

NONCRIMINAL JUSTICE AGENCY TRAINING DOCUMENTATION FORM

AGENCY NAME: _____ OCA: _____

The following training is REQUIRED upon being placed on the Authorized Personnel List prior to being allowed access to criminal justice and/or criminal history record information (CJI/CHRI) and must be repeated every two years thereafter:

Security Awareness Training (CJIS Online) – The minimum standard of training required by the FBI for access to CJI/CHRI is conducted through www.CJISOnline.com.

Agency-Specific Policies and Procedures Training – Training on the agency’s policies and procedures regarding the access, use, and handling of CJI/CHRI.

Acknowledgment Statement – Authorized Personnel must sign individual statements acknowledging the penalties for misuse of CJI/CHRI only once.

Name	First Time (F) or Refresher Training (R)?	Date of Security Awareness Training (CJIS Online)	Date of Agency Policies & Procedures Training	Acknowledgment Statement Signed? (Y/N)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

The persons named above have received the required training in accordance with applicable rules and regulations.

ASC Printed Name: _____ ASC Signature: _____ Date: _____

PLEASE PRINT LEGIBLY- Keep training logs and acknowledgment statements on file. These documents will be reviewed during audits. The AZ Department of Public Safety (DPS) will also periodically request the agency submit training logs as part of quality assurance and compliance audits. Please do not send training logs to DPS unless requested.