

OSCA JUDICIAL INQUIRY SYSTEM (JIS) USER ACCESS APPLICATION

Name:	Job Title:
Agency E-mail:	Business Phone:
Agency Name/Division:	Primary County:
User role: Other:	Check if role is Sworn but not listed in dropdown SSN for FCIC/NCIC:

MUST BE APPROVED BY LOCAL AGENCY JIS POINT OF CONTACT (POC) OR FCIC AGENCY COORDINATOR (FAC)

The agency FAC confirms the user's certification status below and approves access to data sources which require such FDLE training/certification:

CJIS Online Security Awareness training (**Level 2 or higher**)

CJIS Limited Access or Full Access certification

Permit access to the following data sources through JIS as needed based on the user's job duties:

APPRISS	<i>Requires Security Awareness training, Limited Access, or Full Access cert.</i>
CCIS	<i>Requires user's agency to provide the user with a copy of Florida Statute 815 "Computer-Related Crimes Act" for review prior to access.</i>
DAVID <u>No</u> Photo/Sig. <u>With</u> Photo/Sig.	<i>Agency must review Florida Statute 322.142(4) to determine access. If DAVID access is required, please select only one option.</i>
DJJ	<i>Requires Security Awareness training, Limited Access, or Full Access cert. Agency must review Florida Statute 985.04 to determine access.</i>
DOC	<i>Requires Security Awareness training, Limited Access, or Full Access cert.</i>
FCIC	<i>Requires Limited Access or Full Access cert. Includes FCIC Rap Sheet, FCIC/NCIC Hot Files, and FCIC/NCIC Protection Orders as applicable.</i>
FCIC Florida Summary Rap Sheet	<i>Requires Limited Access or Full Access cert.</i>
Florida Concealed Weapons Check	<i>Requires Limited Access or Full Access cert. Access restricted to Law Enforcement Agencies & State Attorney Offices.</i>
NCIC	<i>Requires Limited Access or Full Access cert. Includes NCIC Rap Sheet and Out-of-State Driver License.</i>
SSN displayed in CCIS and DAVID responses Full SSN Last 4 digits	<i>Agency must review Florida Statute 119.071(5) to determine access. If left unchecked, user will only see the last 4 digits in CCIS and DAVID responses.</i>
Active Warrant Alert Calendar System Primary County view Primary County Admin Circuit view Circuit Admin	LIMITED AGENCIES - CURRENTLY COLLIER AND LEE COUNTY ONLY <i>Requires Limited Access or Full Access cert. Admin access includes calendar modification capabilities Circuit access allows access to all counties in your judicial circuit</i>
VFOSC and HRSO e-mail notifications Primary county All counties within circuit Specific counties within circuit:	OPTIONAL TO RECEIVE - LIMITED ACCESS BASED ON JOB DUTIES <i>Requires Security Awareness training Level 2 or higher. Violent Felony Offenders of Special Concern and High-Risk Sex Offenders</i>

FIRST APPEARANCE CALENDAR ACCESS

- Access to the First Appearance Calendar must be granted based on the user's job duties and that the user possesses the required FDLE CJIS Limited Access or Full Access certification.
- **All Criminal Justice agency calendar users will automatically have access to the following data sources:** CCIS, DAVID, DJJ, DOC, FCIC/NCIC Hot Files, FCIC Rap Sheet, FCIC Summary Rap Sheet, and NCIC Rap Sheet (and Out-of-State DL, if searches initiated by local agency calendar administrators).
- **NOTE: If calendar access is checked below, please ensure that the appropriate data sources listed above are selected on page 1.**

Primary County access

Primary County access with Administrative features (add, delete, modify)

Circuit access with Admin. features (display, add, delete, modify all counties in circuit).

TERMS OF USAGE

By signing below, I understand:

1. access to JIS is restricted to official business purposes.
2. personal use of JIS is prohibited.
3. it is my responsibility to safeguard my access to JIS, to encrypt my password if stored, to not allow other individuals access to my JIS logon credentials and allowing other users to use my computer while logged on is strictly prohibited.
4. I must log off the system after each use.
5. I must ensure unauthorized users do not have the ability to view my computer monitor
6. selling information obtained from JIS to any person, entity or governmental agency is prohibited
7. it is recommended that computing devices shall not be left unattended without enabling a password-protected screensaver that is activated after fifteen minutes of inactivity or logging off the device.
8. the confidential nature of the information received through JIS and will abide in accordance with the JIS Inter-Agency Agreement as updated.
9. access to JIS is subject to deactivation due to an extended period of inactivity. Reactivation of the account will require the submission of a new JIS user access application.
10. access to JIS is allowed only via an agency-issued device with a fully functioning operating system that meets FBI Criminal Justice Information Services (CJIS) Security Policy and FDLE CJIS Agency User Agreement as updated.
11. information obtained through the JIS shall not be made available for unauthorized public inspection.
12. I may be held responsible for inappropriate dissemination of any information obtained from JIS.
13. violation of these terms and/or the below cited laws may result in immediate revocation of my JIS access, termination of my employment, possible civil and criminal prosecution
14. access and use of JIS is governed by all applicable state and federal law, including but not limited to, the confidentiality requirements contained in chapter 119, Florida Statutes, sections 119.10, 39.0132, 501.171, 815, 839.26, 943.053, 984.06, 985.04, and the Federal Driver's Privacy Protection Act.
15. I shall not utilize an auto logon, application remembering, script or hard-coded password when logging into JIS.

I hereby acknowledge that any violation of these provisions or misuse of the system may result in civil and/or criminal prosecution pursuant to sections 775.082, 775.083, 775.084, Florida Statutes, Title 18 U.S.C. §§ 2723, 2724, Title 28 CFR § 20.25, and as otherwise provided for by law. I consent to monitoring, recording, and auditing of my usage of JIS that may occur without my knowledge or prior notice.

User Printed Name

User Signature

Date

By signing below, I authorize the user to utilize JIS and have confirmed with our FCIC Agency Coordinator (when applicable) that the user possesses the appropriate CJIS training/certification.

POC/FAC Printed Name

POC/FAC Signature

Date

Submit application to jis_support@flcourts.org. Digital signatures are acceptable. Please allow 10 business days upon receipt by JIS staff for processing.