



Florida Department of
Law Enforcement

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Commissioner

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April 1, 2014

**CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION
TECHNICAL MEMO 2014-06**

TO: Criminal Justice Agencies
Criminal Justice Training Schools *JCP 4/1/14*

FROM: Director Jennifer C. Pritt
Criminal Justice Professionalism Division

SUBJECT: Emailing Criminal History Responses and Other Confidential Information

Recent concerns have been expressed regarding the use of emails to transmit sensitive information to FDLE and other entities. Confidential information, such as an officer's personal information or criminal history information, could possibly be intercepted by a third party and used illegally. Pursuant to the FDLE Criminal Justice Information Systems policies and procedures, it is a violation to email criminal history information using an unencrypted email or an email that is not encrypted to FBI CJIS Security Policy standards.

Effective immediately, agency personnel should not email officers' personal information or criminal history information to FDLE unless the email is produced and sent via "free email", available through the CJNet. General inquiries that do not contain confidential information may still be sent through traditional email providers; however, it is strongly suggested that all correspondence be routed through the CJNet for security purposes.

Entities using CJNet email accounts are secure in sending emails to other entities that have CJNet or FDLE email addresses. However, emails sent from a CJNet email address to any other email addresses may not be secure and could be subject to interception.

To request a CJNet email address, agency personnel will need to access the CJNet homepage and click on the "CJNet Email" link. Select "Request an Account", enter the information required, and select "Submit Your Request". If your agency maintains its email accounts on CJNet, you will need to contact your agency directly to determine how you may obtain a CJNET email account.

If you have any questions, please contact your regional field specialist or Training and Research Manager Terry Baker at 850-410-8688 or terrybaker@fdle.state.fl.us.

JCP/GWH/tb

cc: Criminal Justice Standards and Training Commission Members