

Georgia Crime Information Center
Reference Material
Personnel Security – Minimum Screening Requirements for Contractors and Vendors

The requirements apply to all contractor and vendor personnel (to include private probation agencies) who have access to CJIS including those individuals with only physical or logical access to devices that store, process or transmit unencrypted CJIS. See FBI CJIS Security Policy for specific details. The Security Addendum is located in Appendix H of the policy. All documents are located on the GCIC Web at <http://gcicweb.gbi.state.ga.us/>.

Requirements:

1. The Agency must have a **Vendor/Agency CJIS Network Access Agreement** or **Contract** between the Agency and the Vendor. The Agreement/Contract must be signed by the Agency Head and Vendor Head. The Agreement/Contract must incorporate the FBI CJIS Security Policy and Security Addendum.
2. **State of Residency record check** (Purpose Code J) shall be conducted within 30 days of assignment. If person resides in a different state than Georgia, the agency shall conduct a Georgia record check.
3. **National fingerprint-based record check** shall be conducted within 30 days of assignment. (Submitted as Non-criminal justice contractor – reason fingerprinted code 011)
4. Personnel must sign the most current **Awareness Statement**.
5. Personnel must sign the **Security Addendum Certification**.
6. Complete review of the **Security Awareness Training**, and biennially thereafter. Provide Certificate of completion to agency.
 - a. Link for training
<http://www.firstnetcampus.com/GBI/entities/vendors/logon.htm>
 - i. New User: Click “I am a New User”; Complete to Register; Submit
 - ii. Returning User: Login with username and password
 - iii. Click to View Courses
 - iv. Click “Information Security Video Training”
 - v. Click “Request Enrollment”
 - vi. Click “My Courses”
 - vii. Watch the 20 minute video
 - viii. Click “Student Center” and “Print Course Certificates” to print certificate
 - b. Customer Support:
 - i. infoGBI@firstnetlearning.com or 303-302-1187 x1 or 888-948-4949

The Agency is required to keep a copy of the Vendor/Agency CJIS Network Access Agreement/Contract, proof of national-fingerprint based checks, signed awareness statements, signed security addendum certification forms, and security awareness training certificates. The Agency shall maintain a list of vendor personnel who have been authorized access to CJIS and shall, upon request, provide a current copy of the access list to GCIC.