



TENNESSEE BUREAU OF INVESTIGATION

Tennessee Information Enforcement System

Vendor Procedure



In order to become an approved TIES vendor on the Tennessee Information Enforcement System (TIES) network, the following rules apply:

1. The vendor must submit a request to access the TIES network. This request must also include all pertinent information regarding the company and its products, a list of all states that the company currently has contracts with, and a list of all Tennessee agencies that are current customers.
2. Applicable employees of the vendor must complete a TIES Vendor Employee Eligibility Form and submit a copy of their driver license.

Note: Applicable employees are those having direct responsibility to configure and maintain computer systems and networks with direct access to Criminal Justice Information (CJI).

3. Pursuant to Section 5.12.1 of the FBI's *CJIS Security Policy*, fingerprints for applicable vendor employees must be submitted per the process outlined in the Fingerprint Process document, with the "reason fingerprinted" stating Contract Employee and the name of the company.
 - (a) A vendor employee found to have a felony conviction will be disqualified.
 - (b) A vendor employee will also be disqualified if an arrest warrant is confirmed to be outstanding.
 - (c) A vendor employee with a misdemeanor offense(s) may be granted access if the CJIS Systems Officer (CSO) determines the misdemeanor offense(s) do not warrant disqualification.

All applicable employees hired by the vendor after the completion date of this procedure are required to submit, fingerprint cards with noted fees and the TIES Vendor Employee Eligibility Form for processing within 30 days of assignment.

(Background re-investigations may be conducted by the TBI on applicable personnel every five years.)

4. A TIES Vendor User Agreement must be signed by an authorized representative of the company and submitted to TBI for signatures. Once signatures have been obtained from TBI signatory authorities, a copy will be forwarded to the vendor for their files.
5. All applicable vendor employees must read the CJIS Security Addendum (appended to the user agreement) and any other pertinent documentation provided by TBI. Each employee must sign the CJIS Security Addendum Certification Form (appended to the user agreement), acknowledging that they recognize that CJIS systems data is sensitive information, and security shall be afforded to prevent any unauthorized access, use, or dissemination of the information. Improper access, use, or dissemination of CJIS systems data is serious and may result in the termination of services and/or state and federal criminal penalties.
6. Pursuant to Section 5.2.1 of the *CJIS Security Policy*, basic security awareness training is required within six months of initial assignment and biennially thereafter for all personnel who have access to configure and maintain computer systems and networks with access to CJI. This training should be completed on-

line via CJIS Online (www.cjisonline.com). Instructions for completing this training process will be provided to the individual listed as the vendor's point of contact for TBI.

7. Once the vendor's personnel have completed the security awareness training and the required documentation, applicant fingerprint cards and appropriate fees have been processed, testing of the TIES software will be arranged by contacting Katie Chestnut at (615) 744-4072, during the hours of 9:00 a.m. and 3:30 p.m. (CST), Monday through Thursday (excluding holidays).

Once a vendor has been approved for a particular TIES software/product, their information will be on file at TBI. This will eliminate them having to repeat the approval process, unless the TIES vendor is marketing a different software/product that has not been tested with TBI.

Please be advised that notification of any changes for a vendor point of contact and/or personnel having direct responsibility to configure and maintain computer systems and networks accessing CJI must be submitted to TBI in a timely manner.

All applicable documentation can be mailed to

Tennessee Bureau of Investigation
Katie Chestnut, TIES Supervisor
901 R. S. Gass Blvd.
Nashville, TN 37216-2639

Or emailed to katie.chestnut@tn.gov



TENNESSEE BUREAU OF INVESTIGATION
Tennessee Information Enforcement System
Vendor Profile



Vendor Information

Company Name	
Mailing Address	
Phone Number	
Fax Number	
Website	

Contact for your Tennessee Customers

(Concerning daily operation of your product)

Contact Name			
Phone Number		Fax Number	
Email Address			

Contact for TBI Employees *(if different than above)*

(Concerning CJIS and TCIC policies and procedures)

Contact Name			
Phone Number		Fax Number	
Email Address			

Product Information *(attach additional sheets if necessary)*

Product Name	
TN Agencies using this product	
Other States using this product	
Please note: Any product that will interface with TBI's message switch must first be tested and approved by TBI.	

