



Juvenile Services Tracking (JuST) External Agency User Security Agreement

JuST is a referral tracking information system, administered by the Multnomah County Department of Community Justice. Access to JuST data provides access to data extracted from the statewide Juvenile Justice Information System (JJIS). As a user of JuST data, you have an ethical responsibility to the multiple jurisdictions whose data are contained in JuST.

Information in JuST is confidential. You are responsible to keep your workstation with access to JuST secure from unauthorized use or viewing. You agree to provide administrative and physical security of JuST data and to preserve the anonymity and confidentiality of youth whose records are contained in JuST data.

No person is allowed to seek, obtain, use, or release information from JuST for private or personal reasons. JuST information shall only be used for legitimate purposes, or as otherwise allowed by state and federal statute. JuST data includes confidential data and any report produced with JuST data may not release or publish case-specific data. JuST may only be used for your approved purpose.

The JuST Administrator from your agency will coordinate your individual security agreements and user access authorization and termination of access on the date access privileges are terminated.

USER DECLARATIONS

I declare that:

- I have read and understood the foregoing, and will adhere to what is required.
- I have attended JuST training, or will do so within 45 days from the date of signing this form.
- I have read, understand, and agree to comply with policy on appropriate use of computer equipment and information systems.
- I understand I am responsible for all transactions entered under my password.
- I understand that my access may be terminated for violations of this Security Agreement.

Please Type or Print Clearly

User Name	Job Title	Phone #
Signature		Date
Agency and Work Unit		
(Please Print) Director/Supervisor Name		Phone Number
Signature - Director/Supervisor		Date
Signature - JuST Security Coordinator		Date

Distribution:

- JuST Administrator / Multnomah County DCJ - BAT Team, 503 SE Hawthorne Blvd., Suite #250, Portland, OR 97213
- User