

To: Honorable Mayor & City Council

From: Earl Heidelberg Marshal, Toni Kunz, City Administrator

Date: June 23, 2026

Agenda Item & Caption: 6.F. Discussion and possible action regarding City Council access to City Hall.

Action Requested: None

Overview and Background:

Due to the current configuration of City Hall offices that contain the Municipal Court and the City Marshal offices, a Criminal Justice Information Services (CJIS) Certification is required to have unescorted access to City Hall.

The CJIS Certification is issued by the FBI to ensure that professionals who access or manage criminal justice data understand and follow strict security protocols designed to protect Criminal Justice Information (CJI), which includes criminal history records, biometric data, and other sensitive law enforcement information.

This certification demonstrates that an individual is trained in data security, access control, incident response, and information sharing protocols.

CJIS certification is essential for maintaining the confidentiality, integrity, and availability of criminal justice information. It ensures that only authorized and vetted personnel can access sensitive data, thereby preventing misuse, unauthorized disclosure, and cyber threats.

Key security requirements that the CJIS certification covers is in compliance with the FBI CJIS Security Policy, which includes:

- Access control and authentication, often requiring multi-factor authentication
- Encryption of CJI during transmission
- Audit logging to track access and system activity
- Incident response planning and reporting
- Secure system configuration and media protection
- Failure to comply with CJIS standards can result in revocation of access, fines, or criminal charges
- Importance for Public Safety

By certifying individuals and organizations, CJIS ensures that sensitive criminal justice data is protected from unauthorized access and cyber threats, maintaining public trust and operational integrity in law enforcement and related agencies

Next Steps:

- To request unescorted access to City Hall, send an email request from your city email to the Marshal at earl.heidelberg@banderatx.gov, and include your full name, and phone number.
- Once the Marshal creates your user login and signs you up for the appropriate training, you will receive an email with a link to take the course.
- Take course and email the certificate to the Marshal for it to be filed for any future audits.
- Entry code can then be given to you for unescorted access.