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**User Agency Agreement**

**Local Agency Security Officer (LASO) Addendum**

**Between**

**U.S. Department of Justice**

**Criminal Justice Information Services Systems Agency**

**and**

**<Insert User Agency>**

**Purpose:** This Addendum sets forth the responsibilities of the Local Agency Security Officer (LASO) for the protection of Criminal Justice Information (CJI) accessed through the DOJ Justice Criminal Information Services (JCIS). All acronyms not defined herein have the meaning given in the User Agreement.

# Local Agency Security Officer Responsibilities

The User Agency Executive has appointed a Terminal Agency Coordinator (TAC) to carry out the responsibilities described in the User Agency Agreement and TAC Addendum. The TAC must immediately notify the User Agency Executive if the individual serving as the TAC changes, so that the User Agency Executive can notify the DOJ CSA within five business days for the execution of a new TAC Addendum. The TAC may act as or delegate the role of a LASO.

The LASO shall:

* Serve as the primary Information Security point-of-contact between the User Agency and the DOJ CSA
* Identify users of DOJ CSA approved hardware, software, and firmware
* Ensure no unauthorized individuals or processes have access to the DOJ CSA approved hardware, software, and firmware
* Identify and document how the User Agency-owned equipment is connected to JCIS
* Ensure that personnel security screening procedures are being followed, as outlined in FBI CJIS Security Policy
* Ensure the approved and appropriate security measures are in place and working as expected
* Support policy compliance and promptly inform the DOJ CSA of all security incidents

## LASO Contact Information

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Name and Title (print or type) Telephone Number

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Physical Address Fax Number

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Mailing Address (if different) Email Address

In the event that the LASO is a private contractor, please provide the following information of his or her government supervisor:

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Name and Title (print or type) Telephone Number

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Mailing Address (if different) Email Address

# Signatory Page

Each party hereby acknowledges the requirements, as set out in this User Agency Agreement – LASO Addendum. We further acknowledge that a failure to comply with these requirements will subject the User Agency to DOJ CSA sanctions that may range from suspension of access to termination of services.

If the TAC elects to delegate the LASO role, the TAC shall execute and maintain this Addendum, as evidence that the LASO is fully informed of his or her role and responsibilities.

X

User Agency TAC Signature Date

User Agency TAC Printed Name Agency and Title

X

User Agency LASO Signature Date

User Agency LASO Printed Name Agency and Title