Memorandum of Understanding

The Arkansas State Crime Laboratory (ASCL) utilizes the Laboratory Information Management System (LIMS) JusticeTrax© that allows law enforcement agencies the ability to access their completed laboratory reports. This MOU designates the responsibility of the Criminal Justice Agency seeking access to those reports:

The ASCL responsibilities include:

1. Maintaining the security of the website
2. Ensuring the accuracy of any information obtained using the JusticeTrax Portal (iResults)
3. Assisting the designated agency Administrative User with troubleshooting any issues that arise with JusticeTrax Portal
4. Creating agency Administrative User accounts (once the criminal justice agency designates an Administrative User)

Criminal Justice Agency:

1. Designate an individual in the agency to be the Administrative User responsible for the agency’s access to the JusticeTrax Portal
2. The agency Administrative User will assign individuals within their agency access to JusticeTrax Portal by assigning login credentials
3. Deactivating any agency assigned user who no longer is employed with the agency

The following individual is designated as JusticeTrax Portal Administrator:

|  |  |
| --- | --- |
| Printed Name (First, Middle Initial, Last) | Agency |
| Email Address | Phone # |
| Authorized Official (First, Last) | Title |

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Authorized Official’s Signature Date

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Kermit B. Channell II, ASCL Director Date

***Please email completed form to: portal@crimelab.arkansas.gov***