



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary:** /s/ Christina K. Daly

**Date:** 6/2/2017

**Subject:** Provider Access to the Juvenile Justice Information System (JJIS) and JJIS Data

**Section:** FDJJ - 1205.60

**Originating Office:** Administrative Services

**Authority:** Section 282.318, Florida Statutes

**Related References:** Information Resource Security Standards & Guidelines (FDJJ 1205.30),  
User Password Policy (FDJJ 1225);  
Florida Administrative Code, Rule 71A-1 Florida Information Resource  
Security Policies and Standards;  
Mobile Devices Policy (FDJJ 1230)

**Purpose:** To establish standards for Provider access to the Department of Juvenile Justice (DJJ), Juvenile Justice Information System (JJIS) and JJIS data, in order to protect the integrity of confidential DJJ and JJIS data from unauthorized access, disclosure, and transmission.

**Offices Affected by the Policy:** All offices within the Department and all Department-approved and applicable Providers.

### **POLICY STATEMENT:**

- The Department grants approved Providers access to the Juvenile Justice Information System (JJIS) and JJIS data to assist them in the performance of their assigned duties and responsibilities.
- All applicant Providers requesting access to JJIS must sign a Provider JJIS Access User Agreement form which must be approved by the Department before access to JJIS and/or confidential Department data is granted.
- All applicant Providers requesting access to JJIS must read and acknowledge their understanding of this and related policies *prior* to system access.
- All Department and Provider personnel (e.g. Contract/Grant Managers, Data Integrity Officers, Provider Directors/Employees) must use due diligence to ensure all confidential Department information and data, and the information and data of youth under the care of the Department is accessible only to authorized users.

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- Access, disclosure, and transmission of any material deemed to be a violation of any federal, state or local law or rule, or Department policy is prohibited.
- Violation of this policy may result in revocation of system access and/or disciplinary action, up to and including dismissal and/or potential criminal prosecution pursuant to Sections 815, Florida Statutes.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.