



Requestor Section:

Name:
Job Title:
Phone:
Work Email Address:
Employer:

Employment Status:
Permanent Temporary/Contract Elected Term of Office Sworn: Yes No

Please explain in 1-2 sentences what information you want from DSSJ and how you plan to use the DSSJ system and its data:

Your Supervisor Name: Not Applicable
Phone:
Date:

By signing, you are agreeing to abide by the Rules for Use and User Pledge below.

User Name:
Date:

****Submit your application to LPSCC by sending to LPSCC staff **<email here>**. Your application will be reviewed for completeness and referred to the DSSJ Operations Team for approval.
Agency representatives who approve the use of DSS Justice are listed below. ****

Access Approvers Section: (check which agency's data is required for your needs)

- Portland Police data (police incident response and arrest data - not available at this time)
- Multnomah County Sheriff (booking & incarceration data)
- Multnomah County District Attorney (case data from the prosecution process)
- Multnomah County Circuit Court (case, court event schedules, sentencing, and warrant)
- Multnomah County Department of Community Justice (supervision status)
- Bureau of Emergency Communications (911 calls and dispatch data - not available at this time)

Indicate which systems you are currently authorized to access:

Multnomah County Sheriff's Office:
Andy Potter
Email: andy.potter@mcsso.us
Jon Harms-Mahlandt
Email: jon.harms.mahlandt@mcsso.us

Department of Community Justice:
Debi Elliott
Email: debi.elliott@multco.us

Multnomah County District Attorney:
Caroline Wong
Email: caroline.wong@mcda.us

All other applications outside of the agencies listed above should be submitted to:

Multnomah County Circuit Court:
Ellen Haines
Email: Ellen.r.haines@ojd.state.or.us

Joe Brookins:
Phone: (503) 988-3416
Email: joe.brookins@multco.us

Additional Privileges or Restrictions:
Comments:

Approval From All Member Agencies Received

Date:

DSSJ Representative Name:



User Obligation Statement:

Rules for Use:

DSS Justice users will not release other agencies' data without their specific authorization.

DSS Justice Users who are terminated or no longer use the system will return any security devices (e.g. software, fobs) provided to them when becoming a DSS Justice user.

Requests for proprietor specific data (i.e. arrests, prosecutions) from the general public, media and others who do not have direct access to DSS Justice will be referred to the appropriate proprietor agency (i.e. Portland Police, District Attorney).

A user assigned a User ID to access DSS Justice may not allow any other person use of their User ID.

An annual review will be conducted to evaluate each authorized users use of the system and continued need to access the system.

User Pledge:

I will use DSS Justice only for authorized purposes.

I will not transfer, share, or disclose how to access DSS-Justice.

I will treat all DSS Justice data carefully to keep information about individuals appropriately confidential and secure.

I understand that information about an individual should not be passed on to a third party without the express permission of the source agency.

I will contact the Multnomah County Help Desk at 503-988-4357 and inform them about any questions or difficulties I encounter with the DSS Justice system.

I understand that my access and use of the decision support system may be suspended or terminated at any time without notice.

I understand that violation of DSS Justice security or data confidentiality is subject to disciplinary action, including legal action or civil liability where appropriate.

User Name:

Date: