



OARRS Acceptable Use Policy **Probation/Parole Supervisors and Officers**

The Ohio Automated Rx Reporting System (OARRS) is designed to provide prescription data to individuals authorized by ORC 4729.80. The data may be used by probation/parole officers as a tool for investigating or monitoring individuals as assigned by a court, provided it is related to a drug abuse offense.

A probation/parole officer is authorized to request an Rx History Report (Report) on an individual **only if** the officer is currently investigating (pre-sentence) or monitoring the individual named in relation to a drug abuse offense.

In order to use OARRS, an agency must designate at least one OARRS supervisor (Supervisor) and at least one OARRS officer (Officer) each of whom will maintain a personal OARRS account. The Supervisor must approve every request for a Report. A Supervisor cannot request a Report. An agency may have multiple Supervisors for the same Officer(s). Every Supervisor and every Officer will each have his or her own User Name and Password. A Supervisor is responsible for every Report requested by the Officer(s) being supervised. The Supervisor may view the Report that OARRS provides to the Officer.

By using the OARRS program, I agree to the following terms:

1. I will not share my User Name or Password with anyone else. I will not use anyone else's User Name and Password. To do so is a violation of O.R.C. 4729.86 and may carry criminal penalties.
2. I will provide a case number with every request. I will be actively investigating this case or monitoring this individual and the name of the individual submitted to the OARRS program will appear in that case file.
3. I will certify that the investigation/monitoring is active and the case number is accurate each time I submit or approve a request.
4. I will not provide the OARRS Report to anyone outside this investigation or monitoring. This includes the individual named on the Report. I understand that the information in the system is confidential Protected Health Information. An OARRS Report is not evidence.
5. I will use OARRS only for monitoring an offender's compliance with conditions of supervision that are related to drugs or a pre-sentence investigation where the conviction is a drug abuse offense as defined in Section 2925.01 of the Ohio Revised Code.
6. I will NOT use OARRS to search for a fugitive, track a probationer/parolee, hold an arrestee, or add charges to bolster a non-drug investigation. I will not use OARRS as a pre-employment screening tool.

