

DPS Training Classes

Initial Access Training

(approximately 2.5 hours)

All new user agencies are required to have at least one representative attend Initial Access Training prior to submitting any fingerprint cards. The persons who attend training should be prepared to share the information learned with other relevant user agency personnel. This training is also recommended if an agency has had employee turnover and feels that Initial Access Training would be useful to the new personnel responsible for the fingerprinting process.

Initial Access Training reviews the Arizona Noncriminal Justice Agency Guide and covers basic information on the following:

- How to properly fill out the information on a fingerprint card and inventory sheet
- Fingerprint submission packet requirements, including fees
- How to read and interpret criminal justice/criminal history record information
- Basic privacy and security guidelines
- Brief overview of agency/ASC requirements and responsibilities

Recommended for: Personnel responsible for the agency's fingerprint submission process, Agency Security Contact (ASC)

NCJA Compliance Training *(approximately 3.0 hours)*

This training outlines the Agency Security Contact's role as the primary user agency liaison and provides guidance regarding user agency regulatory compliance and required documentation. Basic privacy and security guidelines for the access, handling, and destruction of criminal history record information are discussed as well as key areas for agencies to consider when developing policies/procedures for criminal history handling. Authorized Personnel training requirements and an overview of CJIS Online Security & Awareness training are also covered.

***This training is for the Agency Security Contact and agency trainers – this is NOT the training which is required for agency Authorized Personnel.

Recommended for: Agency Security Contact, Agency trainers

Audit Preparation *(approximately 2.0 hours)*

This class outlines the compliance audit process and reviews key audit areas to help the agency focus its preparation. It is intended as a review class for agencies which have been selected for audit – agencies should have previously attended Initial Access and NCJA Compliance.

Recommended for: Agency Security Contact, other Authorized Personnel who may attend audits