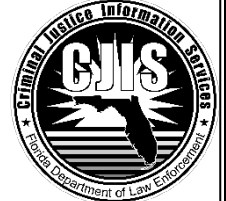




FLORIDA DEPARTMENT OF LAW ENFORCEMENT CRIMINAL JUSTICE INFORMATION SERVICES



Non-Criminal Justice Agency Contact Form

The Florida Department of Law Enforcement (FDLE) Criminal Justice Information Services (CJIS) User Agreement requires each agency to appoint the Local Agency Security Officer (LASO). Enter the pertinent information into this form and return to FDLE via email: FDLEVECHS@fdle.state.fl.us.

Date: _____

Agency Name: _____ Agency ORI(s): _____

Physical Address: _____

Mailing Address (if different): _____

Agency Main Phone: _____ Agency Alt Phone: _____

Agency Fax: _____

User Chief Executive Officer **Signature**: _____

User Chief Executive Officer **Printed Name**: _____

Local Agency Security Officer (LASO)

Name: _____ Title: _____

Phone #: _____ Cell #: _____ Fax: _____

E-mail Address: _____

The Local Agency Security Officer (LASO) is responsible for the agency's policy and technology compliance with the FBI CJIS Security Policy (CSP) and all applicable security requirements. The LASO should be knowledgeable of the technical aspects of the agency's storage of Criminal Justice Information (CJI) and maintain an ongoing working relationship with technical staff, as applicable. The LASO may also be required to provide the agency's network diagram and is the main point of contact for the triennial FDLE CJIS Audit.

The LASO must complete the online LASO training/testing available in nexTEST and complete Level 4 Security Awareness training/testing in the CJIS Online system. These certifications must be maintained and active in both systems at all times. At a minimum, the LASO should have a working knowledge of Windows based software systems, good organizational skills, and the ability to communicate effectively as an agency representative.

The LASO is also expected to fulfill the Administrator roles for the nexTEST and CJIS Online systems, which contain the FBI and FDLE required training and testing for specified users. The Administrator maintains the nexTEST and CJIS Online systems by; creating user accounts, tracking users' training, responding promptly to system generated testing and expiration email notifications, and inactivating accounts of users no longer at the agency or those that no longer require access to Criminal Justice Information (CJI). The LASO should ensure that all members who see, hear, or have access to CJI complete Level 2 training/testing in the CJIS Online system and maintain their certification every two years as required.