



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE: 4/28/16
TO: Data Integrity Officers, MIS and Research Staff
FROM: Jeff Clarcq *JC*
SUBJECT: JJIS Permission Profiles

The Data Integrity Officers (DIOs) have completed a review of all profiles to increase consistency and compliance for JJIS permissions given statewide. The following profiles listed below have been vetted for use as statewide profiles for JJIS permission assignments. From this date forward DIOs will use a specified profile that best matches the users need. For positions that do not have a consistent permission base, the respective DIO for that area is responsible to review needed permissions and create a profile based on the specific needs of that position. When a profile is selected based on role selected from the approved permissions form (also attached) the permissions outlined will be granted once confirmation that the training has been completed and documented in Skillpro. Any additional permissions needed not listed in profiles for a specific user will be noted separately on the permission form. This process will ensure accurate permission assignments statewide and needed documentation for the Auditor General's Office.

Effective date is 4/28/16.

JC
Jeff Clarcq
DIO Supervisor,
Systems Management Analyst Supervisor