



Louisiana State Police Outsourcing Post-Approval Maintenance Instructions



Now that you have received outsourcing approval, here are some things to keep in mind:

- The State Compact Officer may suspend your agency's access to CHRI or suspend/terminate the exchange of CHRI with your Contractor for:
 - a PII breach or security violation,
 - the failure to notify the State Compact Officer of a PII breach or security violation, or
 - the refusal/incapability to take corrective action to successfully resolve a PII breach or security violation. (28 CFR section 906.2(d))
 - The State Compact Officer may reinstate your agency's access to CHRI or the exchange of CHRI between your agency and the Contractor after receiving written assurance(s) of corrective action(s) from your agency and/or the Contractor.
- The State Compact Officer reserves the right to investigate or decline to investigate any report of unauthorized access to CHRI.
- The State Compact Officer is authorized to perform a final audit of the Contractor's system following termination of an outsourcing agreement.
- Your agency may initiate a termination of its outsourcing agreement with the Contractor due to the following:
 - The Contractor commits a PII breach or security violation involving access to CHRI obtained pursuant to the outsourcing agreement.
 - The Contractor fails to notify your agency of a PII breach or security violation or to provide a written report of a violation.
 - The Contractor refuses to, or is incapable of, taking corrective actions to successfully resolve a PII breach or security violation.

The Outsourcing Standard for Non-Channelers provides specific timeframes for notification of incidents or contract termination after outsourcing has been approved. A breakdown of these timeframes is listed below, categorized by responsibility.

Non-Criminal Justice Agency (NCJA) Responsibility:

- ☐ The NCJA shall ensure the most updated version of the Outsourcing Standard and the CJISSECPOL are incorporated by reference at the time of outsourcing agreement, outsourcing agreement renewal, or within the 60-day notification period of updates to the Outsourcing Standard and the CJISSECPOL, whichever is sooner.
- ☐ The NCJA shall notify the State Compact Officer and the FBI of any PII breach or security violation within one hour of notice from the Contractor. **This notification must be submitted via email to the Louisiana CJIS ISO as well as to the LA State Compact Officer. Please submit all notifications to LSP.BCII.NCJA@la.gov.**
 - ☐ The NCJA shall also provide a written report of any PII breach or security violation (to include unauthorized access to CHRI by the Contractor) to the State Compact Officer within five calendar days of receipt of the initial notification from the Contractor.
 - ☐ The written report must include corrective actions taken by the NCJA and, if necessary, the Contractor to resolve the issue; the applicable Contractor's name; a summary of the violation;

the date and time of the violation; whether the violation was intentional; and the number of times the violation occurred.

- ☐ The NCJA shall provide written notice of any early voluntary termination of the outsourcing agreement with the Contractor to the Compact Officer/Chief Administrator.
- ☐ The NCJA shall make its facilities available for announced and unannounced audits and security inspections performed by the state or the FBI on behalf of the Compact Council.

Contractor Responsibility:

- ☐ The Contractor shall maintain updated records of employees who have access to CHRI, update those records within 24 hours when changes to employee access occurs, and if a criminal history record check is required, maintain a list of personnel who have successfully completed criminal history record checks.
 - ☐ The Contractor shall notify the NCJA via an agreed upon method within one-business day when additions or deletions occur to authorized personnel.
- ☐ The Contractor shall immediately (within one hour) notify the NCJA of any criminal history record information (CHRI) breach.
- ☐ The Contractor must provide the NCJA with a written report documenting security violation, corrective actions taken by the Contractor to resolve the violation, and the date, time, and summary of the violation within five (5) calendar days.
- ☐ The Contractor shall make its facilities available for announced and unannounced audits and security inspections performed by the NCJA, the state, or the FBI on behalf of the Compact Council.
- ☐ The Contractor must also permit the NCJA, the state, or the FBI to review its network configuration as it relates to the outsourced function(s) upon request.