

NONCRIMINAL JUSTICE AGENCY TRAINING DOCUMENTATION FORM

AGENCY NAME: _____ OCA: _____

The following training is REQUIRED:

Security Awareness Training (CJIS Online)

This training must be completed within 6 months of hire or appointment to position with access to criminal justice/criminal history record information. It must be repeated every two years for as long as the individual is on the agency Authorized Personnel List and granted access to criminal justice and/or criminal history record information.

Agency Internal Privacy and Security Training

Any personnel placed on the agency authorized Personnel List should receive internal agency training on the agency's security and handling processes prior to being allowed access to criminal justice and/or criminal history record information. Refresher training shall be completed every two years.

Name	First Time (F) or Refresher Training (R)?	Date of Security Awareness Training (CJIS online)	Date of Agency Privacy & Security Training	Acknowledgement 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 on file. Training logs will be reviewed during audits. The Arizona Department of Public Safety (DPS) will also periodically request the agency submit training logs as part of quality assurance and compliance review. Please do not send training logs to DPS unless requested.