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Administrative Office of the Courts

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Acting Administrative Director of the Courts

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Directive #03-12

To: **Hon. Ariel A. Rodriguez**
Assignment Judges
Hon. Patrick DeAlmeida
Central Office Directors and Assistant Directors
Clerks of Court
Trial Court Administrators
Directors of Dedicated Funds
Counsel to the Administrative Director

From: **Glenn A. Grant, J.A.D.**

Subject: **Fingerprinting of Employees with Access to Criminal Justice Information Services (CJIS)**

Date: **April 24, 2012**

This Directive is hereby issued in accordance with the FBI Criminal Justice Information Services (CJIS) Security Policy issued on February 9, 2011. As required by the CJIS Security Policy, Judiciary employees, contractors and temporary employees who have access to unencrypted criminal justice information, including those with only physical and logical access to devices that store, process or transmit unencrypted criminal justice information, must be fingerprinted. Such Judiciary employees, contractors and temporary employees who previously have not been fingerprinted by the Judiciary, shall be fingerprinted as soon as possible, but no later than June 1, 2012, using the procedures set forth in the Background Check Policy for Judiciary Employees and Interns promulgated on April 11, 2012. We will provide you with a list of those employees in your respective areas of responsibility.

A record of the date the fingerprinting was performed for each employee, contractor and temporary employee shall be maintained in the employee's personnel file or contractor's retention file.

c: Chief Justice Stuart Rabner
Hon. Carmen Messano
Steven D. Bonville, Chief of Staff
Gurpreet M. Singh, Special Assistant
Human Resources Managers
Francesca Bianco, Chief, IT Security