

League City Vendor Certification

Thank you for your interest in working with the League City Police Department to enhance the services we provide to the citizens of our great city. The League City Police Department recognizes that by allowing physical or logical (electronic) access to LCPD facilities or network resources, people may gain access to information or systems they are statutorily prohibited from accessing. In compliance with state and federal regulations, the League City Police Department is required to document and investigate access requests to be sure access is necessary and legally sound.



Listed below are links identified with a corresponding icon that provides information regarding the different types of printable forms and CJIS requirements. Please ensure all the required form(s) are legible and thoroughly completed in black ink or via computer and submitted at the same time. If you have any questions or need additional information, please contact your project manager, vendor sponsor or the League City Police Department's CJIS Compliance Manager at CJIS@leaguecity.com or call 281-338-4171.

The League City Police Department requires the original signed forms to be submitted through the project manager or through a CJIS liaison assigned by the city department heading the project at LCPD. Documents may be delivered in person, mail, or delivery service to:

**League City Police Department
CJIS Compliance Manager
555 W. Walker St.
League City, Texas 77510**

In order to meet contract timelines it is necessary for project managers to ensure non-police personnel scheduled to conduct services within LCPD facilities or secured areas within other buildings are CJIS Compliant.

As a reminder, some of the documents contained on this site are considered sensitive in nature and have a Sensitive but Unclassified (SBU) designation. Improper disclosure of these documents could affect the conduct of government programs, impair law enforcement activities, or violate the privacy of individuals. Therefore, contractors and noncriminal justice agencies ensure the submission of documents is through a secured method and receipt of such documents is verified with the CJIS Compliance Unit.

The following forms must be submitted for each company or vendor that will be accessing LCPD facilities or LCPD network environments. Only one form must be completed for each company or vendor employee:



Security Addendum

A multi-page packet required for each vendor to complete if not included in previously entered contracts. The addendum is required by vendors only if employees need "Unescorted" physical or logical access to police facilities, network data systems or secured areas where Criminal Justice Information (CJI) may be accessible. The Security Addendum packet must be completed in a timely manner in order to file with the Texas Department of Public Safety (DPS) CJIS Security Committee BEFORE employees are allowed to work "Unescorted" in secured areas where CJI may be transmitted, processed or stored. The approval process could take several weeks to finalize, so please plan accordingly.



Security Addendum Certification Form

Each employee performing work under a security addendum must complete a security addendum certification form. Prior to commencing on-site work, your project manager or vendor sponsor must coordinate with the League City Police Department CJIS Compliance Manager to ensure contract employees are authenticated accordingly. Authentication involves national fingerprint based-background checks to ensure contractors with "Unescorted" access to areas where CJI is accessible meet the Texas CJIS Systems Access policy.

Fingerprint Services - Texas law authorizes fingerprint-based criminal history checks for designated volunteers and employment or licensing applicants in a wide variety of areas such as child care providers, teachers, security and armed guards, security system contractors, and a host of others.

For details on the Fast program, contact the DPS Fingerprinting Service Inquiry Unit by emailing fingerprint.service@dps.texas.gov



CJIS Security Awareness Training

Persons authorized to have direct access to CJIS-regulated data, such as criminal history information, or computer systems than interact directly with CJIS-regulated data must undergo Security Awareness training as designated by the Criminal Justice Information Services (CJIS) Compliance Office.

There are two methods to receive CJIS compliance security training.

The preferred method is through the CJIS Online System. CJIS Online is available through Texas agencies to help meet CJIS Security Awareness Training section 5.2 requirements in the CJIS Security Policy. The CJIS Online application allows vendors to input employees into the system and take the testing online. Once the testing is in the system, a record will be kept for all agencies that utilize the system. Additionally, when employees are required to recertify, the system sends an automated response to employees. Vendors in interested in meeting requirements through this method must email the League City CJIS Manager at CJIS@leaguecity.com for sign on instructions and the Vendor IT Guide.

Another method is offered by way of this League City power point titled, "CJIS Security Awareness." The League City Police Department provides the power point if such training is not available through your company via the CJIS Online System. The project manager or vendor sponsor can provide the Security Awareness Training on-site, if necessary. Documentation of Security Awareness Training must be submitted attesting completion of the training before any type of computer or IT related access is granted.

Regardless of the method, Security Awareness Training is mandated every two years by the Federal Government. Security Awareness training sponsored and completed outside of the League City Police Department may be audited by the Federal Government CJIS office.

Vendors may be set up individual on the CJIS online System.

Supplemental Documentation



Title 28 - Contractor Employee Reference Documentation

Code of Federal Regulations Title 28, Part 20 Criminal Justice Information Systems. A copy of the referenced document must be afforded to every employee included within the CJIS Security Addendum packet whereby a "Certification Sheet" is submitted.



NCIC2000 - Manual Contractor Employee Reference Documentation

National Crime Information Center (NCIC) System 2000 introduction, system description, policies, standards, and sanctions for non-compliance. A copy of the referenced document must be afforded to every employee included within the CJIS Security Addendum packet, whereby a "Certification Sheet" is submitted.



CJIS Security Policy

The essential premise of the CJIS Security Policy is to provide appropriate controls to protect the full lifecycle of Criminal Justice Information (CJI), whether at rest or in transit. The CJIS Security Policy provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJI data. This policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to or who operate in support of, criminal justice services and information.



Texas Government Code - Contractor Employee Reference Documentation

Texas Government Code 411.083 thru 411.085 pertaining to unauthorized access, use, or disclosure of criminal history record information. A copy of the referenced document must be afforded to every employee included within the CJIS Security Addendum packet, whereby a "Certification Sheet" is submitted.



Applicant Criminal Record Qualifications

A single page document showing the disqualifiers for physical **Unescorted Access** or any **Logical Access** to the League City Police Department, facilities or network. In reviewing the document, all non-LCPD personnel will use the left column to determine arrest criteria. When a background is conducted, criteria used in determining CJIS compliance will come from this documentation. In the case of **Escorted Access** the CJIS Compliance criteria is determined by Felony Convictions and Open Warrants only. Indicated appeals for "Class B" convictions to DPS come from the Chief of Police, not the contractor. Do not request appeals without first coming through the CJIS Compliance unit.