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## Exhibit A—Internal District Computer Security Incident Reporting Form

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**Note:** This form is to be used at the District level for reporting and tracking a computer security incident involving criminal history records information. See Exhibit B for reporting requirements to the Texas Department of Public Safety.

If the incident involves unauthorized use of or access to the District's cyberinfrastructure, the incident should also be reported in accordance with the District's cybersecurity plan. [See CQB]

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Name of person reporting incident (*print*): \_\_\_\_\_

Date of report (*mm/dd/yyyy*): \_\_\_\_\_

Date of incident (*mm/dd/yyyy*): \_\_\_\_\_

Name of person to whom report was submitted (*print*): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Location(s) of incident: \_\_\_\_\_

Area(s) affected: \_\_\_\_\_

Method of detection: \_\_\_\_\_

Description of incident: \_\_\_\_\_

Actions taken in response to the incident: \_\_\_\_\_

Submit copies of this form to Mrs. Aidee Garcia, Chief Human Resources Officer as soon as possible but no later than \_\_\_\_\_ (*cite time period*) of the time of detection.



## Exhibit B—Texas Department of Public Safety Computer Security Incident Reporting Form

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**Note:** To report a computer security incident to the Texas Department of Public Safety (DPS) involving criminal history record information, a District must use the online [incident response form](#)<sup>1</sup> provided by the DPS's Criminal Justice Information Service (CJIS) Security Office.

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<sup>1</sup> Texas Department of Public Safety Criminal Justice Information Service (CJIS) Security Office:  
<http://www.dps.texas.gov/SecurityReview/documents.htm>