OSCA JUDICIAL INQUIRY SYSTEM (JIS) USER ACCESS APPLICATION GUIDE

"Clear Form" button	Located in the upper right corner of the form, click this button is you wish to clear all fields.
Name	**Required field.** Name of individual applying for access.
Job Title	**Required field.** User's agency job title.
Agency E-Mail	**Required field.** User's work email address.
Business Phone	**Required field.** User's work phone number. Enter using the following format: *555-555-5555*.
Agency Name/Division	**Required field.** User's agency and division, if applicable.
Primary County	**Required field.** The location of the office where the user works. If user works in multiple offices, please list the primary office.
User Role	**Required field.** Click to the drop-down list to select the role that best describes the user's position. Please review the entire list before selecting "Other." It is not necessary to enter any information in the free-text field to the right if you have selected the appropriate role from the drop-down list. Contact jis_support@flcourts.org if you are unsure which role to select. Only if a relevant role is NOT found, select "Other" and type a brief role description in the text field below the User role.
Check if role is Sworn but not listed in dropdown	If the applicant is working in a sworn capacity <u>and</u> we do not offer a corresponding "sworn" role in the drop-down list, please use this checkbox to indicate as such (sworn officers such as law enforcement, corrections, correctional probation, auxiliary law enforcement. Sworn officers have different levels of CCIS and DMV access versus support staff. http://www.fdle.state.fl.us/CJSTC/Officer-Requirements/How-to-Become-an-Officer.aspx
SSN for FCIC/NCIC	Required field only **if** the user's job duties require them to conduct FCIC/NCIC transactions. FDLE utilizes the SSN as the User Code to validate CJIS certification. Enter using the following format: *123-45-6789*

"Must be approved by local agency JIS Point of Contact (POC) or FCIC Agency Coordinator (FAC)" section:

The agency FAC confirms the user's certification status below <u>and</u> approves access to data sources which require such FDLE training/certification:	Select the level(s) of FDLE training/certification that the user possesses. This is used to determine their level of access to the system. Please note that certain data sources require minimum training/certification (see below). **Level 1** Security Awareness training is **insufficient** for utilizing JIS.
Permit access to the following data sources through JIS as needed based on the user's job duties	Place a check by each the data source the user will need to access through JIS in order to perform their job duties as determined by the agency.

➢ APPRISS	**Must possess the FDLE CJIS Security Awareness training, FDLE CJIS Limited Access certification, or FDLE CJIS Full Access certification to access this data source due to CJI data requirements.**
	
	NOT PERMITTED ACCESS:
	    ➢ Any agency that is restricted from receiving NCIC data (examples below):
	        o Attorney General Bureau of Victim Compensation
	        o Department of Children and Families Adult Protective Investigators
	        o Department of Children and Families Human Services
	        o Office of Criminal Conflict and Civil Regional Counsel
	        o Public Defenders
	
	This data source compiles information entered into jail booking applications throughout the country providing up-to-date arrest information as well as current booking images where available.

➢ CCIS	CCIS policy requires user's agency to provide the user a copy of Florida Statute 815 "Computer-Related Crimes Act" for review prior to access. This data source from the Florida Association of Court Clerks and Comptrollers provides current information on court cases for all 67 counties in Florida. In most cases a local clerk detail link is available on an individual case enabling users to go directly to the Clerk's website to view the progress docket; otherwise, the docket is available directly through the CCIS user interface in JIS.
➢ DAVID	Florida DHSMV policy requires POC or FAC to review Florida Statute 322.142(4) to determine if the user meets the qualifications to receive DHSMV photo/signature. Per DHSMV, non-criminal justice users are not permitted access to photos, signatures, and insurance policy numbers. To reset the selection, click on the RESET button. NOTE: User's driver license number is no longer required for DAVID access through JIS. This data source provides Florida driver history, vehicle, and vessel information as well as images. <u>Image and signature access are determined by statute and the user's agency.</u>
➢ DJJ	**Must possess the FDLE CJIS Security Awareness training, FDLE CJIS Limited Access certification, or FDLE CJIS Full Access certification to access this data source due to CJI data requirements.** DJJ policy allows access as outlined in Florida Statute 985.04. This data source provides information on Florida juvenile arrest, probation, commitments, dispositions, and juvenile booking photos on subjects under 24 years of age.
➢ DOC	**Must possess the FDLE CJIS Security Awareness training, FDLE CJIS Limited Access certification, or FDLE CJIS Full Access certification to access this data source due to CJI data requirements.** This data source provides information regarding the status of individuals who have been placed under the active supervision of the Florida Department of Corrections. It will also provide detailed information regarding arrest date, underlying offense and dates of supervision, and whether the individual is currently an absconder, active inmate, or released inmate.

➢ FCIC	**Requires FDLE CJIS Limited Access certification or FDLE CJIS Full Access certification.**
	Provides access to the FCIC Rap Sheet, FCIC/NCIC Hot Files, and FCIC/NCIC Protection Orders.
	
	NOT PERMITTED ACCESS TO THE NCIC PORTION OF THE HOT FILES AND PROTECTION ORDERS (examples below):
	    ➢ Any agency that is restricted from receiving NCIC data
	    ➢ Attorney General Bureau of Victim Compensation
	    ➢ Office of Criminal Conflict and Civil Regional Counsel
	
	FCIC – Rap Sheet: This data source provides the information regarding arrest history and disposition stored by the Florida Department of Law Enforcement. This is the traditional rap sheet providing detailed arrest information in order of oldest arrest first and most recent arrest last.
	
	FCIC – Hot Files: This data source provides information from the Florida Department of Law Enforcement regarding outstanding warrants, active-only protection orders, probationary statuses, as well as risk identifications such as, but not limited to, Violent Felony Offender of Special Concern (VFOSC), High Risk Sexual Offender (HRSO), Sexual Offender or Sexual Predator, and Habitual or Career Offender.
	
	NCIC – Hot Files: This data source provides information from the National Crime Information Center and the Interstate Identification Index regarding national warrants, active-only protection orders, sexual offender registrations, immigration violations, gang member alerts, terrorist alerts, and National Instant Criminal Background Check System (NICS) Denied Transaction File Notifications. Access to this information is not permitted by public defender staff or for civil-related functions not authorized by law.
	
	FCIC – Protection Orders (QPO): This data source provides information from the Florida Department of Law Enforcement and National Crime Information Center regarding Florida expired and cleared Protection Orders in addition to active Protection Orders. Access to the NCIC portion of this information is not permitted by public defender staff or for civil-related functions not authorized by law.
	
	NCIC – Protection Orders (QPO): This data source provides information from the National Crime Information Center regarding expired and cleared Protection Orders in addition to active Protection Orders from outside of Florida. Access to the NCIC portion of this information is not permitted by public defender staff or for civil-related functions not authorized by law.

➢ FCIC FL Summary Rap Sheet	**Requires FDLE CJIS Limited Access certification or FDLE CJIS Full Access certification.** Provides access to summarized Florida Rap Sheet. This data source provides information regarding arrest history and disposition stored by the Florida Department of Law Enforcement. This is a summarized format of the FCIC Rap Sheet that quantifies the arrest history listing total number of felony charges and convictions, total number of misdemeanor charges and convictions, total number of incarcerations, etc. The most recent arrest appears first, with the oldest arrest appearing last.
➢ FL Concealed Weapons Check	**Requires FDLE CJIS Limited Access certification or FDLE CJIS Full Access certification.** Provides access to Florida Concealed Weapons License information. RESTRICTION: Only local, state, and federal law enforcement and State Attorney offices are permitted access. This data source provides information on Florida concealed weapon license holders. Access to this information is allowed for the performance of lawful duties by law enforcement and state attorney staff only.

➤ NCIC	**Requires FDLE CJIS Limited Access certification or FDLE CJIS Full Access certification.**
	Provides access to the NCIC Rap Sheet and Out-of-State Driver License data.
	
	NOT PERMITTED ACCESS:
	   ➤ Any agency that is restricted from receiving NCIC data (examples below):
	      o Attorney General Bureau of Victim Compensation
	      o Department of Children and Families Adult Protective Investigators
	      o Department of Children and Families Human Services
	      o Office of Criminal Conflict and Civil Regional Counsel
	
	This data source provides information regarding all out-of-state and federal criminal history. Access to this information is not permitted by public defender staff or for civil-related functions not authorized by law.

SSN displayed in CCIS and DAVID responses	Used to determine if the user's job duties require access to view the full SSN or if they are limited to just the last 4 digits of the SSN in returned records specifically from CCIS and DAVID. If left unchecked, the user will only receive the last 4 of the SSN. To reset the selection, click on the RESET button.
Active Warrant Alert Calendar System (AWACS)	*LIMITED AGENCIES – CURRENTLY COLLIER AND LEE COUNTY ONLY* Access to AWACS should be restricted to those individuals who are required by their agency to review criminal history information on individuals attending the related hearings. Reviewing this information must not be for curiosity, but with specific, justifiable purposes. Access to AWACS must be granted based on the user's job duties and that the user possesses required FDLE CJIS Limited Access certification or Full Access certification. To reset the selection, click on the RESET button. AWACS, a component of the Judicial Inquiry System (JIS), was implemented as a result of the Andrew Widman Act. It provides an automated link between JIS, the Clerks of Court Comprehensive Case Information System (CCIS), the FCIC/NCIC warrant information systems, the Appriss booking system, and law enforcement agencies charged with execution of warrants. AWACS performs automated searches on individuals scheduled to appear at court events subsequent to First Appearance and provides a merged criminal history record and automatic notification to criminal justice personnel of outstanding warrants, current incarcerations, and FCIC/NCIC status alerts (High Risk Sex Offender Alerts, Violent Felony Offender of Special Concern Alerts, Absconder Alerts, Immigration Violator Alerts, etc.).

Primary County view	Ability to view subjects scheduled for court for their primary county for dockets and judges identified to JIS Administrators.
Primary County Admin	Administrative access permits users to add subjects to their primary county's AWACS calendar and initiate a re-running of a docket.
Circuit view	Ability to view subjects scheduled for court for their circuit for dockets and judges identified to JIS Administrators.
Circuit Admin	Administrative access permits users to add subjects to any AWACS calendars within their circuit and initiate a re-running of a docket

VFOSC & HRSO email notifications	***OPTIONAL TO RECEIVE - LIMITED ACCESS BASED ON JOB DUTIES*** *Requires Security Awareness training Level 2 or higher.* The JIS First Appearance calendar offers the option for CJIS-trained/certified (Level 2 or higher) users to receive email notifications when subjects who are flagged by FDLE or FDOC in FCIC as a Violent Felony Offender of Special Concern (VFOSC) and/ or High-Risk Sex Offender (HRSO) are fingerprinted. Emails should be restricted to personnel who must have access to this information as part of their job responsibilities. POCs and FACs are to inform JIS Support via email at jis_support@flcourts.org to have the user removed from notifications (e.g., job responsibilities changed, user separated from the agency). For more information of VFOSC and HRSO emails, please refer to the "JIS First Appearance Calendar User Manual." To reset the selection, click on the RESET button.

Primary County	JIS will only send email notifications originating from the user's primary county which should be identified at the top of page 1 of the application.
All counties within circuit	JIS will only send email notifications originating from all counties within the user's circuit.
Specific counties within circuit	JIS can send email notifications to the user from certain counties within their circuit as specified in this section of the application.

"First Appearance Calendar Access" section:

Access to the First Appearance Calendar must be restricted to those individuals who are required by their agency to review criminal history information on individuals attending First Appearance hearings. Reviewing this information must not be conducted for curiosity, but with specific, justifiable purposes.

Access to the First Appearance Calendar must be granted based on the user's job duties <u>and</u> that the user possesses required FDLE CJIS Limited Access certification or Full Access certification**:**

- **All Criminal Justice agency calendar users will <u>automatically</u> have access to the following data sources:**

  - CCIS
  - DAVID
  - DJJ
  - DOC
  - FCIC/NCIC Hot Files

  - FCIC Rap sheet
  - FCIC Summary Rap Sheet
  - NCIC Rap Sheet
  - Out-of-State DL (if searches are initiated by local agency calendar administrators)

Since access is automatically given to the data sources listed above, <u>please ensure that they are selected on page 1</u>.

Primary County access	Allows user to see first appearance data only for their county. Allows user to perform a re-query on the first appearance data only for their county.
Primary County access with Administrative features (add, delete, modify)	Allows user to see first appearance data only for their county. Allows user to perform a re-query on the first appearance data only for their county. Allows user to perform specific administrative functions only for their county such as adding and deleting subjects, modifying calendar cutoff times, and searching booking events (see JLA User Manual for details). Access to these features should limited to staff who manage their county's JIS calendar for First Appearance as changes made by the users will be seen by others who have access to that county's calendar.
Circuit access with Administrative features (displays all counties within circuit)	Allows user to see the first appearance data for all counties in their judicial circuit and perform re-queries on the first appearance data for all counties in their judicial circuit. All circuit wide access automatically includes administrative access. Allows user to perform specific administrative functions only for their county such as adding and deleting subjects, modifying calendar cutoff times, and searching booking events (see JLA User Manual for details). Access to these features should limited to staff who manage their circuit's JIS calendar for First Appearance as changes made by the users will be seen by others who have access to that circuit's calendars. Agencies authorizing circuit wide access may be asked to further justify the request due to the possibility of access crossing outside the user's jurisdiction.

User Acknowledgement section:

Terms of Usage ("By signing below, I understand…")	This section informs users of their responsibilities to safeguard information accessed from JIS and applicable penalties for violating terms of usage.
User Printed Name / User Signature / Date	**Required fields.** Each user must acknowledge by signature that they have read and understand the requirements and rules outlined in the Terms of Usage. Although we accept either electronic or digital signatures, we encourage the use of digital signatures as a more secure method since they require a password. **For more information or assistance on applying electronic and digital signatures, please contact your agency's IT department.** Enter date using the following format: *MM/DD/YYYY*.

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POC/FAC authorization:

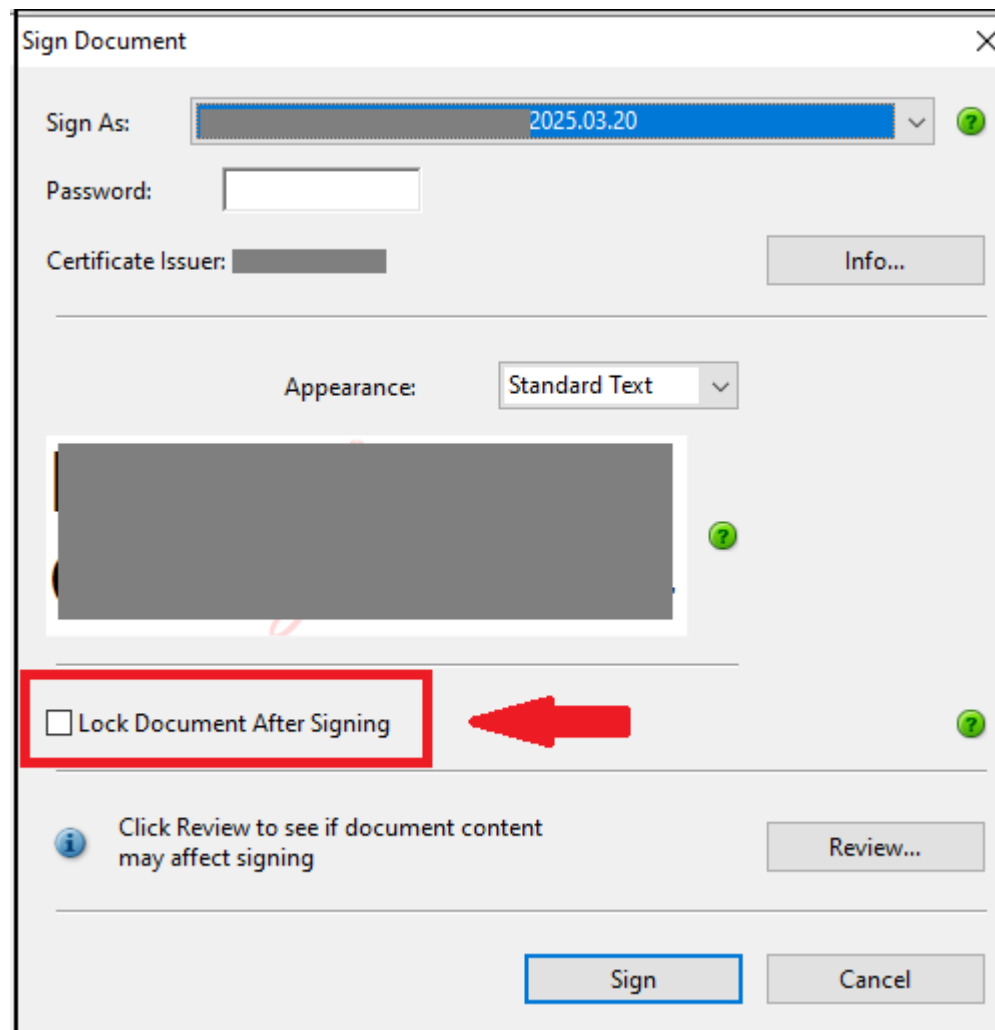| POC/FAC Printed Name / Signature / Date | **Required Fields**
Either the user's agency POC or FAC may sign the form approving access to the system and confirming all selections made on the form.

By signing the application, the POC or FAC is:

1. Authorizing the user to utilize JIS.
2. Confirming that the user possesses the appropriate CJIS training/certification to access the APPRISS, DJJ, DOC, FCIC, and NCIC data sources as well as the JIS First Appearance Calendar.

    NOTE: Points of Contact that do not serve as FCIC Agency Coordinators must communicate with their FAC (when applicable) to confirm the user's training/certification status.

==For more information or assistance on applying electronic and digital signatures, please contact your agency's IT department.==

NOTE: We also strongly encourage that the POC or FAC lock the document upon electronically/digitally signing the document PRIOR to submitting to JIS Support to prevent any unauthorized changes.

To lock the document, check the following setting presented by Adobe (see below screenshot):

Enter date using the following format: *MM/DD/YYYY*. |

Submission instructions	Submit application to jis_support@flcourts.org. They may be sent to JIS administrators' CJNet email addresses for purposes of encryption if the agency wishes; however, it must be sent from a CJNet account as well in order to maintain encryption. Although we accept either electronic or digital signatures, we encourage the use of digital signatures as a more secure method since they can require a password to apply a signature. Please allow 10 business days upon receipt of JIS administrators for processing.