

[Your Agency Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Agency/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: CJIS Operational Procedures

Dear [Recipient Name],

I am writing to outline our agency's operational procedures regarding the Criminal Justice Information Services (CJIS) to ensure compliance with all applicable laws and regulations.

1. **\*\*Data Access and Security\*\***

- Access to CJIS data is restricted to authorized personnel only.
- All personnel with access will receive annual training on data privacy and security measures.

2. **\*\*Data Use and Sharing\*\***

- CJIS data is to be used solely for legitimate law enforcement purposes as defined by [Specify Relevant Guidelines].

- Sharing of CJIS data with external parties is strictly prohibited unless documented approval is obtained from [Relevant Authority].

3. **\*\*Data Retention and Disposal\*\***

- CJIS data must be retained for a minimum of [X years] and disposed of securely in accordance with [Agency Policy].

4. **\*\*Incident Reporting\*\***

- Any security breaches or unauthorized access to CJIS data must be reported immediately to [Designated Officer/Department].

5. **\*\*Compliance Audits\*\***

- Regular audits will be conducted to ensure adherence to these operational procedures, with reports submitted to [Relevant Authority].

We appreciate your cooperation in adhering to these protocols to protect sensitive information and maintain the integrity of CJIS operations.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Organization]

[Your Contact Information]