1. PURPOSE

This policy provides Mesa Police Department (MPD) members information regarding terminal operation certification (TOC).

2. CERTIFICATION GUIDELINES

2.1 Requirements

A. All new hires, including VIPS, Reserves, and student interns requiring access to criminal justice information to perform duties for the police department must be certified within the first six months of hire/reassignment and must be re-certified every two years.

B. Testing is at a certification level equal to assigned duties.

C. All members shall receive security awareness training every two years.

2.2 System Security Officer (SSO) or Assistant SSO

A. Update the Department of Public Safety (DPS) Access Integrity Unit monthly of:
   1. Those hired needing ACJIS access.
   2. Those who are currently assigned or employed requesting access.
   3. Those terminated or no longer need ACJIS access due to their mission requirements.

B. Update the Human Resources system with TOC ID and test level for new members.

C. Send email and recertification instructions to those members whose certification is expiring within 60 days.

D. Update the JWI system with a new expiration date when Test Activity Notification report is received from DPS.

2.3 Testing Process

A. The TOC test is an online test available from any Department PC and can be taken any time prior to the member's expiration date.

B. If a member does not test before their expiration date the SSO or Assistant SSO must contact the Access Integrity Unit at DPS to request reactivation for that member to be able to retest. That user must take their test within the new time frame that is provided by DPS or their account will be deactivated.

2.4 Testing Member

A. View the CJIS Security and Awareness training from the link provided in the recertification instructions provided by the SSO or Assistant SSO.