

HONOLULU POLICE DEPARTMENT
POLICY
AUXILLARY AND TECHNICAL SERVICES

May 9, 2016

Policy Number 8.25

JUVENILE JUSTICE INFORMATION SYSTEM

POLICY

Juvenile computer records shall remain confidential at all times. Anyone other than specific law enforcement personnel in Hawaii shall be referred to the Family Court for juvenile-related information.

PROCEDURE

I. **INFORMATION MAINTENANCE**

- A. A juvenile shall be given only one identification number regardless of the number of arrests or reported incidents of runaway, etc.
- B. The Communications Division shall enter information relative to runaways, the status of juveniles, and appropriate cancellations into the computer system as the information is received.
- C. The Juvenile Services Section, Community Affairs Division, shall be responsible for verifying and updating all entries and cancellations in the juvenile file.

II. **JUVENILE JUSTICE INFORMATION SYSTEM (JJIS) ACCESS**

The Juvenile Justice Information Committee has granted the Chief of Police discretionary power with regard to access rights to the JJIS. The Chief of Police has approved access for officers and civilian personnel in specific positions within the department. Access is controlled via the element computer liaisons; refer to section IV below.

III. CONFIDENTIALITY

- A. Elements and individuals authorized to access confidential records are governed by Chapter 846D, JJIS, Hawaii Revised Statutes.
- B. Division-level commanders shall select and supervise all persons authorized to have direct access to the information or to any terminals or stations by which the information is transmitted.
- C. Individuals shall be responsible for the security of the juvenile justice data that the agency has received or can receive. There must be no unauthorized access, disclosure, or dissemination of information regarding juveniles classified as victims, witnesses, complainants, or nonoffenders.

IV. ACCESS PROCEDURE

The element computer liaison must submit two forms each time that any one of the following occurs: an individual is granted access to the JJIS; an individual's JJIS access profile changes; or an individual's access to the JJIS is removed because he or she leaves the element (through transfer, promotion, dismissal, retirement, etc.).

- A. The Department of Information Technology (DIT) Security Request-Add/Change/Delete/Transfer User e-form is submitted to the department's security liaison in the Information Technology Division (ITD) for processing and submission to the DIT.

May 9, 2016

Policy Number 8.25

Page 3

- B. The JJIS User Security Request, HPD-513 form, is also submitted to the department's security liaison in the ITD. (For a new user, the form is submitted when he or she completes new user training.) The form is reviewed and then submitted to the JJIS security liaison in the Department of the Attorney General.


LOUIS M. KEALOHA
Chief of Police

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board for one week

Policy first issued
as Procedure 9.09
on October 31, 1997