

# Level One Security Awareness Training

## Purpose and Overview

This training is for all personnel whose duties require them to have unescorted access to a physically secure location that processes or stores Criminal Justice Information (CJI). The information below is specifically for personnel that should not access or handle Criminal Justice Information (CJI). The FBI CJIS Security Policy requires that all personnel that have unescorted access to a physically secure location, that processes or stores Criminal Justice Information (CJI), must complete CJIS Security Awareness training within 6 months of appointment or assignment to their position. After the initial training, the training must be completed every two years to remain compliant.

## What is Criminal Justice Information (CJI)?

Criminal Justice Information is confidential data that consists of stolen cars, stolen guns, missing persons etc. It also includes criminal history and other data related to criminals.

## Rules and Expected Behavior

You are not authorized to access, read, handle or discuss Criminal Justice Information (CJI). It can only be used for authorized purposes. Proper disposal of all Criminal Justice Information (CJI) is the criminal justice agency's responsibility.

Unauthorized access, handling or discussion of Criminal Justice Information could result in criminal prosecution and/or termination of employment.

The areas that process or store Criminal Justice Information (CJI) should be a secure area. Doors should be locked to prevent

unauthorized access. It is your responsibility to help ensure this area stays secure. Report any unusual activity to your Agency contact and supervisor immediately. This includes any misuse of Criminal Justice Information (CJI) that you might witness or hear about. All incidents should be reported.

If you have any questions regarding the CJIS Security Policy or expected behavior around Criminal Justice Information (CJI), talk to your Agency contact for further information.

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Name

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Reason

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Signature

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Date

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Authorized Agency Rep

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Expiration Date (2 years)