



2010  
SEPTEMBER

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**NEW GRANTS AWARDED TO LEDS**

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**T**he LEDS Training Unit was awarded two grants beginning in October, 2010. The first grant will allow us to purchase an on-line Training and Testing Solution. This solution will allow the training unit to phase out the paper testing and correcting along with automatically generating. All the record keeping will be maintained in this new database that will update the training records in LEDS. Just imagine the time that will be saved and the ease of job load responsibilities for our LEDS Representatives. Stay tuned for further updates!

**O**ur second grant allows us to keep Jennifer Ferris in the training unit for one more year. Beginning next month, Jennifer will be concentrating on developing and training each county in regards to the No Contact/Pre Trial Release Orders. She has done a fantastic job this last year visiting each county explaining the various requirements and options that are available in LEDS regarding the Protection Orders and the Brady Indicator. She is currently wrapping up her work and will be compiling a final report to show the progress Oregon has made with both of these issues. We look forward to sharing our success with all of our users so keep an eye out!

**LEDs TRAINING**

PO Box 14360  
Salem, OR 97309-5074

503-378-3055  
Ext. 55014

Kristine Hume Bustos,  
Dick Leber &  
Jennifer Ferris

**MESSAGE FROM THE DIRECTOR**

Even in such austere budget times such as these, LEDS must find ways to enhance our service to meet the needs of our users and one way to do that is to pro-actively seek out federal grant funds to do so. While Kristine will be talking about our newest grant later at some point I wanted to mention that we have just received federal funding for an online training and certification tool for LEDS. This will do completely away with paper in the process and greatly streamline LEDS certifications. In recent years we have used federal grant funds to support projects such as: Drivers Licences Photos, Corrections Photos, new hardware for the LEDS database, computer servers, LEDS firewall, and positions to further training and understanding of the Violence against Women Act and Protection Orders. We've also just been informed that we have received federal grant funding to assist and train people on how to enter No Contact Orders into LEDS.

A quick note on the LEDS budget. LEDS is funded by state General Funds and during the last legislative session we received a 41% cut in our Supply and Services budget area. These are the funds that we would normally utilize for our travel associated with Training and Auditing amongst other daily operational costs. Unfortunately this has meant that we are not able to travel outside of an area that would require we spend the night and has greatly hampered our ability to provide our users the training that they need to insure their LEDS skills are up to date. The State Police has approved a policy option package to be sent to the Legislature during the upcoming session in 2011 to restore this cut, but if the economy doesn't do a drastic turn around, our chances for funding restoration are not very good. We will keep you informed on the progress of our budget during the next session.

As always, please feel free to contact me if you have any questions about LEDS or the services we provide.

***Terry O'Connell***  
Director, LEDS

**CONTACT US**

**Terry O'Connell, Director**

**(503) 378-3055 x 55020**

**Dan Malin, Auditor**

**(503) 378-3055 x 55007**

**Michael Curtis, ISO**

**(503) 378-3055 x 55004**

**Jeffrey Bock, OUCR Manager**

**(503) 378-3055 x 55002**

**IS Manager**

**(503) 378-3055 x 55012**

**Cindy Wyatt,  
Help Desk Manager**

**(503) 378-3055 x 55001**

**Kristine Hume-Bustos,  
Training Manager**

**(503) 378-3055 x 55015**

**Help Desk  
(503) 378-5565**

## *The LEDS Agency File*

LEDS maintains a valuable resource for all LEDS users, the LEDS Agency File. These files contain important contact information for the Agency, the Administrator, The LEDS Representative, the UCR Contact, and the Technical Support Contact.

There are several different queries available to access the database, but the most popular are querying an agency by ORI number, querying for all agencies in a city, or querying for all agencies in a county.

To query by ORI, the transaction is QAGY.ORI/OR0370000, where any ORI may be entered. To query by city, the transaction is QAGY.CITY/ANYCITY, where you enter the name of the city. This will provide a list of all agencies by ORI in the requested city with telephone numbers. To query by county, the transaction is QAGY.CTY/01, where the number entered is the alphabetical order of counties. The query provided will return all agencies in Baker County by ORI with telephone numbers. So, logically, QAGY.CTY/36 will return all Yamhill County agencies.

A critical piece of information in these files is the LEDS Representatives' email address. Email is the primary method we use to communicate with LEDS Representatives. We ask that you occasionally check the information in your LEDS Agency File and advise us if any incorrect information is found.

## *Agency Change Notifications*

We have recently experienced a spate of agency Administrator, LEDS Representative and other contact changes where LEDS is not being notified. A change to your Agency Administrator requires a new LEDS User Agreement to be executed. A change to your LEDS Representative may require additional certification, and requires changes to terminal privilege settings. Providing notice of these changes is addressed in the User Obligations section of the LEDS User Agreement.

You may notify LEDS of these changes by letter, but we prefer that the ORI Request and Change Form, available on our website, be used. Using your Internet browser, type the following address then strike the "enter" key: <http://egov.oregon.gov/OSP/CJIS/>. On the left side, select the link for ORI Request & Change, follow the instructions, fill out the form and send it to us. This will assist in ensuring that your LEDS access, service and certifications are maintained appropriately.

[TRAINING.LEDS@STATE.OR.US](mailto:TRAINING.LEDS@STATE.OR.US)

[WWW.OREGON.GOV/OSP/CJIS/TRAINING\\_AND\\_EDUCATION\\_UNIT.SHTML](http://WWW.OREGON.GOV/OSP/CJIS/TRAINING_AND_EDUCATION_UNIT.SHTML)

# THE AUDITS ARE COMING, THE AUDITS ARE COMING!

## QUALITY AUDITOR NOTES

As of August 1, 2010, and for the 2009 – 2011 triennial audit cycle, the following counties have been audited: Benton, Clatsop, Columbia, Curry, Gilliam, Lincoln, Lane, Linn, Morrow, Tillamook, Washington, Wheeler and Yamhill.

I am currently auditing Multnomah County and will possibly finish Multnomah County by the end of September. I hope to start auditing Clackamas County in mid to late October. Polk and Marion Counties will follow.

Due to budgetary limitations, my ability to conduct on-site audits is currently limited to those counties that I can reach in a days drive and return. Overnight travel is not authorized. In the next few months I will develop a plan for how I will audit those eastern and southern Oregon counties I have not yet audited, and still meet NCIC's auditing requirements. Distant counties with few agencies to be audited (five or less) can likely expect a self-audit packet. I hope to save some of the larger (by record volume) counties in those areas, such as Douglas, Deschutes, Umatilla and Jackson for the latter half of 2011, with the hope that some funding will be restored after the 2011 legislative session, and the travel restriction may be lifted. Stay tuned.

On-site audits now closely follow the NCIC audit model. They include a criminal history survey, where agencies with a good volume of criminal history inquiries are asked to provide the specific reason why certain recent and randomly selected persons were run. The audit also includes a records review request, where extraditable warrants, statewide warrants, protection orders and missing person records are reviewed for timely entry and removal, complete

and accurate information and supporting documentation. This increases the amount of time it takes to prepare for and conduct the audit, especially for the Sheriff's Offices.

At the end of the audit, during the out briefing, an assessment covering all areas that were audited is prepared and discussed with the LEDS Representative and other interested parties. This process gives the agency credit for all of the areas where they

are in compliance, rather than just focusing on those areas that need attention. All of these changes were implemented to help agencies, especially police departments and sheriff's offices, to be able to more easily handle an NCIC audit, should they be selected to participate in an NCIC local agency review.

For information on the audit process please visit our secure website and refer to the LEDS Representative Manual Section, then select the link for LEDS/NCIC Audit Procedures and Reports.



**LEDS Representatives:** I can't stress enough how important it is for us to have your correct email address. Several agencies had to completely have their staff retake their Training Guides because they missed the 2009 Recertification altogether. The recertification window is coming this January. Please check the LEDS agency file for your ORI by entering QAGY.ORI/OR0370000, where the ORI number is your agency ORI number, and ensure that the information, especially your email address is correct. We don't want you to miss the mail.

Don't hesitate to contact me at 503-378-3055, extension 55007 or email to [dan.malin@state.or.us](mailto:dan.malin@state.or.us) with any questions or requests for assistance.

[TRAINING.LEDS@STATE.OR.US](mailto:TRAINING.LEDS@STATE.OR.US)

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## ONE SECURITY POLICY SHOULD BE ENOUGH – WHY DO WE HAVE TWO?

Some of our attentive readers have noticed we have two Security Policies posted on the LEDS Web site. Both are usable, you get to pick which one to comply with depending on conditions at your agency.

The current version 4.5 has been in effect since December of 2008 and was used in the last round of audits performed by FBI/CJIS. This is also the version of the policy currently relied on by your friendly Oregon CJIS Information Security Officer.

Version 5.0 is the latest and greatest. It is a significant improvement over the current policy. I was party to many of the conference calls and requests for comments on particular aspects of this policy. Our Director, Terry O'Connell is a member of the CJIS Security and Access Sub-Committee and was present for all discussions regarding the development of this policy. Oregon had a significant influence in helping make this a more usable Security Policy for law enforcement in this country.

The information on Version 5.0 notes that it is a draft. While this is true, we fully expect this policy to be effective as is in January of 2011. The policy is useful as is for any agency making or planning network infrastructure changes. LEDS will also be willing to audit any agency between now and January to the requirements of Version 5.0 instead of the current policy.

Please contact me if you have questions about either these Security Policies.

*Michael Curtis*  
*LEDS Information Security Officer*



### *LEDS - COMING...*

#### **Joseph Hahn - Help Desk**

LEDS welcomes Joseph to our Help Desk crew. Joseph comes to us from Northern Command - OSP. We are looking forward to adding Joseph's knowledge and experience to our staff. Welcome Joseph!

### *LEDS - GOING...GOING...GONE...*

#### **Kelly Paige - OUCR Trainer & Auditor**

Kelly has left us to become the new Executive Director of the Oregon Board of Optometry. This just goes to prove what an asset we had while we had her. In her short time with us, she accomplished many objectives and we are sorry to see her go!

#### **Keith Kohan - IS Manager**

Keith decided it was time to embark on "permanent vacation." Keith's contribution to LEDS while he was here was invaluable and his absence will be noticed. And while we will miss him, and be envious of his "permanent vacation" status, we wish him all the best!

#### **Kristie Taylor - LEDS Administrative Assistant**

Kristie left LEDS to further her career as a Manager for DHS. LEDS sorely misses Kristie. Kristie told us all what to do, how to do it and when it needed to get done. While we realize DHS is gaining an incredible employee, we are limping along without her!

[TRAINING.LEDS@STATE.OR.US](mailto:TRAINING.LEDS@STATE.OR.US)

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# LEDS Helpdesk Updates

We have completed the process of filling the vacant position at the LEDS Helpdesk. With interviews conducted, backgrounds and clearance checks completed, we offered the position to Joseph Hahn and he accepted. Joseph became the new duty officer on board and began training this week. It is nice to finally get the empty chair filled. The Helpdesk Operations Center is a 24/7 operation and is classified as an essential services organization that must be manned at all times, so being short-handed puts a lot of extra duties on the current staff.

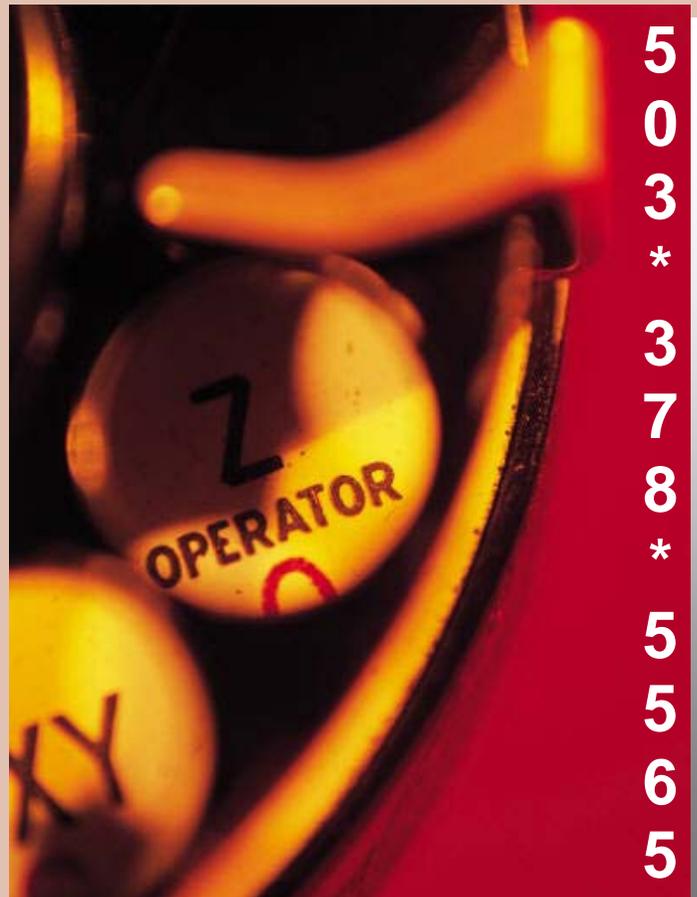
Just a reminder the Helpdesk is also a great investigative tool. We have access to several public and private databases that can assist officers with their investigations. We can help you find information on partial plates, purged vehicle and boat information, people and address information, stolen guns, articles and vehicle information, we can search the LEDS/NCIC database and find out if a person or vehicle has been ran in the State of Oregon within the past 6 years.

We receive several helpdesk calls regarding VINS and the system rejecting entry due to an error in the VIN. When dealing with vehicle entry problems you must remember the VIN on the vehicle is always correct. Confirm the VIN. The problem often arises when entry is attempted from DMV documentation or trying to decipher an officers' handwriting, again confirm the VIN.

There are certain VIN's the system will reject like Gray Market Vehicles, OR Assigned VIN's, and if the VIN cannot be authenticated.

Helpful Hints: All VIN's after 1981 consist of 17 characters. There is never an "O" or "I" in a VIN number. The exception is the 1980 Subaru which has a 17 character VIN.

*Cindy Wyatt*  
*Help Desk Manager*



## CURRENT STATES WITH DMV & CORRECTIONS PHOTOS

Below is a map indicating which states currently are providing DMV and Corrections photos. It also indicates which states are upcoming on these projects. As you can see, Oregon provides both along with Montana and North Carolina. Also, Idaho, Wyoming, New Mexico, Minnesota, Arkansas, Mississippi, Alabama, Tennessee, Georgia, Indiana, Ohio, Virginia, Maine, New Jersey and Delaware are providing DMV photos as well. To access DMV photos and correction photos from the participating states use the following:

### Oregon Photos:

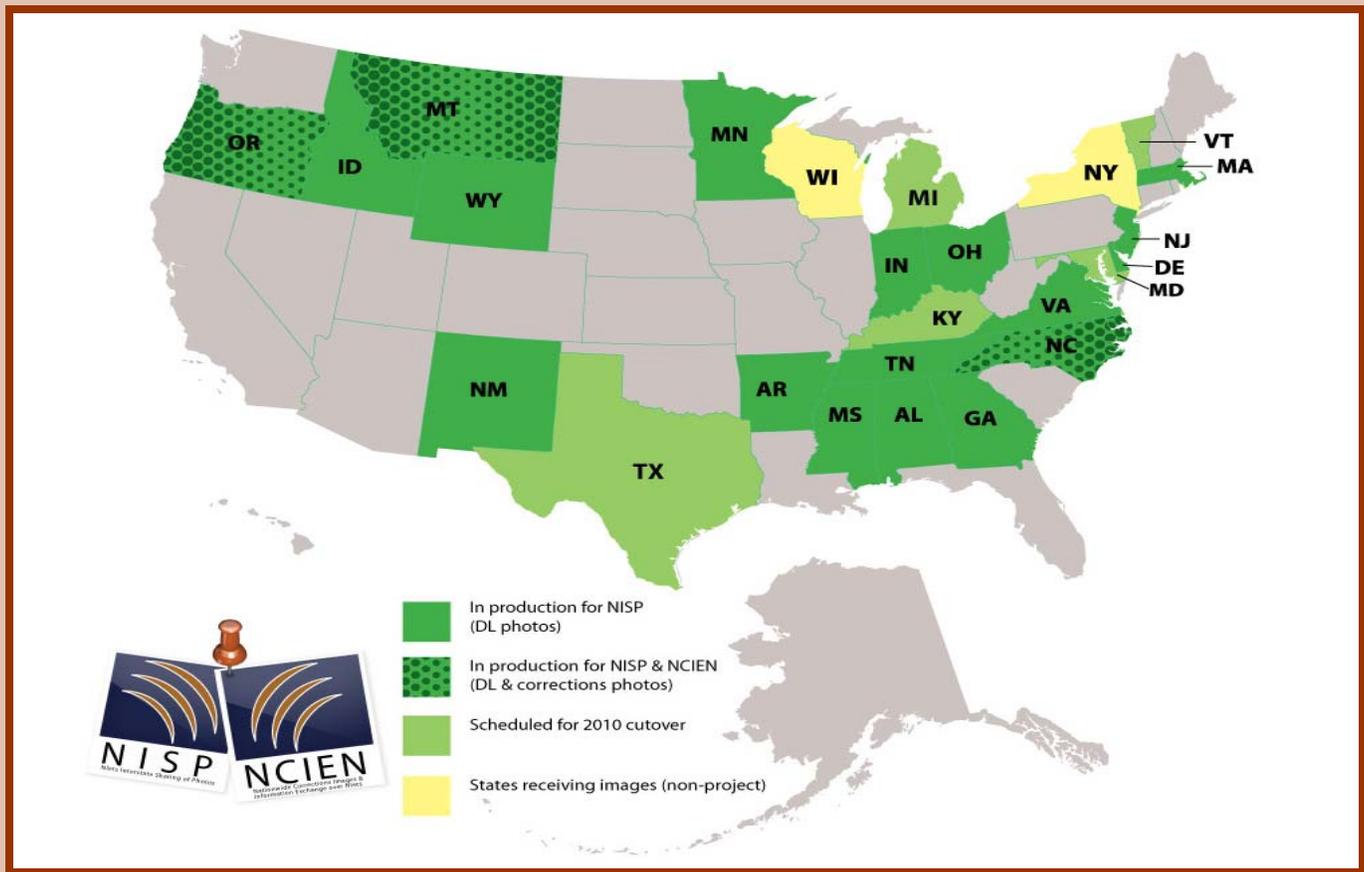
DPL.LC.#####

### Out of State Photos:

DQ.NC.OLN/#####.IMQ/Y

### Corrections Photos:

CPQ.ORI.OR.NAM/PANKEY,HARRY.DOB/19571225.IMQ/Y



[TRAINING.LEDS@STATE.OR.US](mailto:TRAINING.LEDS@STATE.OR.US)

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## *OUCR Update: Training & Auditing*

Well, just as we've gotten started on a training program and auditing schedule, we've got to push the "Pause" button on some of our planned activities.

Kelly Paige, who has been at LEDS/OUCR for the past 16 months as the Auditor/Trainer for crime reporting, has accepted a promotional opportunity outside of Oregon State Police. She'll be starting her new job in August, as the Executive Director of the Oregon Board of Optometry. Before she came to work here, Kelly had been the Executive Director of the Oregon Board of Investigators, licensing and regulating Private Investigators state-wide. She'll be doing the same thing for Optometrists, so this job is a good fit for her, and we wish her well.

But where does this leave OUCR and you?

1) First, due to current budget constraints, we will not be filling the Auditor/Trainer position immediately, but will keep the position open until there are enough funds to both maintain the job, and be able to send the new Auditor/Trainer on the road.

2) This means that the audits which were scheduled to begin in January of 2011 will be postponed. Stay tuned.

3) However, we **will** continue Certification Exam testing! After August 1, please send your completed exams to Susan Hardy, at [susan.k.hardy@state.or.us](mailto:susan.k.hardy@state.or.us). Her phone number is 503-378-3055, extension 55008.

4) The new O-NIBRS User Manual and Exam are now located on our website at: [http://www.oregon.gov/OSP/CJIS/oucr\\_manual\\_trngguide.shtml](http://www.oregon.gov/OSP/CJIS/oucr_manual_trngguide.shtml)

5) The OUCR-1 User Manual and Exam have been updated, and are located at the same website.

6) We are now requiring **ALL** personnel who are responsible for submitting their agency's UCR data to OUCR to take the appropriate exam. This needs to be completed by **December 31, 2010** in order to provide OUCR and the FBI a "clean slate" to begin with for training and auditing purposes. New personnel assigned to crime reporting duties after January 1, 2011, need to take the exam within 60 days of their assignment. The exam doesn't take long and from what we've been told is virtually pain free! Some of you have already taken the OUCR version of the exam during the past 7 months and are "good to go", even if you work for an O-NIBRS reporting agency.

**Here are some of the questions we anticipate you will have!**

**Q: Who exactly should take the Certifying Exam?**

A: This will, to some extent, be left up to each individual agency. Who in your agency is responsible for submitting your UCR data today? In some smaller jurisdictions, it might be the Chief of Police, a Sergeant or an Administrative Assistant. In larger agencies, it more than likely will be the Records Personnel and their Supervisors. In some jurisdictions, a Lieutenant or Sergeant reviews the work of his/her officers before forwarding crime and arrest data to Records. In other agencies, every officer enters his or her own data into a computer program before it goes to the Criminal Records unit. In short, anyone whose job requires them to know how to accurately record Offense & Arrest data should take the Certifying Exam.

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O

Oregon

U

Uniform

C

Crime

R

Reporting

(Continued from page 8)

**Q: I have been my agency's OUCR Reporter since the dawn of time. Do I have to take this exam too??**

A: The short answer is YES. The explanation is that the testing we have conducted over the past six months has shown that many long-time crime reporters are failing the test on the first go-round. Remember, the Old Manual was written in 1986, and had "do-it-yourself" testing. The New Manual has been updated significantly, and (for the first time) there is an exam that is being graded by OUCR.

**Q: Is this exam the same as the LEDS Certifying Exam?**

A: No, it is completely different, and not everyone who is LEDS certified will need to be OUCR certified. The OUCR-1 and O-NIBRS exams consist of 100 Multiple Choice or True/False answers. The Cover Sheet and 2 Answer Sheets are fillable "pdf" documents. They can be faxed, mailed, or scanned and e-mailed to the OUCR office.

However, like the LEDS exam, the Cover Sheet and Answer Sheets should be retained by your agency until the officer or civilian personnel separates from your employment. Also, periodic re-certification plans are being considered. Information at the beginning of the Test Manuals contains instructions on the process.

**Q: Is a perfect score required to pass?**

A: No. In fact, only one person has achieved a perfect score so far. A score of 90% is required to pass the exam. Whether or not you pass the first time, you will receive a memo telling you your score, and listing the questions you missed (with the page number in the User Manual where you can find the correct answer). If you score below 90%, you are required to re-submit correct answers for the questions you missed. You will have 2 opportunities to re-do these missed questions until a score of 90% is achieved.

**Q: What happens if I don't take the exam?**

A: Agency personnel who should be (but are not) certified at the time of the OUCR Audit will become an "adverse finding" in the Audit Report. We plan to share OUCR Audits with either County or City administrators, depending on whether the agency is a Sheriff's Office or Police Department. Non-certified crime reporters will be given 30 days from the date of the audit to take the appropriate certification exam.

Remember, taking this Certification Exam is not meant as a punishment, but as a *Training Opportunity*. The best way to refresh (or acquire) your OUCR knowledge is to read the new manuals and test that knowledge by passing the exam. As more and more agencies switch from OUCR-1 to O-NIBRS reporting, and that O-NIBRS data is then forwarded to the FBI's new National Data Exchange (N-DEX), it is imperative that crime and arrest reporting be as uniform and accurate as possible. Precise and timely data from agencies reporting in either the OUCR-1 format or using an O-NIBRS system is crucial to developing authentic crime statistics, which enable law enforcement agencies and other government officials to make appropriate budget and policy decisions. So your best efforts are important to the State, and (in the case of N-DEX) nationwide!

Please call Jeff Bock, OUCR Manager at 503-378-3055 x 55002 if you have any further questions.

O

Oregon

U

Uniform

C

Crime

R

Reporting

# TRAINING UPDATES

## LEDS COMPLETED COVER SHEETS FOR TRAINING LEVELS

We've noticed some issues that continue to crop up from the LEDS Representatives when forwarding completed cover sheets to training for issuing certificate of completion.

The cover sheets are not being completely filled out or the information in the fields is incorrect. Some examples are:

- The Position boxes are not being filled in.
- The OLN number listed does not match the employees LEDS Training Record.
- The completion dates are left blank.
- The level of completion does not match what's in the LEDS Training Record. (Example: completed form is for Inquiry Level, but LEDS Training record indicates that employee was issued Inquiry/Entry Update Level.)
- The employee does not even have a LEDS Record on file.
- We're receiving the original completed cover sheet, which means we have to make a copy and then return original by mail.

These errors cause slow down of our work load. It takes an average of 15 minutes to process one cover sheet but when we have incomplete forms, it adds another 15 to 20 minutes to finish process or puts it on hold while awaiting a reply from representative letting us know problem has been corrected.

So **PLEASE** make sure that prior to forwarding any completed cover sheets that all is in order. Create yourself a checklist. Is the form filled out correctly? Is the Info accurate? Cover sheet matches LEDS Training record?

## LEDS Bulletin dated 6 August 2010. NCIC Update: Adding Nickname to Person Records using AKA Field.

We made an error in the information listed in bulletin; The format codes: EMN, EIN and EPNO are codes for NCIC not a part of LEDS CrimeVue program.

Indicated that the "MON" is not searchable field; you can search "MON" using "QLW" format, which only searches Oregon Records, however it will not search NCIC files.

## CHANGES TO YOUR AGENCIES

If your agency makes any changes to address, phone numbers, e-mail, staffing changes, including LEDS and/or OUCR Representatives, etc. please fill out the form we have on our website and forward to us.

Upon reaching our website:

## [WWW.OREGON.GOV/OSP/CJIS](http://WWW.OREGON.GOV/OSP/CJIS)

look on the left hand side in the grey area and you'll see a file labeled: **ORI Request & Change**. Open up this file, save the form to your desktop, instructions are on first page, fill out for areas of change and attach to an e-mail. Please note this is a fill-able form, so tab through each area and type away.

When we receive them they're forward to different units within LEDS that are impacted by changes.

## DPSST NUMBERS

In case you aren't aware DPSST is only issuing DPSST numbers for law enforcement, corrections and parole/probation officers. They no longer will issue one to non-sworn personnel.

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# TRAINING UPDATES

(Continued from page 10)

## RETURN OF COMPLETED COVER SHEETS FOR LEDES TRAINING LEVELS

Please note that you need to return the cover sheet to LEDES Training within 5 days upon completion of training. This would be the date that is placed upon the form as finishing training.

## E-MAIL's

Please include your ORI when requesting items from LEDES Training Unit, as it helps us identify your agency. Also please clarify which level of training materials you are requesting since we have 11 levels.

## LEDES TRAINING RECORDS

When entering issuing and completion of training materials in LEDES Training record we require an entry for issuing and completion. Here is an example of what an entry would look like:

```
NAM/LEDSTESTTRAINEE,NEW      DOB/1988/08/08
OLN/4747533                  OLS/OR      DPSST#/
EMPLOYER ORI/OR0370000      STATUS/ACTIVE
```

\*\*\* TRAINING HISTORY \*\*\*

LEVEL	ACTION DATE	DISPOSITION	ISSUING ORI	JOB TYPE	TEST RECEIVED
RECERTIFICATION	2006/04/01	COMPLETED	OR0370000	LAW ENFORCEMENT	N
INQUIRY/ENTRY	2005/12/05	<b>COMPLETED</b>	OR0370000	LAW ENFORCEMENT	N
INQUIRY/ENTRY	2005/11/01	<b>ISSUED</b>	OR0370000	LAW ENFORCEMENT	N

This would be accomplished by two separate entries using ETH format.

## REQUESTING EXTENSION FOR EMPLOYEE

Requesting extensions for trainees is accomplished by sending an e-mail to: [training.leds@state.or.us](mailto:training.leds@state.or.us). The extension will be for 30 days. When requesting an extension, please include the following information:

- Employee name and date of birth as it appears in LEDES Training Record
- Reason for extension. (Example: trainee went to academy; out on medical leave; etc.)

We can grant you a second extension and the same requirements listed above will be required. Either the LEDES Representative or LEDES Training can update trainee's record to reflect extension which would be accomplished by using ETH entry.

You should keep both e-mails in employee training record. E-mail requesting extension and reply form LEDES Training Unit granting extension.

**TRAINING.LEDS@STATE.OR.US**

**WWW.OREGON.GOV/OSP/CJIS/TRAINING\_AND\_EDUCATION\_UNIT.SHTML**