

## AGENCY SECURITY CONTACT (ASC) BASIC RESPONSIBILITIES

RESPONSIBILITY	DESCRIPTION
Primary liaison	<p>Person through which all communication regarding audits, training, and security is conducted.</p> <p>First point of contact for DPS in the event of an allegation of criminal history misuse or a security issue involving the background check process.</p>
Information Changes	<p>Keeps information with DPS current by informing the Access Integrity Unit of any changes in the agency information, the ASC, or the CEO (submits the proper information change forms).</p>
Authorized Personnel List	<p>Submits and maintains a current Authorized Personnel List with DPS.</p>
Privacy and Security Compliance	<p>Primarily responsible for agency compliance with all Privacy and Security rules.</p> <p>Maintains copies of Authorized Personnel Acknowledgement Statements, inventory sheets, and dissemination logs (if applicable).</p> <p>Ensures agency has adequate policies/procedures related to access, use, handling, dissemination, and destruction of CJ/CHRI.</p>
Training	<p>Ensures Authorized Personnel receive required agency-provided privacy and security training. Reviews agency training outlines to ensure topics are adequately covered.</p> <p>Ensures Authorized Personnel receive required standard online training.</p> <p>Updates agency training documentation as needed.</p> <p>Makes training reservations if attending DPS-provided training.</p>
Audits	<p>Cooperates with state and/or federal officials during the audit process.</p> <p>Maintains all required audit documentation and serves as the agency representative for audits.</p> <p>Completes all documentation required during the audit and submits any required corrective action documentation in a timely manner.</p>