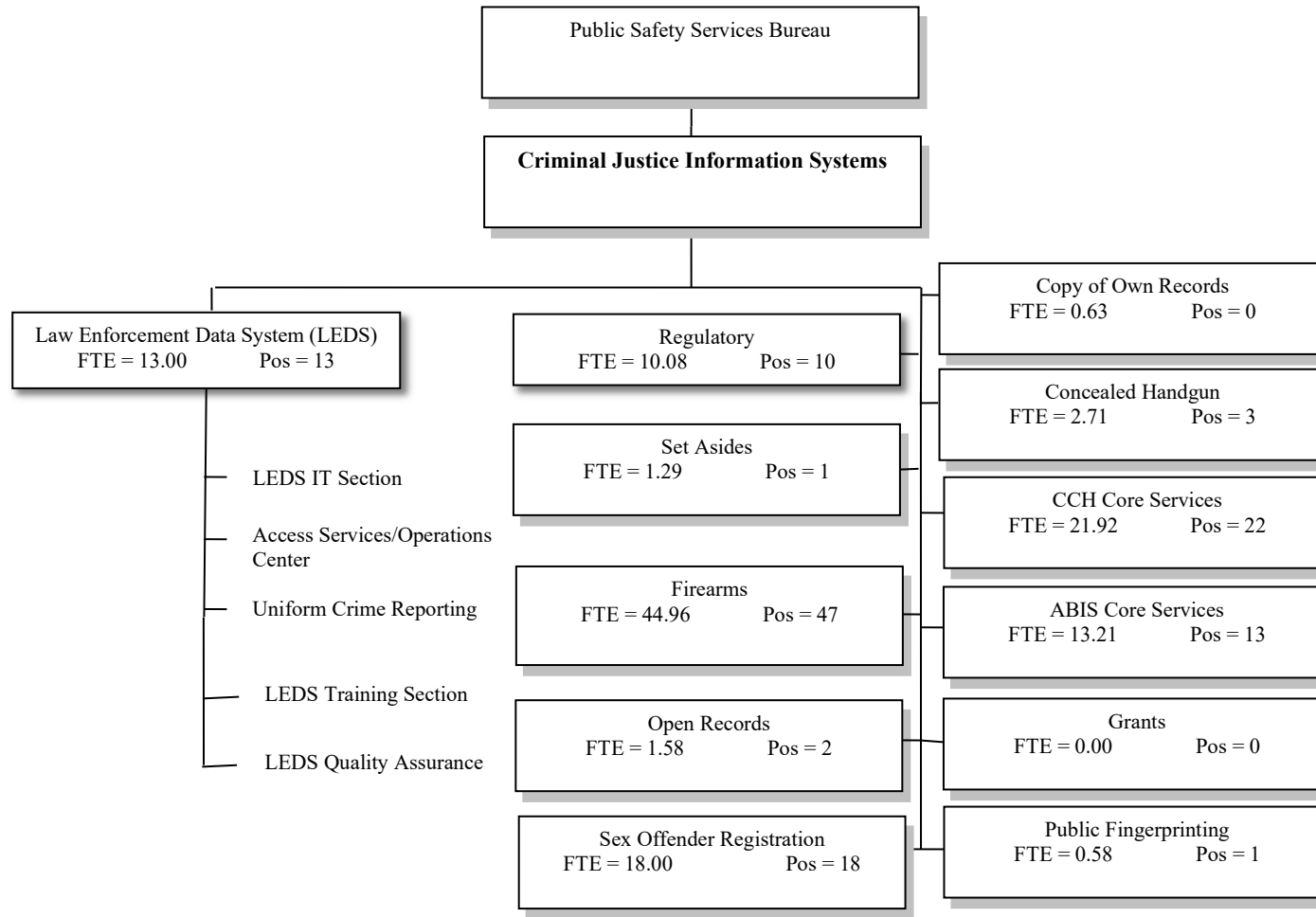


**2023-25 Oregon State Police Agency Request
Budget**

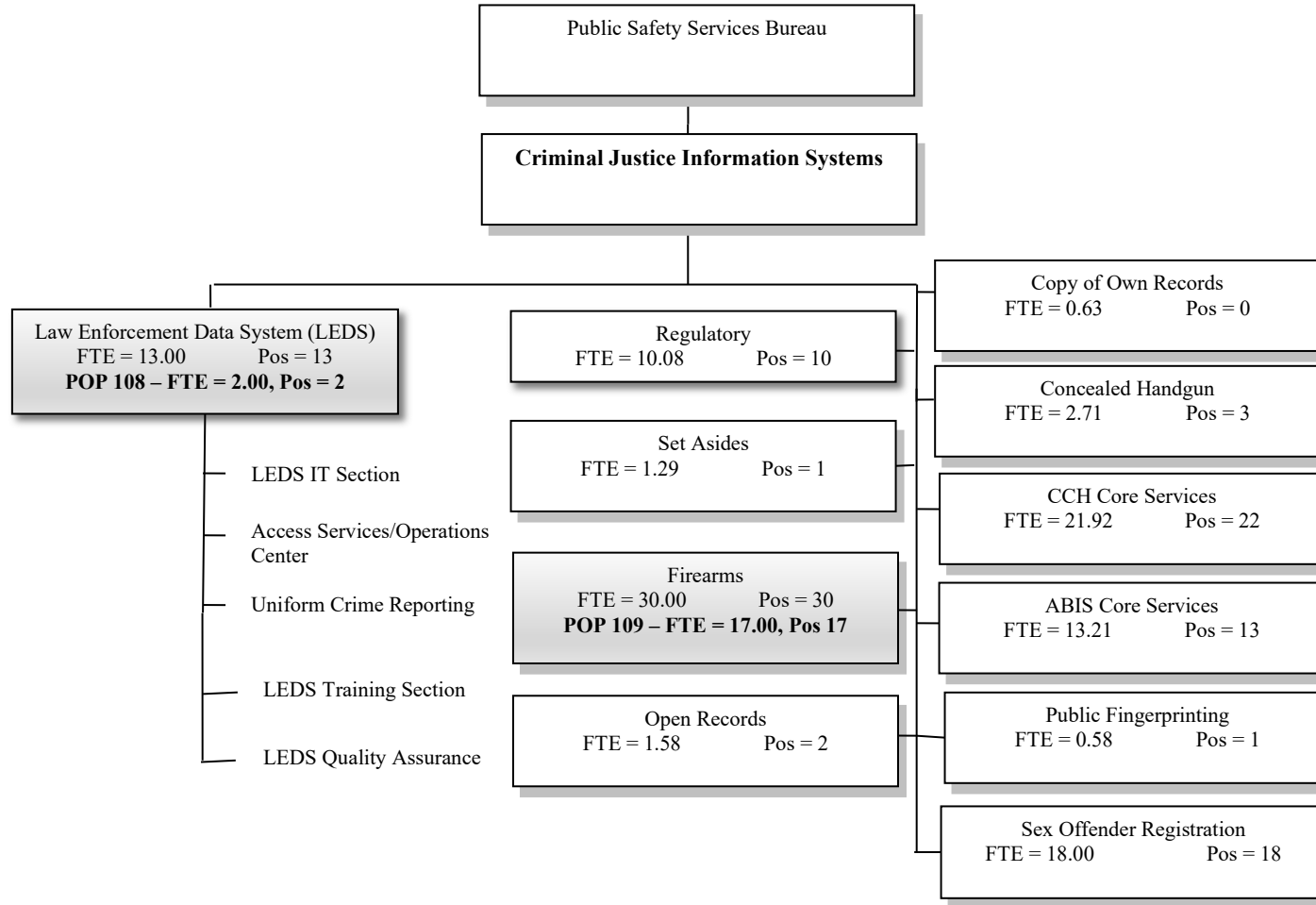
Criminal Justice Information Services

2021-23 Organization Charts – Criminal Justice Information Services



2019-21 Legislative Adopted FTE = 95.00 Pos = 95	2021-23 CSL FTE = 113.00 Pos = 113	2021-23 Agency Request FTE = 117.76 Pos = 118	2021-23 Gov. Balanced FTE = 113.00 Pos = 113	2021-23 Legislative Adopted FTE = 127.96 Pos = 130
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2023-25 Organization Charts – Criminal Justice Information Services



2021-23 CSL
FTE = 113.00 Pos = 113

2021-23 Agency Request
FTE = 117.76 Pos = 118

2021-23 Gov. Balanced
FTE = 113.00 Pos = 113

2021-23 Legislative Adopted
FTE = 127.96 Pos = 130

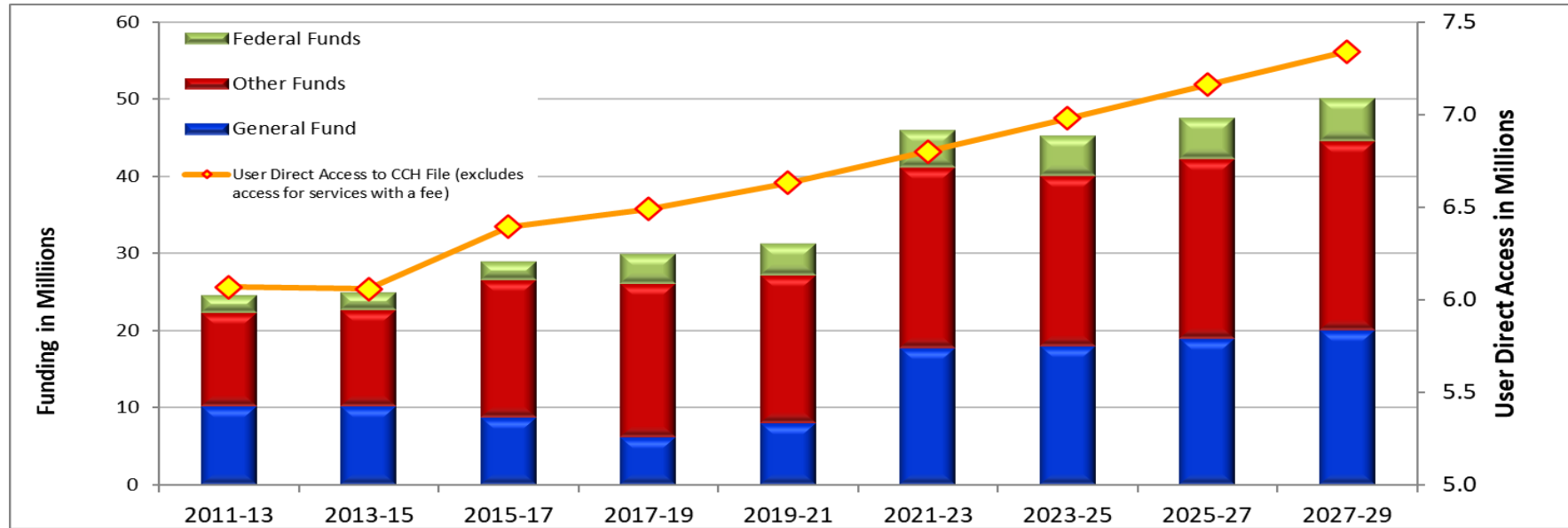
2023-25 Agency Request
FTE = 132.00 Pos = 132

Oregon State Police: Criminal Justice Information Services Division

Primary Outcome Area: Healthy and Safe Communities

Secondary Outcome Area: A Thriving Statewide Economy

Program Contact: Wendy Landers, 503-934-2305



Program Overview

The Criminal Justice Information Services (CJIS) Division maintains Oregon’s repository of criminal offender records, law enforcement information, and the infrastructure necessary for immediate and secure access of these confidential records. CJIS programs provide sole-source, critical support to all aspects of public safety allowing for agencies to report, access, investigate and share information regarding criminal activity locally, statewide and nationally for both criminal justice and authorized non-criminal justice purposes.

Program Funding Request

The Criminal Justice Information Services Division funding request at Agency Request Budget for the 2023-25 Biennium is \$17,896,590(GF), \$22,067,571(OF), and \$5,158,277(FF). Total funds request for Criminal Justice Information Services Division is \$45,122,438 (TF).

Program Description

CJIS Division programs provide a broad range of 24/7 public safety services and standards regarding criminal justice data requirements. Customers include all Oregon citizens through the support of all state and local law enforcement and criminal justice entities, approximately 1,500 licensed gun dealers, and approximately 130 Non-Criminal Justice agencies for applicant regulatory purposes. The Criminal Justice Information Services Division consists of two main program areas - the Identification Services Section (ISS) and the Law Enforcement Data System (LEDS) Programs Section:

1. ISS maintains Oregon's criminal offender records comprised of arrest finger, palm print images, arrest "mug shot" photos, court and corrections activity records reported by all law enforcement and criminal justice agencies for the purpose of establishing and maintaining a history of events related to each individual. The Oregon criminal offender file is established only through positive fingerprint identification and is the basis for criminal and applicant background check processing as well as the ability to search forensic crime scene fingerprint and palm print evidence. The Regulatory/Public access program area fee-based services provide sole-source access for name and fingerprint-based criminal background checks of those working with vulnerable citizens such as children, the elderly or disabled; firearm sales background checks to ensure the person taking possession of a firearm is not prohibited by state or federal law; and the general public for purposes such as visa, adoption, employment, obtaining a copy of their own Oregon record, etc.
2. LEDS provides the sole statewide criminal justice network and repository for criminal justice information. The Law Enforcement Data System (LEDS) is the control point for the information exchange between similar programs in other states and for information services provided by the FBI and other federal agencies. Data includes: Oregon criminal history files, wanted and missing persons, protective and restraining orders, the link to motor vehicle records, stolen property files. Additionally, CJIS provides user support through policy and outreach; User Training and Audit to ensure compliance with state and federal policy and standards; maintains the Oregon Uniform Crime Reporting program which compiles crime statistics from Oregon Law enforcement agencies and reports to the national level for the FBI's Crime in the United States report.

Primary Program Cost Drivers Include:

- Staff resources: based on the number of users, requests for services and the resources needed to support programs:
 - Training, audit, security, etc.;
 - Customer need and expectation for expanded, enhanced and immediate services;
 - Personnel that are required to perform services such as fingerprint identification functions, user helpdesk support, IT programming and development, necessary system controls, policy and administration of programs, etc.
- Infrastructure: hardware, software, disaster recovery, network and connectivity which must be appropriately maintained and periodically upgraded to ensure system reliability/redundancy and data security for all users. Currently the infrastructure is supported through third-party contract and the state data center.

Program Justification and Link to 10-Year Outcome

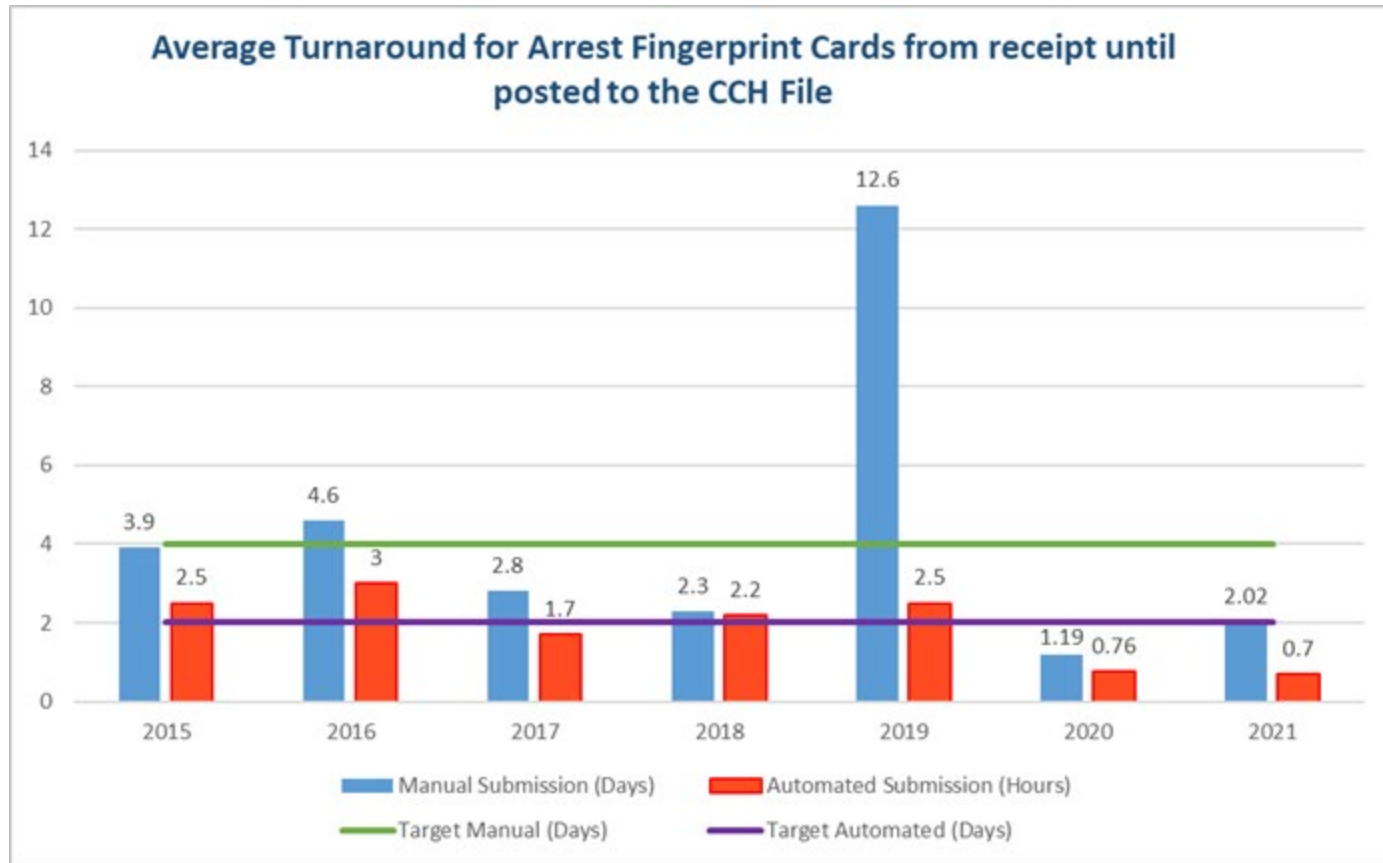
CJIS Division programs directly impact all elements of the Safety Policy Vision and are in line with the nationally recognized best practices of maintaining statewide centralized data systems including: data exchange with national systems; conducting fingerprint-based background checks whenever possible in lieu of name-based checks. Additionally, these systems are used to assist in the identification of missing or deceased persons. The repository biometric identification system is maintained through third-party contract and fully supported by an out of state active redundant backup system. Safety Strategy examples of outcomes that can be anticipated through fully operational CJIS programs:

- **Investment in Communities:** Informed public policy direction can be made for issues such as prison population forecasts and housing concerns; effects of the criminal justice system and/or treatment programs can be looked at to determine patterns of abuse, recidivism rates or a decrease in criminal activity; child placement agencies can reduce putting a child in an unsafe environment with real-time access to information provided through CJIS programs.
- **Implement Social and Justice Reinvestment:** Organizations that provide mentor and tutor services to at-risk children will have access to conduct comprehensive criminal background checks, reducing the safety risks; patrol officers have the ability to focus on critical enforcement activities when timely investigative information is available to them via the Law Enforcement Data System (LEDS).
- **Safety of People:** Uninterrupted law enforcement telecommunications on a 24/7 basis will promote information availability at all times including during emergencies.
- **Citizen Access to Justice/Ability to Exercise their Rights:** Fair and appropriate court determinations and/or sentencing decisions are possible when complete and accurate criminal offender information is available. The justice system is aided with the timely completion of a conviction or arrest “Set Aside” from a person’s Oregon criminal history record. The public’s ability to access one’s own criminal history adds validity to the system.
- **Provide Education, Advocacy and Regulatory Efforts:** Criminal background checks conducted on regulated industries and employees in positions of trust protect Oregonians from potential harm. Accurate criminal offender records aide policy makers in their ability to set effective public policy and direct appropriate funding where necessary.

Program Performance

Performance of CJIS programs are measured in several ways. Key metrics that will be used by the program to link outcomes within the 10-year Safety Policy Vision are as follows:

1. Arrest Fingerprint Card Turnaround. Average turnaround time from receipt of a fingerprint card until it is posted onto the CCH file (see chart below). Fingerprints are the foundation of the criminal history file and card turnaround supports record accuracy, completeness and real-time availability to users (*Safety Strategy 1*). 1.3% of arrest cards are submitted manually (on paper). 98.7% are submitted electronically. Electronically submitted cards are measured in hours, manually submitted (paper) cards are measured in days. In 2021, the average turnaround time for an electronically submitted card was 42 minutes. During that same time period, the average turnaround time for manually submitted card was 2.02 days.



- 2. Message Switch. 1) LEDS System Availability to customers for reliable access to criminal justice information. LEDS system up time for 2021 was 99.959% (FBI Standard is 99.95%). 2) Transaction processing capability. The message switch processed over 259 million user transactions and messages in 2021. Measures 1 & 2 show the return on investment to LEDS infrastructure and the ability to meet customer demands (Safety Strategy

Enabling Legislation/Program Authorization

ORS 181A.280 establishes a Law Enforcement Data System; ORS 181A.140 mandates that OSP maintain the state’s fingerprint based criminal history repository. Directives for specific CJISD programs are found in ORS Chapters 137, 166 and 181A. Requirement references for data exchange with federal systems include: FBI Criminal Justice Information Service (CJIS) Security Policy, National Crime Information Center (NCIC) Operating Manual, National Fingerprint File (NFF) Requirements and National Instant Check System (NICS) Point of Contact State Requirements. ORS 163A establishes laws for Sex Offender Registration.

Funding Streams

CJIS funding within the Identification Services Section comes primarily from Other Fund revenue generated by eight fee programs, along with a General Fund appropriation to cover the balance of Core Service expenses not fully covered by program fees. The LEDS Programs Section funding is primarily General Fund. CJIS has successfully applied for and received federal fund grants for projects to improve criminal justice systems. However, federal funds specific to criminal justice improvements are vulnerable to shifting priorities and needs that are typically greater than the appropriations, also making them highly competitive among criminal justice entities in partner states.

2023-25 Funding Proposal Compared to 2021-23

Agency Request Budget for the Criminal Justice Information Services Division is requesting permanent funding for two existing limited duration positions, reclassifying one position, and continued limited duration funding and authority for 17 positions. These positions are necessary to support ongoing repository operations and program services. We continue our work on our LEDS 20/20 project, this is a multi-year project to modernize all the technical systems used within the CJIS Division. All of the position listed are in support of this mission as well as other specific work noted in each of the below area(s).

Computerized Criminal History (CCH) – This position (Reclassify to AS2) partners with outside agencies to access court and law enforcement databases and records. The position interprets, assesses, and makes accurate determinations for criminal history records maintenance which includes entry, modifications, and/or deletion of data in order to assure complete and accurate criminal history information is available through LEDS for easy retrieval.

Law Enforcement Data Systems (LEDS) – Permanent position authority for 1 - Business Operations Manager 1, and 1 - Operation and Policy Analyst 3 (For administrative sustainment of the LEDS 20/20 project)

Firearms Instant Check System (FICS) – Limited Duration 17 positions currently. Firearms continue to have a backlog due to COVID-19, Social unrest nationally. Our hope with the hiring and help from these limit duration positions we will be able to get our backlogs returned to reasonable numbers.

Criminal Justice Information Services Division (CJIS) Narrative

The Criminal Justice Information Services Division (CJIS) consists of three main program areas - the Identification Services Section (ISS), the Law Enforcement Data System (LEDS) Programs Section and the Sex Offender Registration Program (SOR). CJIS provides sole-source, critical support to all aspects of public safety allowing agencies to report, access, investigate and share information regarding criminal activity locally, statewide and nationally working together to ensure the safety of all citizens. Additionally, access to this data for non-criminal justice applicant purposes is required by law for agencies with the regulatory responsibility to ensure vulnerable citizens they serve are safe within state programs and applicants they employ, license or certify are screened using the very best information available.

Identification Services Section (ISS):

CJIS Core Services: Identification Services is responsible for maintaining Oregon's criminal offender records, comprised of arrest fingerprint and palm print images, arrest photo images, and related crime data reported by all Oregon law enforcement, corrections agencies, courts and District Attorneys for the purpose of establishing and maintaining a history of criminal events related to each individual. The Oregon criminal offender file is established only through positive fingerprint identification and provides the basis for the ability to search forensic crime scene fingerprint and palm print evidence. These mandated repository functions make up the ISS Core Services, which are supported by Other Fund revenue from CJIS fee services as well as a General Fund appropriation to cover the amount not fully covered by program fees.

CJIS Fee Services: Non-criminal justice "Regulatory" and Public Record access programs are fee-based and provide sole-source access for authorized name and fingerprint-based criminal background checks on those working with or around vulnerable citizens such as children, the elderly or disabled; firearms transfer background checks to ensure the person taking possession of a firearm is not prohibited by state or federal law; and the general public for purposes such as visa, adoption, employment, obtaining a copy of their own Oregon record, persons seeking to set aside a conviction through the courts, etc. These program functions make up the ISS Fee Services, which generate other funds for program cost recovery as well as to support the CJIS Core Services necessary to provide these programs.

Civil and applicant checks by authorized regulatory agencies are for employment, licensing and certification and include such positions as teachers, adult care providers, foster parents, realtors, lottery retailers, school bus drivers, nuclear facility security, etc. The number of agencies authorized to request background checks in this category continue to reflect a steady workload. Requests for concealed handgun license background checks and pre-sale screening of firearm transfers historically follow the same workload trend each year. This trend has held steady through dramatic volume increases that began in 2012 as a result of current events both local and nationally.

Helping to ensure the state's citizens and resources are safe and secure, the ISS provides a critical and unique service to all Oregonians through positive fingerprint identification and statewide record keeping of confidential criminal history record information. There are over 1.8 million adult and juvenile criminal offender and authorized applicant records on file within the ISS. A quality fingerprint database and complete criminal history file remains one of the most effective crime fighting tools available. Crime scene finger and palm print evidence that is collected can be searched without the necessity of having a known suspect. A single finger or palm print collected from a crime scene can reveal the owner's identity and provide law enforcement the information needed to further their investigation. There are four main work units within ISS.

The Computerized Criminal History (CCH) Records Unit: The CCH unit is the backbone of the State's repository for all criminal offender record keeping as outlined by Oregon law. Within this unit lies the responsibility to collect and maintain arrest and case outcome activity records as reported by local and state law enforcement and criminal justice agencies, including courts and District Attorneys. These records are made available for use to the criminal justice community through the Computerized Criminal History (CCH) file. ISS customers and partners need criminal offender information immediately so responses must be timely, but above all this information must be accurate. The CCH Records unit works closely with the Federal Bureau of Investigation (FBI) to ensure Oregon's participation in the nationwide exchange of criminal offender record information through the National Fingerprint File (NFF) and the National Crime Information Center (NCIC) is current, accurate and meets quality standards. Partnerships and agreements in this data sharing effort are only possible currently through the use of technology. Specific Oregon laws also make criminal offender information available to non-criminal justice entities and the public on a limited basis. The task of holding this record information confidential while also making it accessible, when appropriate as outlined in law, is an important and complicated responsibility. Accurate and timely record information is critical to many public and private functions and must be carefully handled to ensure both integrity and confidence is maintained.

The Automated Biometric Identification System (ABIS) Unit: The ABIS unit maintains Oregon's fingerprint, palm print, and arrest photo database and computer matching system. This highly technical system allows for rapid searching of millions of fingerprints at one time to subjects being arrested and booked into jails around the state to determine their identity and report back to authorities whom they have in their custody. Hundreds of identifications are made daily for routine bookings and investigations. Deceased, missing persons, and amnesia victim identification services are also available. Oregon's ABIS unit has immediate access to over 30 million fingerprint records within nine western states as well as direct access to the FBI's national fingerprint database. Technology is once again highly depended upon to complete the task of maintaining the state's biometric repository. Database quality is of critical importance to all Oregonians through the services provided by ID Services as well as state and national law enforcement. The ABIS unit maintains the database that allows Forensic Latent Print Experts to search crime scene fingerprint and palm print evidence. Unidentified prints from cases are registered to the ABIS database for future searches against newly added arrest fingerprints, keeping this tool working for law enforcement on a continuing basis to assist in solving crime that could span years.

The Regulatory and Public Access Unit: This unit provides fingerprint identification background checks for regulatory agencies and qualifying private companies to ensure record information is reported for applicants working with the state's most vulnerable people – children, seniors, the disabled and more. State and national security issues have increased the need and number of agencies reaching out for a means to ensure the persons and property in their care or responsibility will not cause harm or destruction. Several Oregon and federal laws make such backgrounds a priority and requirement for a growing number of purposes. Within the Regulatory unit, fingerprint background checks are performed in support of the Concealed Handgun License program administered by the Sheriff in each county. Public access services include the following examples of use: Requests for another person's Oregon record and review of one's own record for purposes such as: Visa and access to foreign countries, adoption, employment, property management, housing, etc.

The Firearms Instant Check System (FICS) Unit: The FICS unit conducts pre-sale screening of firearm sales through requests made by federally licensed firearm dealers and private party sales including transfers at gun shows within the state. Oregon law requires all firearm transfers by licensed dealers in the state go through a screening process to ensure the receiving person can lawfully obtain a firearm in compliance with both state and federal law. Oregon also requires that private parties, with a few exceptions, conduct a background check through the FICS unit prior to transferring a firearm to another person. As a public and officer safety function, criminal history record checks are conducted, and records accessed from throughout the nation to ensure compliance. As a separate function from a firearm transfer background check, stolen gun checks are performed upon request for anyone wishing to check the status of a firearm prior to taking possession, etc. As noted above, firearm transactions increased dramatically in 2012 and have continued at a steady new "normal" rate yearly. Starting in March 2020, at the onset of COVID-19, requests for firearm sales and transfers skyrocketed. Triggered initially by COVID-19 then media coverage of local and nationwide events, firearm transfer requests during one week in March 2020 peaked at a 207% increase over the same period in 2019. The Department anticipates the high volume of firearm sales and transfers will continue during the duration of the pandemic, but will eventually return to normal levels once the nation returns to some semblance of order.

Law Enforcement Data System (LEDS) Programs Section:

The LEDS Programs Section is responsible for the policy, user access and responsibilities of Oregon's only statewide criminal justice network and central repository of criminal justice related information. Program areas of responsibility include Training and Audit for statewide system users to ensure security and compliance with state and federal policy and standards; 24-7 user helpdesk; and Oregon Uniform Crime Reporting (UCR) which compiles standardized criminal offense and arrest statistical information from all Oregon Law enforcement agencies. Crime reporting by agencies is used for regular publication of crime statistics, as a resource for crime and criminal justice research; as well as, consolidating that information for law enforcement investigatory purposes.

The LEDS hardware and software infrastructure make up the state's repository for CJIS data. This technical side of the state's responsibility is maintained through a third-party contract in coordination with LEDS Program staff and the OSP Information Technology Division in support of all CJIS Division functions. The repository infrastructure serves as the focal point for the Department's role as "Criminal Justice Information Services (CJIS) Systems Agency" (CSA) where state and nationwide data exchanges are possible through an interface with FBI's national programs such as the National Crime Information Center (NCIC) and Next Generation Identification (NGI). Through the LEDS system, OSP provides access to criminal offender records for all law enforcement and criminal justice agencies within Oregon and partner states through these interstate data exchanges. Also required by law, LEDS provides access for the state's non-criminal justice agencies to obtain Oregon only information per Governor's Executive Orders and to national fingerprint-based records when authorized by state statute. The central LEDS message switching computer system processes in excess of thirty million messages per month, serving over 25,000 user devices in Oregon and facilitating data exchange activity from agencies throughout the United States, its territories, and Canada. There are four main work units within the CJIS Division's LEDS Programs area.

The CJIS/LEDS Policy and Program Administration: This program area is responsible to ensure user access and data policy standards are maintained through agency agreements. Standards are established by the FBI CJIS Advisory Policy process.

The LEDS Training Program: The LEDS training program is responsible for providing instruction on the proper entry, access and use of the LEDS, NCIC and Nlets systems and for the certification and re-certification of over 14,000 LEDS users in Oregon. The unit works closely with the CJIS Security Officer to provide instruction on CJIS System Security to ensure data integrity. The unit maintains the LEDS Operating Manual, LEDS Representative reference materials, and LEDS Training Guides which are used by agency LEDS users statewide.

The LEDS Audit Program: The LEDS Audit program conducts quality assurance audits as well as serving as a resource to agencies involved in system misuse investigations. All agencies with direct or indirect access are audited under state and federal requirements for system access, use and dissemination of LEDS and NCIC data on a triennial basis. Roughly 180 agencies are audited each year by both OSP and FBI regarding the accuracy and completeness of their records and the proper use of not only the LEDS and NCIC systems, but also of all associated criminal justice information such as DMV records, Mental Health records and records from other states. The LEDS Audit unit investigates reported allegations of system misuse and works closely with the LEDS Training Unit to identify areas where additional training may be beneficial in order to correct misunderstandings or deficiencies in system use.

The Uniform Crime Reporting (UCR) Program: The UCR unit collects, processes, and publishes Oregon crime and arrest statistics as mandated by statute and provides compiled Oregon data to the FBI national crime statistics program for use in publications regarding crime in the United States. Information is gathered from 161* law enforcement agencies throughout the state and reviewed to ensure it meets federal reporting requirements and data standards. This information is consolidated and published in quarterly and annual reports for distribution to contributors, other criminal justice agencies and the public. Information compiled and published through the UCR program is used for many purposes, such as public safety benchmarks, funding, public policy, citizens general knowledge and interest of crime in their community, etc. There are currently three areas where reporting by law enforcement agencies is mandated by law. These are:

- *Uniform Crime Reporting (ORS 181A.225):* Reporting of criminal offenses and arrests, in general.
- *Bias Crime Reporting (ORS 181A.225):* Crime committed which is categorized as being motivated by prejudice such as race, religion, etc.
- *Domestic Violence Reporting (ORS 181A.225):* Statistics relating to incidents arising out of domestic disturbances.

CJIS is also responsible to administer the FBI National Data Exchange (N-DEx) program within Oregon and is organized under the UCR program area. Oversight includes Oregon participant access, training, and audit for agency submissions and use of data maintained by the FBI N-DEx program for criminal justice investigatory purposes.

*In 2019 the number of law enforcement agencies reporting data was 178; Since Covid-19, 17 agencies are either reporting through a partner agency or have stopped reporting due to staffing shortages.

Sex Offender Registration (SOR) Program:

The Sex Offender Registration (SOR) Program is responsible for maintaining the state sex offender registry – the information within which is obtained for the purposes of assisting law enforcement agencies in preventing future sex offenses (ORS 163A.045), and to be made available to the public in accordance with statute in the interest of public safety. Information in the registry is made available to law enforcement agencies across the country through entry into the State Police Law Enforcement Data System (LEDS) and the FBI’s National Crime Information Center (NCIC); and to state and local law enforcement through a Law Enforcement Web Portal which can be used to submit updates to the registry and for investigative purposes. The SOR Section maintains information on more than 31,900 offenders who live or work or have lived or worked or attend or attended school in an Oregon community. Approximately 1,200 of those offenders meet criteria for posting to the public-facing website. On average, over the past 10 years, the SOR Section introduces 1,200 new offenders to the registry database annually. Oregon has up to 26 registerable sex crimes (ORS 163A.005). Individuals convicted of those offenses are required to register for life, unless granted relief by the Bureau of Parole and Post-Prison Supervision or unless their original conviction is set aside, vacated, or pardoned.

Criminal Justice Information Services

2023-25 Agency Request						
Criminal Justice Information Systems (CJIS)	General Fund	Other Funds	Federal Funds	Total Funds	Pos.	FTE
BASE BUDGET:	\$ 15,844,585.00	\$ 21,371,665.00	\$ 4,929,861.00	\$ 42,146,111.00	113	113.00
ESSENTIAL PACKAGES:						
010 Vacancy/Non-ORPICS Personal Services	\$ 21,736.00	\$ (93,337.00)	\$ 35,260.00	\$ (36,341.00)		
021 Phased - In				\$ -		
022 Phased - Out	\$ (2,038,065.00)			\$ (2,038,065.00)		
031 Standard Inflation / SGSC	\$ 548,215.00	\$ 786,321.00	\$ 193,156.00	\$ 1,527,692.00		
TOTAL ESSENTIAL PACKAGES	\$ (1,468,114.00)	\$ 692,984.00	\$ 228,416.00	\$ (546,714.00)	0	0.00
POLICY PACKAGES:						
070 Revenue Shortfalls				\$ -		
080 Emergency Board Actions				\$ -		
108 LEDS Staffing	\$ 542,162.00			\$ 542,162.00	2	2.00
109 FICS Staffing	\$ 2,977,957.00			\$ 2,977,957.00	17	17.00
120 Position Alignment and ARPA Limitation		\$ 2,922.00		\$ 2,922.00		
TOTAL POLICY PACKAGES	\$ 3,520,119.00	\$ 2,922.00	\$ -	\$ 3,523,041.00	19	19.00
TOTAL BUDGET	\$ 17,896,590.00	\$ 22,067,571.00	\$ 5,158,277.00	\$ 45,122,438.00	132	132.00

Essential Packages

Essential packages present budget adjustments needed to bring the base budget to Current Service Level, the calculated cost of continuing legislatively approved programs in the 2023-25 biennium.

010 – Vacancy Factor and Non-ORPICS Personal Services

This package includes standard inflation of 4.2 percent on non ORPICS items such overtime, differential, temporary appointments and unemployment assessment, including OPE associated with them. The vacancy factor calculation projects budget changes related to staff turnover and position vacancies during the 2021-23 biennium.

021 & 022 – Phased in/Phased out programs and one-time costs

These packages are used to phase in/out costs resulting from elimination of pilot programs, new programs and expansions of non-mandated caseload programs funded for less than 24 months during prior biennium but require a full 24 months, and other one-time costs that will not be funded in the 2023-25 biennium or remove any excess/empty limitation.

031, 032 and 033 – Inflation and Price List Adjustments

These packages are the basis for the increase for biennial general inflation as well as State Government Service Charges per the on-line price list. The biennial inflation factor for 2023-25 development is 4.2 percent for general inflation, 8.8 percent for Professional Services, and 6.2 percent for medical services.

050 – Fund Shifts

This package is for significant revenue changes in existing programs. The change may have occurred during the 2021-23 biennium or may be expected during the 2023-25 biennium. For example: a legislatively approved budget planned on Other Funds for a program, but Federal Funds are being used instead. These packages should be net-zero in Total Funds cost.

060 – Technical Adjustments

This package is to be used for technical budget adjustments, such as agency reorganizations and expenditure category shifts that do not fit into the standard Essential Packages No. 010 - 050. Use of this package requires prior approval by the CFO analyst and SABRS manager.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 010 - Vacancy Factor and Non-ORPICS Personal Services

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	21,736	-	-	-	-	-	21,736
Federal Funds	-	-	-	35,260	-	-	35,260
Total Revenues	\$21,736	-	-	\$35,260	-	-	\$56,996
Personal Services							
Temporary Appointments	-	-	-	32,754	-	-	32,754
Overtime Payments	5,416	-	2,418	-	-	-	7,834
Shift Differential	500	-	1,209	-	-	-	1,709
All Other Differential	7,823	-	2,407	-	-	-	10,230
Public Employees' Retire Cont	2,947	-	1,294	-	-	-	4,241
Pension Obligation Bond	18,335	-	(60,282)	-	-	-	(41,947)
Social Security Taxes	1,051	-	462	2,506	-	-	4,019
Unemployment Assessments	-	-	645	-	-	-	645
Paid Family Medical Leave Insurance	55	-	23	-	-	-	78
Mass Transit Tax	11,997	-	(13,110)	-	-	-	(1,113)
Vacancy Savings	(26,388)	-	(28,403)	-	-	-	(54,791)
Total Personal Services	\$21,736	-	(\$93,337)	\$35,260	-	-	(\$36,341)
Total Expenditures							
Total Expenditures	21,736	-	(93,337)	35,260	-	-	(36,341)
Total Expenditures	\$21,736	-	(\$93,337)	\$35,260	-	-	(\$36,341)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 010 - Vacancy Factor and Non-ORPICS Personal Services

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	93,337	-	-	-	93,337
Total Ending Balance	-	-	\$93,337	-	-	-	\$93,337

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(2,038,065)	-	-	-	-	-	(2,038,065)
Total Revenues	(\$2,038,065)	-	-	-	-	-	(\$2,038,065)
Services & Supplies							
IT Professional Services	(2,038,065)	-	-	-	-	-	(2,038,065)
Total Services & Supplies	(\$2,038,065)	-	-	-	-	-	(\$2,038,065)
Total Expenditures							
Total Expenditures	(2,038,065)	-	-	-	-	-	(2,038,065)
Total Expenditures	(\$2,038,065)	-	-	-	-	-	(\$2,038,065)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 031 - Standard Inflation

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	548,215	-	-	-	-	-	548,215
Federal Funds	-	-	-	193,156	-	-	193,156
Total Revenues	\$548,215	-	-	\$193,156	-	-	\$741,371

Services & Supplies

Instate Travel	143	-	1,023	-	-	-	1,166
Out of State Travel	208	-	703	-	-	-	911
Employee Training	1,170	-	2,767	-	-	-	3,937
Office Expenses	2,054	-	8,373	141	-	-	10,568
Telecommunications	2,875	-	7,570	205	-	-	10,650
State Gov. Service Charges	464,811	-	317,543	-	-	-	782,354
Data Processing	48,307	-	24,687	696	-	-	73,690
Professional Services	362	-	4,639	35,417	-	-	40,418
IT Professional Services	1,286	-	158,770	-	-	-	160,056
Attorney General	256	-	2,519	3,735	-	-	6,510
Dues and Subscriptions	155	-	-	-	-	-	155
Facilities Rental and Taxes	20,747	-	27,962	-	-	-	48,709
Fuels and Utilities	461	-	7,341	-	-	-	7,802
Facilities Maintenance	398	-	2,587	-	-	-	2,985
Medical Services and Supplies	12	-	5	-	-	-	17
Agency Program Related S and S	-	-	29,226	-	-	-	29,226
Other Services and Supplies	518	-	6,411	17,601	-	-	24,530
Expendable Prop 250 - 5000	2,813	-	4,979	9,102	-	-	16,894

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 031 - Standard Inflation

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	1,639	-	5,575	32,744	-	-	39,958
Total Services & Supplies	\$548,215	-	\$612,680	\$99,641	-	-	\$1,260,536
Capital Outlay							
Technical Equipment	-	-	-	1,617	-	-	1,617
Data Processing Software	-	-	173,641	1,887	-	-	175,528
Other Capital Outlay	-	-	-	72,660	-	-	72,660
Total Capital Outlay	-	-	\$173,641	\$76,164	-	-	\$249,805
Special Payments							
Dist to Other Gov Unit	-	-	-	17,351	-	-	17,351
Total Special Payments	-	-	-	\$17,351	-	-	\$17,351
Total Expenditures							
Total Expenditures	548,215	-	786,321	193,156	-	-	1,527,692
Total Expenditures	\$548,215	-	\$786,321	\$193,156	-	-	\$1,527,692
Ending Balance							
Ending Balance	-	-	(786,321)	-	-	-	(786,321)
Total Ending Balance	-	-	(\$786,321)	-	-	-	(\$786,321)

**Oregon State Police - Criminal Justice Information Services (CJIS)
Policy Option Package (POP): 108**

**POP Title: Law Enforcement Data System (LEDS)
Total Request: \$542,162 General Funds**

Purpose:

The CJIS Division is responsible for maintaining the state's Criminal Offender Record Repository and infrastructure, Uniform Crime Data Reporting Repository, and Sex Offender Repository through the Law Enforcement Data System (LEDS). Additionally, the system is required to support multiple non-criminal justice regulatory programs authorized to have access for purposes of background check screening for employment, licensing and certification, firearm transfer decisions, etc.

The LEDS system itself is the infrastructure and database backbone for the repository providing critical criminal justice record information that must be available 24/7, 365 days to all law enforcement and criminal justice agencies statewide and throughout the nation in support of public safety.

This request addresses obtaining permanent position authority and funding for 2 limited duration positions within the CJIS Law Enforcement Data System (LEDS) program area.

LEDS Program Manager. As one of the division's key program areas, the Law Enforcement Data System (LEDS) programs serve users statewide and are responsible to ensure compliance by all users of Oregon's criminal offender repository. Additionally, Oregon programs must adhere to federal requirements for data and system security, reporting standards, data exchange and response timelines, and perform statewide emergency response system duties via a 24/7/365 helpdesk. Program needs were managed through the CJIS Operations PEMD with day-to-day staff issues supported by the CCH Unit Program Manager. This arrangement did not provide the direct program oversight needed for these complicated functions and for the staff performing within this area. On top of day-to-day operations, the LEDS20/20 replacement project began consuming internal staff resources throughout the CJIS Division in a significant way with the nucleus being LEDS programs. A limited duration PEMD was established to serve in the key business lead role for the project as well as take on the direct management of LEDS programs and staff assigned to the unit. At the conclusion of the LEDS20/20 project (slated for late 2024), the state will be on a new platform and receiving hardware and maintenance support from a third-party vendor which will need program support and oversight to maintain the statewide service levels users expect. This position is necessary to maintain the critical services and obligations Oregon has to all repository user agencies statewide and as our systems exchange data nationally. The position must become permanent as the state's obligation to maintain the infrastructure and services to support critical public safety needs is not sustainable under the current limited duration status. The ability to maintain the necessary job knowledge, state and federal policy awareness and oversight, as well as staff resources at the program manager level are significantly impacted by the position being limited duration. **Request permanent position authority and funding for the current limited duration Business Operations Manager 1 position.**

LEDS20/20 Operations and Sustainment. The LEDS20/20 replacement project replaces the states critical infrastructure that supports Oregon’s criminal offender record repository and the message switch that allows Oregon to exchange data and services throughout the state and nationally with partners at the state and federal level. Within the project an Operations and Policy Analyst was established to serve as they key resource for OSP in working with the solution vendor and agency staff, IT resources and their vendor representatives. The duties are highly technical and policy-driven to ensure this complex project successfully moves through its various phases with little to no disruption to critical services necessary for agencies to conduct their administration of criminal justice functions. Upon completion of the project, Oregon’s repository and the entire state will be on a new platform receiving hardware and maintenance support from a third-party vendor. For the first time, this repository will not be maintained by an OSP IT staff. Users will continue to transition to a new OSP interface that will require ongoing training and user support from the administrative and policy perspective. Ongoing interactions will be necessary with the solution vendor for functionality upgrades, modifications and implementation of federal initiatives and programs designed to further enhance criminal justice data exchange as well as non-criminal justice background check improvements. This position is necessary to retain for ongoing support within the entire LEDS programs area as well as to assist with contract oversight of the solution and disaster recovery vendors and policy driven periodic system modifications. **Request permanent position authority and funding for the current limited duration Operations and Policy Analyst 3 position.**

How Achieved:

Administrative clean-up of two current General Fund positions. These positions are requested at 24 months due to current incumbents fulfilling these roles in a limited duration capacity. These positions have been reviewed and approved by the Department of Administrative Services Chief Human Resources Office.

The responsibility of this program area is statutorily under the Oregon State Police, however LEDS supports every agency in this state including OSP and is necessary to support public safety through the exchange of criminal offender data nationally.

Examples of critical system access and data sharing obligations to statewide programs and user agencies that are potentially vulnerable to LEDS program position instability: uninterrupted 24-hr access to data and systems to police on the street, dispatch centers; availability for agency entry and access to wanted persons, stolen property, protection order and sex offender registration files; fingerprint-based identifications for jail, in the field custody contacts, deceased or unknown crime victims; real-time reporting of criminal arrests, court dispositions and District Attorney actions; Department of Corrections activity and movements; sex offender registrations and reporting at the federal level; Emergency Response system notifications and coordination; critical system updates, modifications, and federal requirements for technology and data sharing initiatives; statewide data and infrastructure system security; timely and accurate applicant background checks for employment, firearm transfers, concealed handgun licensing; system and user training, audit and support of appropriate use and safeguarding of sensitive and confidential records.

Staffing Impact:

Positions are requested at 24 months due to current incumbents fulfilling these roles in a limited duration capacity.

Position Number	Classification Title	Classification Number	2023-25			2025-27		
			Pos Count	FTE Count	Pos Budget	Pos Count	FTE Count	Pos Budget

3101057	Business Operations Manager 1	MMS X7085 AP	1	1	256,081	1	1	256,081
3101056	Operations & Policy Analyst 3	MMN X0872 AP	1	1	256,081	1	1	256,081
	Total		2	2	512,162	2	2	512,162

Quantifying Results:

Permanent Position Oversight, Support and Continuity of LEDS services:

- Critical system and data availability 24/7, 365 days a year to over 600 agencies and over 14,000 statewide users
- Routine and urgent system updates, modifications, problem resolution, implementation of state/federal initiatives - addressed daily and on time
- Policy and security compliance oversight and accountability issues addressed appropriately
- Direct program responsibility and management of statewide services and support for 16 staff within the Training, Audit, Uniform Crime Reporting, IT Security, 24/7 Helpdesk, and LEDS20/20 project program areas

Revenue Source:

General Fund \$542,162

Total Funding Request Summary:

POP 108	2023-25	2025-27
Expenditure Category	GF	GF
Personal Services	\$512,162	\$512,162
Services & Supplies	\$30,000	\$30,000
Total POP 108	\$542,162	\$542,162
Positions	2	2
FTE	2.00	2.00

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 108 - LEDS Staffing

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	542,162	-	-	-	-	-	542,162
Total Revenues	\$542,162	-	-	-	-	-	\$542,162
Personal Services							
Class/Unclass Sal. and Per Diem	332,640	-	-	-	-	-	332,640
Empl. Rel. Bd. Assessments	106	-	-	-	-	-	106
Public Employees' Retire Cont	71,352	-	-	-	-	-	71,352
Social Security Taxes	25,446	-	-	-	-	-	25,446
Paid Family Medical Leave Insurance	1,330	-	-	-	-	-	1,330
Worker's Comp. Assess. (WCD)	92	-	-	-	-	-	92
Mass Transit Tax	1,996	-	-	-	-	-	1,996
Flexible Benefits	79,200	-	-	-	-	-	79,200
Total Personal Services	\$512,162	-	-	-	-	-	\$512,162
Services & Supplies							
Employee Training	2,000	-	-	-	-	-	2,000
Office Expenses	3,000	-	-	-	-	-	3,000
Telecommunications	3,000	-	-	-	-	-	3,000
Data Processing	6,000	-	-	-	-	-	6,000
Other Services and Supplies	4,000	-	-	-	-	-	4,000
Expendable Prop 250 - 5000	5,000	-	-	-	-	-	5,000
IT Expendable Property	7,000	-	-	-	-	-	7,000
Total Services & Supplies	\$30,000	-	-	-	-	-	\$30,000

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 108 - LEDS Staffing

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	542,162	-	-	-	-	-	542,162
Total Expenditures	\$542,162	-	-	-	-	-	\$542,162
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							2
Total Positions	-	-	-	-	-	-	2
Total FTE							
Total FTE							2.00
Total FTE	-	-	-	-	-	-	2.00

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE
3101056	1426094		MMN X0872 A P	OPERATIONS & POLICY ANALYST	30	PF	24	3	6,930	166,320	88,763	255,083	1	1.00
3101057	1426111		MMS X7085 A P	BUSINESS OPERATIONS MANAGER	31X	PF	24	3	6,930	166,320	88,763	255,083	1	1.00
General Funds										332,640	177,526	510,166		
Lottery Funds										0	0	0		
Other Funds										0	0	0		
Federal Funds										0	0	0		
Total Funds										332,640	177,526	510,166	2	2.00

**Oregon State Police - Criminal Justice Information Services (CJIS)
Policy Option Package (POP): 109****POP Title: Firearms Instant Check System (FICS)
Total Request: \$2,977,957 General Funds****Purpose:**

The Firearms Instant Check System (FICS) is a program mandated by law to conduct firearm screening background checks for all federally licensed gun dealers as a Point of Contact state to the FBI's National Instant Check System (NICS). Not only is OSP FICS required to conduct state and federal checks for gun dealer transfers, but Oregon law requires OSP to conduct checks for private party transfers as well.

Firearm transfer background check requests continue to increase steadily over time with a trend of spiking every 4 years. The recent unexpected and ongoing high volume of requests over the last 2 years had rendered the program unable to maintain service levels with existing staff. Additionally, with the state encouraging remote work when possible and a hybrid schedule being integrated into the FICS program, it is anticipated that this will continue to impact overall performance and necessitate additional resources for day-to-day operational purposes.

Approval to hire 17 limited duration positions to address historic request volumes was provided during the 2021 legislative session; however, the positions were not funded. In the 2022 legislative session, funding was allocated for the 17 positions, but only for the 21-23 biennium.

This request is for continued funding for the 17 Limited Duration positions for the 23-25 biennium.

FICS Business Operations Supervisor 1 (Shift Supervisor) (1FTE). The FICS program involves a tremendous amount of activity. Shift supervisors are required to: oversee day-to-day operations, scheduling, workload, personnel needs, recruiting, customer contacts and communications, quality assurance, coordination with law enforcement responding to denied transactions, maintain staff records, monitor work processing standards, customer billing, legislative inquiry research, recruiting and hiring, and providing budgetary assistance, etc. Additionally, when staff resources are low and customer service is impacted, supervisors will monitor workload, return calls for staff, and make schedule adjustments at a moment's notice to maintain sufficient coverage. The unit is required to be open 8am-10pm, 363 days each year and each supervisor is responsible for 14 direct reports as well as covering all staff needs as needed in the event of a supervisor absence.

Public Service Representative 4 (12 FTE). A PSR4 in the Firearms Unit is responsible for maintaining a database of FFL dealers with active licenses, verify that dealer-submitted transferee demographics meet requirements of the Federal ATF program and state statute; make determinations of approval or denial by comparing criminal history records to state and federal statutes and rules pertaining to firearms disqualifications; research criminal record entries that are either missing or incomplete to make such determinations through regular contacts with state and federal courts and law enforcement agencies; respond to individuals challenging Unit decisions and provide information as to why the decisions are made.

Office Specialist 2 (4 FTE). Completed records help support the Firearms unit function to identify individuals prohibited from possessing or transferring firearms. The OS2 positions interpret, assess, and make accurate determinations for criminal history record maintenance, including submitting documents for entry, modification, and/or deletion of data to assure complete and accurate criminal history information is available through LEDS. These positions research and request dispositions from the municipal, justice, circuit courts, and district attorney’s offices throughout the U.S. and other territories. Provide administrative support with invoice, billing, and payment activity in coordination with OSP Accounting for background check services to gun dealers, customer form purchases, assist with challenge calls and logging of calls from customers to ensure timely responses. All in support of the FICS program as well as the National Instant Check System (NICS).

Volumes so far in 2022 have decreased to pre-pandemic numbers following a period of 2 years where requests soared. The decrease in the past 2 months has allowed the unit to eliminate a never-before-seen backlog of incoming requests and those efforts to focus resources in this area to regain a reasonable turnaround have significantly impacted the remaining key functions within the unit. Volumes over time continue to trend upward with the potential for additional spikes likely to impact all areas of the background check process at any given time. Funding will allow for improving services levels as limited duration positions are hired and trained and equally important, monitor to determine what resources are needed on a permanent basis to maintain service levels as requests begin to level out.

How Achieved:

Funding for 17 LD positions for 24 months during the 23-25 biennium to allow the unit to regain service levels as positions are filled, as well as improving the overall turnaround in all areas once new hires are trained and contributing fully. The program will continue to monitor workload volumes, vacancy trends, and assess the actual number of permanent resources needed to sustain operations long-term.

Staffing Impact:

Position Number	Classification Title	Classification Number	2023-25			2025-27		
			Pos Count	FTE Count	Pos Budget	Pos Count	FTE Count	Pos Budget
3101075	Business Operations Supervisor 1 (LD)	MMS X7087 AP	1	1.00	\$193,977			N/A
3101063	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101064	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101065	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101066	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101067	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101068	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101069	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101070	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101071	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101072	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A

3101073	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101074	Public Representative 4 (LD)	AO C0324 AP	1	1.00	\$163,408			N/A
3101076	Office Specialist 2 (LD)	AO C0104 AP	1	1.00	\$142,021			N/A
3101077	Office Specialist 2 (LD)	AO C0104 AP	1	1.00	\$142,021			N/A
3101078	Office Specialist 2 (LD)	AO C0104 AP	1	1.00	\$142,021			N/A
3101079	Office Specialist 2 (LD)	AO C0104 AP	1	1.00	\$142,021			N/A
	Total		17	17.00	\$2,722,957			N/A

Quantifying Results:

Target Service Levels:

- Maintain an end of day “zero queue” for incoming background check requests daily
- Initiate research on the day transaction is pended
- Pended transaction resolution within 3 days, to the greatest extent possible
- Maintaining live challenge call function / same or next day return call service levels daily
- Reduce pended backlog to 500 or less cases in research waiting responses at any given time

Revenue Source:

General Fund \$2,977,957

Total Funding Request Summary:

POP 109	2023-25	2025-27
Expenditure Category	GF	
Personal Services	\$2,722,957	N/A
Services & Supplies	\$255,000	N/A
Total POP 109	\$2,977,957	
Positions	17	N/A
FTE	17.00	N/A

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 109 - FICS Staffing

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	2,977,957	-	-	-	-	-	2,977,957
Total Revenues	\$2,977,957	-	-	-	-	-	\$2,977,957
Personal Services							
Class/Unclass Sal. and Per Diem	1,574,232	-	-	-	-	-	1,574,232
Empl. Rel. Bd. Assessments	901	-	-	-	-	-	901
Public Employees' Retire Cont	337,668	-	-	-	-	-	337,668
Social Security Taxes	120,428	-	-	-	-	-	120,428
Paid Family Medical Leave Insurance	6,294	-	-	-	-	-	6,294
Worker's Comp. Assess. (WCD)	782	-	-	-	-	-	782
Mass Transit Tax	9,452	-	-	-	-	-	9,452
Flexible Benefits	673,200	-	-	-	-	-	673,200
Total Personal Services	\$2,722,957	-	-	-	-	-	\$2,722,957
Services & Supplies							
Employee Training	17,000	-	-	-	-	-	17,000
Office Expenses	25,500	-	-	-	-	-	25,500
Telecommunications	25,500	-	-	-	-	-	25,500
Data Processing	51,000	-	-	-	-	-	51,000
Other Services and Supplies	34,000	-	-	-	-	-	34,000
Expendable Prop 250 - 5000	42,500	-	-	-	-	-	42,500
IT Expendable Property	59,500	-	-	-	-	-	59,500
Total Services & Supplies	\$255,000	-	-	-	-	-	\$255,000

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 109 - FICS Staffing

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	2,977,957	-	-	-	-	-	2,977,957
Total Expenditures	\$2,977,957	-	-	-	-	-	\$2,977,957
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							17
Total Positions	-	-	-	-	-	-	17
Total FTE							
Total FTE							17.00
Total FTE	-	-	-	-	-	-	17.00

POS116 - Net Package Fiscal Impact Report

Criminal Justice Information Services

2023-25 Biennium

Cross Reference Number: 25700-008-00-00-0000

Agency Request Budget

Package Number: 109

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE
3101063	1426112		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101064	1426131		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101065	1426151		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101066	1426152		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101067	1426153		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101068	1426154		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101069	1426155		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101070	1426156		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101071	1426157		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101072	1426158		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101073	1426159		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101074	1426161		AO C0324 A P	PUBLIC SERVICE REPRESENTATIV	20	LF	24	3	3,962	95,088	67,749	162,837	1	1.00
3101075	1426164		MMS X7087 A P	BUSINESS OPERATIONS SUPERVI	24X	LF	24	3	4,941	118,584	74,681	193,265	1	1.00
3101076	1426165		AO C0104 A P	OFFICE SPECIALIST 2	15C	LF	24	3	3,277	78,648	62,901	141,549	1	1.00
3101077	1426166		AO C0104 A P	OFFICE SPECIALIST 2	15C	LF	24	3	3,277	78,648	62,901	141,549	1	1.00
3101078	1426168		AO C0104 A P	OFFICE SPECIALIST 2	15C	LF	24	3	3,277	78,648	62,901	141,549	1	1.00
3101079	1426169		AO C0104 A P	OFFICE SPECIALIST 2	15C	LF	24	3	3,277	78,648	62,901	141,549	1	1.00
General Funds										1,574,232	1,139,273	2,713,505		
Lottery Funds										0	0	0		
Other Funds										0	0	0		
Federal Funds										0	0	0		
Total Funds										1,574,232	1,139,273	2,713,505	17	17.00

**Oregon State Police – Agency-wide
Policy Option Package (POP): 120****POP Title: Position Alignment and ARPA Limitation
Total Request: \$5,078,792 Total Funds (\$4.4 General Funds; \$0.7 Other Funds)**

This package has six components that address various technical issues and aligns position authority to support Department staffing and operational needs.

- A. Reclassifications*
- B. Fiscal Positions*
- C. American Rescue Plan Act (ARPA)*
- D. OSFM/ OSP CSL Rent Budget*
- E. Internal Cost Allocation (ICA) fund shift and OSFM backfill*
- F. Medical Examiner Board Certification differential costs*

Component A – Reclassifications**Purpose:**

To realign organizational resources within the Department and to implement position reclassifications as workflow changes within programs and divisions.

How Achieved:

The Oregon State Police is working with the Department of Administrative Services Chief Human Resource Office to review and approve the proposed reclassification requests based upon the position descriptions that the department provided.

Staffing Impact:

The policy option package impacts 13 positions within the agency. The proposed changes to staffing are detailed below:

- Upward reclassification of one (1) position (3100772) from an Information Systems Specialist 4 to a Project Manager 2
- Upward reclassification of one (1) position (0003410) from a Program Analyst 1 to a Program Analyst 2
- Upward reclassification of one (1) position (0003412) from an Office Specialist 2 to an Administrative Specialist 1
- Upward reclassification of three (3) positions (3100002, 0014605, and 0004702) from a Research Analyst 2 to a Research Analyst 3
- Upward reclassification of one (1) position (3100222) from an Emergency Vehicle Technician to a Business Operations Supervisor 1
- Upward reclassification of one (1) position (3791193) from a Laboratory Technician 2 to an Administrative Specialist 2
- Upward reclassification of one (1) position (3791133) from a Latent Print Examiner to a Forensic Scientist 2
- Upward reclassification of one (1) position (0001503) from an Administrative Specialist 2 to a Program Analyst 2
- Upward reclassification of one (1) position (3791140) from a Latent Print Examiner to a Forensic Scientist 1

- Upward reclassification of one (1) position (3101013) from a Forensic Supervisor 1 to a Forensic Supervisor 2
- Upward reclassification of one (1) position (0013652) from an Office Specialist 1 to an Administrative Specialist 2

Quantifying Results:

Not applicable as this is technical in nature.

Revenue Source:

General and Other Funds

Total Funding Request Summary:

POP 120 (Component A) Expenditure Category	2023-25		2025-27	
	GF	OF	GF	OF
Personal Services	\$70,614	\$9,635	0	0
Total POP 120 (Component A)	\$70,614	\$9,635	0	0
Positions	0	0	0	0
FTE	0.00	0.00	0.00	0.00

Component B – Three (3) Fiscal positions

Purpose:

This request is justified for a couple of core reasons:

1. The ***volume of financial transactions has increased*** over time. This includes an increase in accounts payable invoices, SPOTS transactions, grant revenue, travel claims and the overall OSP budget has grown over time.
2. The ***financial services team*** is an inch deep and a mile wide as it relates to operating core business processes. Coupled with the increased workload, the current staffing only allows one individual to manage the variety of work in some of our core financial services programs, such as grant accounting and management, travel, SPOTS and capital assets which presents a large risk to the agency.
3. Oregon State Police’s Financial Services team is not ***comparable to staffing in other similar agencies***.

In the Accounting section OSP is requesting one (1) Accounting Manager 2, and two (2) Accounting Technicians. This request assists Financial Services to not have a single employee responsible for all transactions for a specific function. The Accounts Payable Technicians will assist OSP in keeping up with the increased workload. Receiving additional position authority in the accounting team will reduce risk to the agency, create bench strength that is necessary and level workloads amongst the staff completing core accounting functions.

Additionally, we know that the new Oregon Buys Procurement / Accounts Payable system are going to take additional resources to be managed effectively. Financial Services needs to ensure that there are enough staff to handle this new system transition, as it is going to completely change the way the Accounting operates and partners with Procurement and the various Program areas across the agency. There needs to be staff that focus on the day-to-day operational processing volume, but also have an Accounting Manager 2 to be able to ensure quality assurance oversight and help streamline processes within the Accounting Division.

How Achieved:

The Oregon State Police would recruit and hire following human resources and collective bargaining agreement guidelines/procedures. These positions are requested at 24 months due to current incumbents fulfilling these roles in limited duration capacity.

Staffing Impact:

The positions outlined below are requested to ensure the success of each program. Services & Supplies and Capital Outlay (if applicable) were applied using the agency’s position pricing model:

Position Number	Classification Title	Classification Number	2023-25			2025-27		
			Pos Count	FTE Count	Pos Budget	Pos Count	FTE Count	Pos Budget
3101060	Accounting Manager 2	MMS X7034 AP	1	1.00	\$277,938	1	1.00	\$277,938
3101061	Accounting Technician	AO C0212 AP	1	1.00	\$157,850	1	1.00	\$157,850
3101062	Accounting Technician	AO C0212 AP	1	1.00	\$157,850	1	1.00	\$157,850
	Total		3	3.00	\$593,638	1	3.00	\$593,638

Quantifying Results:

Adding these positions will allow the agency to manage the tremendous volume of financial transactions and cross train staff to mitigate loss of knowledge during staff turnover. A more reasonable workload spread across accounting staff will increase timely payments, reduce errors, and allow staff to proactively work on improving productivity, accountability, and accuracy of the agency’s financial records.

Revenue Source:

General Fund

Total Funding Request Summary:

POP 120 (Component B)	2023-25	2025-27
Expenditure Category	GF	GF
Personal Services	593,638	593,638
Services & Supplies	\$45,000	\$45,000
Total POP 120 (Component B)	\$638,638	\$638,638
Positions	3	3
FTE	3.00	3.00

Component C – ARPA Funding

Purpose:

Increase other fund limitation for American Rescue Plan Act (ARPA) funds that were not expended in the 2021-23 biennium. The Oregon State police received one-time ARPA funding passed through to OSP by Department of Administrative Services in the 2021 Session for facilities related projects around the state.

How Achieved:

The projects around the state include

- For the non-bondable costs of the Central Point Office Expansion, the Springfield Forensic Lab and Medical Examiner office construction project, and the Springfield Patrol Area Command construction project, \$1,051,296.
- For deferred maintenance at the Ontario and Albany Patrol Offices, \$580,476
- For safety improvements at various patrol offices statewide, \$1,108,000

Staffing Impact:

None

Quantifying Results:

Not applicable

Revenue Source:

Other Funds

Total Funding Request Summary:

POP 120 (Component C)	2023-25	2025-27
Expenditure Category	OF	OF
Services & Supplies	\$1,051,296	0
Capital Outlay	\$1,688,476	0
Total POP 120 (Component C)	\$2,739,772	0
Positions	0	0
FTE	0.00	0.00

Component D – OSFM/OSP CSL Rent Budget

Purpose:

Oregon State Fire Marshal will separate from OSP on July 1, 2023 and move into its own facilities on or around that time. OSP and OSFM share facilities around the state and as a result of vacating OSFM staff OSP’s portion of the lease and utilities costs will increase.

How Achieved:

Increase Oregon State Police General Fund Budget by \$1,217,259. This is for lease and utilities costs at various sites around the state: \$1,104,256 for facilities rent and taxes; \$45,880 for fuels and utilities, and \$67,123 for facilities maintenance costs.

Staffing Impact:

None

Quantifying Results:

Not applicable

Revenue Source:

General Fund

Total Funding Request Summary:

POP 120 (Component D)	2023-25	2025-27
Expenditure Category	GF	GF
Services & Supplies	\$1,217,259	\$1,217,259
Total POP 120 (Component D)	\$1,217,259	\$1,217,259

Component E – ICA fund shifts and OSFM Backfill

Purpose:

With the separation of Office of State Fire Marshal (OSFM) from the Oregon State Police, savings from sharing essential support services staff and resources would not be realized, and both agencies are anticipated to need additional resources beyond that of their existing budget. The bulk of the existing program support, procurement and contracts, human resources, and information technology services remains with OSP and OSFM will need to hire new employees and contract with the Department of Administrative Services.

Under current practice, the Office of State Fire Marshal is budgeted to transfer Other Funds as an internal cost allocation (ICA) to fund a share of essential support staff in the Administrative Services Division.

How Achieved:

Fund shift positions from Other Funds to General Fund for the SFM portion of those ICA costs.

Staffing Impact:

Not applicable as this is technical in nature.

Quantifying Results:

Not applicable

Revenue Source:

General Fund

Total Funding Request Summary:

POP 120 (Component E) Expenditure Category	2023-25		2025-27	
	GF	OF	GF	OF
Personal Services	\$2,058,885	(\$2,058,885)	\$2,058,885	(\$2,058,885)
Total POP 120 (Component E)	\$2,058,885	(\$2,058,885)	\$2,058,885	(\$2,058,885)
Positions	0	0	0	0
FTE	0.00	0.00	0.00	0.00

Component F – Medical Examiner Board Certification Differential Cost

Purpose:

This request for General Fund is to pay for new Board Certification differentials for the State Medical Examiner and Deputy State Medical Examiners. These Board Certification differentials were added after a Department of Administrative Services compensation analysis determined that Oregon needed to offer a more competitive compensation package to retain current staff and attract new applicants from the small nationwide pool of highly trained forensic pathologists.

How Achieved:

Implementation of the revised DAS Policy number 20.005.11 for Pay Differentials that recognizes special assignments, skills, qualifications, or credentials that add value to the states’ workforce. This newly revised policy, effective January 1, 2022, for the State Medical Examiner (Z7508), who are Board Certified; for the first Board Certification in one specialty, the differential is 7.5% percent of base pay; for two or more Board Certification specialties, the differential is 10% percent of base pay. Effective January 1, 2022, for the Deputy State Medical Examiner(s) (Z7507); the differential is up to a maximum of 7.5% percent of base pay for one or more Board Certifications.

Staffing Impact:

There is no staffing impact for this component of the POP.

Quantifying Results:

Implementation of these Board Certification differentials will ensure that Oregon offers a more competitive compensation package to retain current staff and attract new applicants from the small nationwide pool of highly trained forensic pathologists.

Revenue Source:

General Fund

Total Funding Request Summary:

POP 120 (Component F)	2023-25	2025-27
Expenditure Category	GF	GF
Personal Services	\$402,874	\$402,874
Total POP 120 (Component F)	\$402,874	\$402,874
Positions	0	0
FTE	0.00	0.00

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Police, Dept of State
Pkg: 120 - Position Alignment and ARPA Limitation

Cross Reference Name: Criminal Justice Information Services
Cross Reference Number: 25700-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	2,256	-	-	-	2,256
Public Employees' Retire Cont	-	-	484	-	-	-	484
Social Security Taxes	-	-	173	-	-	-	173
Paid Family Medical Leave Insurance	-	-	9	-	-	-	9
Total Personal Services	-	-	\$2,922	-	-	-	\$2,922
Total Expenditures							
Total Expenditures	-	-	2,922	-	-	-	2,922
Total Expenditures	-	-	\$2,922	-	-	-	\$2,922
Ending Balance							
Ending Balance	-	-	(2,922)	-	-	-	(2,922)
Total Ending Balance	-	-	(\$2,922)	-	-	-	(\$2,922)

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE
13652	860580	42091	AO C0108 A P	ADMINISTRATIVE SPECIALIST 2	20	PF	0	6	4,556	2,256	666	2,922	0	0.00
				General Funds						0	0	0		
				Lottery Funds						0	0	0		
				Other Funds						2,256	666	2,922		
				Federal Funds						0	0	0		
				Total Funds						2,256	666	2,922	0	0.00

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Criminal Justice Information Services (SCR 008-00)								
Source	Fund	ORBITS Revenue Acct	2019-21 Actual	2021-23 Legislatively Adopted	2021-23 Estimated	2023-25		
						Agency Request	Governor's	Legislatively Adopted
Concealed Handgun Licenses and Sex Offender Registration Fees	OF	0210 Non-Bus. Lic./Fees	977,115	1,379,019	1,379,019	2,836,116		
LEDS & ID Services (fingerprinting, background checks, firearms checks)	OF	0410 Charges for Services	13,365,108	14,816,334	14,816,334	16,316,290		
Misc. Receipts (sale of firearms forms)	OF	0705 Sales Income	4,954	8,178	8,178	8,178		
ABIS Agreements, Regulatory Fees, Own Record fees and Misc Receipts	OF	0975 Other Revenues	350,160	651,238	651,238	542,565		
Transfer In – Intrafund	OF	1010 Tsfr In - Intrafund	6,782,657	-	-	-		
Transfer from Dept of Administrative Services	OF	1107 Tsfr In - DAS	58,887	-	-	-		
Transfer from Criminal Justice Comm. – SORNA Grant	OF	1213 - Tsfr In CJC	-	246,000	246,000	100,000		
Internal Agency Transfer – Allocation	OF	2010 Tsfr Out - Intrafund	(7,811,920)	(1,029,262)	(1,029,262)	(1,029,264)		
Total – OF:			13,726,961	16,071,507	16,071,507	18,773,885	-	-
NCHIP – NARIP Federal Grants, and Adam Walsh Grant (US DOJ)	FF	0995 Federal Revenue	2,150,494	5,055,831	5,055,831	5,158,277		
Transfer In – Intrafund	FF	1010 Tsfr In - Intrafund	2,152	-	-	-		
Internal Agency Transfer – Allocation	FF	2010 Tsfr Out - Intrafund	(57,340)	(125,970)	(125,970)	-		
Total - FF:			2,095,306	4,929,861	4,929,861	5,158,277	-	-
Total Available Revenue			15,822,267	21,001,368	21,001,368	23,932,162	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

**Police, Dept of State
2023-25 Biennium**

Agency Number: 25700

Cross Reference Number: 25700-008-00-00-00000

<i>Source</i>	2019-21 Actuals	2021-23 Leg Adopted Budget	2021-23 Leg Approved Budget	2023-25 Agency Request Budget	2023-25 Governor's Budget	2023-25 Leg. Adopted Budget
Other Funds						
Non-business Lic. and Fees	977,115	1,379,019	1,379,019	2,836,116	-	-
Charges for Services	13,365,108	14,816,334	14,816,334	16,316,290	-	-
Sales Income	4,954	8,178	8,178	8,178	-	-
Other Revenues	350,160	651,238	651,238	542,565	-	-
Transfer In - Intrafund	6,782,657	-	-	-	-	-
Tsfr From Administrative Svcs	58,887	-	-	-	-	-
Tsfr From Criminal Justice Comm	-	246,000	246,000	100,000	-	-
Transfer Out - Intrafund	(7,811,920)	(1,029,262)	(1,029,262)	(1,029,264)	-	-
Total Other Funds	\$13,726,961	\$16,071,507	\$16,071,507	\$18,773,885	-	-
Federal Funds						
Federal Funds	2,150,494	5,055,831	5,055,831	5,158,277	-	-
Transfer In - Intrafund	2,152	-	-	-	-	-
Transfer Out - Intrafund	(57,340)	(125,970)	(125,970)	-	-	-
Total Federal Funds	\$2,095,306	\$4,929,861	\$4,929,861	\$5,158,277	-	-