



What is JJPS?

The Juvenile Justice Partner System (JJPS) is a web-based “lens” of the statewide-integrated Juvenile Justice Information System (JJIS). JJIS and JJPS provide access to information about youth under the jurisdiction of all county juvenile departments and the Oregon Youth Authority (OYA).

JJPS provides a real-time view of the status of youth cases in the juvenile justice system. Designated public safety agency users can search by youth name, id number, or referral; and can view releasable information on:

- county of jurisdiction
- parent contact information
- parole/probation worker contacts
- referrals, findings, and dispositions

JJPS displays JJIS data that has been determined by the JJIS Steering Committee to be releasable to the public. However, local county juvenile departments or OYA policy may restrict access or delay release of public information in specific circumstances.

Only delinquency case data that may be released to the public are displayed in JJPS — dependency information and cases restricted by local juvenile departments or OYA policy are not displayed. Cases pending expunction are displayed; consequently, referral information must be verified with the local county juvenile department.

JJPS users have an ethical responsibility to the multiple jurisdictions whose data are contained in JJIS. Access to JJPS is monitored and a user's access may be terminated at any time for violation of the JJPS User Security Agreement.

User Name and Password

When you sign the JJPS User Agreement, the paperwork is processed by the Security Coordinator of the agency sponsoring your access.

Once your account is set up, you will receive an email that contains your JJPS Logon – a User Name and Password.

Need Assistance? Contact the JJIS Help Desk at 503-378-4333

Getting Started — Initial Log On to JJPS

1. Open your Internet browser and enter the JJISWeb URL into the browser's address window.

<https://jjis.oregon.gov>

TIP! When the JJIS Desktop Web Connection screen opens, create a Desktop shortcut or add it to your browser Favorites.

2. Click **Connect to JJIS**.

A Remote Desktop Connection window opens.

3. Click **Connect**.

A Log On to Windows screen opens.

4. Enter the JJPS **User Name** that was e-mailed to you.

Enter the default **Password** that was e-mailed to you.

5. Click **OK**.
6. At the prompt to change your password, click **OK**.
7. Enter a **New Password** and re-enter the new password in the **Confirm New Password** field.

Password length must be between 8 and 30 characters; passwords cannot have spaces; must begin with a letter; and have at least 3 of the combination of lowercase letters, uppercase letters, numbers and symbols.

8. Click **OK**.
9. At the confirmation that your password has been changed, click **OK**.

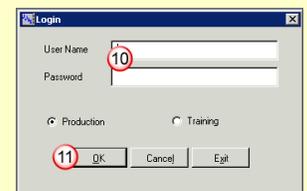
The JJISWeb login screen opens.

10. Enter the JJPS **User Name** and **Password** that were e-mailed to you. (Keep the Production radio button selected as the default.)

11. Click **OK**.

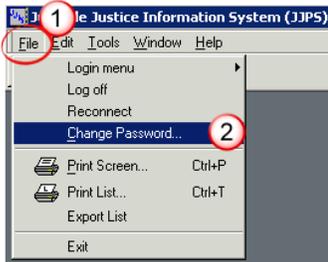
TIP! After logging on, change your JJPS password to match your Windows Server password — at subsequent log-ons, just enter the same User Name and Password for both the Windows Server and the JJPS prompts. See “Change JJPS Password”.

We recommend that you change them at the same time to keep them on the same expiration schedule.



Change JJPS Password

1. Select the JJPS **File** menu.
2. Select **Change Password**.
3. Enter the password you were given.
4. Enter a new password (follow the password guidelines on the screen).
5. Enter the new password again.
6. Click **OK**.



A screenshot of the 'Change Password' dialog box. The 'Old Password' field is filled with asterisks and has a red circle with the number 3 next to it. The 'New Password' field is empty and has a red circle with the number 4 next to it. A red box on the right indicates 'STRENGTH: WEAK'. Below the fields, there is a note: 'Password length must be between 8 and 30 characters. The new password cannot have spaces, must begin with a letter and must have at least 3 of the combination of lowercase letters, uppercase letters, numbers and symbols.'

A screenshot of the 'Change Password' dialog box. The 'New Password' and 'Confirm New Password' fields are filled with asterisks. The 'Confirm New Password' field has a red circle with the number 5 next to it. A green box on the right indicates 'STRENGTH: STRONG'. Below the fields, there is a note: 'Password length must be between 8 and 30 characters. The new password cannot have spaces, must begin with a letter and must have at least 3 of the combination of lowercase letters, uppercase letters, numbers and symbols.'

3. Enter the appropriate search criteria.
4. Click **Search**.

From the list of results returned from the search, select a row in the list and click **Open Notebook**. In the Youth Notebook, view youth information from the Overview or Referrals tabs.

Search by Name, ID Number, or Referral

1. Select the **Search** icon on the JJPS toolbar.
2. On the right side of the screen, select the tab that corresponds to the type of search.



By Name

A screenshot of the 'Search Page: Youth Name' dialog box. The 'Last Name' field is filled with asterisks and has a red circle with the number 3 next to it. The 'Search' button has a red circle with the number 4 next to it. On the right side, the 'Youth Name' tab is selected, indicated by a red circle with the number 2.

By ID Number (e.g., Driver's License Number)

A screenshot of the 'Search Page: ID Number' dialog box. The 'JJS Number or ID Number' field is filled with asterisks and has a red circle with the number 3 next to it. The 'Search' button has a red circle with the number 4 next to it. On the right side, the 'ID Number' tab is selected, indicated by a red circle with the number 2.

By Referral

A screenshot of the 'Search Page: Referral' dialog box. The 'Agency Name' field is filled with 'FD SALEM' and has a red circle with the number 3 next to it. The 'Search' button has a red circle with the number 4 next to it. On the right side, the 'Referral' tab is selected, indicated by a red circle with the number 2. Below the dialog box, a table of search results is visible:

JJS #	Youth Name	DOB	Age	Sex	County	Primary Worker	Opened
00003887	Youth, Detention				Marion	Default, Kirsten	08/06/2008

Overview Tab — demographic, worker, and parental information

A screenshot of the 'Overview' tab in the Youth Notebook. It displays various fields for demographic, worker, and parental information. Fields include: Youth Name (Youth, Detention), Sex, JJS Number (00003887), Age, Status (Open), DOB, Opened (08/06/2008), Closed, Jurisdiction (Marion), Mother's Name, Address, Worker Name (Default, Kirsten), Father's Name, and Father's Address.

Referrals Tab — current and historical referrals and allegations

A screenshot of the 'Referrals' tab in the Youth Notebook. It displays a table of referrals and allegations. The table has columns for Ref # / Alleg #, Received ORS #, Office Allegation, Allegation Disposition, Allegation Status, and Status Date.

Ref # / Alleg #	Received ORS #	Office Allegation	Allegation Disposition	Allegation Status	Status Date
03 **1	06/30/2010 164057	Central Support - OYA Aggravated Theft 1st D		Original	08/30/2010
02 **1	01/02/2009 498056	Central Support - OYA Aiming rifle from movi		Original	01/02/2009
01 **1	08/06/2008 163195	Marion Juv. Dept Assault-1		Original	08/06/2008