DRAFT - Guidelines for Requesting a Court RACFID for Non-Court IT Personnel.

For the AOC to properly review any request for JIS access for non-court IT personnel, the following guidelines shall be used:

In the application form, the court must provide:

1. Description of the specific project for which the non-court IT personnel are needed.
2. Detailed explanation of why the non-court IT person needs the RACFID.
    a. If the need is for monitoring the local government system communicating with JIS, please provide an explanation of why a RACFID is needed.
    b. If the IT personnel is supporting court computer systems, please provide an explanation why non-court IT personnel need access to the JIS system to conduct this work.

In addition:

- All requests must include specific detail of why access is needed. General statements will be rejected.
- Access is granted for one-year. The court will have to re-apply for the individual at year end.
- Limit two.
- Authorized access will be given once the confidentiality agreement is signed and on-file with the court.
- Any profiles set up for non-court IT personnel shall be with as limited access as needed.
    - AOC will review if a profile can be created for the non-court IT personnel, but will need to know what access is needed. Temporary fix is to set-up as a court user with limited access as possible and revoke after a certain amount of time to switch to the IT profile.
- Background checks

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