

IT Guideline 03-04 Security Incident and Computer-related Crime Notification

An employee who discovers or believes an IT security incident or computer-related crime has occurred, must **immediately** report it to his/her Division Director, the Technology Services Division (TSD) and Information Security Officer (ISO).

The detailed definitions of IT security incidents and/or computer-related crimes that must be reported are contained at [CHP's Computer Crime Reporting For State Agencies](#) and [Penal Code Section 502 \(c\)](#).

After immediately reporting the IT incident or crime, the employee must work with the Department's ISO to complete the required IT Security Incident Report. This written report must be submitted to the Department's ISO *within five working days* following the discovery.

The Department of Finance will follow up on reports of security incidents, provide advice and assistance and will handle communications, as needed, to other departments, control agencies, and the State Chief Information Officer. The CHP will investigate computer-related crimes and security incidents that may constitute criminal acts.

Visit California's Office of Information Security's [Security Incident Reporting Web page](#) for guidance on the response and reporting procedure.

Questions: Information Security Office [| iso@cde.ca.gov](mailto:iso@cde.ca.gov)

Last Modified: Thursday, December 3, 2015