

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: February 3, 2026 [X] Consent [ ] Regular  
[ ] Ordinance [ ] Public Hearing

Department: Department of Public Safety  
Submitted By: Department of Public Safety  
Submitted For: Division of Justice Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file:

- A) an executed Judicial Inquiry System (JIS) Interagency Agreement with the Office of the State Courts Administrator (OSCA) authorizing the Public Safety Department's Pretrial Services Program (PTS) to utilize the Florida Department of Law Enforcement's (FDLE) Criminal Justice Network, an intra-agency information and data sharing network for use by the State of Florida's criminal justice agencies for criminal justice background checks;
- B) an executed Criminal Justice Information Services (CJIS) Agency Contact form updated with PTS contacts; and
- C) a JIS Department of Highway Safety and Motor Vehicle (DHSMV) Access Certification Statement certifying PTS has appropriate internal controls in place to protect data.

**Summary:** On September 9, 2014, the Board of County Commissioners (BCC) approved a JIS Interagency Agreement (R2014-1339) and Criminal Justice Information System (CJIS) Agency Contact form (R2014-1340) with the Office of the State Courts Administrator OSCA. The JIS Interagency Agreement is a no-cost agreement with no expiration date. Execution of the updated JIS Interagency Agreement updates the points of contact and ensures that PTS will have comprehensive access to the criminal histories of individuals who fall within the scope of work performed by PTS, by allowing access to and retrieval of information from the Florida Crime Information Center as well as the National Crime Information Center. The JIS DHSMV Access Certification Statement certifies PTS has the appropriate internal controls in place to protect data from unauthorized access, distribution, use, modification, or disclosure. On December 19, 2023, the County Administrator received approval from the BCC to execute agreements and administrative documents associated with OSCA. The PTS program will use CJIS to access national and statewide criminal histories. Countywide (RS)

**Background and Justification:** PTS provides verified information to the First Appearance Court so that informed decisions are made regarding bonds for individuals appearing in that court. One of the functions involved in collecting the information is to perform a criminal history background check. The PTS program will use JIS to access national and statewide criminal histories and generate a court docket each day.

- Attachments:**
- 1) JIS Interagency Agreement
  - 2) CJIS Agency Contact Form
  - 3) JIS DHSMV Access Certification Statement

Recommended By: [Signature] 1/6/26  
Department Director Date

Approved By: [Signature] 1/13/26  
Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Personal Services	_____	_____	_____	_____	_____
Operating Expenses	_____	_____	_____	_____	_____
Capital Outlay	_____	_____	_____	_____	_____
Grants & Aids	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	_____*	_____	_____	_____	_____

# ADDITIONAL FTE

POSITIONS (Cumulative)      0      0      0      0      0

Is Item Included In Current Budget?    Yes \_\_\_\_\_    No \_\_\_\_\_  
Is this item using Federal Funds?      Yes \_\_\_\_\_    No \_\_\_\_\_  
Is this item using State Funds?        Yes \_\_\_\_\_    No \_\_\_\_\_

Budget Account Exp No: Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_ Obj. \_\_\_\_\_ Prog. \_\_\_\_\_  
Rev No: Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_ Rev. \_\_\_\_\_ Prog. \_\_\_\_\_

B. Recommended Sources of Funds/Summary of Fiscal Impact:

\*There is no fiscal impact associated with this agenda item.

C. Departmental Fiscal Review: 1/16/26  
KTC

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

1/7/2026  
OFMB      1/12/26  
Contract Dev. And Control

B. Legal Sufficiency:

1/13/2026  
Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
Department Director

This summary is not to be used as a basis for payment.



JUDICIAL INQUIRY SYSTEM (JIS) INTER-AGENCY AGREEMENT

This Agreement between the Office of the State Courts Administrator (OSCA) and

Palm Beach County Board of County Commissioners

Agency Name

301 North Olive Avenue, West Palm Beach, FL 33401

Agency Address

is for access to criminal history and other criminal justice-related information through the Judicial Inquiry System (JIS).

OSCA and the (Agency) agree as follows:

I. OSCA Obligations

- A. OSCA, as administrator of the Judicial Inquiry System (JIS), will provide the Agency with access to data sources for official business purposes.
- B. OSCA will provide access to the JIS at no cost to the Agency.

II. Agency Obligations

- A. The Agency agrees to:
  - 1. Abide by all applicable terms and conditions stated in the User Agreement between the following to the extent permitted by federal or state law:
    - Federal Bureau of Investigations (FBI) CJIS Security Policy
    - OSCA and Appriss Data User Agreement
    - OSCA and Department of Highway Safety and Motor Vehicle (DHSMV) Memorandum of Understanding
    - OSCA and Department of Juvenile Justice (DJJ) Memorandum of Understanding
    - OSCA and Florida Association of Court Clerks (FACC) Memorandum of Understanding
    - OSCA and Florida Department of Law Enforcement (FDLE) User Agreement
  - 2. Access JIS for official business purposes only.
  - 3. Abide by all applicable local, state, and federal laws, policies, procedures, and regulations relating to access to and use of criminal justice information to the extent permitted by federal or state law.
  - 4. Establish internal policies and procedures to ensure that all users comply with agreements listed above.
  - 5. Restrict use and dissemination of information obtained from JIS to performance of official business only in accordance with all applicable federal laws, state laws, court rules, and agreements listed above to the extent permitted by federal or state law.
  - 6. Maintain any information obtained from JIS in a location that will prohibit unauthorized access and destroy records containing such information in compliance with all applicable federal laws, state laws, court rules, and agreements listed above to the extent permitted by federal or state law.

7. Allow only approved personnel to access JIS.
8. Identify an FCIC Agency Coordinator (FAC), if applicable, and a Point of Contact (POC) who will approve user access to JIS.

The POC/FAC's responsibilities include, but not limited to, the following:

- Review and approve requests for JIS access based on users' job responsibilities.
- Notify JIS Administrators immediately to inactivate user access following separation from the Agency, user reassignment that no longer requires access, negligent, improper, or unauthorized use or dissemination of any information.
- Provide JIS Administrators with updated JIS Inter-Agency Agreement within thirty (30) days of change to the agency head, POC, and/or FAC. New accounts will not be set up until an updated agreement is fully executed.
- Complete audit requests initiated by OSCA JIS Administrators.
- Ensure the Agency's JIS users comply with policies and requirements within this agreement.
- Ensure the Agency's JIS users comply with internal agency policies, including auditing transaction, that apply to JIS usage.
- Must authorize each user's access to data sources that require CJIS certification or security awareness training.

9. Take steps to prevent a security breach caused by access and use of the site under this Agreement. If the Agency believes that there has been a breach of security the POC or FAC shall immediately notify OSCA JIS Administrators.
  10. Maintain security updates to computers or systems that access JIS. Take precautions against viruses, worms or any other cyber security threats that may impact JIS.
  11. Ensure data extracted from JIS that is stored or transmitted that is of confidential, private, or sensitive nature shall meet the Federal Bureau of Investigations (FBI) CJIS Security Policy encryption requirements or data source encryption requirements.
  12. Ensure that criminal justice information (CJI) is not transmitted to OSCA by any staff through any non-secure or unencrypted email system.
- B. The Agency understands that violation of these terms and/or the below cited laws may result in immediate revocation of JIS access, possible civil and criminal prosecution, and/or further disciplinary procedures.
- C. The Agency's failure to comply with laws, rules, and the user agreement shall constitute grounds for immediate termination of access. Access will remain revoked until the Agency complies with all rules and requirements.
- D. Access and use of JIS is governed by all applicable federal law, including the Federal Drivers Privacy Protection Act, and state law including but not limited to, the confidentiality requirements contained in chapter 119, Florida Statutes, sections 119.10, 39.0132, 501.171, 815, 839.26, 943.053, 984.06, 985.04, and Rule 2.420, Florida Rules of General Practice and Judicial Administration to the extent not in conflict with federal or state law.

- E. The Agency shall submit a DHSMV Annual Certification Statement to ensure proper and authorized use and dissemination of information. Failure to timely submit the certification statement may result in an immediate termination of this agreement.
- III. Other Terms and Conditions**
- A. OSCA reserves the right to approve or deny all requests for access to JIS.
- B. OSCA is not responsible for the content of any linked site or any updates to links provided on JIS. Links on JIS will enable the Agency to leave JIS and are provided as a convenience for the individual user. The inclusion of links does not imply any endorsement by OSCA.
- C. Either party may terminate this agreement upon thirty (30) days written notice to the other party. OSCA may terminate this agreement without notice if the Agency fails to comply with the terms of this agreement.
- D. This agreement constitutes the entire agreement of the parties and may not be modified without written agreement executed by both parties. Any amendments, alterations, variations, modifications, extensions, or waivers of provisions of this Agreement shall only be valid when they have been reduced to a written, duly approved, and signed by both parties.
- E. This agreement is valid for three years after the initial date of OSCA execution. The OSCA may also renew this agreement for an additional period of time not to exceed three years.
- F. The Agency and OSCA agree that this Agreement is subject to the provisions of section 768.28, Florida Statutes.
- G. The Agency agrees to assure that records pertinent to this agreement are available at all reasonable times for inspection, review, or audit by federal, state, or other personnel duly authorized by the OSCA. The Agency agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Florida Supreme Court Office of the Inspector General pursuant to section 20.055, Florida Statutes, or the Auditor General of Florida.

**JIS Point of Contact (POC) / FDLE FCIC Agency Coordinator (FAC) information**

- \* A minimum of **two (2) and a maximum of six (6)** individuals should be authorized as Agency Contacts.
- \* FAC must be designated if agency accesses FCIC/NCIC data . May serve as a POC.

POC ☒

FAC/Alt FAC ☒

Name: Caryle Decruise

E-mail: CDecruis@pbc.gov

Signature: Caryle Decruise

Phone: (561) 355-6308

Date: 11/03/2025

Digitally signed by Caryle Decruise

DN: DC=org, DC=pbcgov, OU=Enterprise, OU=PSD, OU=Users, CN=Caryle Decruise, E=CDecruis@pbc.gov

Reason: I am the author of this document

Location: your signing location here

Date: 2025.11.03 14:30:33-05'00'

Font: PDF Reader Version: 11.2.1

POC ☒

FAC/Alt FAC ☒

Name: Conrad Saddler

E-mail: CSaddler@pbc.gov

Signature: Conrad Saddler

Phone: (561) 688-4620

Date: 11/03/2025

Digitally signed by Conrad Saddler

DN: DC=org, DC=pbcgov, OU=Enterprise, OU=PSD, OU=Users, CN=Conrad Saddler, E=csaddler@pbc.gov

Reason: I am the author of this document

Location: your signing location here

Date: 2025.11.03 14:55:32-05'00'

Font: PDF Reader Version: 12.1.0

POC ☒ Name: Jessica Hidalgo


FAC/Alt FAC ☒ E-mail: JHidalgo@pbc.gov

Signature: Jessica Hidalgo

Phone: (561) 355-2326

Date: 11/03/2025

Digitally signed by Jessica Hidalgo J.  
DN: cn=Jessica Hidalgo J., email=JHidalgo@pbc.gov, ou=PSD, ou=Users, cn=#  
Reason: I am the author of this document  
2025.11.03 14:28:14-05'00'  
Form PDF Editor Version: 12.1.0



POC ☐ Name:

FAC/Alt FAC ☐ E-mail:

Signature:

Phone:

Date:

POC ☐ Name:

FAC/Alt FAC ☐ E-mail:

Signature:

Phone:

Date:

POC ☐ Name:

FAC/Alt FAC ☐ E-mail:

Signature:


Phone:

Date:

Palm Beach County Attorney's Office  
Governmental Center, Suite 601  
301 N. Olive Avenue  
West Palm Beach, FL 33401



Agency Head Approval:

Agency Head Name	Joseph Abruzzo	
Agency Head Title	County Administrator	
Agency Head Signature		Date: 12-5-20

OSCA Approval:

OSCA Address	500 South Duval Street, Tallahassee, Florida 32399-1900	
OSCA Official's Name	Roosevelt Sawyer, Jr.	
OSCA Official's Title	State Courts Technology Officer	
OSCA Official Signature		Date:



FLORIDA DEPARTMENT OF LAW ENFORCEMENT  
CRIMINAL JUSTICE INFORMATION SERVICES



CJIS AGENCY CONTACT FORM

Enter the pertinent information into this form and return it to FDLE by scanning and emailing the form to [CJISIDT@fdle.state.fl.us](mailto:CJISIDT@fdle.state.fl.us). Upon receiving this form a CJIS Service Area Information Delivery and Training (ID&T) Member will contact each designee to discuss training available for these appointed positions. Once the CAC has been appointed by the User Chief Executive Officer, the CAC shall have the authority to appoint personnel to serve in other designated CJIS positions and sign subsequent agency contact forms.

Date: 11/4/2025

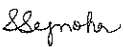
Agency Name: PBC Board of County Commissioners, Department of Public Safety, Pretrial Services Agency ORI: FL 050013B

Physical Address: 301 North Olive Ave., West Palm Beach, FL 33401

Mailing Address (if different): 205 North Dixie Hwy, Room 2.2400, West Palm Beach, FL 33401

Agency Main Phone: 561-688-4620 Agency Alt Phone: 561-355-6308

Agency Fax: 561-355-1559 FCIC/NCIC Record Entering Agency: YES ☐ NO ☒

User Chief Executive Officer Signature:  Digitally signed by Stephanie Sejnoha  
Date: 2025.11.25 16:12:31 -05'00'

User Chief Executive Officer Printed Name: Stephanie Sejnoha

CJIS Agency Coordinator (CAC)

Name: Conrad Saddler Email: csaddler@pbc.gov

Phone #: 561-688-4620 Cell Phone: 561-801-5097

Local Agency Security Officer (LASO)

Name: Michael Gargiulo Email: MGargiulo@pbc.gov

Phone #: 561-355-2389 Cell Phone:

Alternate Local Agency Security Officer (ALT - LASO)

Name: Email:

Phone #: Cell Phone:

CJIS Agency Contact Form

Date: 11/4/2025 Agency ORI: FL 050013B User Chief Initials:

FCIC Agency Coordinator (FAC) ☐ N/A  
Name: Conrad Saddler Email: csaddler@pbc.gov  
Phone #: 561-688-4620 Cell Phone: 561-801-5097

Alternate FCIC Agency Coordinator (ALT- FAC) ☐ N/A  
Name: Jessica Hidalgo Email: JHidalgo@pbc.gov  
Phone #: 561-355-2326 Cell Phone: 561-727-9883

FALCON Application Access Administrator (AAA) ☐ N/A  
Name: Caryle Decruise Email: CDecruis@pbc.gov  
Phone #: 561-355-6308 Cell Phone: 561-408-5266

CJIS Online Administrator  
Name: Conrad Saddler Email: csaddler@pbc.gov  
Phone #: 561-688-4620 Cell Phone: 561-801-5097

CJIS Online Secondary Administrator ☐ N/A  
Name: Jessica Hidalgo Email: JHidalgo@pbc.gov

nexTEST Administrator  
Name: Conrad Saddler Email: csaddler@pbc.gov  
Phone #: 561-688-4620 Cell Phone: 561-801-5097

nexTEST Secondary Administrator ☐ N/A  
Name: Jessica Hidalgo Email: JHidalgo@pbc.gov

License Plate Reader (LPR) Contact ☐ N/A  
Name: Email:  
Phone #: Cell Phone:



CJIS Agency Contact Form

Date: 11/4/2025      Agency ORI: FL 050013B      User Chief Initials: \_\_\_\_\_

N-DEx Agency Coordinator (NAC) ☐ N/A

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Red Light Camera (RLC) Contact ☐ N/A

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

THE FOLLOWING DESIGNATIONS ARE REQUIRED FOR ENTERING AGENCIES ONLY

Validations Administrator

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Validations Secondary Administrator

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Public Access System (PAS) Tip Information

PAS Tip E-mail Address: \_\_\_\_\_ PAS Tip Phone #: \_\_\_\_\_



## Office of the State Courts Administrator

### JUDICIAL INQUIRY SYSTEM (JIS) DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLE (DHSMV) ACCESS CERTIFICATION STATEMENT

Under penalty of perjury I have read the requirements contained in the Memorandum of Understanding, Florida Administrative Code, Rule Chapter 60GG-2 (Formerly 74-2, FAC), and the Department of Highway Safety and Motor Vehicles Vendor IT Security Policy and declare that the following is true:

The Requesting Party,

PBC Board of County Commissioners, Dept of Public Safety-Pretrial Services

*(Agency Name)*

hereby certifies that the Requesting Party has appropriate internal controls in place to ensure that the data is protected from unauthorized access, distribution, use, modification, or disclosure. This includes policies/procedures in place for both personnel to follow and data security procedures/policies to protect personal data. The data security procedures/policies have been approved by a Risk Management IT Security Professional or internal auditor.



Agency Head Signature

Joseph Abruzzo

Printed Name

County Administrator

Title

PBC Board of County Commissioners

Agency Name

Date

12/5/25