



GCIC Non-Criminal Justice Operations Bulletin 2014 -02

SUBJECT: Security Awareness Training Requirement

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Overview

The Georgia Crime Information Center (GCIC) has established minimum security standards for non-criminal justice agencies and vendors regarding access and use of criminal justice information. The minimum standards are based on applicable state and federal statutes, regulations and policies. The “Information Security Video Training” has been replaced with the “GCIC Security Awareness Training” course.

All agency and vendor personnel¹ that have access to criminal justice information must successfully complete the GCIC Security Awareness Training within sixty days of employment or initial assignment, and biennially thereafter via the GCIC Computer Based Training (CBT) program.

The Security Awareness training consists of two parts. Part one provides information on security awareness and includes a training summary document located in the CBT Library that can be completed in conjunction with the training. Part two is a twenty question quiz that personnel must pass with a minimum score of 90%. The training summary may be utilized when completing the quiz. There is no limit to the number of times an individual may take the quiz.

Transition

Effective immediately the Information Security Video Training course is no longer available. Personnel that previously completed the course must complete the GCIC Security Awareness Training prior to their biennial re-training date.

Approved: _____

Terry D. Gibbons, Deputy Director of GCIC

7-1-2014

Date

¹ Vendors that provide services must adhere to the guidelines set forth in the current FBI CJIS Security Policy and Outsourcing Standard. Both documents are provided in the CBT library.

