

WELCOME to N-DEX Overview and Audit

WHAT IS N-DEx?

- ✓ Online National investigative data sharing system the FBI built.
- ✓ State, local, tribal, regional, and federal data.
- ✓ Available 365/24/7 from any secure internet-capable device.
- ✓ Data covers the entire life cycle, from initial contact to release from prison.
- ✓ No fee service.

The screenshot displays the N-DEx web application interface. The top navigation bar includes links for Search, Batch Search, Subscription, Notification, Collaboration, Management, User Feedback, and Preferences. A sidebar on the left contains sections for Search Attributes (Search Purpose, Select Search Purpose, Search Reason), Federated Data Sources (Federated Data Sources, CJIS Systems, Partner Systems), N-DEx Filters (Geographic Location, Date, Agencies, Data Sources, Results, Other), and Filter By Image. The main content area features the N-DEx logo and a search form. The search form includes fields for Name (First, Middle, Last), Date of Birth (mm, dd, yyyy), Current Age (yrs, ±, yrs), SSN, Driver's License (ID, State), Location (City, State), and a checkbox for Include Similar Names. Below these fields are sections for Identifiers (Match any ID below, Any ID, Value, [x]), Person Roles, Physical Characteristics, and a field for Enter an alias or other identifying or descriptive keywords. A Show Advanced Options link is also present. At the bottom of the search form are Search and Remove All buttons.

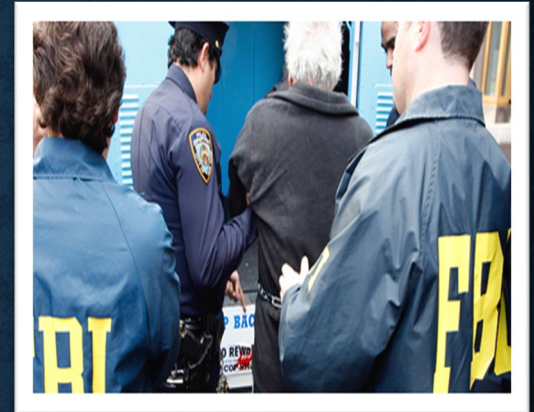
THE N-DE_x PROVIDES CENTRALIZED, “ONE-STOP SHOPPING” FOR INVESTIGATORS, ANALYSTS, AND CRIMINAL JUSTICE PROFESSIONALS.



Arrest



Incarceration



Federal Case



Traffic Citation

WHAT THE N-DE_x DATABASE CAN DO?

Investigations

Search Large #'s of names
(Batch Query)

Deconfliction

Generate leads
“connect the dots”

Monitor Subjects
(Subscription)

Background
Checks

Cops hiring
Cops



WHAT WE SHARE

THIS INFORMATION SYSTEM IS ACCREDITED TO PROCESS

UNCLASSIFIED

FOR AUTHORIZED PURPOSES ONLY

| | |
|-----------------------------|-------------------------------|
| Incidents | Incarcerations |
| Arrests | Probation |
| Bookings | Parole |
| Holdings | Warrant Investigations |
| Federal Case Reports | Service Calls |

**N-DEx does not contain criminal intelligence
data, as defined by Title 28, Code of Federal
Regulations (C.F.R.), Part 23**

FEDERAL DATA CONTRIBUTORS

- **DEA** Closed NADDIS records
- **BOP** Inmate Management records
- **ATF** Information on Persons denied a firearm per the Brady Law Case records with subjects of interest (closed cases)
- **FBI** Case records (open and closed)
- **USMS** Case records (open and closed)



FEDERATED DATA SOURCES

- **United States National Central Bureau (USNCB) INTERPOL**
 - Wanted Subjects, Gang Members, Stolen/Lost Travel Documents (visas, passports, etc.)
- **Department of Homeland Security (DHS)**
 - The Treasury Enforcement Communication System (TECS)
 - Enforcement Case Tracking System (ENFORCE)
- **Next Generation Identification (NGI)**
 - Images – Scars, Marks, Tattoos, and Face
- **Innocence Lost**
 - Data entered on child prostitution investigations

The screenshot shows a web application interface for searching federated data sources. At the top, there are five tabs: 'Main', 'History', 'Searches', 'Records', and 'Topics'. The 'Main' tab is active. Below the tabs, there is a section titled 'Search Attributes' with two required fields: 'Search Purpose (Required):' and 'Search Reason (Required):'. The 'Search Purpose' field has a dropdown menu currently showing 'Select Search Purpose -'. Below these fields is a 'Federated Data Sources' section. It features a tree view with a root folder 'Federated Data Sources' containing two sub-folders: 'CJIS Systems' and 'Partner Systems'. Under 'CJIS Systems' is 'NGI Interstate Photo System'. Under 'Partner Systems' are 'DHS', 'Innocence Lost', and 'USNCB INTERPOL Wash'. Each item in the tree has a small icon to its left. A 'tips...' link is visible to the right of the tree view.

N-DE_x DATA ACCESS AGREEMENT

When accessing N-DE_x for the first time and every year after, the N-DE_x Data Access Agreement will have to be affirmed.

N-DE_x Data Access Agreement

Welcome to N-DE_x!

N-DE_x Data Access Agreement



System Use Notification

The Federal Bureau of Investigation's (FBI) National Data Exchange (N-DE_x) contains criminal justice information obtained by criminal justice agencies in connection with their official duties administering criminal justice. N-DE_x system access is restricted to criminal justice agencies and agencies performing the administration of criminal justice. Personnel engaged in the following activities may be granted access to N-DE_x consistent with state laws: Law enforcement investigations, Pretrial release investigation, Intake investigation, Correctional institution investigation, Pre-sentence investigation, Supervision investigation, Criminal justice employment background checks, Data administration/management, and Training*.

*Training is considered to be an acceptable use of N-DE_x, so long as it does not include curiosity searches, browsing, or self-queries. For example, celebrities, neighbors, friends, family members or associates.

N-DE_x system usage is monitored, recorded, and subject to audit. The FBI Criminal Justice Information Services (CJIS) Division conducts compliance audits, including review of user access and N-DE_x transactions, in addition to maintaining an audit trail of each disclosure and receipt of N-DE_x data. Therefore, all N-DE_x searches must provide a Use Code and search reason identifying why the search was performed. It is recommended unique information, e.g., incident number, arrest transaction number, booking number, project name, description, etc., be entered to assist the user in accounting for appropriate system use for each transaction. The following Use Codes are considered acceptable when searching N-DE_x:

Administrative Use Code "A": Must be used when N-DE_x is utilized by a record-owning agency to retrieve and display N-DE_x contributed records in association with performing the agency's data administration/management duty. Responses for this purpose shall not be disseminated for any other reason and are limited.

User Confirmation

As a user accessing criminal justice information via N-DE_x:

- ☒ You must prior to reliance or action upon, obtain terms of use and verify the N-DE_x information with the record-owning agency.

N-DE_x Example: Advanced Permission and Verification Requirement

A detective of the Springfield Police Department queried the N-DE_x system, which produced a result containing information pertinent to the department's on-going investigation. The detective contacted the record-owning agency to discuss utilizing the information in the department's investigation, verify the relevancy of the information and request any other information the record-owner deemed applicable. The detective then utilized the information as authorized by the record-owning agency.

- ☒ You consent to having your system usage monitored, recorded, and subject to audit.

N-DE_x Example: Use of N-DE_x Audit Logs

A state CJIS Systems Officer (CSO) contacted a local police department regarding potentially inappropriate use of the N-DE_x system using the local department's Originating Agency Indicator (OAI). The state CSO identified the potentially inappropriate use by processing an audit report within the N-DE_x system, which identified the user, agency, identity provider, search request, search reason and use code. The state CSO partnered with the local police department and reviewed their findings with the agency and their users. The discussion resulted in the CSO's suspicion being confirmed and the user's actions were corrected.

- ☒ You must adhere to the CJIS Security Policy, CJIS User Agreement, N-DE_x Policy and Operating Manual, any applicable leveraged CJIS System of Services operating procedures or policies, and any applicable CJIS Systems Agency requirements.

N-DE_x Example: Training provided by a state CSO & Local Police Department

A local police department with a staff of 20 sworn law-enforcement officers and 15 support personnel partnered with the state CSO to implement security awareness training and required all staff to complete this training upon assignment and every two years thereafter. The local police department scheduled the sworn law-enforcement training to coincide with their N-DE_x training. The local police department maintained the training records and provided reporting to the state CSO to help it ensure compliance with the CJIS Security Policy.

User Authentication

Your affirmation indicates your understanding, agreement to and acceptance of the N-DE_x Data Access Agreement, policies and information contained herein.

I AFFIRM

N-DEx SYSTEM MESSAGES



UNCLASSIFIED

N-DEx System Messages



N-DEx System users may experience intermittent interruptions in service June 20, 2024, during the hours of 3AM - 6AM ET, due to routine maintenance. If you continue to experience connectivity issues after this timeframe, please contact ndex@leo.gov.

helpdesk - 1-888-334-4536 Option 4 ndex@leo.gov Found a lead? Solved a crime? Made an arrest? Click [here](#) to share your success story.

[Training](#) [Resources](#) [Tactical View](#) [Messages](#) [Sign Out](#)

[Search](#) [Batch Search](#) [Alert](#) [Notification](#) [Management](#) [User Feedback](#) [Preferences](#) [Success Stories](#)

[Main](#) [Records](#) [History](#) [Searches](#) [Topics](#)

Search Attributes

Federated Data Sources

- ☐ Federated Data Sources
- ☐ Partner Systems

N-DEx Filters



[Keyword Search](#) [Person Search](#) [Vehicle Search](#) [Telephone Search](#) [Address Search](#) [More Searches](#)

Keywords:

[Search Tips...](#) [Show Advanced Options](#)

N-DE_x TRAINING



UNCLASSIFIED



to routine maintenance. If you continue to experience connectivity issues after this timeframe, please contact ndex@leo.gov.

Training ▾ Resources ▾ Tactical View Messages Sign Out

stories



 Keyword Search

 Person Search

 Vehicle Search

 Telephone Search

 Address Search

 More Searches ▾

Keywords:

[Search Tips...](#)

[Show Advanced Options](#)

Search

Reset

Quick Reference ▸ Audit

Training CBTs ▸ Batch Search

Video Tutorials ▸ Data Sharing Rules

Manual Record Creation

SDA Record Deletion

Search

Alert and Notification

Training Management

User Management

N-DE_x TRAINING



UNCLASSIFIED



due to routine maintenance. If you continue to experience connectivity issues after this timeframe, please contact ndex@leo.gov.

Training ▾ Resources ▾ Tactical View Messages Sign Out

Stories



Quick Reference ▸

Training CBTs ▸

Video Tutorials ▸

N-DEx Policy

N-DEx System

Register for Online Training

 Keyword Search

 Person Search

 Vehicle Search

 Telephone Search

 Address Search

 More Searches ▾

Keywords:

[Search Tips...](#)

[Show Advanced Options](#)

Search

Reset

FBI N-DE_x MONTHLY VIRTUAL TRAINING

- **System Overview**

- a high-level overview of the N-DE_x System, what data it contains, and includes a tour of the system and its basic functionalities.

- **System Search**

- an in-depth demonstration outlining usage of filters and best practices when performing both keyword and targeted searches in the N-DE_x System.

- **Batch Search**

- demonstrate how to create a Batch Search template, create a Batch Search, view results, and edit and share a Batch Search.

- **Audit Best Practices**

- covers information related to audit best practices, with emphasis on the audit process, user management and audit report generation.

N-DE_x TRAINING



D



experience connectivity issues after this timeframe, please contact ndex@leo.gov.

Training ▾ Resources ▾ Tactical View Messages Sign Out

Quick Reference ▸

Training CBTs ▸

Video Tutorials ▸

Audit

Batch Search

CSO Training Admin

CSO User Admin

Link Visualization

Preferences

Search

Alert/Notification

System Tour

N_DEx

Search

 Vehicle Search

 Telephone Search

 Address Search

 More Searches ▾

[Search Tips...](#)

[Show Advanced Options](#)

Search

Reset

N-DE_x RESOURCES



UNCLASSIFIED



5AM ET, due to routine maintenance. If you continue to experience connectivity issues after this timeframe, please contact ndex@leo.gov.

Training ▾ Resources ▾ Tactical View Messages Sign Out

Success Stories



 Keyword Search

 Person Search

 Vehicle Search

 Telephone Search

 Address Search

 More Searches ▾

N-DEx Overview

Data Contributors

Policy Manual

Success Stories

Access Guide

User's Guide

Administrator's Guide

Keywords:

[Search Tips...](#)

[Show Advanced Options](#)

Search

Reset

N-DE_x PREFERENCES (USER PROFILE)



UNCLASSIFIED

Helpdesk - (304) 625-4357

Search Batch Search Subscription Notification Collaboration Management ▾ User Feedback **Preferences**



Save



My Profile



General



Search Filters



Training

Profile

| | |
|------------------------|---|
| Name: | Donald Glover |
| User ID: | TDEXDONALD.GLOVER |
| Agency Name: | TX Dept Safety Data Exchange |
| Agency ORI: | TX000X00X |
| Department: | null |
| Address: | Not Provided Not Provided Not Provided Not Provided |
| Work Telephone Number: | (512) 424-2754 |
| Email Address: | donald.glover@dps.texas.gov |





N-DE_x PREFERENCES (TRAINING)

UNCLASSIFIED

Helpdesk - (304) 625-4357

Search Batch Search Subscription Notification Collaboration Management ▾ User Feedback **Preferences**



Save



My Profile



General



Search Filters



Training

Assignments

| Course ▲ | Status | Expiration Date |
|-----------------------------|--------|-----------------|
| N-DEx Data Access Agreement | | 02/08/2020 |
| Policy CBT | | N/A |

DPS

CONTACT INFORMATION



Email: LEEP@dps.texas.gov

Email: TDEX@dps.texas.gov

Phone #: [512-424-2091](tel:512-424-2091)



www.dps.Texas.gov/section/crime-records/cjis-resources

TEXAS N-DE_x SUCCESS STORY

- Colleyville PD investigating burglaries from lockers at a local fitness center
- Suspects stole wallets from unattended lockers then used the stolen credit and debit cards to purchase products
- Suspects wore masks – no facial recognition on security footage
- N-DE_x search for locker room and thefts
- Found offense report with matching description of suspects
- Social media profiles matched tattoos and clothing
- Solved incidents in three other agencies

TEXAS N-DE_x SUCCESS STORY

- Two deceased gunshot males found by Sheriff's Office
- Sheriff's Office & Tennessee Bureau of Investigations identify two suspects – Mother and Son
- Mother fled Tennessee during investigation
- Searched N-DE_x for information on mother
- Residential information found in Longview, Texas
- Mother arrested & extradited back to Tennessee

TEXAS N-DE_x SUCCESS STORY

- Las Vegas PD welfare check on woman
- Victim found unconscious in bathtub & minutes away from death
- Victim's family had no contact information for ex-husband since never met him
- Searched N-DE_x with ex-husband's name & descriptors
- Extensive criminal history from multiple jurisdictions in Texas including address of ex-husband
- Colorado Task Force arrested
- Extradited ex-husband to back to Las Vegas

TEXAS N-DE_x SUCCESS STORY

- New Mexico Corrections Department Security Threat Intelligence Unit trying to locate 2+ dozen probation absconders of serious crimes
 - Burglary, Aggravated Assault, Armed Robbery, Sexual Assault
- Intelligence Criminal Analyst used N-DE_x Batch Search and Automatic Notification feature
- Absconders found in local jails in Texas, Colorado, Oklahoma, New Mexico & South Carolina
- New Mexico places holds for extradition

DATA BROKER



DATA BROKER

- Data Broker is an avenue of ingesting data and dispersing that data to either N-DEx or NIBRS system.
- Data Broker will take both N-DEx or NIBRS data via XML format.
- Utilizing the Data Broker, will alleviate you from having to create multiple files and upload into multiple locations.
- You will be sharing valuable data to support investigations all with one process.

DATA BROKER RESOURCES

If your agency is interested in utilizing the Data Broker and would like more information, visit our Texas DPS website,

www.dps.Texas.gov/section/crime-records/data-broker

OR

General Email

DataBroker@dps.texas.gov

OR

NIBRS@dps.texas.gov to request more information

FBI N-DEx questions ndex@leo.gov or www.fbi.gov/ndex



RECAP

- N-DEx is an online investigative information sharing system and is available 24/7 from the LEEP secure portal.
- Agencies can get access to the N-DEx System even when they aren't sharing data. It provides centralized "One stop shopping" for investigators, analysts, and Criminal Justice Professionals.
- Data Broker can take either N-DEx or NIBRS XML files.
- Agencies choose what records to share and can set up times for the files will be automatically created and sent to the Data Broker.

REVIEW

1.TRUE or FALSE - You can access N-DEx from any internet connection.

Answer: FALSE

2. TRUE or FALSE - Users need to affirm the N-DEx Data Access Agreement every year after their first sign-on.

Answer: TRUE

3.TRUE or FALSE – Data Broker will accept either N-DEx or NIBRS XML files.

Answer: TRUE



N-DEx

AUDIT

AREAS OF FOCUS



PART I

AUDIT PURPOSE

N-DEX ACCESS

***LEEP AA /
NAC RESPONSIBILITIES***

***POLICIES, MANUALS,
& GUIDES***



PART II

ACCESS & AUTHENTICATION

SECURITY CONTROLS

INFORMATION USE / PRIVACY

SYSTEM USAGE

AGENCY POLICIES

REQUIRED TRAINING



PART III

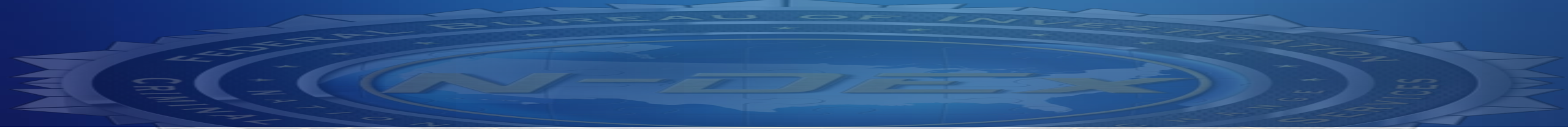
AUDIT EMAIL

ONLINE QUESTIONNAIRE

VERIFICATION LOGS

AUDIT REVIEW PROCESS

SUMMARY



PART I

AUDIT



WHAT IS AN N-DEX AUDIT ?



FBI & DPS Audit

Compliance with Policies

Ensuring Authorized Users

Data / System Integrity

Detecting Misuse





LEEP AA/NAC RESPONSIBILITIES

POC for N-DEx Issues

Ensures Compliance with Agreements, Policies, State & Federal Laws

Authorize Users, Creates & Suspends N-DEx User Accounts

Oversees Training

Reports Security Incidents



****DPS to be Notified in Writing
When NAC Changes***

POLICIES, MANUALS, AND GUIDES



CJIS Security Policy

LEEP Agreement

***N-DEx Policy and
Operating Manual***





PART II

ACCESS & AUTHENTICATION



ALL USERS AUTHORIZED

ALL USERS VETTED

CJIS & N-DEx TRAINED

USER ACCOUNTS VALIDATIONS

UNIQUE LOGINS

USER ACCOUNTS DISABLED



SECURITY CONTROLS



PHYSICAL SECURITY

SAFEGUARD CJI

DIGITAL SECURITY

ENCRYPTION OF DATA

REMOTE ACCESS

KNOWLEDGE CHECK



TRUE OR FALSE

***EVERY USER NEEDS TO BE
VETTED, TRAINED, AND
AUTHORIZED TO ACCESS N-DEx.***

TRUE

INFORMATION USE / PRIVACY



CJ PURPOSES ONLY

UNCLASSIFIED INFORMATION

USE PERMISSION

DATA SHARING

EXCHANGE AGREEMENTS



SYSTEM USAGE



UNAUTHORIZED SEARCHES

PURPOSE CODES

SEARCH REASONS

SEARCH QUERIES



PURPOSE CODES



C

CRIMINAL JUSTICE



**INVESTIGATIONS FOR
CRIMINAL JUSTICE**

J

**CRIMINAL JUSTICE
EMPLOYMENT**



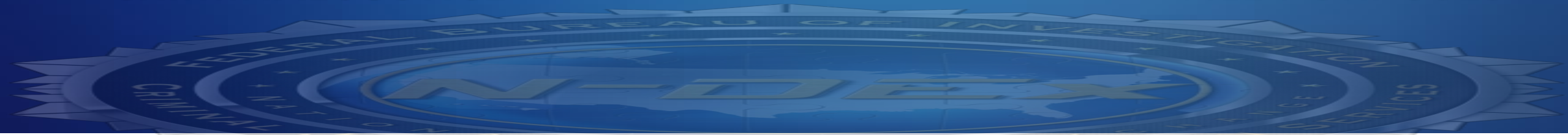
**BACKGROUND
CHECKS**

A

**ADMINISTRATIVE
FILE MAINTENANCE**



**ADMINISTRATION
FILE PURPOSES**



PURPOSE CODES



J

**CRIMINAL JUSTICE
EMPLOYMENT**

REQUIRED

- NOTICE TO APPLICANT**
- SIGNED CONSENT**
- OPPORTUNITY TO CHALLENGE**

SEARCH REASONS



UNACCEPTABLE

| Purpose | Reason | Parameters |
|---------|---------------------------|--|
| C | 202209805 | Name_First - XXXX Name_Middle - XXX Name_Last - XXX DOB between |
| C | 2021-00288 Capital Murder | Name_First - XXXX Name_Middle - XXX Name_Last - XXX DOB between |
| A | administrative | Name_First - XXX Name_Last - XXX DOB between Fri Apr 19 1974 and F |
| C | Investigation | Location Search - Location_City - XXX Location_County - tarrant Locati |
| A | Administrative | Name_First - XXX Name_Middle - XXX Name_Last - XXX DOB between Y |
| C | 915085 | Name_First - XXX Name_Last - XXX DOB between Sun Feb 14 1988 and |
| C | 2020-08846 homicide | Name_First - XXX Name_Middle - XXX Name_Last - XXX DOB between T |
| C | Lawson Intel | Identifier Search - Identifier_Type - socialsecuritynumber Identifier_V driverlicenseid Identifier_Jurisdiction - texas Identifier_Value - 173XX I XXX DOB between Thu Oct 02 1980 and Thu Oct 01 1981 |
| A | administrative | Identifier Search - Identifier_Type - socialsecuritynumber Identifier_V driverlicenseid Identifier_Jurisdiction - texas Identifier_Value - 173XX I |

SEARCH REASONS



ACCEPTABLE

| Purpose | Reason | Parameters |
|---------|---------------------------|--|
| C | 202209805 | Name_First - XXXX Name_Middle - XXX Name_Last - XXX DOB between |
| C | 2021-00288 Capital Murder | Name_First - XXXX Name_Middle - XXX Name_Last - XXX DOB between |
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| A | Administrative | Name_First - XXX Name_Middle - XXX Name_Last - XXX DOB between |
| C | 915085 | Name_First - XXX Name_Last - XXX DOB between Sun Feb 14 1988 and |
| C | 2020-08846 homicide | Name_First - XXX Name_Middle - XXX Name_Last - XXX DOB between |
| | | Identifier Search - Identifier_Type - socialsecuritynumber Identifier_V |
| | | driverlicenseid Identifier_Jurisdiction - texas Identifier_Value - 173XX |
| C | Lawson Intel | XXX DOB between Thu Oct 02 1980 and Thu Oct 01 1981 |
| | | Identifier Search - Identifier_Type - socialsecuritynumber Identifier_V |
| A | administrative | driverlicenseid Identifier_Jurisdiction - texas Identifier_Value - 173XX |

KNOWLEDGE CHECK



C, J, OR A

***WHAT PURPOSE CODE IS USED
FOR CJ EMPLOYMENT
BACKGROUND CHECK?***

CODE J

POLICIES



PHYSICAL PROTECTION

DISCIPLINARY

INCIDENT RESPONSE

TRAINING



CJIS SECURITY AWARENESS

N-DEx DATA ACCESS AGREEMENT



TRAINING



CJIS SECURITY AWARENESS

N-DEx DATA ACCESS AGREEMENT

CJIS Security and Privacy Training - General User

100% COMPLETE

Introduction

Literacy Training and Awareness

Roles and Responsibilities

What is CJ?

Proper Access, Use, & Dissemination of CJI

Access Control

Lesson 1 of 10

Introduction

How to Navigate the Training

To move to the next section, **scroll down** the page and tap or click the **CONTINUE** button.

To go back to a previous section, **scroll up**.

To go to a different lesson, **click on the lesson** in the table of contents on the left side of your screen. This also shows your course progress.

Security and Privacy Training

Welcome to N-DEx!

N-DEx Data Access Agreement

System Use Notification

The Federal Bureau of Investigation's (FBI) National Data Exchange (N-DEx) System contains criminal justice information obtained by criminal justice agencies in connection with their official duties administering criminal justice. N-DEx System access is restricted to criminal justice agencies and agencies performing the administration of criminal justice. Personnel engaged in the following activities may be granted access to the N-DEx System, consistent with state laws: law enforcement investigations, pretrial release investigation, intake investigation, correctional institution investigation, pre-sentence investigation, supervision investigation, criminal justice employment background checks, data administration/management, firearm and explosive permit background checks, security risk assessments for individuals applying for access to select biological agents and toxins, fitness/suitability determinations conducted by federal executive agencies, and Training*.

*Training is considered to be an acceptable use of the N-DEx System, so long as it does not include curiosity searches, browsing, or self-queries. For example, celebrities, neighbors, friends, family members or associates.

User Confirmation

As a user accessing criminal justice information via the N-DEx System:

☐ Prior to reliance or action upon, you must obtain terms of use and verify the N-DEx System information with the record-owning agency.

Example: Advanced Permission and Verification Requirement

A detective queried the N-DEx System, which produced a result containing information pertinent to the department's on-going investigation. The detective contacted the record-owning agency to discuss utilizing the information in the department's investigation, verify the relevancy of the information, and request any other information the record-owner deemed applicable. The detective then utilized the information as authorized by the record-owning agency.

☐ You consent to having your system usage monitored, recorded, and subject to audit.

Example: Use of N-DEx System Audit Logs

A state CJIS Systems Officer (CSO) contacted a local police department regarding potentially inappropriate use of the N-DEx System using the local department's Originating Agency Indicator (ORI). The state CSO identified the potentially inappropriate use by processing an audit report within the N-DEx System, which identified the user, agency, identity provider, search request, search reason and use code. The state CSO partnered with the local police department and reviewed their findings with the agency and their users. The discussion resulted in the CSO's suspicion being confirmed and the user's actions were corrected.

☐ You must adhere to the CJIS Security Policy, CJIS User Agreement, N-DEx Policy and Operating Manual, any applicable federated CJIS System of Services operating procedures or policies, and any applicable CJIS Systems Agency requirements.

Example: Training provided by a state CSO & Local Police Department

A local police department with a staff of 20 sworn law-enforcement officers and 15 support personnel partnered with the state CSO to implement security awareness training, and required all staff to complete this training upon assignment and every two years thereafter. The local police department scheduled the sworn law-enforcement training to coincide with their N-DEx System training. The local police department maintained the training records and provided reporting to the state CSO to help it ensure compliance with the CJIS Security Policy.

User Authentication

Your affirmation indicates your understanding, agreement to and acceptance of the N-DEx Data Access Agreement, policies, and information contained herein.

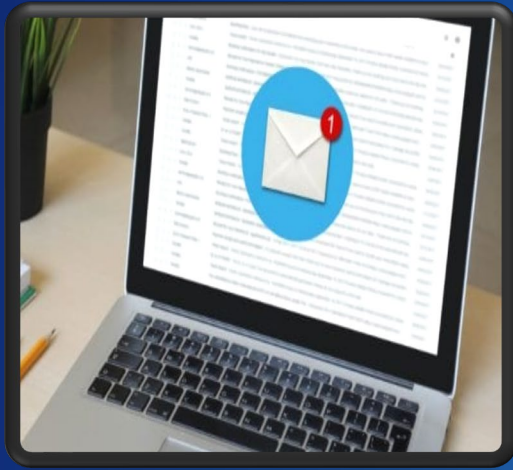
I Affirm

I Decline



PART III

AUDIT PROCESS



***The Audit
Email***



***Online
Questionnaire***

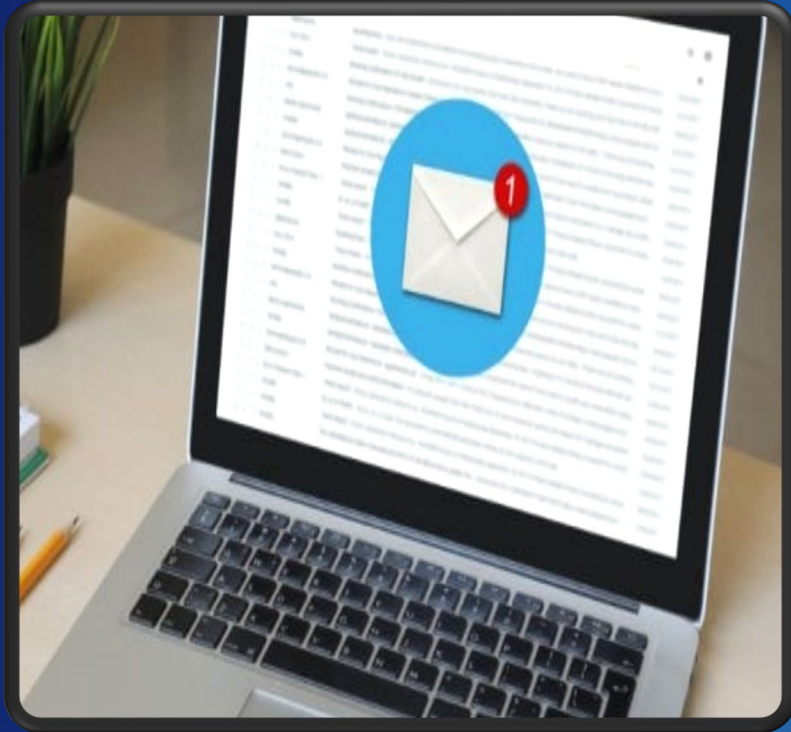


***Verification
Log***



***Audit Review
Process***

THE AUDIT EMAIL



— ***ON-SITE OR
VIRTUAL***

— ***7 DAY DEADLINE***

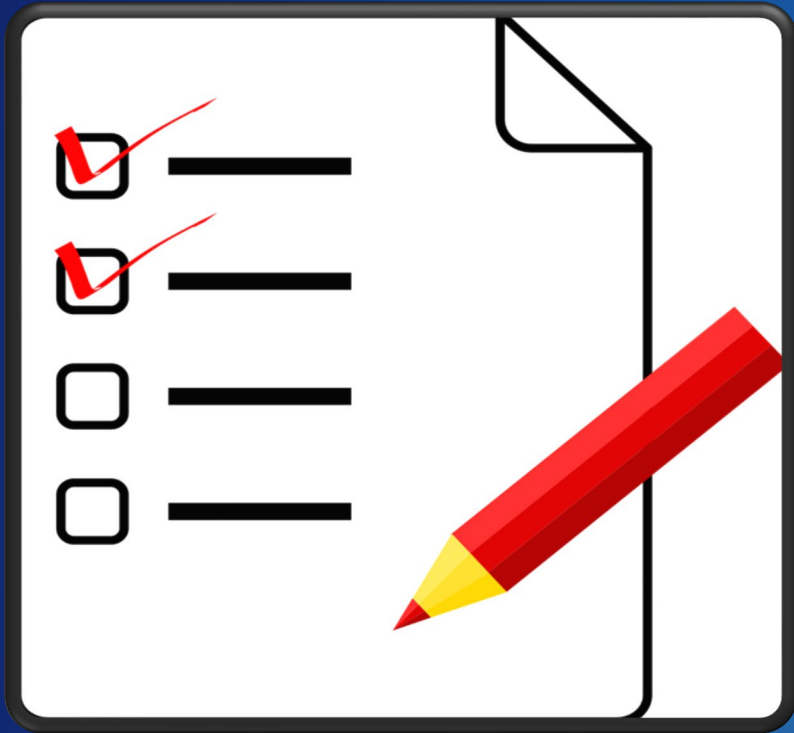
— ***USER LIST***

— ***QUERY REPORT***



READ ***ASK***
COMPLETELY ***QUESTIONS***

ONLINE QUESTIONNAIRE



BE HONEST

***ATTENTION
TO DETAIL***

ACCESSING THE QUESTIONNAIRE



Texas Department of Public Safety - Reporting Audits

 CJIS Audit



Agency Login

Full Admin Login

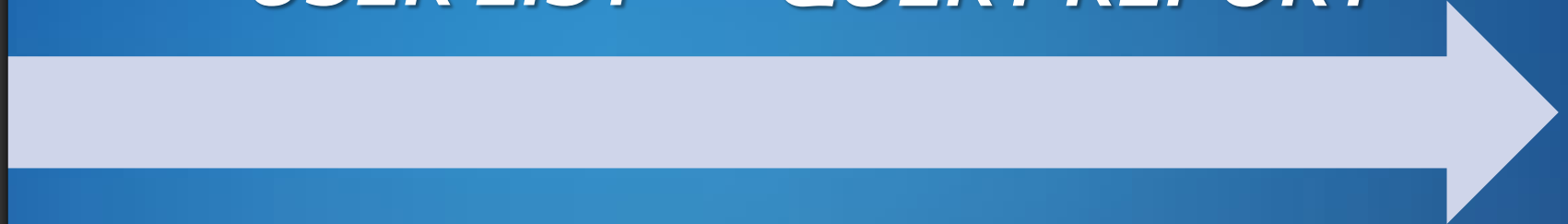
[Launch Pad Home](#)

VERIFICATION LOG



DOCUMENTATION

USER LIST QUERY REPORT



***RECORD MANAGEMENT
SYSTEM***

VERIFICATION LOG



USER LIST

| | A | B | C | D | E |
|---|---|-----------|-------|---------------|------------------|
| 1 | Agency Name: | | | ORI: | Total Members: |
| 2 | N-DEx Agency Coordinator: | | | Phone Number: | |
| 3 | Instructions: Complete last column to indicate if your agency's LEEP users are still employed and holding positions that require N-DEx access. | | | | |
| 4 | FIRST NAME | LAST NAME | EMAIL | LAST LOGIN | CURRENT POSITION |
| 5 | | | | | |
| 5 | | | | | |
| 7 | | | | | |
| 3 | | | | | |
| 3 | | | | | |

**TX DPS Crime Records Service
Compliance Training Bureau
Auditor:**

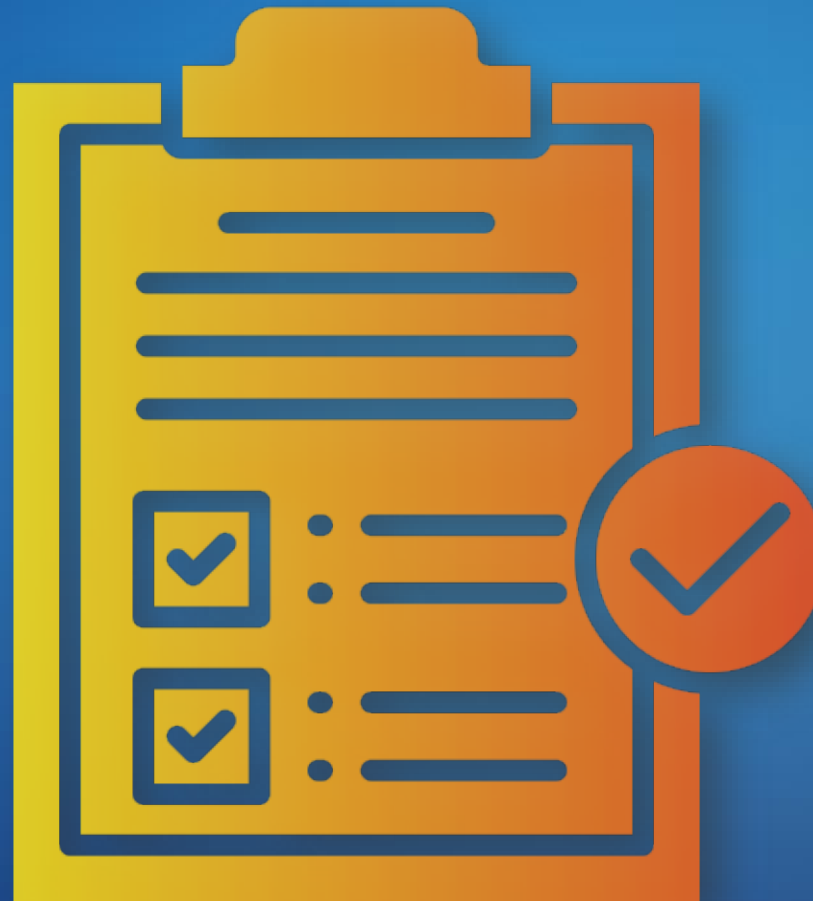
Audit Date: 00/00/2025
N-DEx Search Verification

[illegible]

POST AUDIT PROCESS



AUDITOR



AGENCY



POST AUDIT PROCESS



AUDITOR

1

***Review Audit Responses
& Documentation***

***Determine Compliant
or Non-Compliant***

3

Review Responses

***Determine if further
information is required***

AGENCY

2

***Provide Compliance
Responses***

***Areas of Non-Compliance are
Notated REQUIRED ACTION***

***Agency Responds with their
corrective actions***

4

***Audit Close Out
Acknowledgement***



SUMMARY



AUTHORIZED ACCESS

AUTHORIZED USE

SECURITY

TRAINING

AUDITS 3 YR CYCLE

CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) LINKS



CJIS SECURITY POLICY 6.0

https://www.dps.texas.gov/sites/default/files/documents/securityreview/documents/cjisSecurityPolicy_v6-0.pdf

N-DEX OPERATING MANUAL

<https://le.fbi.gov/file-repository/ndex-policy-and-operating-manual-112222.pdf/view>

QUESTIONS ?



DPS Contact Information

N-DEx Access and Agreements

LEEP@dps.texas.gov

N-DEx Training

IBR Training Unit (512) 424-2091

IBR.Training@dps.texas.gov

N-DEx Audit

IBR.Compliance@dps.texas.gov

NIBRS AND OTHER IBR TRAININGS

- Crimes Against Persons
- Crimes Against Property
- Crimes Against Society
- Group B Offenses
- Hate Crimes
- Cargo Theft
- Texas Specific Reports
- NIBRS Errors and Warnings
- NIBRS Overview
- Texas “T” Errors
- Molly Jane’s Law & ViCAP
- Use of Force Overview
- LEEP Overview
- NIBRS Overview for ISD PDs

Shareable presentations can be found on the Compliance and Training Bureau website:
<https://www.dps.texas.gov/section/crime-records/compliance-and-training-bureau>



Thank You!