


<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Joe Dominic, Chief/CIO</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i> California Law Enforcement Telecommunications System (CLETS): New Training Requirements for Local Agency Security Officers (LASOs)</p>	<p><i>No.</i> 22-02-CJIS</p>	<p><i>Contact for information:</i> Client Services Program <a href="mailto:dojcsp@doj.ca.gov">dojcsp@doj.ca.gov</a></p>
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**TO: ALL CRIMINAL JUSTICE AGENCIES USING THE CLETS**

The purpose of this information bulletin is to provide criminal justice agencies that subscribe to CLETS guidance and resources to comply with a new requirement in the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy. Enhanced security training is now required for all Local Agency Security Officers (LASOs)<sup>1</sup>. All criminal justice agencies authorized to access CLETS are required to appoint an LASO<sup>2</sup>. The FBI's definition of LASO is interchangeable with the term "security point-of-contact" (SPOC) used in the CLETS Policies, Practices and Procedures.

**NEW TRAINING REQUIREMENTS**

Pursuant to prior existing federal and state requirements, LASOs were required to complete security awareness training based on their access (direct or indirect) to criminal justice information. The latest version of the FBI CJIS Security Policy expands on this requirement to mandate enhanced training annually for LASOs on the specific duties and responsibilities of those positions, and the impact on the overall security information systems:

***FBI CJIS Security Policy 5.2.2***

LASO training shall be required prior to assuming duties, but no later than six months after initial assignment, and **annually** thereafter.

At a minimum, the following topics shall be addressed as enhanced security awareness training for an LASO:

1. The roles and responsibilities listed in CJIS Security Policy Section 3.2.9.
2. Additional state/local/tribal/federal agency LASO roles and responsibilities.
3. Summary of audit findings from previous state audits of local agencies.
4. Findings from the last FBI CJIS Division audit of the CJIS Systems Agencies.
5. Most recent changes to the CJIS Security Policy.

**RESOURCES TO COMPLETE THE REQUIRED TRAINING**

The Department of Justice (DOJ) is offering agencies that subscribe to CLETS the new LASO training modules via its free web-based application, CJIS Online. Completion of the modules will fulfill the FBI requirements and will ensure compliance during the next CLETS audit.

<sup>1</sup> For reference, please refer to FBI CJIS Security Policy Appendix A8

<sup>2</sup> Required by per FBI CJIS Security Policy, Section 3.2.2.2e

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**All designated LASOs will be contacted with their CJIS Online account information, and will receive information on upcoming training webinars.**

Resource materials will be posted on the California Law Enforcement Web (CLEW) at <https://clew.doj.ca.gov/ccas>.

Authorized criminal justice agencies may contact DOJ's CLETS Administration Section (CAS) to update their designated LASO, for any CLETS Upgrade Applications, or for other inquiries on the CLETS Policies, Practices and Procedures at [cas@doj.ca.gov](mailto:cas@doj.ca.gov).

If you have any questions related to the training outlined in this bulletin, please contact DOJ's Client Services Program at [dojcsp@doj.ca.gov](mailto:dojcsp@doj.ca.gov). Your agency's assigned CLETS Audit Field Representative is also an available resource, and the list of staff contacts is available on CLEW at [https://clew.doj.ca.gov/system/files/publications/regional-map-clets-audits\\_0.pdf](https://clew.doj.ca.gov/system/files/publications/regional-map-clets-audits_0.pdf).

Sincerely,



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California Justice Information Services Division

For ROB BONTA  
Attorney General