

ALACHUA COUNTY
BOARD OF COUNTY COMMISSIONERS

RESOLUTION NO. 2022 - 60

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA; AUTHORIZING THE ALACHUA COUNTY MANAGER TO EXECUTE AND PROVIDE TO THE OFFICE OF STATE COURTS ADMINISTRATOR CERTIFICATION STATEMENTS RELATED TO THE JUDICIAL INQUIRY SYSTEM; FOR ANY SUPPLEMENTAL ADDENDUMS THERETO; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Alachua County Department of Court Services (“Department”) is a department of the Board of County Commissioners of Alachua County (“Board”); and

WHEREAS, as part of their operations and job duties, certain approved employees in the Department access criminal history and other criminal justice-related information through a Judicial Inquiry System (“JIS”), which is administered by the Office of the State Courts Administrator (“OSCA”); and

WHEREAS, OSCA requires entry of a Judicial Inquiry System Inter-Agency Agreement and for annual certification statement(s) to be provided by Alachua County regarding use of the JIS; and

WHEREAS, JIS contains data which may be confidential or held protected by the State of Florida, Department of Highway Safety and Motor Vehicles; and

WHEREAS, the County Manager is best suited on behalf of the Board to provide annual certifications and statements indicating that Alachua County has adequate controls and protections in place regarding access to JIS and protections of data contained therein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. Recitals. The foregoing recitals are incorporated herein.

SECTION 2. Resolution. The Board authorizes the County Manager to execute and provide to the Office of the State Courts Administrator (OSCA), on behalf of Alachua County Board of County Commissioners (Alachua County), any certification statements and any addendums thereto, required or requested by OSCA or State of Florida, Department of Highway Safety and Motor Vehicles (DHSMV) for the Judicial Inquiry System (JIS). The County Manager is designated as agency head for purposes of such certifications.

SECTION 3. Resolution. The Board may revoke this delegated authority at any time. A certified copy of this Resolution will be forwarded to OSCA with the certification statements.

SECTION 4. Effective Date. This Resolution shall become effective upon approval by the Board of County Commissioners of Alachua County, Florida.

DULY ADOPTED in regular session, this 14th day of June, 2022.

**BOARD OF COUNTY COMMISSIONERS OF
ALACHUA COUNTY, FLORIDA**

ATTEST:

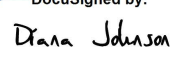


J.K. "Jess" Irby, Esq.
Clerk of Court

BY: 

Marihelen Wheeler, Chair
Board of County Commissioners

APPROVED AS TO FORM

DocuSigned by:

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County Attorney

(SEAL)

Charles T. Canady
Chief Justice

Allison C. Sackett
State Courts Administrator

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,

(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

Marihelen Wheeler

Printed Name

Chair

Title

Alachua County Board of County Commissioners

Agency Name

June 14, 2022

Date

DocuSigned by:

Diana Johnson

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Diana Johnson

CountyAttyOffice

Certificate Of Completion

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trouse@alachuacounty.us

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Diana Johnson

dmjohnson@alachuacounty.us

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Electronic Record and Signature Disclosure:

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Steve Donahey

asd@alachuacountyclerk.org

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Security Checked

6/14/2022 1:36:45 PM

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Alachua County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: mguidry@alachuacounty.us

To advise Alachua County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at mguidry@alachuacounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Alachua County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to mguidry@alachuacounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Alachua County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to mguidry@alachuacounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to **'I agree to use electronic records and signatures'** before clicking **'CONTINUE'** within the DocuSign system.

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- Until or unless you notify Alachua County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Alachua County during the course of your relationship with Alachua County.









Item #13, 22-0435

Final Audit Report

2022-06-16

Created:	2022-06-15
By:	Steve Donahey (asd@alachuaclerk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAD_dTxp8onggxVCtTERtFLBLD4tIRzoK

"Item #13, 22-0435" History

-  Document created by Steve Donahey (asd@alachuaclerk.org)
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-  Document emailed to bocccchairsignature@alachuacounty.us for signature
2022-06-15 - 2:46:42 PM GMT
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2022-06-16 - 7:55:25 PM GMT - IP address: 149.19.43.13
-  Document e-signed by Marihelen Haddock Wheeler (bocccchairsignature@alachuacounty.us)
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-  Document emailed to jki@alachuaclerk.org for signature
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-  Document e-signed by J.K. "Jess" Irby, Esq. (jki@alachuaclerk.org)
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-  Agreement completed.
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