

Title: Administrative Policy Criminal Justice Information Systems Compliance	Policy No. Part 5, Staff Policies Chapter 1, Rules Section 7
	Effective Date December 17, 2019
Policy Custodian Safety & Compliance	Adoption/Revision Date December 17, 2019

Adopting Resolution(s): CC19-425

References (Statutes/Resos/Policies): Access Authorization and Identification Access Badges Policy; FBI CJIS Security Policy

Purpose: To establish roles and responsibilities of Jefferson County CJIS Employees and Other Individuals regarding Compliance with CJIS Standards.

A. Definitions

1. Criminal Justice Information (CJI): The abstract term used to refer to all FBI-provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including but not limited to: biometric, identity history, person, organization, property (when accompanied by any personally identifiable information), and case/incident history data.
2. Criminal Justice Information Systems (CJIS): The systems through which FBI CJI is provided to Jefferson County
3. CJIS Clearance means compliance with this Policy and any procedure that implements it.

B. Applicability:

1. This Policy shall apply to all county organizations, excluding the Sheriff and District Attorney.

C. Jefferson County Employees

1. CJIS clearance is required for any employee that:
 - Works with CJI
 - Has unescorted access to areas that house CJI or CJISs
 - Works in physical offices where CJI is handled;
 - Works with technology infrastructure, systems and applications that handle CJI.

2. Prior to employment or transfer to a position that requires CJIS Clearance, all employees shall complete fingerprinting and a criminal background check as specified in any procedure that implements this Policy.
3. Within 30 days of employment or transfer to a position that requires CJIS Clearance, employees must complete the appropriate training.
4. Employees that requires CJIS Clearance must report any arrest and/or disqualifying event (as defined in the Procedure(s) that implements this Policy) to their supervisor and the Safety and Compliance Division. Supervisors must immediately notify the Safety and Compliance Division.
5. Employees that requires CJIS Clearance must obtain and display a county badge with CJIS identification. (See Access Authorization and Identification Access Badges Policy)
6. The Jefferson County Personnel Rules will apply to situations where an employee fails to obtain CJIS certification or loses CJIS certification.

D. Other Individuals

1. All contractors, contractor employees, vendors and volunteers shall comply with this policy as well as any contractual terms implementing this policy.

E. Contracts

1. The county organization that uses contractors, contractor employees, vendors or volunteers in any situation that would require CJIS Clearance, shall inform the County Attorney's Office and Purchasing if CJIS certification is required.
2. The County Attorney's Office and Purchasing shall create appropriate purchasing and contracting terms to require CJIS certification when appropriate.