

APPENDIX J

INFORMATION SECURITY OFFICER COMPUTER SECURITY INCIDENT RESPONSE CAPABILITY REPORTING

Agencies shall promptly report criminal information system incidents to the Criminal Justice Information System (CJIS) Agency ISO in compliance with the FBI CJIS Security Policy. If a question does NOT apply, enter "N/A" to signify not applicable.

Send Completed Hard-Copy Form To: Arkansas Crime Information Center Attn: Noncriminal Justice Agency Agent 322 South Main Street, Suite 615 Little Rock, AR 72201 Fax: (501) 682-7444 Email:		For Additional Information please visit: https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center for FBI CJIS SECURITY POLICY	
		Question/ Comments: (501) 682-2222	
I. Agency Information			
Point (s) of Contact (First Name, Last Name, M.I.)	Agency Name		Agency ID
Agency Address	City	State	Zip Code
Work Phone Number	Email Address		
Date of Report	Date of Incident		
II. Incident Information			
Location (s) of Incident:			
System (s) Affected:			
Method of Detection:			
Nature of Incident:			
Incident Description:			
Action Taken/ Resolution:			

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III. Incident Report
1. How was the incident discovered? (e.g. via an audit trail, or accidental discovery)
2. What application were accessed? Did access included any personally identifying information or criminal justice information? Is the hard drive encrypted? Provide a description/ list as to who you believe is affected or vulnerable to a similar incident.
3. When did the incident occur? Identify the time-frame and the operational phase (i.e., Was this a one-time occurrence or continuing? Could it occur anytime or do certain events trigger it?)
4. Why did this incident happen? What allowed this incident to occur? Were there policies in place which may be applicable to this incident? Should there be controls in place which may help to prevent this type of incident from reoccurring?
5. What are the vulnerabilities and impacts associated with this incident? Describe what you believe are the vulnerabilities and impacts to other information system as a result of this incident.