

## ~ History ~

The Missouri State Highway Patrol Criminal Justice Information Services (CJIS) Division developed the Policy Compliance Review (PCR) program in the fall of 2008 following a requirement by the Federal Bureau of Investigation (FBI) and the National Crime Prevention and Policy Compact Council. The PCR program is based on the same guiding principles used by the FBI's National Crime Information Center (NCIC) audit program. The PCR Team conducted the first reviews with state agencies in March 2009.

## ~ Mission ~

To review and analyze the security requirements pertaining to the administrative, technical, and physical safeguards ensuring confidentiality of criminal history record information (CHRI).

## PCR Team ~ Goal

To be a resource for qualified entities receiving CHRI providing guidelines and direction ensuring correct usage, retention, dissemination, security, and destruction in accordance with state and federal regulations.

### For more information:

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## Missouri State Highway Patrol Criminal Justice Information Services Division

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# Policy Compliance Review



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For Fingerprint-Based  
Non-Criminal Justice Use of  
Criminal History Record Information

## Who Receives A PCR?

Any qualified entity pursuant to state and/or federal law that authorizes the receipt of state and federal criminal history record information. Qualified entities include, but are not limited to:

- Missouri state agencies,
- Courts,
- Municipalities,
- Law Enforcement Agencies, and,
- Missouri VECHS program qualified entities.

## What Is Assessed?

The review evaluates compliance with state and federal standards by assessing the use, dissemination, and security of criminal history record information and evaluating applicable National Crime Prevention and Privacy Compact Council rules.

**Policy Compliance Reviews are conducted triennially.**

## On-Site Assessment

*The PCR Team provides on-site assessment of the following:*

- Use of criminal history record information;

- Dissemination of state and national criminal history record information;
- Maintenance of criminal history record information;
- Security of criminal history record information;
- User Agreement and Waivers (if applicable) ; and,
- Policy and procedures for storage, retrieval, access, destruction, and dissemination of criminal history record information.

The assessment is compiled through the use of a pre-audit questionnaire, a detailed on-site audit questionnaire, and the use of empirical data originating from the systems of the Missouri State Highway Patrol and the United States Department of Justice.

## Evaluations Are Based Upon:

- Title 5, United States Code, Section 552 and 552a;
- 28 Code of Federal Regulations 20.33 and 50.12;
- Public Law 92-544;
- State Statutes;
- National Crime Prevention and Privacy Compact Rules (Compact Council); and,
- CJIS Security Policy.

## Security and Management Control Outsourcing Standards review ~

- Outsourcing incorporates the process of a third party to perform non-criminal justice administrative functions relating to the processing of criminal history record information and is subject to appropriate controls, when acting as an agency for a governmental agency or other authorized recipient of criminal history record information.
- Identifies duties and responsibilities for adequate security controls between the authorized recipient and the contractor in order to maintain the security, accuracy, and reliability of the federal system and criminal history record information.
- This document is for contractors having access to criminal history record information on behalf of an authorized recipient for non-criminal justice criminal history record check requests.
- Focuses on the use, dissemination, maintenance, and security of criminal history record information and verifies compliance with the Security and Management Control Outsourcing Standards set by the Compact Council.
- Prior to engaging in outsourcing of any noncriminal justice administrative functions, the authorized recipient shall request and receive written permission from the state compact officer/chief administrator or the FBI compact officer.
- Annual audit procedures are required.