Services (CJIS) Security Officer is required using the following steps:

BP-4212.62(b)

Maintenance of Criminal Records

a. Whoever discovers the incident shall immediately contact the Superintendent. The individual shall report, in as much detail as possible, the circumstances of the incident. The information reported should include but is not limited to what was occurring that lead up to the discovery of the incident, any other personas that have knowledge of the breach, what actions if any have been taken to secure CJI to prevent further loss/breach.
b. The Superintendent shall document the report of the incident. If the reported security breach involved unauthorized access to CJI or possible unauthorized access to CJI, the Local Agency Security Officer (LASO) will be notified of the security incident.
c. Within forty-eight (48) hours of a declared security incident, the LASO shall notify the Department of Public Safety (DPS) at dpsaudit@alaska.gov and/or by calling 907-334-0857.
d. The LASO shall use the DPS Incident Report Form to report a security incident.
e. After the incident has been reported, Wrangell Public Schools will confer with all parties involved in the security incident and the incident response to develop a "Lessons Learned" report. The "Lessons Learned" report shall describe the incident, the response actions, and any remediation performed (such as changes to policies and procedures) to reduce the likelihood of a repeat security incident. A written copy of this report shall be provided to the Department of Public Safety at dpsaudit@alaska.gov or by fax to 907-338-1051.

Violation of this policy may result in suspension, dismissal and/or criminal or civil prosecution.

The record custodian shall ensure that the district complies with the FBI CJIS Security Policy and the CSA (DPS) Security Policy on handling criminal justice information.

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