



Police Department

Date: November 30, 2018

To: Richard Mason
Department of Justice, CLETS Administration Section

Via email to Richard.Mason@doj.ca.gov

Re: **FBI ITS Quarterly Audit CLETS Compliance Administrative Report**

Dear Mr. Mason:

The Chula Vista Police Department is actively working to resolve all issues indicated in our previous implementation plan to become compliant with the FBI CJIS Policy in its entirety.

We are pleased to give you an update on our progress by listing the following administrative issues with their resolution dates and steps taken along with administrative issues with their proposed resolution dates and steps to be taken.

1. **Security Addendums:** *The Chula Vista Police Department does not have a signed Security Addendum on file for all unescorted private contractor personnel performing criminal justice functions (Domestic Violence Consultants and 1903 Solutions).*

Current Status: RESOLVED by December 1, 2017

Steps taken: Shortly after completion of the initial audit, our agency collected signed Security Addendums for all private contractors performing criminal justice functions, including all domestic violence consultants and other private contractor personnel who currently perform criminal justice functions or have unescorted access to our facility. Our agency has also implemented new formalized approval practices for all private contractor personnel who are granted unescorted access to the police facility, either physically or virtually through remote network access. The approval process involves the successful completion of a background check including fingerprinting, the collection and maintenance of signed Security Addendum documents, and written authorization from our executive command team for all new private contractor personnel being considered for unescorted access to our police facility or network, or otherwise performing criminal justice functions on behalf of the agency.

2. **Identification/UserID:** *Chula Vista Police Department does not have a written policy to document the validation process of system accounts that access CJI.*

Status: RESOLVED on September 19, 2018



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Steps implemented: Department Policy 342 Information Technology Use was updated to include the validation process of system accounts that access CJIS and provided to all Department Personnel.

- 3. **Personnel Security:** The Chula Vista Police Department has not fingerprinted all personnel with unescorted access (South Bay Community Services personnel, Domestic Violence Consultants, custodial and maintenance personnel).*

Status: RESOLVED by July 1, 2018

Steps taken: As mentioned above, our agency implemented new formalized approval practices for all private contractor personnel who are granted unescorted access to the police facility, either physically or virtually through remote network access. The approval process involves the successful completion of a background check including fingerprinting.

Steps implemented: We reviewed access control and background records identifying each person with unescorted access to our facility and insured that each person has been fingerprinted in accordance with this requirement. All personnel were brought into compliance.

- 4. **Security Awareness Training:** The Chula Vista Police Department has not provided level one of security awareness training to unescorted janitorial, custodial, and/or maintenance staff (South Bay Community Services, Domestic Violence Consultants, and 1903 Solutions). Additionally, Chula Vista Police Department did not ensure personnel, who managed or had access, received security awareness training.*

Status: RESOLVED on November 29, 2018

Steps taken: Our agency reviewed internal records to identify and address personnel who had not completed security awareness training as required by the policy. All personnel who did not have updated security awareness training were contacted and have completed the required security awareness training through the NexTEST system. Additionally, the process of granting unescorted access or network access to our facility has been modified to ensure that future access is not granted or renewed until the security awareness training is completed and up-to-date.

We here at the Chula Vista Police Department work diligently to resolve all issues listed in our 2017 audit and strive to be completely compliant with all FBI CJIS requirements.

We truly appreciate all your help and guidance to get our Department in compliance. If you have any questions, please feel free to contact our current Agency CLETS Coordinator, Shannel Honore at (619) 476-2310 or shonore@chulavistapd.org.

Respectfully,

Roxana Kennedy
Chief of Police