N-DEx: Law Enforcement National Data Exchange

Training

Mail-In Audit Questionnaire Agency Name:_____ Name of Individual Completing Audit: **System Users** 1. Provide the name of the N-DEx Agency Coordinator (NAC)_____ 2. Is N-DEx access limited to agency personnel who perform the administration of criminal justice? YES NO 3. If the CSA has delegated user management to the agency, does the agency ensure the minimum screening requirements for individuals requiring access to CJI are met? National fingerprint-based record checks YES NO N/A NO N/A State of residency check YES **System Usage** 4. For what purposes does the agency access N-DEx? Law enforcement investigations NO YES YES NO Pretrial release investigations Intake investigations YES NO Correctional institution investigations YES NO Pre-sentence investigations YES NO Supervision investigations YES NO Data administration/management YES NO

YES

NO

General background investigations	YES	NO			
General licensing	YES	NO			
Employment purposes	YES	NO			
Background or security clearance investigations	YES	NO			
Benefit eligibility checks	YES	NO			
5.a. Does the agency rely on (use or include in publications or presentation of charts, presentations, official files, analytical products) N-DEx information? YES NO					
(1) If yes, does the agency obtain advanced permiss		1,0			
()	YES	NO			
(2) If yes, does the agency verify completeness, tim record-owning agency?	eliness, accuracy, and relevan YES	cy with the NO			
b. Does the agency take action upon (use in judicial, justice process) N-DEx information?	legal, administrative, or other YES	criminal NO			
(1) If yes, does the agency obtain advanced permission?					
	YES	NO			
(2) If yes, does the agency verify completeness, time record-owning agency?	eliness, accuracy, and relevand YES	y with the NO			
c. Does the agency secondarily disseminate N-DEx information outside the agency?					
	YES	NO			
(1) If yes, does the agency obtain advanced permissi	on? YES	NO			
(2) If yes, does the agency verify completeness, time record-owning agency?	eliness, accuracy, and relevand YES	y with the NO			
6. Does the agency secondarily disseminate CHRI obtained through N-DEx?					
	VEC	NO			
	YES	NO			

III Maintenance and Disposal

(Applicable ONLY if agency accesses III via the N-I	DEx)					
7. Does the agency maintain hard copy CHRI obtained via the N-DEx?						
	YES	NO	N/A			
a. If yes, are the hard copies maintained in a secure environment?						
	YES	NO				
8. Does the agency dispose of hard copy CHRI obtai burning?	ned via the N-I YES	DEx by either sh NO	redding or			
NCIC Hit Confirmation (Applicable ONLY if agency accesses NCIC via the N-DEx)						
9. If the agency takes action (i.e. arrest, detain, sieze property) based on the N-DEx/NCIC hit, does the agency confirm the hit with the NCIC entering agency? (NCIC 2000 Operating						
Manual, Introduction, Section 3.5.1)	YES	NO	N/A			
10. If yes, does the agency place a locate?	YES	NO				
Training						
11. Are all N-DEx system operators trained on policy basis?	y matters and da YES	ata use rules on NO	a biennial			
12. Is basic security awareness training conducted within 6 months of initial assignment and biennially thereafter for all personnel who have access to CJI?						
	YES	NO				
13. Are users of leveraged CJIS Systems (NCIC, III) trained in accordance with leveraged system training requirements? (Applicable only if NCIC and/or III are accessed through N-DEx)						
	YES	NO	N/A			

14. Are all individuals with physical and logical access to N-DEx Information (IT staff, etc) trained on N-DEx data use? (Applicable ONLY if the local agency is responsible for training)

	YES	NO	N/A
15. Are training records maintained?	YES	NO	N/A

User Agreement

(Applicable ONLY if agency accesses the N-DEx through the CSA network)

16. Has the agency executed a User Agreement with the CSA that outlines the agency's N-DEx responsibilities? YES NO N/A