

**TO:** Mayor Robinson and City Council

**FROM:** Jeffrey L. McCormick, Chief of Police

**SUBJECT:** BCA Audit Results

**DATE:** 10-27-16

**BACKGROUND**

The Police Department utilizes the Criminal Justice Information Network (CJIN) to access data in the FBI National Crime Information Center and the Minnesota Justice Information Services. Access is provided and regulated by Minnesota's Bureau of Criminal Apprehension. That allows the Police Department access to check Driver's Licenses, wanted/missing persons, criminal histories, stolen property and contact information for any law enforcement agency connected to the system.

Bonnie was very pleased with the results of the audit and for good reason. Bonnie does a great job of ensuring that our policies, protocols and staff training for access comply with the standards. That effort shows in the findings of the audit that in all areas, the police department was in complete Compliance with the standards and exemplifies what the BCA is striving for with all agencies in Minnesota.

**REQUESTED COUNCIL ACTION**

None



**CANNON FALLS POLICE DEPARTMENT**

Jeffery L. McCormick – Chief of Police  
918 River Road • Cannon Falls MN 55009  
507/263-2278 • Fax: 507/263-2301

October 12, 2016

Re: BCA 2015 Completed Audit Report

Chief McCormick,

I have received the BCA's Audit Report regarding our 2015 audit and have attached them to this letter. I am pleased to report that in all areas of the audit the BCA noted that our agency is in complete compliance with the standards and exemplifies what the BCA is striving for with all agencies in Minnesota.

Sincerely,

A handwritten signature in black ink that reads "Bonnie German". The signature is written in a cursive style with a large, looped initial "B".

Bonnie German  
TAC



## Triennial CIBRS Administrative Audit - 2015

### Compliance Report



**Minnesota Bureau of Criminal Apprehension 1430 Maryland Avenue East St Paul, MN 55106-2802**

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#### Final Audit Notes

**Final Review Notes:**

Thank you for your cooperation during the MNJIS/CIBRS Administrative Compliance Audit.

Your agency is in complete compliance with MNJIS/CIBRS standards and exemplifies what we are striving for with all agencies in Minnesota

**Report Summary:**



## Triennial Administrative Audit - 2015

### Compliance Report



**Minnesota Bureau of Criminal Apprehension 1430 Maryland Avenue East St Paul, MN 55106-2802**

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#### Final Audit Notes

**Final Review Notes:**

Thank you for your cooperation during the MNJIS/NCIC Administrative Compliance Audit.

Your agency is in complete compliance with MNJIS/NCIC standards and exemplifies what we are striving for with all agencies in Minnesota.

**Report Summary:**

The FBI National Crime Information Center (NCIC) requires that the Minnesota Bureau of Criminal Apprehension conduct a Minnesota Justice Information Services triennial quality assurance review (audit) of every terminal agency in Minnesota to ensure compliance with MNJIS and NCIC policies and regulations.



**Triennial CCH-III Audit  
Compliance Report**



**Minnesota Bureau of Criminal Apprehension 1430 Maryland Avenue East St Paul, MN 55106-2802**

**Final Audit Notes**

**Final Review Notes:**

Thank you for your cooperation during the MNJIS/NCIC Criminal History Compliance Audit.

Your agency is in complete compliance with MNJIS/NCIC standards and exemplifies what we are striving for with all agencies in Minnesota.

The audit identified instances where only Minnesota criminal history records (QHM) or only NCIC criminal history records (QHN) were accessed. In these instances the agency would be allowed to access both Minnesota CCH and NCIC III (QH) through the CJDN for these criminal justice purposes. By accessing both Minnesota and NCIC, the agency would receive a more complete criminal history record on the individual.

**Report Summary:**



**Triennial Hot File Audit  
Compliance Report**



**Minnesota Bureau of Criminal Apprehension 1430 Maryland Avenue East St Paul, MN 55106-2802**

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**Final Audit Notes**

**Final Review Notes:**

Thank you for your cooperation during the MNJIS/NCIC Triennial Compliance Audit.

This audit includes a review of active Hot File records entered by your agency since the date of your last audit.

A search of the NCIC database indicated there were no active Wanted, Missing, and/or Protection Order records, with your agency ORI, that were entered since the date of your agency's last audit. This report acknowledges that fact.

Your next triennial audit will be conducted in approximately three years.

**Report Summary:**



**Triennial CIBRS Transaction Audit  
Compliance Report**



**Minnesota Bureau of Criminal Apprehension 1430 Maryland Avenue East St Paul, MN 55106-2802**

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**Final Audit Notes**

**Final Review Notes:**

Thank you for your cooperation during the MNJIS/CIBRS Triennial Compliance Audit. This audit includes a review of inquiries made into the CIBRS database since the date of your last audit.

A search of our records returned no inquiry transactions made by your agency since the date of your agency's last CIBRS audit. This report acknowledges that fact.

Your agency is in complete compliance with MNJIS/CIBRS standards and exemplifies what we are striving for with all agencies in Minnesota.

**Report Summary:**