

Security Awareness Agreement

Occasional Unescorted Access

You have access to a secured area where Criminal Justice Information (CJI) can be accessed, stored, and discussed. The Federal Bureau of Investigation's Criminal Justice Information Systems (CJIS) Security Policy and the Bureau of Criminal Apprehension (BCA) Policy 5050 require basic security awareness training about the appropriate ways to access and use CJI. The first training must occur within six months of initial assignment and again every two years.

Occasional Unescorted Access is infrequent access needed for a task requiring access to a physically secure area. Examples are maintaining vending machines and watering plants. Custodial services are not included in this definition. People like yourself with only occasional unescorted access to CJI are required to sign this agreement instead of completing more formal Security Awareness Training.

The BCA requires this agreement be signed before allowing any access to a physically secure area where there can be access to CJI.

This agreement is in effect for a period of two years from the date it is signed. It must be resigned every two years.

I am being allowed limited access to a physically secure location where CJI is accessed, stored or discussed.

By signing this agreement I understand I will be given unescorted access to areas containing CJI. I agree not to read or remove any CJI documents, including but not limited to any displayed on bulletin boards, lying on desktops, placed in shredding bins, or thrown in garbage receptacles. I further agree that any CJI that I hear will not be shared with anyone at any time.

Any violation of this Security Awareness Agreement may result in administrative and/or criminal sanctions.

Name (Please Print)

Reason for Occasional Unescorted Access

Signature

Date

Authorized Agency Representative Signature

Effective Date

Expiration Date