



# MSHP CRIMINAL JUSTICE INFORMATION SYSTEM



## LOCAL AGENCY SECURITY OFFICER (LASO) APPOINTMENT

All local agencies that have access to the MSHP Criminal Justice Information System (CJIS) shall appoint a security point of contact, known as a Local Agency Security Officer (LASO). The LASO must be a full-time employee of the agency; unless the agency is part-time the employee can be part-time. The LASO can be, but is not required to be, the agency's Terminal Agency Coordinator (TAC). For multi-site agencies wherein each site has a unique ORI, a LASO must be assigned for each ORI, but the LASO can be the same for all ORIs.

Each LASO shall:

- Identify who is using the CSA approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
- Identify and document how the equipment is connected to the state system.
- Ensure that personnel security screening procedures are being followed as stated in the CJIS Security Policy.
- Ensure the approved and appropriate security measures are in place and working as expected.
- Support policy compliance and ensure CSA ISO is promptly informed of security incidents.

Using this form, please notify the MSHP, Information Security Unit within 10 days of the LASO appointment and/or change in appointment.

Agency Name		Agency ORI/OCA	
LASO Name (print or type)			
Address			
Address	City	State	Zip Code
Area Code and Telephone Number	FAX Number		
Email Address			
Agency Head Approval Signature		Date	
LASO Signature		Date	

Return completed form to:

MSHP  
 CJIS Security Unit  
 PO Box 9500  
 Jefferson City, MO 65102-9500  
 Fax: (573) 526-6290  
 cjissecurity@mshp.dps.mo.gov  
 For questions, call (573) 526-6153 ext 2658