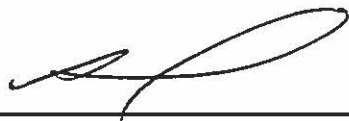


Subject: Quarterly CLETS Compliance Report (Administrative).

Response Date 3/5/19.

No compliance extensions required.

- 1. Information Exchange Agreements:** The Glendale Police Department does not have a signed written agreement with Los Angeles Sheriff's Department - **According to Daniela Petters, Records Administrator; this document was provided on 2/27/2018.**
- 2. System Use Notification:** The Glendale Police Department does not display an approved system use notification message on all information systems accessing Criminal Justice Information (CJI). **— Completed. Following FBI guidelines an updated notification message or “splash screen” has been created informing the user prior to login of acceptable data and computer usage and privacy. Enforced on 8/16/2018.**
- 3. Identification/User id:** The Glendale Police Department does not validate system accounts that access CJI at least annually, and does not have a written policy to document the validation process of system accounts. **– Completed. Policy and procedures for account usage and validation on an annual basis has been created and will be enforced to comply with this audit finding. Completed 11/29/2018.**
- 4. Session Lock:** The Glendale Police Department does not ensure that local agencies initiate a session lock after a maximum of 30 minutes of inactivity on all information systems accessing CJI outside of a criminal justice conveyance or terminals used for dispatch functions. **– Completed. All GPD terminals that access CJI information outside of a criminal justice conveyance or used for dispatch functions lock after 30 mins of inactivity. This policy was enforced on 8/2017.**
- 8. Security Incident Response:** The Glendale Police Department does not have an operational information security incident response policy which included written reporting procedures. **– Completed. ISD and PD staff completed the creation of a formal document to address security incident response policy and procedures in the event of a security incident. Completed 9/28/18.**



Stephen Richmond - IT. Project Manager



Carl Povilaitis - Police Chief