Seattle Municipal Questions on JISC Rule 13 and JIS General Policies

JISC Rule 13

1. Seattle Municipal has used a separate system for over 20 years. What approval will Seattle Municipal have to get from the JISC for MCIS, per JISCR 13(b)?

   JISCR 13 has required JISC approval for alternate systems since 1976. Presumably, Seattle Municipal Court requested JISC approval when MCIS was developed.

2. JISCR 13(c) requires courts with alternative systems to comply with the data standards to receive JIS account funding. If AOC modifies the standards in the future, will courts be penalized by having equipment funds withheld if they no longer comply due to the modification?

   The JISC must approve any recommended changes to the JIS Data Standards. If the JISC approves future modifications to the standards, it is anticipated that the JISC will allow a transition period for courts to meet the modified standards.

JIS General Policies

1. Policy 4.1.8 requires court employees to review the confidentiality agreement for JIS users annually.

   a. Does this require courts to provide an annual agreement for employees to sign?

      No. The annual review of the confidentiality agreement is a best practice developed by the AOC security team. The provision does not require resigning of the confidentiality agreement, though many government agencies do require annual signature. The agreement simply requires the employee to re-read the agreement annually. It is a best practice because many people do not remember the contents of an agreement they may have signed many years before and have not seen since. As part of increased security precautions, AOC requires all employees to complete annual security training and reminds them of the contents of the confidentiality agreement.

   b. How do you define annual? Do employees sign the agreements at the beginning of the year or on the anniversary of their hire date?

      Each court may determine when to begin the annual period.

c. Are we expected to maintain these forms in the personnel file or send them to AOC?

The court maintains the original confidentiality agreement signed by the employee when first given access to JIS. There is no change in current practice regarding storage of the agreements.

2. General Policy 10.2 says the JISC implements and supports case management applications that provide baseline functionality to the courts. Who decides what baseline services a non-JIS system provides. We believe MCIS currently provides baseline services and would hope that AOC would focus on building a data exchange to allow access to MCIS by other courts.

   General Policy 10.2.1 addresses the baseline functionality that are or will be provided by current and future statewide systems. The level of baseline functionality was defined by the JIS Baseline Service Level Workgroup (a subcommittee of the JISC) and adopted by the JISC in 2011. The functionality of a future case management system for courts of limited jurisdiction is unknown until requirements are defined and the procurement process is complete. Policy 10.2.1 acknowledges that some courts may meet their local needs through alternative systems.