COMMONWEALTH OF VIRGINIA

DEPARTMENT OF STATE POLICE

August 24, 2023

TO: All VCIN Agencies

FROM: Captain Matthew T. Patterson

SUBJECT: **CJIS Security Policy Version 5.9.2**

The new CJIS Security Policy version 5.9.2, section 5.2, requires users to complete CJIS Security Awareness Training prior to accessing Criminal Justice Information (CJI) and **annually** thereafter.

Effective September 12, 2023, our VCIN training platform – nexTEST will be modified to comply with this new requirement. Modifications will be made to assign CJIS Security Awareness Training annually for all users.

VCIN recertification training will remain biennial, or every two (2) years. However, a user will now be required to log into nexTEST annually to complete the CJIS Security Awareness Training. Therefore, every other year will require both, CJIS Security Awareness Training and VCIN Recertification training.

This new requirement applies to all personnel who manage or have access to FBI CJIS systems, to include VCIN operators, IT contractors, and vendor employees. IT contractors and vendors may complete the CJIS Security Awareness Training and test on CJIS Online, https://www.cjisonline.com/.

New VCIN Operators

Six (6) month training access will not be granted to new VCIN operators until the user successfully completes the CJIS Security Awareness Training and test. Upon successful completion of the CJIS Security Awareness Training, the trainee will receive a six (6) month training expiration date. The trainee may operate a VCIN terminal if there is a certified operator present. Prior to the expiration of the six (6) month training access granted, the new user must complete their assigned VCIN training.

Existing VCIN Operators

This change will be applied to existing users upon recertification.

All users will be notified by email when any training is set to expire. As your agency becomes acclimated with this new requirement, attached are updated workflow charts based on the full and limited training respectively. It is encouraged to share this with your users prior to accessing nexTEST for training. The workflow charts will also be available under the CJIS Launch Pad, located under "CJIS Documents."

Please contact your VCIN Field Representative or contact the VCIN Administrative Office at 804-674-4660 if you have any questions.

MTP/MAJD/lcp
Attachments