



ILLINOIS STATE POLICE

LEVEL 1

SECURITY AWARENESS TRAINING

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Illinois State Police

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Introduction

The Criminal Justice Information Services (CJIS) Security Policy Section 5.2 states that basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to Criminal Justice Information to include all personnel who have unescorted access to a physically secure location.

Purpose of this Document

The purpose of this document is to provide a printable method for agencies to utilize for conducting Level 1 security awareness training.

Scope of the Document

This training is only valid for Level 1 training.

Security Awareness Training Level 1

In this Level 1 Training you will learn about the CJIS Security Policy requirements for personnel working in the vicinity of Criminal Justice Information.

This training is designed to meet the requirements of the CJIS Security Policy.

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, but does not work with the Criminal Justice Information as part of their job duties.

Verification of your training must be on file with the Criminal Justice Agency whose secure area is being accessed. The FIB CJIS Security Policy requires that all training records must be kept current and maintained by the State, Federal, or Local Agency Officer.

Criminal Justice Information

Criminal Justice Information is confidential data that consists of stolen cars, stolen guns, missing persons, etc. It also included 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. It can only be used for authorized purposes.

Proper disposal of all Criminal Justice Information is the criminal justice agency's responsibility.

Impact of Misuse

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

Area Security

- The areas that process or store Criminal Justice Information 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.
- Report any misuse of Criminal Justice Information that you might witness or hear about to your Agency contact and supervisor immediately.
- All Incidents should be reported.

Policy Questions

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