



Facility Limited Access and Agreement to Comply with CJJ-Protection Restrictions

Thank you for your interest in working with the Oregon Department of Corrections (DOC) as an employee or volunteer, contractor, or other non-employee service provider. The services you provide are essential to our agency and allow us to provide a wide variety of meaningful programs and learning opportunities to our adults in custody. We truly appreciate your efforts and partnership in carrying out DOC's mission.

Limited Access

As you were made aware, a component of the identification (ID) card process required that you participate in a fingerprint-based Criminal Justice Information Systems (CJIS) background check. As a result, you have not been approved for unescorted access within DOC facilities. However, after reviewing the nature of your program and your involvement, along with the ability of the facility to accommodate the specific restrictions required by federal CJIS policy, the Department of Corrections has elected to issue you an ID card that will allow you limited access within the facility. In order to receive your ID card and approval for limited access, we require you read and sign this document. Your signature indicates you understand the information presented and agree with the limited-access requirements.

Limited access means that you may only access areas in which your program operates and follow the approved route to and from such locations. You will not be allowed access to any areas marked "authorized access only" or areas in which CJJ is stored or processed, unless you are under escort by a CJIS-approved and trained individual.

Criminal Justice Information (CJ) and Personally Identifiable Information (PII)

Following is a very short summary of what constitutes CJJ and PII, what it might look like if you were to come across it while carrying out your DOC duties, and what to do if this occurs.

CJIS exists to protect the private and/or sensitive information that is gathered by local, state, and federal law enforcement agencies in the course of performing their duties. PII includes information that, alone or in combination with other data, can be used to identify a specific individual, such as name, date and place of birth, social security number, and mother's maiden name; and could be found on criminal history documents as well as on education, financial, medical, and employment history documents. CJJ is CJIS-data provided by the Federal Bureau of Investigations (FBI) and includes criminal case and incident history, information about vehicles and property associated with crime (when accompanied by PII), information about individuals associated with specific cases, and data accompanying fingerprints, including criminal or civil events that associate them with an individual.

Any of the above information could be found in paper form on, in, or near printers, file cabinets, desks, bookshelves, wastebaskets, shredders, and recycle bins; and in electronic form on desktop computer screens and terminals, laptops, and mobile devices. Offices and locations where LEADS checks are run are likely to have CJJ visible, as are printers near these areas. In addition, it is possible to hear this information being discussed.

What to do if you Find Yourself in the Vicinity of CJJ and/or PII

Though unlikely, if you find yourself in a location or situation where CJJ and/or PII is accessible by you in any form, the first and best thing to do is remove yourself from that location or situation. If you think it's CJJ/PII, it probably is, so the less you see and hear, the better. Let your supervisor or other DOC staff know so they can remedy the problem and you can resume your DOC duties. Remedies may include providing an escort for you in certain areas or moving your duties to another location.

DOC is required to comply with FBI CJIS Security Policy standards at all DOC buildings and facilities. In considering a request to accommodate CJIS restrictions and allow limited access, DOC must first have your agreement to comply with CJ/PII restriction and protections. Your signature below indicates that you understand what CJ and PII is, that you are restricted from accessing CJ and PII and will comply with DOC requirements for limited facility access, that you will take responsibility to minimize any contact you have with CJ/PII, and that you will inform your supervisor if you should come into contact with CJ/PII.

AGREED TO AND ACCEPTED:

Printed Name

Signature

Date