

HAVE A NEW PRIVATE I.T. VENDOR/CONTRACTOR?

This includes “individuals employed by private vendors or private contractors who configure or support devices that: (A) store criminal justice information; (B) process criminal justice information; or (C) transmit criminal justice information” (14B NCAC 18B.0103). Your agency must have the following in place:



PRIVATE CONTRACTOR USER AGREEMENT

- Create a “Private Contractor User Agreement.”
- Should be specific to vendor’s role and agency’s needs.
- Example can be found in the [CJIS Security Policy](#).
 - Located in [Omnixx Links](#) under IT Assistance.
- Must be signed by both the vendor agency head AND the law enforcement agency head.
- Keep on file.



CJIS SECURITY ADDENDUM(S)

- EACH vendor employee with access (physical or remote) to DCI devices must sign a CJIS Security Addendum.
- Addendum is located within the [CJIS Security Policy](#).
 - Located in [Omnixx Links](#) under IT Assistance.
- Keep all on file.



FINGERPRINTS

- Obtain fingerprints for EACH vendor employee.
- Submit the fingerprints to the SBI for processing.
 - Fingerprint cards should have YOUR agency ORI and address.
- Your agency MUST receive the results of the fingerprint background check BEFORE the vendor employee can have access to any of your DCI devices (physical or remote).



SECURITY AWARENESS TRAINING

- Log into CJIS ONLINE from the [CJIS Launch Pad](#).
- Refer to the CJIS Online TAC Manual for how to manage vendors.
 - This can be found under CJIS Training.

The screenshot shows the 'NORTH CAROLINA STATE BUREAU OF INVESTIGATION' logo at the top, followed by the 'CJIS LAUNCH PAD' header. The interface is divided into two main sections: 'Applications' on the left and 'News & Information' on the right. The 'Applications' section contains links for 'CJIS Validations', 'CJIS Online', 'CJIS Training', 'CJIS Links', 'nexTEST', 'CJIS Audit', and 'CJIS Documents'. Two blue arrows point to the 'CJIS Training' link: one labeled 'Vendor Training' and another labeled 'Manual'. The 'News & Information' section displays two news items: one dated 'October 9, 2020' about updated manuals, and another dated 'June 3, 2019' about agency admin login changes. At the bottom left, it says 'Full Admin' and at the bottom center, 'COPYRIGHT 2022 PEAK PERFORMANCE SOLUTIONS'.