



JOHN E. PEREZ
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Sent via email only

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Mr. Mason:

We are writing to provide a quarterly update on the outstanding items for our Implementation Plan (Administrative) resulting from the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division Information Technology Security Audit.

1. **Information Exchange Agreements:** The Pasadena Police Department does not have a signed information exchange agreement with West Covina Police Department.
 - a. Please see the attached copy of agreement signed by PPD and WCSG. **Resolved 03/01/2018.**

2. **Security Awareness Training:** The Pasadena Police Department does not ensure that personnel who managed or had access to criminal justice information (CJI), received security awareness training.
 - a. All personnel who were out of compliance have completed their training or had their access to CJI removed and will be subject to disciplinary action. **Resolved 3/20/2018.**

3. **System Use Notification:** The Pasadena Police Department does not display an approved system use notification message on all information systems accessing CJI.
 - a. The Los Angeles Sheriff's Department has added the System Use Notification on the Live Scan machine as required by CJIS Security Policy 5.5.4. We are currently in compliance. **Resolved 08/2017.**

