WASHINGTON COURTS

April 25, 2014

TO: JISC Data Dissemination Committee

FROM: Stephanie Happold, AOC Data Dissemination Administrator

RE: Non-Court IT Personnel Access to JIS

Issue

The AOC seeks direction from the JISC Data Dissemination Committee (DDC) in granting JIS access to local government non-court IT personnel.

Background

Courts are increasing requests to the AOC for court RACFIDs to be issued to non-court IT employees. Reasons for the access vary. Some examples of requests received by the AOC:

- Detailed explanations of particular projects in which non-court IT personnel are working on court-related computer systems;
- Non-court IT personnel need constant access to JIS to assist with the local government network communicating with the court system; and
- Simple statements that non-court IT personnel need access to assist in computer systems.

AOC is finding it increasingly difficult sort and review these requests and decide which ones are based on court needs and which requests are for convenience sake only. Furthermore, due to the confidential information stored in JIS, AOC has concerns about providing RACFIDs to non-court IT personnel and how these profiles are being set-up by the courts.

The JIS Committee (JISC) authorized the Data Dissemination Committee (DDC) to act on its behalf in reviewing and acting on requests for access to JIS by non-court users.[1] The DD Policy sets forth criteria which this Committee may use in deciding access:

- The extent to which access will result in efficiencies in the operation of a court or courts.
- The extent to which access will enable the fulfillment of a legislative mandate.
- The extent to which access will result in efficiencies in other parts of the criminal justice system.
- The risks created by permitting such access.[2]

[1] JISC Bylaws, Article 7, Secs. 1 and 2.
[2] DD Policy, Sec. IX.C.

During the February 28, 2014, DDC meeting, AOC Staff requested guidance from the DDC on how to handle these court requests. The Committee asked for recommendations from the AOC Staff and to provide this information at the next Committee meeting.

Recommendations

AOC Staff recommends to the DDC that the following information must be provided by the courts when requesting RACFIDs for non-court local government IT personnel:

1. Description of specific projects for which the non-court IT personnel are needed.
2. Explanation of why the non-court IT person needs the RACFID.
3. Explanation of why a RACFID is required for non-court IT personnel to monitor the local government system communicating with JIS.
4. Duration of the non-court IT personnel use of the RACFID. General estimates over a year should not be allowed, unless the court can provide reasons as to why the time estimate is appropriate.
5. Explanation why non-court IT personnel need access to the JIS system to support the court computer systems.

IT personnel should also sign a confidentiality agreement that will remain on file with the court. If a RACFID is provided to the non-court IT personnel, the account should be set-up with as limited access as possible.