



San Diego Unified School District
EUGENE BRUCKER EDUCATION CENTER
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School Police Services Department



March 22, 2019

Richard Mason
Information Technology Specialist 1
California Department of Justice
CLETS Administration Section
P.O. Box 903387
Sacramento, CA 94203-3870

Mr. Mason,

Quarterly CLETS Compliance Report Administrative Issues

This letter provides a progress report with time lines for each step of the process on the areas the San Diego Unified School District Police Department (SDUSDPD) is not in compliance with the FBI CJIS Security Policy. There are no administrative issues that are open. All administrative issues have been addressed.

Here are steps that have been taken to resolve each audit finding identified below as not meeting the requirements:

1. **Management Control Agreements:** SDUSDPD does not ensure that they have appropriate agreements with their respective noncriminal justice agencies (Integrated Technology Service Department).

Response: SDUSDPD has a CLETS Management Control Agreement on file between the department and the Integrated Technology Service Department. It was signed on 8/3/2017.

2. **Security Awareness Training:** SDUSDPD does not ensure personnel, who managed or had access to criminal justice information (CJI), received security awareness training (Southern California Shredding).

Response: Southern California Shredding is hired to conduct on site shredding. A person designated by the agency witnesses the destruction of criminal justice information.

3. **Physical Security:** The SDUSDPD does not have a written physical protection policy.

Response: The SDUSDPD has a written Physical Protection Policy. It was implemented October 1, 2017.

4. **Media Disposal:** The SDUSDPD does not have a written policy for their sanitization and destruction process of physical and digital media.

Response: The SDUSDPD has a written Media Sanitization and Destruction Policy. It was implemented September 1, 2017.

5. **Identification/UserID:** The SDUSDPD does not have a written policy to document the validation process of system accounts that access CJJ.

Response: The SDUSDPD has a written Validation Process of System Accounts Procedure. It was implemented September 1, 2017.

6. **Security Incident Response:** The SDUSDPD does not have an operational information security incident policy which included written reporting procedures.

Response: The SDUSDPD has a Computer Incident Response Plan Procedure. It was implemented September 1, 2017.

If you have any questions please feel free to contact Communications Supervisor, Deanna Laramore at 619 291-7678.



Signature

Deanna Laramore, Communications Supervisor

Print Name and Title

March 22, 2019

Date

M. Marquez
Signature

Michael Marquez, Chief
MIKE MARQUEZ, CHIEF
Print Name and Title

March 22, 2019
Date