

From: Violeta Navarro
To: TACs, IT POCs, and List Serv
Date: November 27, 2023
Subject: LASO Training in CJIS Online

Hello TACs and IT POCs,

In efforts to streamline and create efficiencies, we've added the LASO training to CJIS Online! This is *not* a new training, previously it was a manual process, an email that IT POCs had to review and confirm during audits. Our vendor automatically assigned LASO training for current IT POCs we have on file, however TACs will still need to login to CJIS Online to confirm that their IT POC is assigned LASO training. See below additional information.

What is a LASO?

A LASO is a Local Agency Security Officer (LASO). At most agencies the LASO is also the IT POC. The terms LASO and IT POC are used interchangeably in our state, however LASO is the term you will find in the CJIS Security Policy.

Refer to the [CJIS Security Policy 3.2.9](#) for the LASO roles and responsibilities.

What is LASO training?

Per the CJIS Security Policy, LASO's are required to receive additional training. Specially, LASO's are required to receive the highlighted training topics.

4. Organizational Personnel with Security Responsibilities: Personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJISSECPOL. In addition to AT-3 (d) (1), (2), and (3) above, include the following topics:
 - a. Local Agency Security Officer Role
 - b. Authorized Recipient Security Officer Role²
 - c. Additional state/local/tribal/territorial or federal agency roles and responsibilities
 - d. Summary of audit findings from previous state audits of local agencies
 - e. Findings from the last FBI CJIS Division audit

How often does LASO training need completed?

This training is an annual requirement. It is not a separate training; this will be included when LASO's complete security awareness training within CJIS Online.

How do you assign LASO training within CJIS Online?

The TAC at your agency has access to login to CJIS Online and assign the LASO training. See below screenshots on how to assign LASO training for agency user and vendor user profiles.

Agency User: Assignments Tab > Security and Privacy Role > Agency Assignments > LASO

Account	Assignments	Certification Details
Security and Privacy		
<input checked="" type="checkbox"/>	Security and Privacy	
<input type="radio"/>	Security and Privacy: Basic Role	Personnel with Unescorted Access to a Physically Secure Location (This level is designed for people who have access to a secure area but are not authorized to use CJJ)
<input type="radio"/>	Security and Privacy: General Role	All Personnel with Access to CJJ (This level is designed for people who are authorized to access an information system that provides access to CJJ)
<input type="radio"/>	Security and Privacy: Privileged Role <input type="checkbox"/> Also assigned in nextTEST	Personnel authorized to perform security-relevant functions (This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc...)
<input checked="" type="radio"/>	Security and Privacy: Security Role <input checked="" type="checkbox"/> Also assigned in nextTEST	Organizational Personnel with Security Responsibilities (This level is designed for personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJJ and the implementation of technology in a manner compliant with the CJIS Security Policy)
<small>NOTE: "Also assigned in nextTEST" indicates that the user is assigned a certification in nextTEST that includes portions of the Security and Privacy training. Enabling this for a user will exempt the user from portions of the training in CJIS Online due those portions being administered in nextTEST.</small>		
Agency Assignments		
<input checked="" type="checkbox"/>	LASO	

Vendor User: Assignments Tab > Special Assignments > LASO > Select Agency > Add

Special Assignments

Special Assignments for Other Agencies

Special assignments allow a user to be assigned a role or certification in an agency that is not their primary organization.

Type * Select Agency *

LASO

Type ↑↓	Agency Name ↑↓	ORI ↑↓	Remove
No assignments have been configured			

I am an IT POC. What do I need to do?

Reach out to your agency TAC to confirm that the LASO training is checked under your user profile in CJIS Online.

How will LASO training be audited?

This will be audited during your agency's technical security audit starting in January 2024. Auditors will review expiration dates and that the LASO role is selected within CJIS Online.

If you have additional questions, please let me know.

Thank you,

Violeta Navarro

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[ACCESS Webpage](#)