

BRIEF SUMMARY DESCRIPTION OF SERVICES PROVIDED

5/14/10

1. Core Services (AFIS/CCH)

Key systems included within the core services infrastructure are CCH and AFIS.

- AFIS – Automated Fingerprint Identification System unit: provides direct support to the criminal history record process through positive fingerprint identification. Records cannot be added or maintained for use without this biometric means to ensure records are accurately associated to the correct subject. This unit maintains the states electronic and hard copy fingerprint database for all identification functions, including forensic latent print case search and comparison functions for crime scene investigation.
- CCH – Computerized Criminal History unit creates and maintains criminal and authorized applicant non-criminal record information based on positive fingerprint identification. Records consist of arrest and court disposition information as reported by Oregon law enforcement and court systems. In addition to providing the states central repository for criminal record keeping and identification functions, this database also serves as the link to the FBI for National Fingerprint File and Interstate Identification Index participation for the exchange of criminal history record information nationwide.

2. Firearms Instant Check System background check

Name-based state and national background check using multiple databases to determine the eligibility of a subject to purchase a firearm from a federally licensed gun dealer or other qualified non-dealer transfers.

3. Set Aside Arrest/Conviction

Fingerprint check based on motion received from court to determine record in question. This is followed by signed order from court to set aside an arrest or conviction from the Oregon CCH file and FBI, if applicable.

4. Name Check for Designated Agencies

Name-based state only background check for non-criminal justice agencies with authority to access Oregon criminal offender information by statute or Governor's Executive Order – when the central repository performs this check for the authorized agency. Record results returned to the agency.

5. Clearinghouse background checks

State and nationwide fingerprint background check for agencies or companies not regulated by the state that work directly with children or elders. Central repository – Oregon State Police, Identification Services Section applies agency criteria for prohibiting crimes and returns a "Yes" or "No" only response along with fingerprints to the requestor. Confidential criminal offender information from Oregon and FBI is not provided to the requestor.

6. Regulatory - Authorized Non-criminal justice fingerprint check

State and nationwide fingerprint background check for agencies with authority to access criminal offender information by statute or Governor's Executive Order – fingerprint check must be done by the central repository. Record results returned to the agency.

7. Open Records (public name check)

Name-based background checks to obtain another persons Oregon criminal offender record. Checks are based on name, date of birth and address. A qualifying record, as provided by law, is returned to the requestor after notification of the subject. A no record response is sent to the requestor without notification to the subject of the request.

8. Public Fingerprinting

Obtaining a complete set of rolled fingerprints – inked or digital copy from the Identification Services Section.

9. Concealed Handgun License background check

Oregon-only fingerprint background check for Sheriff's Office in support of their regulatory function for issuance of concealed handgun license.

10. Copy of Own Oregon Record

Obtaining a copy of your own Oregon criminal offender information or letter indicating no record based on fingerprints.

SUMMARY OF IDENTIFICATION SERVICES SECTION CUSTOMERS – ALL CATEGORIES

5/14/2010

Customers by Category	Example of Customer Use of Services
CORE SERVICES (AFIS/CCH) Police Departments Sheriff's State Police Department of Corrections – state and county District/City/State Attorneys Oregon courts (Circuit/Municipal/Justice) Federal agencies Juvenile Departments (State/County) Other Law enforcement/Crim Justice	Administration of criminal justice, including: arrests, warrant service, investigations, traffic stops, criminal identification, sentencing, etc.
Non-criminal justice agencies	Direct name-access for Regulatory functions including: employment and licensing, system security checks, etc.
FIREARMS INSTANT CHECK SYSTEM Federally licensed firearm dealers General public	Firearm sales, stolen gun checks, private party transfers
SET ASIDE ARREST/CONVICTION County District Attorney's General public	Regain rights, employment, licensing
NAME CHECK/DESIGNATED AGENCY Specific authorized agencies (statute or Gov's EO)	Notary public, public defenders,
CLEARINGHOUSE BACKGROUND CHECKS Organizations/entities not regulated by the state	Church groups, mentor programs, elder care, boys & girls club, scouting groups, volunteers, kids camps, CASA, YMCA, lunch buddy programs
REGULATORY BACKGROUND CHECKS Non-criminal justice state designated and authorized agencies	Teachers, school bus drivers, gaming, adult care providers, foster parents, realtors, bar applicants, mass transit, housing authority, private security, polygraph, etc.
OPEN RECORDS (public name-based check) General public	Anyone for any reason: business owners, property management, state agencies, church groups, attorneys, city and county administrators, investigators, background services
PUBLIC FINGERPRINTING General public	Own record, visa, adoption, employment, licensing, obtaining national criminal history, etc.
CONCEALED HANDGUN LICENSE CHECKS County Sheriff's General public	Application to carry concealed weapon
COPY OF OWN OREGON RECORD General public	Police clearance, visa, adoption, employment, licensing, records challenge, personal identification