Security of the Municipal Court Docketing System Scope Statement – September 25, 2013

Municipal Court uses IMDS Plus System to manage dockets.

Municipal Court implemented the IMDS (Integrated Metropolitan Docketing System) Plus system in August 2011. The system handles all Municipal Court functions from the initial filing of a case to final disposition, including automatic case creation, electronic scheduling of court dockets, and payments of fines and court costs. The system also interfaces with law enforcement systems for automated warrant entry and cancellation. Although citizens receive a paper ticket for traffic and ordinance violations, the court records are paperless – maintained only in an electronic format.

The city pays an annual subscription fee to the Regional Justice Information Service (REJIS) commission for the use of the REJIS systems, including IMDS Plus. REJIS owns both the system software and hardware. Municipal court staff access the system via the internet, because the applications and data are stored on REJIS' servers.

Why audit IMDS Plus system security?

Security controls for the IMDS Plus system are important because of the sensitive information contained in the municipal court records and because the electronic records are the only source. Security weaknesses could result in disruptions of the systems and the unauthorized access, use, disclosure, modification, or destruction of system data.

Audit objective

Our objective is to answer the following question:

• Are controls in place to protect the confidentiality, integrity, and availability of information in the IMDS Plus system?

Audit methods

We will interview city, police, and REJIS employees; examine system security documents, policies, procedures, and practices; and review applicable system security standards and recommended practices to determine whether the data on the IMDS Plus system is adequately protected.

Anticipated release date

We plan to present the audit to the City Council in January 2014.