

Portal Terminal Agency Coordinator (TAC)

The TAC is the primary point of contact at the agency for all matters related to the Portal. All central administration requests regarding the Portal, such as assigned roles and related correspondence are directed to the TAC.

The TAC for each agency is responsible for organizing, coordinating, and overseeing all logistics necessary to support the Portal end-users within the agency. Most importantly, since every agency end-user will not necessarily require access to all of the available agency Portal functions, the TAC has the vital duty to directly assign Portal roles to its agency end- users. Based on the specific Portal functions accessible to the agency, the TAC is responsible for tailoring each employee's access rights to fit their job duties and responsibilities.

Specific TAC responsibilities include:

- ◆ ensuring compliance with all eJusticeNY Integrated Justice Portal policies, rules, regulations, and operating instructions;
- ◆ monitoring system use, ensuring training and certification of operators, and confirming that all operating procedures are followed;
- ◆ identifying end-user access rights and assign appropriate roles;
- ◆ supervising quality control/validation programs and serve as the agency participant in the Portal Audit Program; and
- ◆ designating one or more agency employees as needed, each to be called a Portal Role Administrator (PRA), to assist in assigning role functionality.

Further details on TAC roles and responsibilities are available on the current eJusticeNY website.

The TAC can be a sworn or non-sworn employee. For agencies authorized to access federal information through NCIC, III, etc., the TAC must be a certified NCIC operator. As such, the TAC guarantees that NCIC standards are adhered to.

Security Point of Contact

CJIS policy requires each agency with such access to designate a Security Point of Contact (POC). (Please note that the TAC can be designated to serve as the agency Security POC.)

Security POCs shall be responsible for:

- ◆ identifying who is using the hardware/software that has the ability to connect to the Portal and ensuring that no unauthorized user has access;
- ◆ identifying and documenting how the equipment connects to the Portal;
- ◆ ensuring that appropriate security measures are in place and that personnel security measures are being followed; and
- ◆ supporting policy compliance and keeping the state CSA ISO informed of any security incidents

Agency TAC/POC Reporting Requirements

Accordingly, as the principal Portal person at the agency, the name of the agency TAC, along with the name of the Security POC, must be reported to the Portal Help Desk. If your agency needs to designate a TAC and a Security POC, please do so by completing the enclosed Agency TAC/POC Identification Form.

<u>eJusticeNY Integrated Justice Portal</u> <u>Terminal Agency Coordinator (TAC) and Security Point of Contact (POC) Designation</u> <u>Form</u> Please print or type all information.	
Agency Head (Name):	
Agency:	ORI Number:
Agency Address:	
The TAC identification information currently on file with eJusticeNY is presented below in the left-hand column. If the TAC information is missing or needs to be replaced, updated, or corrected, provide the necessary information on the corresponding line in the right-handed column.	
TAC Information Currently on File	Updated TAC Information
TAC Name:	
Rank/Title:	
Phone#:	
E-Mail Address:	
Fax #:	
If the TAC currently on file is being replaced, indicate if he/she should be: <input type="checkbox"/> kept as an eJusticeNY operator, or <input type="checkbox"/> deleted as an eJusticeNY operator.	
<u>Security Point of Contact (POC) Identification Information</u> (Required for CJIS Access)	
POC Name:	
If same as TAC identified above, simply check here: <input type="checkbox"/>	
POC Name:	Rank/Title:
Phone No.	Fax No.
E-mail Address:	
<u>Authorized Signature</u> Agency Head: <i>(signature)</i> <i>(printed name)</i>	
Date:	
PLEASE SUBMIT THIS FORM BY <u>FAX</u> TO: <u>THE PORTAL HELP DESK (FAX NO. 518 – 457- 5617)</u>	