
I — JJIS SECURITY OVERVIEW

The Juvenile Justice Information System (JJIS) is a statewide-integrated information system, administered by the State of Oregon through the Oregon Youth Authority (OYA) and is a collaborative partnership between OYA and Oregon's county juvenile departments. Consequently, JJIS data is under the jurisdiction of all county juvenile departments and the Oregon Youth Authority. JJIS users have an ethical responsibility to the multiple jurisdictions whose data are contained in JJIS and JJIS may only be used for your approved purpose. JJIS may be accessed through either a desktop application or a remote connection.

The Juvenile Justice Partner System (JJPS) is designed to provide a real-time view of the status of youth cases for designated public safety agency users and contains releasable, non-confidential elements. JJPS can be accessed only through a remote connection.

The Juvenile Provider Access System (JPAS) is designed to facilitate information-sharing between OYA's Juvenile Parole/Probation Officers and contracted Providers throughout the youth referral, screening, and placement process. JPAS can be accessed only through a remote connection.

- Information in JJIS is confidential unless considered public information pursuant to Oregon Revised Statutes. Any information in JJIS that relates to the past, present, or future physical or mental health condition of an individual, the provision of health care to an individual, or the payment for the provision of health care to an individual (known as "health information" is considered confidential under the federal Health Insurance Portability and Accountability Act (HIPAA). Disclosures of health information which is not otherwise allowed or requested by state or federal law may be a serious violation and subject to criminal investigation and prosecution by the State of Oregon and by the federal government.
- No person is allowed to seek, obtain, use, or release information from JJIS for private or personal reasons. JJIS information must be used only for legitimate law enforcement and juvenile justice purposes, or as otherwise allowed by state and federal statute. JJIS users may seek, obtain, and use only the minimum amount of information needed to accomplish an authorized job task.
- Criminal Justice Information (CJI) obtained from the Law Enforcement Data System (LEDS) or from any federal information system is not appropriate to be stored in JJIS per JJIS policy. Any such information must be handled and stored following applicable LEDS standards.
- JJIS information may only be released subject to agency policy by the agency with jurisdiction (the agency that entered the information) or physical custody, and in accordance with prevailing state and federal statutes.
- JJIS information must be conveyed in a secure and appropriate manner. JJIS data includes confidential information and any JJIS data report that contains case-specific data may not be released or published.

II — JJIS USER DECLARATIONS

▶ **Complete JJIS Form 2A electronically or print clearly, and sign* where indicated.**

A — Type of Agreement <i>(select <u>only one</u>)</i>	<input type="radio"/> New <input type="radio"/> Annual Refresher <i>(submit by July 1) [non-OYA-staff only]</i>
	<input type="radio"/> OYA staff <input type="radio"/> County Juvenile Department staff <i>I understand that I may be subject to discipline, up to and including dismissal for violations of this agreement.</i>
B — Type of User <i>(select <u>only one</u>)</i>	<input type="radio"/> OYA External <input type="radio"/> County External <i>As a sponsored External Partner user, I understand that my access will be monitored by the JJIS Steering Committee and may be terminated for violations of this agreement.</i> External Partner User RACF ID # _____

C — Type of Access <i>(check <u>all that apply</u>)</i>	<input type="checkbox"/> JJIS Desktop OYA Remote Services for: <input type="checkbox"/> JJIS <input type="checkbox"/> JJPS (Partner) <input type="checkbox"/> JPAS (Provider)
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USER	_____	_____	_____
	User Last Name	User First Name	User Job Title / Position
	_____	_____	_____
	User Work Email Address	User Work Phone	User Agency / Work Unit

I declare that I will adhere to what is required to protect confidentiality and prevent any unintentional disclosure of information:

- I have reviewed JJIS security material and have read and understand JJIS [User Security](#) and [Privacy & Protection of Confidential Information](#) policies.
- I agree to comply with all relevant JJIS policies, and/or sponsoring agencies' policy, on appropriate use of JJIS data.
- I understand that JJIS information may be used only for legitimate law enforcement and juvenile justice purposes, or as otherwise allowed by state and federal statute.
- I will not enter any Criminal Justice Information (CJI) obtained from the Law Enforcement Data System (LEDS) or from any federal information system into JJIS.
- I understand that JJIS information may only be released subject to agency policy.
- I will not seek, obtain, use, or release information from JJIS for private or personal reasons, and will use only the minimum amount of information needed to accomplish an authorized job task.
- I will not allow anyone to use my JJIS log-on credentials or give my JJIS user name and password to anyone. I understand that I am responsible for all transactions entered under my log-on.
- I will provide administrative and physical security of JJIS to preserve the anonymity and confidentiality of youth whose records are contained in JJIS and will not leave my JJIS screen accessible for unauthorized viewing or use by the public or any other unauthorized persons.

▶ **My signature below reflects my understanding of and commitment to my responsibilities for JJIS security.**

USER	_____
	Signature and Date

Authorized by:

SUPV	_____	_____
	PRINT Supervisor Name	Signature and Date

SEC COORD	_____	_____
	PRINT JJIS Security Coordinator Name	Signature and Date

*signatures may be handwritten, digital, or an electronic image