



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Simone Marsteller

Date: 05/28/2019

Subject: Florida Crime Information Center (FCIC), National Crime Information Center (NCIC), Criminal Justice Network (CJNet), Judicial Inquiry System (JIS), and Driver and Vehicle Information Database (DAVID) Access and Use

Short Title: FCIC, NCIC, CJNet, JIS, and DAVID Access and Use

Section: FDJJ – 1805

Originating Office: Inspector General

Authority: F.S. 943.0525, Criminal Justice Information System use by State and Local Agencies
F.S. 943.053(3), Disposition Reporting
F.S. 815, Computer Related Crimes
F.S. 119, Public Records

Related References: Background Screening Policy and Procedure (FDJJ 1800, 1800P, & 1800PC)
Information Resource Security Standards and Guidelines* (FDJJ 1205.30)
Utilization of Information Technology Access Privileges and Resources* (FDJJ 1235)
Information Technology Compliance and Enforcement Policy and Procedures* (FDJJ 1240 & 1240P)
Computer Security Incident Response Team (C-SIRT) Policy and Procedures (FDJJ 1250 & 1250P)

**Located on the Department of Juvenile Justice Intranet website.*

Purpose: This policy establishes guidelines for acceptable use of FCIC, NCIC, CJNet, JIS, and DAVID resources. It identifies appropriate use, sets standards to prevent improper use, and outlines disciplinary action for Department of Juvenile Justice (Department) personnel.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

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POLICY STATEMENT:

- Use of the NCIC, FCIC, JIS, DAVID, and any system accessed via the CJNet is restricted to the administration of criminal justice or as otherwise specifically authorized or required by statute.
- Department state and contracted provider employees shall be held responsible for systems security and integrity, to the degree that his or her job requires the use of the FCIC, NCIC, CJNet, JIS, and DAVID. Fulfillment of these responsibilities shall be mandatory.
- Violations of security requirements or other provision of this policy may be cause for disciplinary action up to and including termination.
- The Department will immediately notify the Florida Department of Law Enforcement of any suspected compromise of the FCIC, NCIC, or CJNet.
- The Department will immediately notify the Florida Courts JIS support desk of any suspected compromise of the JIS system.
- The Department will immediately notify the Department of Highway Safety and Motor Vehicle support desk of any suspected compromise of the DAVID system.
- In the event of a computer security incident, action will be taken as outlined in the Department's Computer Security Incident Response Team (C-SIRT) Policy and Procedures (FDJJ – 1250 & 1250P).

PROCEDURES/MANUALS:

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