



**State of Wyoming
Office of the Attorney General
Division of Criminal Investigation**

**CJIS RULES OF BEHAVIOR
SECURITY AWARENESS TRAINING**

NOTE: This training, which shall be required within six months of initial assignment and biennially thereafter, is **mandatory** for **all** authorized personnel, **to include sub-user personnel**, with access to Criminal Justice Information (CJI) as prescribed in the CJIS Security Policy, Version 5.8.

1. By accessing FBI criminal justice systems and the information contained on those systems I recognize that I am accessing sensitive information that is confidential and cannot be disseminated outside the criminal justice system.
2. I understand that Criminal Justice Information can only be accessed by authorized personnel and only for those purposes authorized by the CJIS Security Policy, NCIC policy, WCJIN policy, and local agency policy.
3. I understand that unauthorized access of FBI criminal justice systems or unauthorized dissemination of Criminal Justice Information, to include NCIC Restricted Files (Hot Files), is a violation of CJIS Security Policy, WCJIN policy and my agency policy, and that any violation of these policies may result in termination of services and/or disciplinary action, up to and including employment termination. Also, state and federal criminal penalties may be imposed.
4. I understand that I am required to attend Security Awareness Training within six months of my initial employment and biennially thereafter, to allow continued access to FBI CJIS systems and information.
5. I understand that visitor access is restricted to areas that contain equipment accessing FBI CJIS systems, as well as those areas storing FBI CJIS data. Additionally, I understand that all visitors must be escorted by authorized personnel and visitor activity must be monitored. Any unusual activity will be reported immediately to the appropriate personnel.
6. I understand that areas accessing and storing FBI CJIS data are required to be physically secure and access to those areas is restricted to authorized users only. Devices processing CJIS information shall not be subject to viewing by unauthorized personnel, nor shall the information derived from these devices. When no longer needed, all Criminal Justice Information shall be destroyed by shredding or incineration.

7. I understand that FBI CJIS system users are subject to constant monitoring and that all systems connected to the CJIS network are subject to monitoring and auditing by FBI CJIS personnel, CSA personnel and the CSA ISO.
8. I understand the need to ensure the confidentiality, availability and integrity of FBI CJIS systems and data and that any appearance of a breach in the confidentiality, availability, or integrity of the FBI CJIS system or data may be defined as a security incident and that I am required to **immediately** notify my agency Terminal Agency Coordinator or Local Agency Security Officer of any suspected security breach or incident.
9. I understand that if I have any questions regarding the use of the FBI CJIS system, the dissemination of information obtained from the FBI CJIS system, or the security of the FBI CJIS system or data, I will contact my Terminal Agency Coordinator, Local Agency Security Officer, or the CSA (Control Terminal) for clarification of my questions or concerns.
10. I understand that there are certain risks, threats and vulnerabilities associated with handling Criminal Justice Information. Some of the risks can include loss or theft of the information. Most unintentional threats stem from accidents and poorly trained personnel, while intentional threats include disgruntled employees, hacking and social engineering. The vulnerabilities mostly pertain to the CJIS network itself but, the human element becomes a factor for the reasons previously mentioned, especially when Criminal Justice Information must be handled outside the physically secure environment.
11. I understand that contained within each agency having access to FBI CJIS systems or data, there are manuals and policies governing my conduct and behavior while accessing FBI CJIS systems or data, and that I am responsible for acquainting myself with those manuals and policies to ensure my compliance with the FBI CJIS Security Policy, NCIC policy, WCJIN policy and my local agency policy.

User **Printed** Last Name, First Name and Middle Initial **Agency**

User Signature

Date

Terminal Agency Coordinator or Local Agency Security Officer Signature

Date