



## **Acceptable Use Policy Specialized Docket Program for Drugs: Judicial Employee**

The Ohio Automated Rx Reporting System (OARRS) is designed to provide prescription data to individuals authorized by Section 4729.80 of the Ohio Revised Code (ORC). The data may be used by the Judge or Employee of a "certified specialized docket program for drugs" as a tool for monitoring individuals, provided it is related to participation or consideration of inclusion in a certified specialized docket program for drugs. A certified specialized docket program for drugs may include other certified specialized docket programs (veterans, mental health, human trafficking, etc.) where a program participant is being treated for substance use disorder. Certified specialized docket programs are prohibited from accessing OARRS per ORC 4729.80 for civil or administrative proceedings, or for any reason other than as authorized by law.

An Employee of a certified specialized docket program for drugs is authorized to request an OARRS Report (Report) on an individual only if the employee is currently monitoring or considering the individual named in relation to the certified specialized docket program for drugs, as outlined in the previous paragraph of this document.

In order for a designated employee (Employee) to use OARRS, the Court must designate at least one OARRS Supervisor and/or Judge for the Employee. The Employee, the Supervisor, and the Judge will maintain an individual OARRS accounts with an individual User Names and Password. The Supervisor or Judge must approve and is responsible for every Employee request for an OARRS Report. The Supervisor or Judge may view the Report that OARRS provides to the Employee.

### **I agree to the following terms as a condition of using OARRS:**

1. I will not allow anyone else to use my own User Name and Password, including my authorizing judge or supervisor, or other court staff. I will not use anyone else's User Name and Password to access OARRS. Any sharing of credentials (user name and password) is a violation of ORC Section 4729.86 and may carry criminal penalties. I understand that credentials have been authorized for me personally, not for my court or my employer.
2. I will provide a case number with every OARRS Report request. I will be actively considering the requested individual for inclusion in a specialized docket program for drugs or will be actively monitoring the requested individual in the specialized docket program for drugs. The name of the individual submitted to the OARRS program will appear in that case file.
3. I will not request an OARRS Report on court staff, prospective staff, co-worker(s),



or anyone else who is not a current or potential participant in the Court's certified specialized docket program for drugs. I will not use an OARRS Report for pre-employment screening.

4. The information in OARRS is Protected Health Information and is NOT a public record. I will not discuss information contained in the OARRS Report with anyone outside of my certified specialized docket program for drugs treatment team. An OARRS Report is not evidence.
5. I will not provide the OARRS Report or information contained in the OARRS Report to anyone else, including the specialized docket program for drugs participant or candidate.
6. I will NOT use an OARRS Report to search for a fugitive, track a specialized docket program for drugs participant, hold an arrestee, or add charges to enhance the underlying case.