

Policy Name:	Awareness and Training
Policy Number:	34
Agency Name:	Westbrook Police Department
Effective Date:	08/11/2026
Revision Date:	
FBI CJIS Security Policy Section:	5.2 Awareness and Training (AT)

PURPOSE:

To ensure that the appropriate level of information security awareness training is provided to all system users.

POLICY:

This policy is applicable to all departments and users of IT resources and assets of **Westbrook Police Department**.

1. SECURITY AND PRIVACY TRAINING

Westbrook Police Department shall:

- a. Schedule security and privacy training as part of initial training for new users prior to accessing CJI and annually thereafter.
- b. Schedule security awareness training when required by system changes or within 30 days of any security event for individuals involved in the event.
- c. Employ one or more of the following techniques to increase the security and privacy awareness of system users:
 1. Displaying posters
 2. Offering supplies inscribed with security and privacy reminders
 3. Displaying logon screen messages
 4. Generating email advisories or notices from organizational officials
 5. Conducting awareness events
- d. Update literacy training and awareness content annually and following changes in the information system operating environment, when security incidents occur, or when changes are made in the CJIS Security Policy.
- e. Incorporate lessons learned from internal or external security incidents or breaches into literacy training and awareness techniques.

2. LITERACY TRAINING & AWARENESS | INSIDER THREAT

The **Westbrook Police Department** shall:

- a. Provide literacy training on recognizing and reporting potential indicators of insider threat.

- b. Provide literacy training on recognizing and reporting potential and actual instances of social engineering and social mining.

3. ROLE-BASED SECURITY TRAINING

The **Westbrook Police Department** shall:

- a. Provide role-based security and privacy training to personnel with the following roles and responsibilities:
 - a. All individuals with unescorted access to **Westbrook Police Department**;
 - b. General User: A user, but not a process, who is authorized to use an information system;
 - c. Privileged User: A user that is authorized (and, therefore, trusted) to perform security-relevant functions that general users are not authorized to perform;
 - d. Organizational Personnel with Security Responsibilities: Personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJISSECPOL.
- i. Before authorizing access to the system, information, or performing assigned duties, and annually thereafter.
- ii. When required by system changes.

4. SECURITY TRAINING RECORDS

Westbrook Police Department shall:

- a. Document and monitor information security and privacy training activities, including security and privacy awareness training and specific role-based security and privacy training.
- b. Retain individual training records for three years.

ROLES AND RESPONSIBILITIES:

Local Agency Security Officer: Ensure that policies and procedures required by the FBI CJIS Security Policy are developed and maintained. Ensure that policies and procedures are disseminated and operationalized.

Westbrook Police Department Information Technology Staff: Develop, document, and disseminate to all personnel when their unescorted logical or physical access to any information system results in the ability, right, or privilege to view, modify, or make use of unencrypted CJI:

Organization-level awareness and training policy that:

- (a) Addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
- (b) Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and

Procedures to facilitate the implementation of awareness and training policy and the associated awareness and training controls.

Designate **Westbrook Police Department** personnel with information security awareness and training responsibilities to manage the development, documentation, and dissemination of the awareness and training policy and procedures.

Review and update the current awareness and training:

1. Policy annually and following changes in the information system operating environment, when security incidents occur, or when changes to the CJIS Security Policy are made.
2. Procedures annually and following changes in the information system operating environment, when security incidents occur, or when changes to the CJIS Security Policy are made.

Westbrook Police Department Personnel: All **Westbrook Police Department** personnel will understand what constitutes awareness and training.

COMPLIANCE:

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

REFERENCES:

National Institute of Standards and Technology (NIST)
FBI CJIS Security Policy

CLEO or Agency Director

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