



SOLANO COUNTY SHERIFF'S OFFICE
Thomas A. Ferrara, Sheriff-Coroner

530 Union Avenue, Ste. 100, Fairfield, CA 94533
(707) 784-7000

April 15, 2021

Xavier Becerra, Attorney General
State of California Department of Justice
4949 Broadway
Sacramento, CA. 95820

Dear Mr. Becerra,

The following is an update in response to your letter dated October 22, 2020 regarding the CJIS Division Audit conducted early in the year of 2020 and our response letter dated November 20, 2020.

Our agency was found to be out of compliance in 6 areas. We were unaware of the requirements for many of these areas and we have now implemented or are working on solutions for all of them. All of the below items are on schedule to be resolved by the listed time frames.

Please see below for our implementation plan and scheduled resolution time frame for five of the areas of concern. The sixth issue is addressed in an additional update letter.

1. Identification/UserID: Solano County Sheriff's Office does not have a written policy to document the validation process of system accounts that access CJI.

The Solano County Sheriff's Office is currently in the process of revamping our General Orders, Policies and Procedures. The Compliance and Professional Standards Bureau expects to implement policy/policies to address this deficiency by July 1st of 2021.

2. Standards of Discipline: Solano County Sheriff's Office does not have a written policy for the discipline of CJIS Security Policy violators.

The Solano County Sheriff's Office is currently in the process of revamping our General Orders, Policies and Procedures. The Compliance and Professional Standards Bureau expects to implement policy/policies to address this deficiency by July 1st of 2021.

3. Media Protection: Solano County Sheriff's Office did not have a written policy to restrict the access to physical and digital media to authorized personnel.

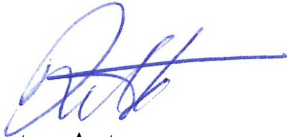
Dedicated to Community Service

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4. Media Disposal: Solano County Sheriff's Office does not have a written policy for sanitization and destruction process of physical and digital media.

Solano County Department of Information Technology currently shreds all computer media prior to destruction or release. The process however, is not covered by written policy or procedure. The Solano County Sheriff's Office is currently in the process of revamping our General Orders, Policies and Procedures. The Compliance and Professional Standards Bureau expects to implement policy(ies) to address this deficiency by July 1st of 2021.

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Denton Autry
Captain-Sheriff
County of Solano