

*** **ATTENTION: AGENCY TAC/POC** ***

REVIEW AND DISTRIBUTE THIS NOTICE ACCORDINGLY



Local Agency Security Officer

The FBI's policy which governs security to CJIS systems states that each agency with access to criminal justice information (CJI) designates someone as the Local Agency Security Officer (LASO). See Criminal Justice Information Service (CJIS) Security Policy 5.9 — 3.2.2 (2e).

The Terminal Agency Coordinator (TAC) will coordinate with its agency LASO on technical security issues related to the state system called Division of Criminal Information Network — DCIN. Both TAC and LASO may interact with DCIN's SBI Information Technology (IT) Security.

The LASO is an assigned position and can be any member of the Local Information Technology (IT) Department, Contracted IT, City IT, County IT, person with business administration background or someone with a background in policy adherence or development.

Basic requirements for the assigned LASO are stated in CJIS 3.2.9:

1. Able to identify hardware, equipment, software and to ensure no unauthorized access to same.
2. Identify and document how local equipment and agency network connect to DCIN.
3. Work with agency TAC to ensure fingerprint-background checks are completed prior to access.
4. Follow approved and appropriate security measures in place and reporting procedures.
5. Receive annual security awareness training due technical responsibilities.

Each LASO shall:

1. Identify who is using the Criminal Systems Agency (CSA) approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system — DCIN.
3. Ensure that personal security screening procedures are being followed.
4. Ensure the approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the SBI CSO (Information Security Officer) is promptly informed of security incidents.

LASO training requirements:

1. Annually complete Level 4 Security Awareness Training located in CJIS Online.
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Pertinent Info:

To ensure CJIS compliance, each agency **must assign** a LASO for their agency. The LASO notification must be completed and submitted electronically. The LASO notification may be found in Omnixx Force and Trainer Links, IT Assistance, Local Agency Security Officer (LASO). The LASO must also successfully complete the Level 4 Security Awareness Training **by December 31, 2021**.

Starting January 1, 2022, LASO requirements will be included in SBI biannual audits.

SBI District Training Specialists will schedule TAC meetings for each district on the Local Agency Security Officer requirements. Attendance in these meetings is strongly encouraged. The PowerPoint presentation is posted in Omnixx>Terminal Agency Coordinator>TAC Presentations.

In Review:

- Assign a LASO for your agency.
 - Complete and submit the LASO notification found in Omnixx Force and Trainer Links, IT Assistance, Local Agency Security Officer (LASO) by December 31, 2021.
 - LASO completes Level 4 Security Awareness Training by December 31, 2021.
 - LASO requirements will be included in SBI audits as of January 1, 2022.
 - Access the Power Point presentation posted in Omnixx>Links>Terminal Agency Coordinator>TAC Presentations.
 - Enroll and attend a TAC meeting pertaining to the LASO position and mandates.
 - Include LASO if available.
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