



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: CHSAccountTeam@fdle.state.fl.us.

Date: _____

Agency Name: _____ Agency ORI(s): _____

Physical Address: _____ City/Zip: _____

Mailing Address (if different): _____ City/Zip: _____

Agency Main Phone: _____ Agency Alt Phone: _____

Agency Fax: _____

Local Agency Security Officer (LASO)

Name: _____ Title: _____

Phone #: _____ Cell #: _____ Fax: _____

E-mail Address: _____

User Chief Executive Officer **Signature**: _____

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

The Local Agency Security Officer (LASO) is the designated agency member who is responsible for the secure access, handling, and storage of the criminal justice information contained within the fingerprint-based record check results. The LASO is responsible for the agency's policy and technology compliance with the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy (CJISSECPOL) and all applicable security requirements.

The LASO must complete the online Security and Privacy: Security Role training/testing annually, which is available in the CJIS Online system. If the LASO's entity retains fingerprints in the FALCON system, the LASO must also complete FALCON MRAF (Management of Retained Applicant Fingerprints) training in the nexTEST system.

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 who 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 at a minimum of Security and Privacy: General Role training/testing in the CJIS Online system and retrain/test every year as required.

The LASO should be knowledgeable of the technical aspects of the agency's storage of CJI and if the data is stored electronically, maintain an ongoing working relationship with technical staff and be able to provide the agency's network diagram during the triennial FDLE CJIS Audit.