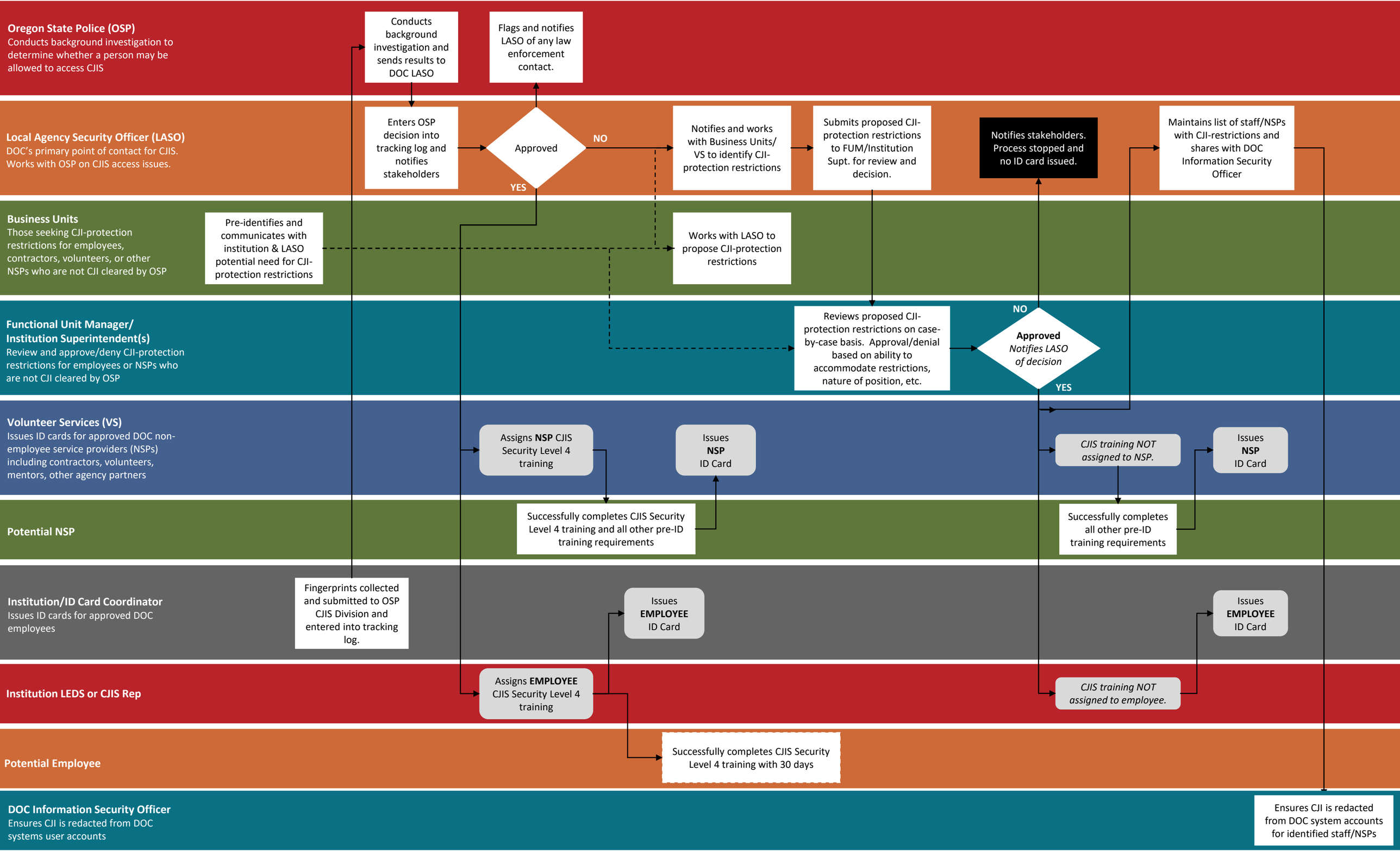
Oregon State Police (OSP)
Conducts background investigation to determine whether a person may be allowed to access CJIS
Conducts background investigation and sends results to DOC LASO
Flags and notifies LASO of any law enforcement contact.
Local Agency Security Officer (LASO)
DOC's primary point of contact for CJIS. Works with OSP on CJIS access issues.
Enters OSP decision into tracking log and notifies stakeholders
Approved
NO
YES
Notifies and works with Business Units/ VS to identify CJI-protection restrictions
Submits proposed CJI-protection restrictions to FUM/Institution Supt. for review and decision.
Notifies stakeholders. Process stopped and no ID card issued.
Maintains list of staff/NSPs with CJI-restrictions and shares with DOC Information Security Officer
Business Units
Those seeking CJI-protection restrictions for employees, contractors, volunteers, or other NSPs who are not CJI cleared by OSP
Pre-identifies and communicates with institution & LASO potential need for CJI-protection restrictions
Works with LASO to propose CJI-protection restrictions
Functional Unit Manager/ Institution Superintendent(s)
Review and approve/deny CJI-protection restrictions for employees or NSPs who are not CJI cleared by OSP
Reviews proposed CJI-protection restrictions on case-by-case basis. Approval/denial based on ability to accommodate restrictions, nature of position, etc.
NO
Approved
Notifies LASO of decision
YES
Volunteer Services (VS)
Issues ID cards for approved DOC non-employee service providers (NSPs) including contractors, volunteers, mentors, other agency partners
Assigns NSP CJIS Security Level 4 training
Issues NSP ID Card
CJIS training NOT assigned to NSP.
Issues NSP ID Card
Potential NSP
Successfully completes CJIS Security Level 4 training and all other pre-ID training requirements
Successfully completes all other pre-ID training requirements
Institution/ID Card Coordinator
Issues ID cards for approved DOC employees
Fingerprints collected and submitted to OSP CJIS Division and entered into tracking log.
Issues EMPLOYEE ID Card
Issues EMPLOYEE ID Card
Institution LEDS or CJIS Rep
Assigns EMPLOYEE CJIS Security Level 4 training
CJIS training NOT assigned to employee.
Potential Employee
Successfully completes CJIS Security Level 4 training with 30 days
DOC Information Security Officer
Ensures CJI is redacted from DOC systems user accounts
Ensures CJI is redacted from DOC system accounts for identified staff/NSPs