Criminal History, PA Only Criminal History and Criminal Justice User roles are subject to CHRIA. The following information, from the CHRIA handbook, is in effect for these three roles.

Criminal Justice Agencies Include: Pennsylvania State Police, Municipal Police Departments, County, Regional, and State Correctional Facilities, DPW's Bureau of State Children and Youth Programs, Office of Attorney General, Parole Boards, Pardon Boards, Sheriff's Departments, County Detectives, Clerk of Courts, Act 120 certified College/University, Housing, and Transit Police departments.

Criminal Justice Agencies are defined by the Act in Section 9102 (18 Pa. C.S.A. § 9102)

1. Any court including the minor judiciary. Note: The Court must have criminal jurisdiction.

2. Governmental Agency or subdivision thereof, a) must be created by state or federal constitution and authorized to perform as its primary function the administration of criminal justice. It must also allocate a substantial portion of its annual budget to this function.

   Administration of Criminal Justice is defined as: the activities directly concerned with the prevention, control or reduction of crime, the apprehension, detention, pretrial release, post trial release, prosecution, adjudication, correctional supervision or rehabilitation of accused persons or criminal offenders; criminal identification activities; or the collection, storage, dissemination or usage of criminal history record information.

3. Agencies determined to be criminal justice agencies by the Office of Attorney General after review of applicable statutes.

   Criminal Justice Agency is defined as: Any court, including the minor judiciary, with criminal jurisdiction or any other governmental agency, or subunit thereof, created by statute or by the State or Federal constitutions, specifically authorized to perform as its principal function the administration of criminal justice, and which allocates a substantial portion of its annual budget to such function. Criminal justice agencies include, but are not limited to: organized State and municipal police departments, local detention facilities, county regional and State correction facilities, probation agencies, district or prosecuting attorneys, Department of Public Welfare, Department of Banking, Department of Insurance, parole boards, pardon boards and such agencies or subunits thereof, as are declared by the Attorney General to be criminal justice agencies as determined by a review of applicable statutes and the State and Federal constitutions or both.

Note: Magisterial District and Municipal Court Judges fall under the authority of the Supreme Court and are not permitted direct access to Criminal History and Driver History information as part of their official duties.

Security Roles

User Role & Entitlements	Description	Intended Audience	Training Requirements
The roles described in this table give JNET users access into various applications in the system. By default, any user set to the role of NONE will only have access to the JNET Home Page.			
Criminal History User (CH)	This role provides the highest level of access to criminal history records that JNET can provide. Users requesting access to this role must work for a criminal justice agency as defined by the Criminal History Records Information Act (CHRIA) and require access to Criminal History Records as part of their official duties conducted in the administration of criminal justice.	Police Officers, County Detectives, Park Police, Campus Police, Capitol Police, Adult and Juvenile Probation Officers, Sheriff's Officials, District Attorney Officials, Prison Officials, Central Booking Agents, Intelligence Officers, Liquor Control Enforcement, Parole Agents, DPW Bureau of State Children and Youth Programs. Federal Agency personnel with Investigative or Arrest capabilities: FBI, DEA, US Postal Inspector, Federal Probation, US Courts, Department of Defense, US Marshal Service, INS, ATF, US Prisons, etc., Children and Youth Services. **Note:** Under the Adam Walsh Child Protection and Safety Act of 2006, Children and Youth Services are now authorized to access NCIC.	JNET Overview JNET CLEAN or PSP CLEAN **Note:** A PSP CLEAN Certified User does not need to take JNET CLEAN Class only JNET Overview. **Note:** NCIC training only is not sufficient for JNET
PA Criminal History User (PA-CH)	This role provides PA only access to criminal history records. Users requesting this role must belong to an organization that has been approved by the Attorney General or the PSP Control Terminal Officer. PA-CH users do not have access to NCIC information. Users requesting access to this role must work for a criminal justice agency as defined by the Criminal History Records Information Act (CHRIA) and require access to Criminal History	Pennsylvania Commission on Crime and Delinquency, and Pennsylvania Commission on Sentencing. Generally, it is anyone granted access to Criminal History Information by the PA legislature, but not by the Federal Bureau of Investigation.	JNET Overview JNET CLEAN or PSP CLEAN **Note:** NCIC training only is not sufficient

User Role & Entitlements	Description	Intended Audience	Training Requirements
	Records as part of their official duties conducted in the administration of criminal justice.		
Criminal Justice User (CJ)	Access to all criminal justice information available within JNET, but not PSP CCHRI. May be subject to CHRIA statute provisions and audit requirements. This is the default setting for JNET users who belong to a Criminal Justice or Law Enforcement Agency before they complete CLEAN Certification. Users requesting access to this role must work for a criminal justice agency as defined by the Criminal History Records Information Act (CHRIA).	Police Officers, Adult Probation Officers, Juvenile Probation Officers, Sheriff's Officials, District Attorney officials, Prison Officials, Law Clerks, Bail Agencies (which are part of the court system, no independent agencies), Department of Banking, Department of Insurance, Department of Public Welfare and Children and Youth Services. **Note:** This role is assign to Users, before JNET CLEAN certification.	JNET Overview
Non-Criminal Justice User (Non-CJ)	Access to all public information available within JNET, secure Web mail and Penn DOT Photos. Has limited access to criminal justice information through AOPC and no access to PSP CCHRI.	Pennsylvania Commission on Crime and Delinquency, Pennsylvania Commission on Sentencing, Treasurers' Office, Prothonotary, Information Tech staff Generally, persons in this category do not have employment with a criminal justice agency, but support a criminal justice agency during the course of their duties.	JNET Overview

User Role Descriptions

Administrative Roles

User Role & Entitlements	Description	Intended Audience	Training Requirements
These roles are assigned to individuals with system or organization administration function. These roles can be assigned to any person with a security role inside of JNET. Currently, Sponsors do not have to be assigned to any security role in JNET.			
Registrar	JNET Registrars are responsible for entering and maintaining all JNET Users from their organization in the JNET Directory.	Responsible personnel with approval from the County/Agency Point of Contact who agree to retain the records for JNET access and enter potential JNET users into the JNET Directory Server.	JNET Overview JNET Registrar Class and a basic understanding of the Sponsor's role
Sponsor	The sponsor provides accurate information to the Registrar about the potential JNET Users before they are entered into the system.	A Responsible person in an agency who is familiar with JNET and the User Roles. This person must have authority over the people they sponsor in order to hold them accountable for their behavior while using JNET. They could start proceedings to dismiss them from service from their agency, if necessary.	JNET Overview And a basic understanding of the Registrar's role
Technical Support	This access is not for accessing JNET records. This role is for vendors performing enhancements or maintenance on JNET Applications.	This role is not intended for users outside of the JNET office. User role is usually set to "None," Unless otherwise specified by their Manager.	JNET Staff Overview, JNET Staff Security Training JNET Criminal History Class
JTAC Administrator (JTAC)	The JTAC Admin is the point of contact for County/State/Federal Agencies concerning all criminal history information access by JNET CH users. In this capacity, the JTAC Admin takes direction from the MTAC on matters concerning access to CLEAN through JNET. Agencies wishing to gain access to CH must have an individual designated as the JTAC Admin for the County or	Criminal Justice Agencies with authority to access CLEAN/ NCIC/Nlets transactions through JNET are required to assign one person to perform the duties of the JTAC. Applications include JTAC Application (modify Directory) JNET CLEAN Audit Log file (upon request)	JNET Overview JNET Criminal History Class or PSP CLEAN Certification Class JNET JTAC training.

User Role & Entitlements	Description	Intended Audience	Training Requirements
	Agency. This individual shall be employed by a criminal justice or law enforcement agency. He or she must successfully complete JTAC training. In this capacity, the JTAC Admin is responsible for: (1) Policy Compliance, (2) Disseminating Policies and Procedures, (3) Enforcing Policies and Procedures, (4) Administering CLEAN Certification, (5) Assisting with Agency Audits, (6) A-JTAC Training and Certification, (7) JNET/CLEAN Training, (8) Ensuring CH Record Expungement. JTAC Administrators may develop their own internal policies as long as they are based on the policies outlined here or the CLEAN AR.	PennDOT Audit Log file	
Agency JTAC (AJTAC)	The person assigned as the point of contact for an agency with the County to serve as an assistant to the JTAC Administrator. This person can also serve as a back up within a State or Federal Agency. The agency JTAC assumes the same responsibilities as the JTAC Administrator regarding CH users in their department. The AJTAC takes all directions from the JTAC Administrator and serves as a liaison for their department.	CH users within the agency	JNET Overview JTAC Training

Application Roles for Hosted Applications

User Role & Entitlements	Description	Intended Audience	Training Requirements
The following hosted applications require the user to have the appropriate entitlement in order to gain access.			
JTS	Juvenile Tracking System hosted by Juvenile Court Judges Commission		
JTS Download	Has access to Juvenile Court Disposition data is currently available from counties who have had PaJCMS Web version deployed and are replicating to JTS or have had an interface built from their own case management system. In addition, the download functionality gives PaJCMS users the ability to request the download of specific juvenile profile information (i.e. Address History, Schools Attended, Relations) into their county Juvenile Database.		
JTS View	Has access to Juvenile Court Disposition data is currently available from counties who have had PaJCMS Web version deployed and are replicating to JTS or have had an interface built from their own case management system.	Juvenile Probation Officers, Adult Probation Officers, District Attorneys, Assistant District Attorneys, Detectives within the DA's Office that are generally engaged in the prosecution of juvenile cases, DOC and County Corrections.	JNET Overview JNET JTS Overview
JTS None	Default setting for Non Juvenile and Prosecution Officials		
SGS Web	A JNET User with a role assignment of CJ, Non-CJ, CH, or PA-CH could be eligible for SGS Web permissions.		
SGS Administrator	Reserved for PCS only	Commission Only, No county/agency JNET users.	PCS In House Training

SGS County Administrator	The SGS County Administrator represents the county in all SGS related matters. This person must be able to communicate with county criminal justice practitioners, information systems personnel, and SGS users. In addition, this person is responsible for communicating with the JNET registrar to authorize user roles for county SGS users. The registrar cannot add SGS users or make changes to SGS roles without verification from the SGS County Administrator. The SGS County Administrator has the responsibility for any data management permitted at the county level. This includes submission and deletion of cases, modifying county-specific codes (on a very limited basis), modifying permissions for county users, and producing county-specific reports.	District Attorney, Assistant District Attorney, Clerk of Courts, Adult Probation Officer, Probation Supervisor, Probation Directory, Law Clerk, Court Administration Note: Any authorized personnel in the county may be assigned as this role, subject to the PCS approval.	PCS Sentencing Training, JNET Overview
SGS County User	PCS County Users have access to all offender information for their county (and to limited offender information in other counties). The PCS County User role is open to any JNET security level. Authorized county users can prepare, change, or submit (with permission) information in the database and mark records for deletion.	District Attorney, Clerk of Courts, Adult Probation Officer, Law Clerk Note: Any authorized personnel in the county may be assigned as this role, subject to the PCS approval.	PCS Sentencing Training JNET Overview
SGS System Administrator	Reserved for PCS only	Commission Only, No county/agency JNET users	PCS In House Training
SGS User	Reserved for PCS only	Commission Only, No county/agency JNET users	PCS Sentencing Training JNET Overview
SGS Read Only	Read Only users have access to all offender information from their county, or for particular offenders in the PCS database.	District Attorney, Clerk of Courts, Adult Probation Officer, Law Clerk, Judge, Prison Officials, Department of Corrections staff, etc.	PCS Sentencing Training JNET Overview

SGS none	Default Setting for Non Sentencing Users		
FSG - PCS Guidelines User	PCS Guidelines		
PENNDOT	PENNDOT User roles are accessible by Non-Criminal Justice, Criminal Justice, PA Criminal History, and Criminal History users.	**Note:** Users assigned the Photo & History application role must work for one of the agencies identified in Section 6328 of the Pennsylvania Vehicle Code or an agency approved by PENNDOT.	
PENNDOT User None	This is the default condition before the Registrar assigns a user role. It is also possible for the Registrar to downgrade a person to not having access to PENNDOT information.	Non-criminal justice users who do not have permission to see Driver License Photos and information.	
PENNDOT Driver Photos	All JNET users who are not otherwise denied access to PENNDOT Photos	All JNET users. A Criminal History user could be downgraded to this role.	JNET Overview
Driver Photos and History	This is highest level of Access to PENNDOT photos and information that can be obtained.	Criminal Justice users, PA Criminal History Users, or Criminal History users as designated by Section 6328 of the PA vehicle Code. These groups are as follows: State and Local Police, District Attorneys and the Office of the Attorney General, Judges of the Pennsylvania Courts including Magisterial District Judges, State and County Probation and Parole Officers, Federal Justice Agencies, State and County Corrections Departments, County Sheriff's Departments, Children & Youth Services. **Note:** Non-Criminal Justice users do not have sufficient permission to be PENNDOT Driver History Records. Therefore, Registrars are not permitted to grant Driver History access to	JNET Overview

		Non Criminal Justice users.	
Vehicle Registration	The PennDOT Certified Vehicle Record Abstract provides JNET users with access to PennDOT's Certified Vehicle Records.	Criminal Justice and Criminal History users of State and Local Police Departments only.	
FSG: PCS Guidelines	The sentencing guidelines form provides DOC and PBPP users with offense information including offense gravity score (OGS), prior record score (PRS), sentencing guideline ranges and final sentence imposed.	Criminal Justice users, Criminal History User. SGS Final Guidelines are accessible to Depart of Corrections and the PA Board of Probation and Parole users only.	JNET Overview
Juvenile watch list inquiry	This new application provides authorized users with the ability to query county juvenile probation records via secure JNET.	Police, Adult Probation, Juvenile Probation, Corrections, and District Attorney's	JNET Overview
DOH Birth record inquiry	As part of the Deficit Reduction Act of 2005, the Federal Gov't required individuals claiming US citizenship to provide satisfactory documentary evidence of citizenship or nationality when applying for Medicaid. The DOH Birth Record Inquiry provided DPW's County Assistance Offices access to electronic copies of Birth Certificates from DOH and drives licenses from PennDOT.	This application is **restricted** to authorized DPW – CAO workers only.	JNET Overview DPW Training
JNET Facial Recognition	The Facial Recognition Investigative Search software allows users to compare an unknown individual's image to those archived in the Commonwealth of Pennsylvania's Photo Imaging Network (CPIN).	Criminal History Users – Law Enforcement only. **Note:** Upon completing the required training, JNET staff will assign the entitlement to user's profile.	JNET Overview Web CPIN JNET CLEAN or PSP CLEAN JFRS Training
cNET	cNET is a Web-based law enforcement records management system sponsored by the PA Chiefs of Police Association.	Law Enforcement only. Participation is determined by the PA Chiefs of Police Association.	JNET Overview cNET Training

* A user with any security role can be a Registrar; however, that user must take Registrar Training.
** The SGS County Admin does not have to be a JNET user, unless they use JNET as part of their SGS County Admin job.

JNET Application Access by User Role

Application	Non-CJ User	CJ User	PA-CH User	CH User
Address Search	✓	✓	✓	✓
AOPC Appellate Court	✓	✓	✓	✓
AOPC CPCMS Web Docket Sheets	✓	✓	✓	✓
AOPC DJ (Advanced Search)	✓	✓	✓	✓
AOPC MDJ Web Docket Sheet	✓	✓	✓	✓
AOPC Officer Lookup		✓	✓	✓
AOPC PSI CCE Database, Application, and Notification				
AOPC Warrant Search		✓	✓	✓
cNET		✓		✓
DOC County Transfer Reports				
Electronic Reporting Statistics		✓	✓	✓
ERII*	✓	✓	✓	✓
JNET Enhancement Requests				
JTAC Database Application (Training/Certification Required)			✓	✓
Justice Data Flexible Search	✓	✓	✓	✓
- PSP Criminal History Summary (QH)			✓	✓
- AOPC Court Case List Data	✓	✓	✓	✓
- AOPC Emergency Protection From Abuse (EPFA)		✓	✓	✓
- County Probation		✓	✓	✓
- DOC Classification Data		✓	✓	✓
- DOC County Corrections		✓	✓	✓
- DOC Inmate Location		✓	✓	✓
- DOC Inmate Sentence		✓	✓	✓
- DOC Inmate Summary		✓	✓	✓
- DOC Photos		✓	✓	✓
- PBPP Offender Info		✓	✓	✓
- PBPP Offender Photos		✓	✓	✓
- PCS Final Guidelines		✓	✓	✓
- PSP CPIN Arrest Photos		✓	✓	✓
- PSP Protection Orders			✓	✓

User Role Descriptions

Application	Non-CJ User	CJ User	PA-CH User	CH User
- PSP Rap Sheets			✓	✓
Justice Data - Master Name Look up			✓	✓
Justice Data – Domestic Relations Warrant Search		✓	✓	✓
Justice Data - PCCD Constable Query	✓	✓	✓	✓
Justice Data - PCCD Deputy Sheriff Query	✓	✓	✓	✓
Justice Data - SID/OTN Lookup	✓	✓	✓	✓
Justice Data - Search by SID		✓	✓	✓
- AOPC Case List		✓	✓	✓
- County Correction		✓	✓	✓
- County Probation		✓	✓	✓
- DOC Inmate Classification		✓	✓	✓
- DOC Inmate Misconduct		✓	✓	✓
- DOC Inmate Photos		✓	✓	✓
- Inmate location		✓	✓	✓
- Inmate Sentence		✓	✓	✓
- Inmate Summary		✓	✓	✓
- PBPP Offender Info		✓	✓	✓
- PBPP Parolee Photos		✓	✓	✓
- PCS Final Guidelines*		✓	✓	✓
- PSP CPIN Arrest Mugshots		✓	✓	✓
- PSP PA Rap Sheet		✓	✓	✓
Juvenile Tracking System (JTS)*		✓	✓	✓
Juvenile WatchList Inquiry*		✓	✓	✓
Learning Management System	✓	✓	✓	✓
Notifications (participating agencies)				
- AOPC Court Case Disposition		✓	✓	✓
- DOH Deceased Person's Notice		✓	✓	✓
- PBPP Parole Violation		✓	✓	✓
- PennDOT Change of Address			✓	✓
- PSP Arrest			✓	✓
- Protection From Abuse			✓	✓
- PSP Want			✓	✓

Application	Non-CJ User	CJ User	PA-CH User	CH User
- PSP Warrant			✓	✓
PennDOT*		✓	✓	✓
- Driver History Report	✓	✓	✓	✓
- Photos & Demographic data			✓	✓
- User Inquiry Audit log (JTAC Admin only)			✓	✓
- User Volume Audit log (JTAC Admin only)			✓	✓
- Vehicle Registration		✓	✓	✓
- Query Driver Detail	✓	✓	✓	✓
- Query Driver Photo	✓	✓	✓	✓
- Query Driver Summary	✓	✓	✓	✓
Photo Search		✓	✓	✓
Pre-Sentence Investigations Index		✓	✓	✓
JNET CLEAN				
- DQ Query PennDOT Driver License				✓
- KQ Query Out of state Driver History via PennDOT using OLN				✓
- MN Master Name			✓	✓
- QA Query Stolen Articles				✓
- QB Query Stolen Boats				✓
- QG Query Stolen Guns				✓
- QV Query Stolen Vehicles				✓
- QW Query Wanted Persons				✓
- RQ Query PennDOT Registration				✓
- RS PA Rap Sheet			✓	✓
- UQ Query Canadian Driver License (4 provinces only)				✓
- VQ Query Canadian Vehicle Registration (4 provinces) - VIN				✓
- QPO with full PFA Text				✓
- QOR Query PA ORI			✓	✓
- QS Query Stolen Securities				✓
- NCIC-QGG - Query Gangs				✓
- NCIC-QGM - Query Gang Member				✓

User Role Descriptions

Application	Non-CJ User	CJ User	PA-CH User	CH User
- NCIC-QH - Out of State CH Summary				✓
- NCIC-QR Query out of State Rap Sheet			✓	✓
- NCIC-TQ Query Out of State ORI			✓	✓
SGS Web*				
- PCS Guidelines Offender Search		✓		✓
- AOPC DJ (Advanced Search)		✓		✓
- SGS Web Digital Dashboard		✓		✓
- PCS Final Guidelines				
User Provisioning System	✓	✓	✓	✓
Virtual Notifications		✓	✓	✓
Warrant Search		✓	✓	✓
Web CPIN		✓	✓	✓
- Facial Recognition Investigative Search (Certification required) *		✓		✓
- Facial Recognition Watchlist (Certification required) *				✓
- Photo database with Booking, DOC, PBPP, County, and HIDTA		✓	✓	✓
- IPIN		✓	✓	✓

* Separate entitlements