

Procedures for Requesting JIMS Internet Access Using WebConnect

Purpose

This form is for government agencies that want to establish a connection to the Harris County Justice Information Management System's mainframe computer. This form is not needed for agencies using the public access web site.

Prerequisites

1. The agency must have at least one PC (personal computer) able to connect to the Internet.
2. The agency must have an account with an Internet service provider that is capable of issuing separate, static IP addresses for each computer connecting to JIMS.
3. Each device must have Microsoft Internet Explorer software version 5.0 or greater with 128-bit encryption installed.
4. Each agency must have network firewall protection to ensure a secure connection to JIMS.
5. WebConnect performs best with a hard coded static IP address on each workstation. If this requirement is not possible, please match the static IP with the local machine IP and include an attachment linking the two IPs.

Note: In WebConnect, the applet reports the IP address to the WebConnect server via JCP. This is done to avoid issues with address translation at firewalls/proxies that mask the client IP causing all clients to appear to have the same IP address. Because the client reports its local IP address to WebConnect, this is the IP address that Harris County Access Control will try to match/verify against. You will also need an open port to access the 2443 secured web site. The agency will not need to purchase any additional software.

Request Access

Once the workstations are equipped and the Internet IP addresses are obtained, complete the attached form titled "JIMS Internet Access Request." The following information will assist in filling out all parts of the request form.

Agency Information

1. Fill in the date, agency name, ORI (if applicable), and organization (org) code and department code (if known). The ORI comes from the FBI. The org code and department code come from Harris County JIMS.
2. Circle **Add** if the device does not currently access JIMS via the Internet, or circle **Delete** if clearance is no longer needed.

Internet IP Address of Terminal

Fill in the static Internet IP address for each terminal that needs access to JIMS through the Internet. Obtain static Internet IP addresses from your Internet service provider (ISP).

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JIMS Report Printing Needed?

Specify whether or not the operator needs to print reports using JIMS transactions.

Note: All operators will be able to print to the workstation's default printer using the print screen option available through your operating system. If your agency only needs the print screen capability, leave this field blank.

Enter **Yes** if the operator will use the print functions that are included in JIMS computer programs, (for example, if your agency will need to print reports about charges filed with Harris County or to print TCIC/NCIC responses).

Existing Harris County Printer ID

If your agency is already accessing JIMS, and if one or more of your printers has been assigned a Harris County printer ID, fill in the ID. (To obtain a printer ID, log on to CICS2 and type TIME. The workstation's associated printer ID will display.)

Operator's Name or JIMS Log-on ID

If you are requesting mainframe printing capability, fill in the name or JIMS log-on ID of the operator who will need to use the printer. If operators will share one device, list their names or log-on IDs on separate lines. (JIMS will associate their log-on IDs with your agency's printer IDs once Harris County has generated these codes.)

SETCIC Access Needed?

For SETCIC member agencies only: SETCIC is the Southeast Texas Crime Information Center maintained by JIMS. It contains an open warrant subsystem and a pawnshop subsystem. To find out if your agency has an approved SETCIC contract, or to request a SETCIC agreement, contact the JIMS SETCIC coordinator at 713-755-4797.

TCIC/NCIC Access Needed?

For criminal justice agencies only: TCIC/NCIC can be accessed through computer programs that JIMS has written. The agency must have an ORI and must send personnel to an 8-hour TCIC/NCIC training class. Devices cleared for TCIC/NCIC must be in secure areas not available to the public.

TCIC/NCIC Criminal History?

Specify whether or not the device needs TCIC/NCIC criminal history (CCH) information through JIMS. This is the most sensitive type of data that can be accessed through JIMS, and user agencies are audited for compliance with security regulations.

TCIC/NCIC Printing Needed?

Specify whether or not the operator needs TCIC/NCIC printouts in addition to on-screen responses.

Enter **Yes** if the operator needs printed TCIC/NCIC criminal history, wanted person, stolen property, driver's license and/or vehicle registration responses.

Leave this field blank if printed responses are never needed from TCIC/NCIC.

TDCJ Access Needed?

Devices can be linked to the Texas Department of Criminal Justice computer system in Huntsville. To gain access, operators must request a TDCJ security code and attend a 3-hour training class. For more information call ITC Training at 713-274-7555.

Requestor

1. Print the address where the device is located along with the requestor's name, phone number, fax number and e-mail address.
2. Make sure the form is signed by the agency's designated JIMS liaison.

Return Form

Return the request form to:

Carl Watson

Harris County ITC

406 Caroline

Houston, Texas 77002

Fax number: 713-755-8930

Approval

Clearance requests for devices that will access TCIC/NCIC records through the JIMS mainframe are presented to the JIMS Management Committee for approval. The Management Committee generally meets every other Thursday.

Implementation

The clearance requests are sent to:

- a. The Harris County Information Technology Center
- b. The JIMS SETCIC Supervisor (if SETCIC access is needed)
- c. The DPS Crime Records Service in Austin (if TCIC/NCIC criminal history is requested)
- d. The Texas Department of Criminal Justice in Huntsville (if TDCJ access is requested)

NOTE: It may take up to two weeks before the devices are operational. Additional time may be needed for TCIC/NCIC and TDCJ clearance to be implemented.

Notification of Access

Once the devices have been cleared for Internet access, JIMS will forward the terminal netnames and access instructions to the requestor. Please label each device with the IP address and netname.

Contact Information

Harris County ITC

Carl Watson

E-mail address: Carl.Watson@ITC.hctx.net

Phone number: 713-274-7531

For WebConnect technical support after installation, contact the Harris County ITC helpdesk at 713-755-6624 and ask to open a WebConnect ticket.