

### **Administrative Memo**

Date: May 12, 2015  
To: School Administrators  
From: Paul Katnik  
Subject: EQ-15-001 Background Checks

The Missouri State Highway Patrol Criminal Justice Information Services (CJIS) Division has recently implemented enhancements to its Missouri Automated Criminal History Site (MACHS) fingerprint portal. The enhancements provide several benefits for authorized agencies conducting state and federal fingerprint-based criminal background checks on individuals for certification and employment purposes.

System benefits include the following:

- Criminal record check results will be returned electronically through a secure web account, thus decreasing turnaround time;
- Authorized agencies and applicants will be able track the status of their background checks; and
- Agency results will be available in a PDF format for up to 90 days. The results may be viewed, printed or saved according to agency policy. Agencies will be able to sort and search for results.

Districts may grant authorized access to its staff members through the DESE Web Applications User Manager System. In order to access the system, the Highway Patrol requires school district personnel to attend a three-hour security awareness training session, which will include a review of the policies, procedures and responsibilities of agencies accessing state and federal fingerprint-based criminal history information, as well as a review of the MACHS II electronic response system. It is recommended that at least two staff members from each school district participate in the training, with one of the participants being designated as the account administrator.

The Highway Patrol also requires districts to designate a Lead Agency Security Officer (LASO). Each LASO shall be responsible for the following:

- Identifying who is using the Highway Patrol's approved hardware, software, and firmware and ensuring that no unauthorized individuals or processes have access to the same.
- Identifying and documenting how the equipment is connected to the state system.

- Ensuring that personnel security screening procedures are being followed, as stated in the Criminal Justice Information System Security Policy.
- Ensuring that approved and appropriate security measures are in place and working as expected.
- Supporting policy compliance and ensuring that the Highway Patrol's Information Security Officer is promptly informed of any security incidents.

Districts will identify their designated LASO on Screen 03 of Core Data.

Trainings will be completed through webinars conducted by Highway Patrol staff. Additional information regarding the trainings, including webinar invitations, will be sent to district officials in the next few weeks.

For additional information, please visit <http://dese.mo.gov/educator-quality/certification/fingerprintingbackground-check/machs-information-school-district> or contact Eric Avant, Office of Educator Quality, at 573/522-8315.