



Oregon State Police CJIS Division Statewide Training Event

Welcome!

WiFi Password:
XXXXXXXX



LEDS Representative Roles & Responsibilities

Oregon State Police
Criminal Justice Information Services Division

Kendele Miyasaki, CJIS Training Coordinator
Russ Hoskins, CJIS Training Specialist

At a Glance Breakdown – LEDS Representative

The LEDS Representative role is multi-faceted and provides many valued functions within an agency. Many of these roles can be complex and time consuming, requiring agency LEDS Representatives to work closely with agency administrators and Local Agency Security Officers (LASOs) to ensure that all LEDS, NCIC, and CJIS Security Policies are met.

This overview is intended to take some of the mystery out of this important role and help agencies appoint the best person for this function and accommodate their needs.



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Roles of the LEDS Representative

- Agency LEDS Subject Matter Expert & Liaison
- System and Personnel Security/Enforcement of LEDS & NCIC Policy
- File & Record Maintenance
- LEDS/NCIC Record Validation
- LEDS Training & Certification



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Agency LEDS Subject Matter Expert & Liaison

LEDS Representatives are their agency's "go-to" person for all things LEDS related.

How do I...?

How can I get this information?

Where do I find the code for...?

What does this thing in LEDS mean?



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Agency LEDS Subject Matter Expert & Liaison

CJIS Training has created training tools to assist both LEDS Representatives in achieving the needed level of knowledge, and Agency Administrators in providing needed time allocation and support.

LEDS Representatives are also the main conduit of information between agencies and the OSP CJIS Division.



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Training Newsletters & Bulletins

LEDS Reps may have noted the increased communication from the CJIS Training Unit in the past few years. We have created and distributed multiple communications via email in the past year:

- Windows XP End of Support – LASOs (Jan. 2014)
- Winter 2014 CJIS Division Training Bulletin (Feb. 2014)
- Updated Testing Materials & Checklists – LEDS Reps. (March 2014)
- Secure Site Login Credential Update (March 2014)
- Timely Statewide UCR Data Submission Directive – UCR & Admin. (April 2014)
- ORI Validation Information (September 2014)
- FBI CJIS – Advisory Policy Board Update (December 2014)
- Spring 2015 CJIS Division Training Bulletin (March 2015)
- Secure Site Login Credential Update (March 2015)
- FBI Universal Control Number Transition (April, May & June 2015)
- Update to Armed Career Criminal Banner (June 2015)

Please ensure you read these documents;
they contain directives given to users statewide.



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LEDS Representative –

System and Personnel Security/Enforcement of LEDS & NCIC Policy

Of all the LEDS Representative responsibilities,
system and personnel security will always remain at the top of the priority list.

Unless there is strict adherence to policies and procedures set forth by LEDS and NCIC, the safety and security of the citizens of the state of Oregon, as well as public safety professionals nationwide, will be jeopardized. Furthermore, **the potential civil liability associated with failing to maintain security procedures is endless.**



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LEDS Representative – File and Record Maintenance

It is the responsibility of the agency LEDS Representative to ensure accurate and up-to-date records are maintained on all LEDS Certified personnel and for required LEDS records.

It is LEDS policy that the answer/certification form(s) be retained by the agency for as long as the employee is associated with the agency. Once a person is no longer associated with the agency, follow the Retention Schedule for personnel related documents, as established by the Oregon State Archivist for your agency. Reference OAR 166-300-0015(11).

LEDS documents and files may be kept in either physical hard copy or electronic format, so long as appropriate security requirements are met.



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LEDS Representative – Record Validation

The term “validation,” as used in LEDS policies and procedures, means nothing more than verification.

- Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual.

NCIC 2000 Operating Manual, Introduction, 3.4 Validation



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LEDS Representative – Record Validation

- It is the responsibility of the LEDS Representative to ensure their agency remains in compliance with the LEDS and NCIC validation requirements. The LEDS Representative may elect to delegate the actual task of performing record validation to different staff members; however, they are ultimately responsible for certifying that all of the agency's records are accurate.



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LEDS Validation Tab:

The LEDS Validation secure tab relays the needed password to open encrypted validation documents, answers many frequently asked questions, and provides blank forms used in the validation process.

Representatives can reference this site as needed throughout the validations process to answer any questions or view completed example returns.

LEDS Validations



Welcome

The FBI CJIS Security Policy requires us to now send your encrypted LEDS validation information and the password required to open these documents separately. Below we have provided you with information and tools to assist you with viewing and completing your LEDS Validations.

The LEDS Validations section is available through the LEDS 24/7 Helpdesk:

Phone: 503-378-5565

Fax: 503-588-1378

Email: Validations.LEDS@state.or.us

All correspondence regarding LEDS Validations, including submission of completed validation forms, should be directed to the LEDS Helpdesk.

Validations.LEDS@state.or.us

LEDS Representative – LEDS Certification & Training

The LEDS Rep is responsible for training their agency personnel on proper and efficient system use.

This includes administering initial LEDS certification training/testing materials, as well as ensuring that all LEDS certified personnel complete their biennial recertification as required by LEDS & NCIC policy, and completing all required documentation thereof.



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CJIS Training Unit

The CJIS Training Unit provides agency LEDS Representatives with training, resources, and assistance in order to ensure that agency needs are met and LEDS, NCIC, and CJIS Security Policies are properly enforced.

Resources available include:

- LEDS Manual & LEDS Representative Manual
- Regional Training Events
- Training Publications – Newsletters & Bulletins
- On-site LEDS Rep Training/Assistance
- Assistance via phone or email
 - Contact us! We are always happy to hear from our LEDS Reps!



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The LEDS Secure Website: Not Just About the LEDS Test

Oregon State Police - Law Enforcement Data Systems

Department ▼

About Us

Contact Us

Administrative Rules

Audit Unit

OUCR Program

OUCR - Forms

OUCR-Annual Crime Report

Weekly Job Openings

LE Training Opportunities

Training Unit

NCIC

NLETS

CJIS (FBI) Security Check Link

Validations

LEDS News and Events



LEDS Documents

CJIS Documents - For Oregon Review

As your state liaison to the National CJIS Advisory Committee we value our users' input on proposed policy changes. We will be posting proposed policy topics to the page for users to review and provide comments, concerns, and suggestions to our Oregon CJIS Systems Officer (CSO) Captain Tom Worthy. Please submit your feedback via email to Tom.Worthy@state.or.us

Fall 2013 - CJIS Advisory Policy Board August 2013

LEDS Manual

Chapter	RevisionDate
00 - About This Manual	May 2007
01 - General Information	March 2012
02 - Administrative Messages	April 2010
03 - Agency Address Codes	June 2014
04 - Driver License Files	March 2012
05 - Vehicle Registration Files	September 2009
06 - Vehicle/License Files	February 2011
07 - Vehicle/Boat Parts Files	July 2008
08 - Article Files	July 2009

Helpful LEDS Administrative Rules:

LEDS - Administrative Rules



- [166-300-0015\(11\) Document Retention](#)
- [257-015-0000 Purpose of Rules](#)
- [257-015-0010 Authority](#)
- [257-015-0020 Law Enforcement Data System \(LEDS\) Advisory Committee](#)
- [257-015-0030 Definitions](#)
- [257-015-0040 LEDS Responsibilities](#)
- [257-015-0050 User Responsibilities](#)
- [257-015-0060 Information Access and Dissemination](#)
- [257-015-0070 System Security and Privacy](#)
- [257-015-0080 Criteria for Terminal Access to LEDS](#)
- [257-015-0090 Criteria for Revocation of Terminal and Informational Access to LEDS](#)
- [257-015-0100 Criteria for Computer Access to the LEDS Network](#)



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NCIC Documents and Links:

The "NCIC" link provides you with the NCIC Operating Manual, the NCIC 2000 Code Manual, and other helpful resources.

National Crime Info Center

NCIC Website
[Click here to connect to NCIC Website](#)

NCIC Code Manual

Files Last Update August 2013

- [Article Data Codes](#)
- [Article Entry Guidelines](#)
- [Boat Data Codes](#)
- [Boat Entry Guidelines](#)
- [Dental History Information Form \(Data Collection Entry Guide\)](#)
- [Foreign Fugitive Codes](#)
- [Gang Codes](#)
- [Gun Data Codes](#)
- [Gun Entry Guidelines](#)
- [Identity Theft Data Codes](#)
- [Identity Theft Entry Guidelines](#)
- [License Plate File](#)
- [Missing Person Data Codes](#)
- [Missing Person Entry Guidelines \(Data Collection Entry Guide\)\(Large FILE 10MB\)](#)
- [NCIC Code Book 2000](#)
- [Other Transactions Data Codes](#)



LEDS Representative Resources:

The LEDS Manual houses more than chapters for basic LEDS usage-- there are many helpful links and tools intended to help our LEDS Representatives gather up-to-date forms and understand their responsibilities.

<http://apps.oregon.gov/application/pdfdownload/osp>

LEDS Representative Manual	
LEDS Rep Chapter 01 Responsibilities	Revision Date May 2008
LEDS Rep Chapter 02 Terminal Personnel & Security	May 2008
LEDS Rep Chapter 03 Training Record File	January 2012
LEDS Rep Chapter 04 Training Requirements	January 2012
LEDS Rep Chapter 06 LEDS/NCIC System Misuse Investigations	April 2012
LEDS Rep Chapter 07 Validations	January 2012
LEDS Rep Chapter 08 CJIS Security Awareness Training	July 2013
LEDS/NCIC Audit Procedures and Reports	May 2008
Records Retention Information	March 2008
Administrative Rules	March 2012
LEDS Representative Resources	
The test answer sheets can now be downloaded and printed off your computer. Just click on the test level for the fillable .pdf form. The whole test is now fillable. When the test is completed and signed, you can either send in a copy to LEDS Training or scan the original and e-mail a copy to Training.LEDS@state.oregon.gov	
Contact LEDS Training for the most current and up to date tests and answer keys.	
LEDS FILLABLE TEST ANSWER SHEETS	Revision Date for Test
Inquiry Level	10/04/2010
Entry-Update Level	06/11/2008
DMV & Persons Level	11/12/2008
DMV Level	01/12/2007
Persons Level	01/12/2007
Vehicle Level	01/12/2007
Non-NCIC Qualified Persons & Driving Level	08/30/2007
CHECKLISTS	
New Employee Checklist	March 2014
Recertification Employee Checklist	March 2014
Separating Employee Checklist	March 2014
TEST RECORDS	
LEDS Test Records	Revision Date 01/17/2014
LEDS RECERTIFICATION	
LEDS Representative Directions	
USER Directions	
Recertification Notification Example	
POWERPOINTS	
LEDS Representative 101	01/09/2014

Law Enforcement Training Opportunities:

The LEDS Helpdesk works with agencies statewide to provide training opportunities available within the state of Oregon on our online calendar. This calendar is updated weekly as events are submitted by hosting agencies and organizations.

To post a training event to the online calendar send an email to Helpdesk.LEDS@state.or.us including the event date, location, time, content, and registration information.

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CJIS/LEDS Regional Trainings

COMING SOON TO AN AGENCY NEAR YOU!

- Content Includes:
- LEDS Representative 101
 - CJIS Division Update
 - Local Agency Security Officer (LASO) 101
 - How to Prepare for your CJIS Security Audit
 - Understanding CJIS Online – LEDS Reps. & LASOs

In 2015:

- January – McMinnville Police Department
- April – Washington County Sheriff's Office
- July – Oregon State Police: La Grande Area Command

Would your agency like to host a Regional Training Event?
Contact us!

Training.CJIS@state.or.us

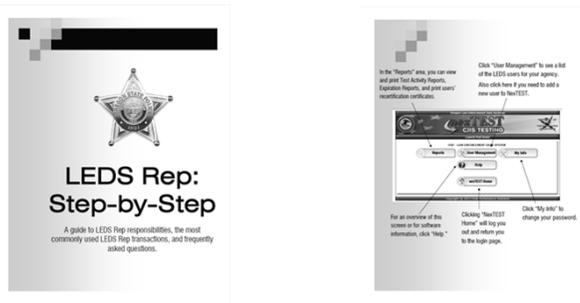


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LEDS Representative Resources:

Based on LEDS Representative feedback gleaned statewide through our regional training events, CJIS Training is currently creating a “LEDS Rep: Step by Step” a guidebook for new LEDS Reps.

It will include step-by-step directions on common LEDS Rep LEDS transactions, how to use NexTEST, and how to administer LEDS training materials.



Frequently Asked Questions

Do I have to complete all the records validations myself? That's a LOT of records...

Which training website is for LEDS users and which is for non-LEDS users?

What should I do if one of my users can't complete their base LEDS certification within the 60 day training window?

My new Records Specialist is going to need to enter records...he can just complete the Entry level materials, right?

Does my new user need to do anything in NexTEST after completing their base certification materials?



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Frequently Asked Questions

*Why am I getting this error message in NexTEST?
I'm just trying to add our new lateral hire...*

Your request was unsuccessful.
See the message below for more information.

Informational Message:

The user name chosen is already in use.
Please try another.

This error message means that the user has an existing NexTEST record.

DO NOT CREATE A NEW RECORD.

Contact CJIS Training and we will be happy to transfer their record for you.



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Frequently Asked Questions

How do I know when my users need to recertify?

Every employee has 2 years to complete the LEDS recertification process.

The notification emails sent by the NexTEST program are considered a courtesy and should not be relied upon as your sole reminder to recertify your LEDS employees.

The two main tools that you can use to monitor your users' recertification needs are “QTR by Agency” in LEDS and “Expiration Report” in NexTEST.



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Query All Active Employees by ORI

LEDS Training->>Query Training->>Query by Employing Agency (QTR)

ORI	EMP	Sort Output
OR024015Y	OR0370000	A

QTR Masks

[QTR - Query Training Record - By SID](#)

[QTR - Query Training Record - By DPSST](#)

[QTR - Query Training Record - By Name](#)

[QTR - Query Training Record - By OLN](#)

[QTR - Query Training Record - By ORI](#) ←

Interactive Messages

```

QTR_OR024015Y_EMP/OR0370000_SRT/A
#####
SENT MESSAGE: 000QTR_OR024015Y_EMP/OR0370000_SRT/A
#####
LQU01610000. Jun 04, 2013 15:24:34
REUR 0161 LEDS
CURRENT EMPLOYEES FOR OR0370000

LEDSTESTRAINEE,NEW      1988/08/08 R-C 2006/04/01
NO,NAV                  1944/12/07
RECORD_IMA TESTING     1985/01/01 R-C 2007/02/13
TESTRAINEAUX,TESTEREX 1971/01/01 R-C 2006/04/01
WORLEY,NORMAN D        1935/11/15 I-C 1996/10/02
                    
```

SND

CLR

PRN

RTN

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Expiration Reports in NexTEST

- Log into NexTest as an Agency
- Select the Reports option
- Select "Expiration Report"



Expiration Report In NexTEST

Note: you may select "Show Active Only" and the dates you would like to review.

I prefer the "All Dates in Data Base" selection so you don't accidentally miss someone.

Review Your NexTEST Expiration Report

Expiration Report for Agency Operators

Show: [dropdown] Sort By: [dropdown] Print Report [icon] Search Again

Showing All Dates (Active Users Only)

OPERATOR NAME	USER ID	ORI	USER LEVEL	EXPIRATION DATE
STACKHOUSE, SOOKIE	7485961	OR0370000	INQUIRY ENTRY Certification	N/A
TESTTRINEAUX, TESTEREX	9132123	OR0370000	INQUIRY Certification	Tue Apr 1, 2008
LEDS, Training	LEDSTRAINING	OR0370000	TEST	Mon Jan 7, 2013
NORTHMAN, ERIC	7485960	OR0370000	INQUIRY ENTRY Certification	Mon Dec 12, 2016

Showing 1 - 4 of 4

You can also now compare the NexTEST report to your LEDS QTR ORI return to make sure both are up to date.



Frequently Asked Questions

How do I code completed LEDS recertifications in my users' LEDS Training Records?

LEDS Training->>Enter Training->>Enter Training History (ETH)

ORI: 0R037013N OPID: LVS TRNG UNIT: FOM: NORTHMAN, ERIC TEST NAM: NORTHMAN, ERIC TEST Rev: 3/24/2008 Close

DOB: 19800820 LVL: R DAT: 20150725 DSP: C JOB: IOR TEL: []

Labels: LVL/R, DSP/C

NAM/NORTHMAN,ERIC TEST DOB/1980/08/20
 OLN/7485960 OLS/OR DPSST#/
 EMPLOYER ORI/0R037013N STATUS/ACTIVE LEDS REP 2013/06/01

*** TRAINING HISTORY ***

LEVEL	ACTION DATE	DISPOSITION	ISSUING ORI	JOB TYPE	TEST RECEIVED
INQUIRY/ENTRY	2013/06/10	COMPLETED	0R037013N	TELECOM	Y
INQUIRY/ENTRY	2013/06/01	ISSUED	0R037013N	TELECOM	N
RECERTIFICATION	2011/01/05	COMPLETED	0R037013N	TELECOM	N
RECERTIFICATION	2009/01/08	COMPLETED	0R037013N	TELECOM	N
RECERTIFICATION	2007/01/09	COMPLETED	0R037013N	TELECOM	N
ENTRY/UPDATE	2006/08/23	COMPLETED	0R037013N	TELECOM	N
ENTRY/UPDATE	2006/08/01	EXTENDED	0R037013N	TELECOM	N



Frequently Asked Questions

What do I need to know about LEDS and my new lateral hire?

- The user must be CJIS Fingerprinted and background checked for their new agency within thirty (30) days of hire.
- If they are new to your agency, a new LEDS login must be established.
- Their LEDS Training Record must be transferred to their new ORI (via a "Modify Training Record" (MTR) transaction).
- Their NexTEST record must be transferred to their new ORI
 - CJIS Training must complete this transfer. Just send us an email with their information and we will transfer their record on your behalf.
- If their LEDS certification is at the appropriate level and in good standing, they do NOT need to complete their base training materials again.
- The user's new LEDS Rep should contact the user's previous LEDS agency to request their LEDS file.

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Questions?

Contact Info – CJIS Training Unit

Training.CJIS@state.or.us
503-378-2121 (Fax)

Kendele Miyasaki, Training Coordinator
Kendele.Miyasaki@state.or.us
503-934-0300 (desk)

Russ Hoskins, Training Specialist
Russell.Hoskins@state.or.us
503-934-2341 (desk)





Oregon State Police CJIS Division Statewide Training Event

Break

WiFi Password:
XXXXXXXX



CJIS Division Update

Oregon State Police
Criminal Justice Information Services Division
Kendele Miyasaki, Training Coordinator
Russ Hoskins, Training Specialist

CJIS/LEDS Contact Information

Criminal Justice Information Services Division:

3772 Portland Rd. NE, Building C
Salem, OR 97301
503-378-2121 (fax)

CJIS Executive Manager – Michael Hawkins – 503-934-2342 –
Michael.Hawkins@state.or.us

LEDS Quality Auditor – Dan Malin: 503-934-0301 – Dan.Malin@state.or.us

CJIS Training Unit – Russ Hoskins– 503-934-2341 – Russell.Hoskins@state.or.us

CJIS Training Unit – Kendele Miyasaki: 503-934-0300 – Kendele.Miyasaki@state.or.us

CJIS Information Security Officer – Greg Verharst: 503-934-2335 –
Greg.Verharst@state.or.us

Oregon Uniform Crime Reporting: osp.oucr@state.or.us

OUCR System Analyst – Nancy Sharp: 503-934-2155 – Nancy.M.Sharp@state.or.us

OUCR Admin Support – Vacant – 503-934-2384



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CJIS Division System Support Staff

Oregon State Police, System Support:

PO Box 14370 Salem, OR 97309-5062
OSP.Helpdesk@state.or.us – Fax: 503-934-0199

Changes to Agency Information:

<https://lion.cjis.state.or.us/selfservice>
Username: OSP CJIS - *Contact us for the password*

LEDS Helpdesk (24/7 User Assistance):

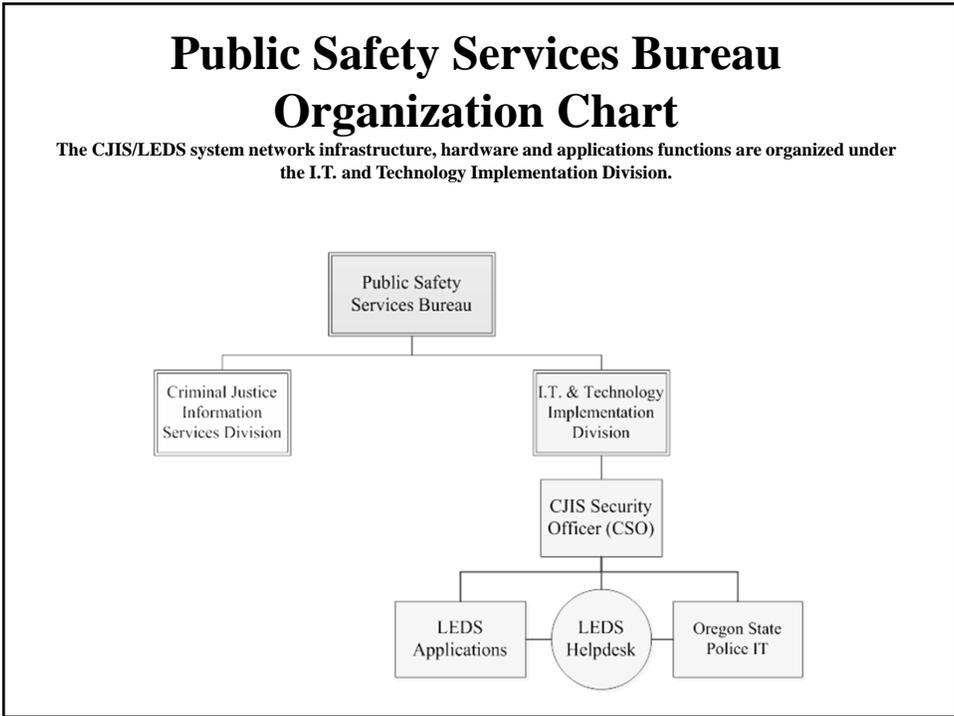
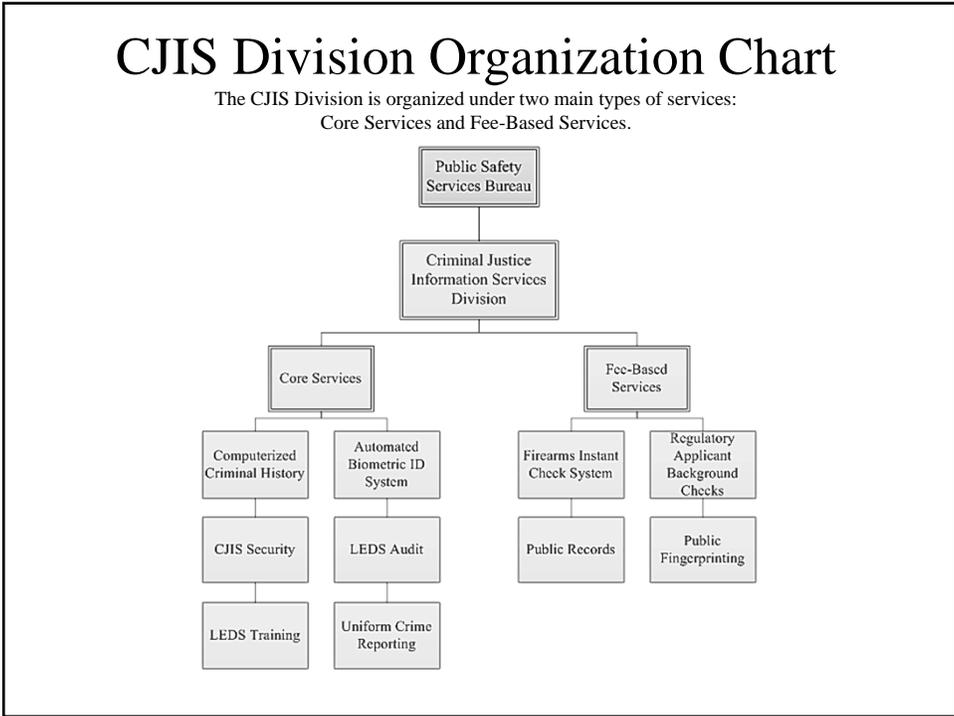
503-378-5565 – Helpdesk.LEDS@state.or.us
Fax: 503-588-1378

LEDS Manual & LEDS Representative Resources:

<http://www.oregon.gov/OSP/CJIS>
Username: OSP CJIS – *Contact us for the password*



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What the CJIS Division Changes Mean to You

In the next biennium users should expect to see:

- Changes to the LEDS & UCR certification processes
- Changes to the CJIS Security Training requirements & policies reflecting CJIS Security Policy 5.4
- Updates to the LEDS Manual – Improving clarity & updates specific to NCIC policy
- The CJIS Training Unit will be providing training sessions statewide.



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Update to Secure Website Login Credentials

On 2 April 2015, CJIS Training updated the login credentials to the secure website housing the LEDS Manual and the LEDS Rep. Manual. This will be an annual update occurring April of each year.

To maintain the integrity of login credentials, the website address, username, and password will not be transmitted together via email.



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Update to Secure Website Login Credentials

Both the website and the username will remain the same.

Website: <http://apps.oregon.gov/application/pdfdownload/osp>

Username: OSPCJIS

Please note both the password and the username will be case sensitive. To receive the updated site password, contact CJIS Training or the 24/7 LEDS Help Desk.

The updated login credentials are considered sensitive information. The updated password is only to be shared with staff within your agency with the need to access LEDS information. Do not share these login credentials with any unauthorized persons.



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Interpol Automated Responses

Starting February 24, 2014 at 12:00 pm Pacific Standard Time, the LEDS and NCIC Wanted Persons queries sent from agencies with NCIC access will automatically forward to Interpol via NLETS.

An NLETS return will accompany the LEDS and NCIC returns; the automatic NLETS Interpol response will only indicate whether the subject has an Interpol record, and if so, their unique Interpol Identification Number.



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Interpol Automated Responses

```

REFR 0010 WLETS
IER DCIETER00
09:58 01/23/2014 46872
09:58 01/23/2014 04764
OR024015X
*IE27OR0010
TET
POSSIBLE INTERPOL MATCHES:
SUBJECT: PERSON FOUR TEST
DOB: 1941-08-02
ID: 2001/22913
ORIGINAL QUERY DATA
NAME:TEST, PERSON FOUR
DOB:1952-10-05

```

This unique Interpol number may be queried via the appropriate message keys in order to view the entire Interpol file (LE ORIs only).

For more information on Interpol queries, see FPQ transaction description in Chapter 25.4.1.3.1 of the LEDS Manual.

Please note querying the full record via Interpol transaction is limited to Law Enforcement ORIs and will notify the entering agency that the record has been requested by your agency. Non-NCIC agencies will see no difference in returns.



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FBI Universal Control Numbers

- In the past, the Interstate Identification Index (III) used FBI Numbers (FNUs) to index a subject's criminal history record. However, in the Next Generation Identification (NGI) system, subjects are indexed using fingerprint-based identities referenced by an FBI Universal Control Number (UCN). The FBI UCN is compatible with, but distinguishable from, an FNU.
- After 11 August 2015, the NGI system will no longer generate FNUs. NGI will link criminal and civil records already in existence and reference the existing FNU to the new FBI UCN. Additionally, NGI will assign an FBI UCN to fingerprint submissions for new identities.
- Legacy numbers will not change – existing FBI numbers will remain the same.



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FBI Universal Control Numbers

- *What does the change from FNUs to UCNs mean for LEDS users?*
 - In III returns, the “FBI No.” field will appear as “FBI UCN,” **and**
 - The existence of an FBI UCN is not immediately indicative that the subject being queried has a criminal history.
- **In a nutshell:**
Just because a person had an FBI UCN number doesn’t necessarily mean that person has a criminal history. The FBI UCN would need to be queried through the Interstate Identification Index (III) using the appropriate NCIC transaction.



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LEDS Manual – Update & Review

The CJIS Training Unit is constantly reviewing the current LEDS Manual and incorporating changes made to the LEDS System (CRIMEVue):

- Ensure all new system specifications are included
- Include new fields, both mandatory and optional
- Activate hyperlinks throughout the manual for ease of use
- 50+ NCIC mandated updates coming to CRIMEVue
- Incorporate user feedback whenever possible



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Online Recertification & Initial Certification – CJIS Security Level 2

The FBI CJIS Security Policy mandates that all LEDS certified users complete CJIS Security Awareness level two training. In order to assist LEDS users statewide in meeting this training requirement, the CJIS Training Unit has incorporated CJIS Security Awareness training into both the LEDS online recertification and the LEDS base level certification materials (Vehicle through Inquiry levels). See CJIS Security Policy Section 5.2: Security Awareness Training

This addition means LEDS users statewide WILL NOT have separate LEDS & CJIS Security expiration dates – the training & testing is now a “one & done” process. This addition also means LEDS users will not require NexTEST AND CJIS Online accounts. **All LEDS user training will be handled through the NexTEST online testing tool.**

***Exception: LEDS users who have IT access to servers, etc. are required to complete CJIS Security Awareness Training at level 3 through CJIS Online.

Please email the CJIS Training Unit to request the most up-to-date materials before you issue tests to new users. Be sure to include which level testing materials you require.



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LEDs Testing Process – Transitioning to Online Format

The LEDs Training Unit has had positive feedback from the online recertification program. The goal of getting all LEDs testing processes online has been incorporated into the re-structuring of the LEDs CJIS Division. Project management is underway to evaluate the testing process with the end goals of:

- LEDs Training liability specific to content & 100% remediation
- Increase quality of users’ overall certification experience
- Make tests relevant to the practical LEDs application
- Maintain consistency with current certification process benchmarks
- Incorporate user feedback whenever possible
- Partial activation; limited test agencies



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Training Newsletters & Bulletins

LEDS Reps may have noted the increased communication from CJIS Training in the past year. We have created and distributed multiple communications via email in the past year.

Please ensure you read these documents; they contain directives given to users statewide.



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CJIS Security Policy

FBI CJIS Security Policy Version 5.4 released

- Current Policy (Version 5.4) released XX/XX/2015 available for download at the LEDS Website - <http://www.oregon.gov/OSP/CJIS>
- CJIS Security Policy ListServ- <http://listsmart.osl.state.or.us/mailman/listinfo/cjissecuritypolicy>



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CJIS Security Fingerprinting & Background Checks

Fingerprints and CJIS Background Request forms must be submitted for all personnel with access (direct or indirect) to CJIS within 30 days of hire/assignment.

- Must be fingerprinted for each new agency (this including lateral hires)
- Must be re-fingerprinted and cleared if there was any break in service
- Vendors and contractors who work for multiple CJIS agencies must be fingerprinted for EACH AND EVERY AGENCY.
- When submitting fingerprint cards you must include the completed & signed coversheet. Forms available online:
http://www.oregon.gov/osp/docs/CJIS%20Security%20Background%20Form%20FILLABLE_5-1-15.pdf



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CJIS Security Fingerprinting & Background Checks

**CRIMINAL JUSTICE INFORMATION SYSTEMS
SECURITY CLEARANCE BACKGROUND REQUEST**
(DO NOT MODIFY THIS FORM - PLEASE FILL IN ALL FIELDS)

I have been informed that in order to be allowed access into areas associated with or around Criminal Justice Information System (CJIS), a state and national fingerprint background check will be required.

I understand that the existence of a criminal record in itself would not disqualify me for employment, contract work, or being a volunteer, however may affect what locations I will be allowed access. Further, I understand if there is any question regarding the results of the fingerprint background check, I may contact the Oregon State Police CJIS Division directly for information regarding the results of the check.

Applicant Signature (REQ-3822) _____ Date _____

CLEARLY PRINT (REQUIRED):

NAME _____
(Last) (First) (Middle)

OTHER NAMES USED _____ DATE OF BIRTH _____

SWORN POSITION

SELECT ONE: POLICE CORRECTIONS RESERVE _____
JOB TITLE (Only required if Police & Probation Officer): _____

NON-SWORN POSITION

REQUIRED JOB TITLE: _____

*****REQUIRED INFORMATION*****

*PERMANENT EMPLOYEES OR *CONTRACTOR/VENDOR/OTHER

DATE OF HIRE: _____ (Month/Year) _____ END OF SERVICES: _____ (Month/Year) _____

NOTE: Please fill out ALL fields, information is needed for tracking purposes. If not filled in, form will be rejected/returned to agency. CJIS Flag will be placed at the time of end of services unless extended by an email from the agency to email address: ORSP_CJIS@oregon.gov. If there is no end date of services for non-permanent employees, please write the "conditional" date and we will follow up. If there is no end date of services for non-permanent employees, please write to your ORI.

MANAGER CONTACT INFORMATION FOR RESULTS

AGENCY: _____ ORI: _____
NAME: _____ PHONE: _____
EMAIL: _____

The person identified above will have required access to a CJIS security area under my direction. By this request I am complying with the CJIS Security policy requirement for this facility and submitting within the 30 days of initial hire as directed in section 3.12.1.1 of the CJIS Security Policy and the State CIO or their designee.

Manager or LEAD REP Signature (REQ-3822) _____ Date _____

Revised April 2015

Please be sure to send this signed and completed form along with your CJIS Security fingerprint cards to the OSP CJIS Division.

This completed form includes information regarding who within your organization OSP will contact should law enforcement action be taken on your CJIS flagged staff.

For Whom Do You Submit CJIS Security Prints?

CJIS Security fingerprint based backgrounds shall be completed on staff who will have direct access to Criminal Justice Information (CJI) or unescorted access around LEADS terminals, confidential shred bins, IT routers, switches, and servers which process unencrypted CJI.

- Current volunteers for your agency meeting the above description.
- Custodial staff, maintenance staff, and IT staff meeting the above description.
- Sworn staff meeting the above description who have been offered unconditional employment with your agency (please note this does not include conditional offers for those still in the background process).

The CJIS background process is **NOT** intended to serve as the agency's pre-employment background check.



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WHY Do You Submit CJIS Security Prints?

- CJIS Clearance
 - Individuals with any felony conviction or misdemeanor convictions of ID theft, fraud, or computer crimes are precluded from access to CJI and therefore LEADS/NCIC.
- CJIS Flag
 - Arrest notifications
- *References*
 - OAR 257-015-0050(6)
 - *CJIS Security Policy Section 5.12: Personnel Security*

The CJIS background process is **NOT** intended to serve as the agency pre-employment background check.



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Frequently Asked Questions

What does an employee's name change mean for their CJIS flag?

Does a lateral hire have to get fingerprinted again for each new agency?

How do I know what staff I presently have listed as active CJIS flags for my ORI?

What do I need to do when an employee leaves my agency?

What about those vendors?

Contact the CJIS Unit:

OSP.CJIS@state.or.us



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Contact Info – LEDS Operations Center

Providing 24/7 assistance
365 days a year

503-378-5565 (Desk)

503-588-1378 (Fax)

helpdesk.LEDS@state.or.us

AM Message Terminal:

LED9

Contact Info – CJIS Training Unit

Training.CJIS@state.or.us

503-378-2121 (Fax)

Kendele Miyasaki, Training Coordinator

Kendele.Miyasaki@state.or.us

503-934-0300 (Desk)

Russ Hoskins, Training Specialist

Russell.Hoskins@state.or.us

503-934-0300 (Desk)



Regulatory Agency Update

Oregon State Police

Criminal Justice Information Services Division

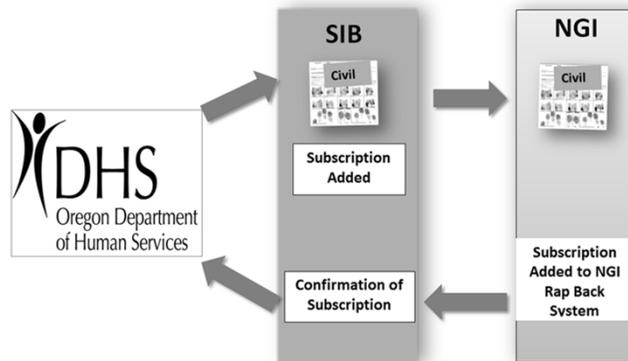
Linda King, Program Manager

2013 Legislative Session

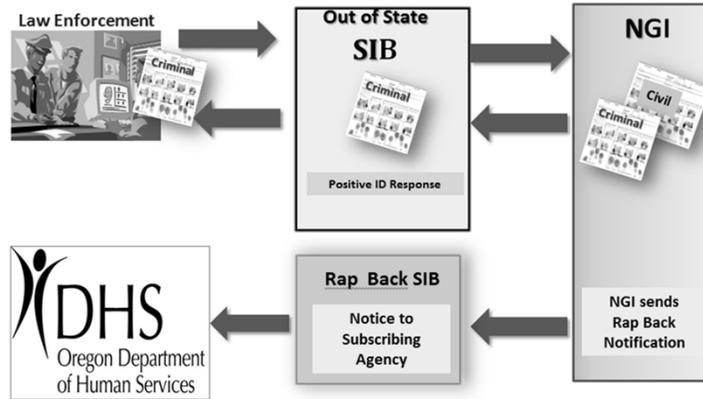
- House Bill 3330 – effective January 1, 2014
 - Electronic fingerprint capture and submission to OSP
 - DAS contracted nationwide vendor - Fieldprint
 - 2015 YTD - 44% of applicant fingerprints submitted to OSP electronically
 - OSP monitors electronic transmissions weekly



2015 Legislative Session House Bill 2228 – Rap Back



2015 Legislative Session House Bill 2228 – Rap Back



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2015 Legislative Session

- House Bill 2250
 - Transitions the fitness determination for Clearinghouse Background checks from OSP to the Department of Human Services
 - Effective January 1st, 2016
 - Provider groups, DAS, and OSP have been working on rules pertaining to fitness determinations



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Regulatory Program Notes

- Confidential Shredding
- SSO/MSO and FBI # (UCN)
- Agency Statute Updates
- CJIS Security Background Checks



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Questions

?

Contacts

Linda King
ABIS & Regulatory Program Manager
linda.king@state.or.us
503-934-2383

Lisa Miller
Regulatory Supervisor
lisa.miller@state.or.us
503-934-2329

Tiffany Bramhall
Public Service Representative
tiffany.bramhall@state.or.us
503-934-2389



Oregon State Police CJIS Division Statewide Training Event

Lunch

WiFi Password:
XXXXXXXX



Decoding Oregon Criminal Histories

Oregon State Police

Criminal Justice Information Services Division

Dan Malin, LEDS Auditor

Decoding Oregon Criminal Histories

- Definitions & Acronyms
- Definition of a Criminal History
- Criminal History Authority & Use
- Criminal History Policy
- CCH Queries and Returns
- Identification Comments
- Court Determinations



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Definitions & Acronyms:

CCH: Computerized Criminal History. A confidential record accessed through fingerprints or through LEDS.

SID: State Identification Number – Unique 7 or 8 digit identification number for each person with a state identification record. This number is assigned the first time an arrest or applicant fingerprint card is received for an individual.

FBI: Federal Bureau of Investigation.

NAM: the name that was used on the first fingerprint card received. It is not necessarily the “true” name.

SMT: Scars, Marks, and Tattoos. A maximum of 20 SMTs can be listed on the CCH.

DOB: Date of Birth, including the actual date, and additional dates of birth used.



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Definitions & Acronyms:

AKA: “Also Known As” – additional names used. These could be aliases, maiden or married names, or a name that was submitted on a subsequent arrest card. 99

FPN: Fingerprint Control Number - Unique number that is used to link the disposition to the arrest. The FPN is either pre-printed on the form 86 fingerprint card or for agencies using Livescan devices generated by either the Livescan device or jail management system (JMS).

LAN: Local Agency Number – This is usually a number assigned to the individual.

OCA: Originating Agency Case Number – This is the case number assigned to the arrest.



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What is a Criminal History?

A criminal history is a chronological record of an individual's criminal arrests, judicial dispositions, and dates of confinement or other corrections supervision, established and based on positive fingerprint identification.

Oregon criminal histories are available to criminal justice agencies and authorized non-criminal justice agencies via LEDS from the Oregon State Police CJIS Division, Criminal History Files.

Criminal history records from other states and federal criminal history records are available to criminal justice agencies and certain non-criminal justice agencies through the National Crime Information Center (NCIC) Interstate Identification Index (III), via the National Law Enforcement Telecommunications System (NLETS).



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Understanding Criminal History Usage

- Access to Criminal History Record Information (CHRI) is governed by Federal Law, Title 28 – Judicial Administration, Part 20 – Criminal Justice Information Systems, Subpart C – Federal Systems and Exchange of CHRI, Section 20.33 – Dissemination of CHRI
- All agencies accessing Oregon criminal history files must have a signed agreement (LEDS User Agreement) with the Oregon State Police and must adhere to Oregon Administrative Rule (Chapter 257, 10-010 thru 10-050).
- CCH Agreement – vs – LEDS User Agreement



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Understanding Criminal History Usage

Criminal Justice Agency Access: Where the information is to be used for the administration of criminal justice, Criminal Justice Agency employment, or the information is required to implement a federal or state statute, local ordinance, Executive Order, or administrative rule that expressly refers to criminal conduct and contains requirements or exclusions expressly based on such conduct, or other demonstrated and legitimate needs.

The administration of criminal justice includes: detection, apprehension, detention, pretrial release, prosecution, adjudication, post-trial release, correctional supervision, or rehabilitation of accused persons or criminal offenders.



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Understanding Criminal History Usage

- Designated Agency Access to Oregon Criminal History Records
- Upon Executive Order of the Governor, where the information is required to implement a federal or state statute, Executive Order, or administrative rule that expressly refers to criminal conduct and contains requirements or exclusions expressly based on such conduct or for agency employment purposes, or licensing purposes, or other demonstrated and legitimate needs
- EO 90-5, etc.



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Understanding Criminal History Usage

- Authorized Agency Access to Oregon Criminal History Records
- SB 2157 – 2005 ORS 181.534 and agency statutory authority
- ORS 181.534: “Authorized agency” means state government as defined in ORS 174.111 (Executive, Legislative and Judicial) and the Oregon State Bar. “Authorized agency” does not include:
 - (A) The Oregon State Lottery Commission or the Oregon State Lottery; or
 - (B) A criminal justice agency, as defined in ORS 181.010, that is authorized by federal law to receive fingerprint-based criminal records checks from the Federal Bureau of Investigation.



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Understanding Criminal History Usage

- ORS 181.534: (7) An authorized agency may conduct criminal records checks on subject individuals through the Law Enforcement Data System maintained by the Department of State Police in accordance with rules adopted, and procedures established, by the Department of State Police.
- A “Subject Individual” is a person from whom an authorized agency may require fingerprints pursuant to statute for the purpose of enabling the authorized agency to request a state or nationwide criminal records check.
- Authorized agencies shall adopt rules – OARs.



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Basic CCH Rule:

All CCH inquiries must have a valid reason to obtain information.

- CCH inquiries for non-official purposes are prohibited, a valid Purpose Code must be used.
- In LEDS the Operator Initials and Requester Identification must be included.
- If you are sharing a CCH printout, or any LEDS printout, ensure the person with whom you are sharing the information is authorized to access this information (CJIS Cleared and possibly CJIS Security Awareness Training).

This includes leaving a paper file or open filing cabinets unmonitored and accessible to proximity staff.



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Information Accessed Through LEDS is Confidential

- **The FBI CJIS Security Policy and Oregon statutes regulate who may have access to CCH information; this includes coworkers who are not CJIS fingerprinted and CJIS Security Awareness trained.**
- **The OSP CJIS Division is required to report any violations to NCIC’s Access Integrity Unit**
- **Violations of the CJIS Security Policy may result in state & federal sanctions to your agency.**



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Auditing Oregon Criminal History Usage

All criminal history inquiries are logged by LEDS & NCIC. These log records include all elements of the inquiry, date, time, terminal identifier, the terminal operators initials, and the name or identifier of the person who requested the inquiry, the purpose code used, and also the subject of the inquiry and their identifying information.

These log records can be used for criminal investigations, auditing purposes, and for internal investigations where system misuse is possible, or alleged.



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Sharing LEDS or CCH Information with Another Agency

NCIC's guidance on secondary dissemination of Criminal History Record Information (CHRI) is as follows:

If CHRI is released to an **authorized** agency, and that agency was not part of the releasing agency's primary information exchange agreement(s), the releasing agency shall log such dissemination.

The transaction log shall be maintained for at least a year, but a manual log is not necessary if the transactions are electronically captured by the agency or the CSA, as long as the OPID and Requester are used.



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Which CCH Query Should I Use?

Do not query more information than your investigative purpose authorizes.

- Oregon & NCIC:
 QH (by name/DOB) OR CCH & NCIC/III search only
 QWH (by name/DOB) OR CCH, NCIC/III, & LEDS/NCIC wants check.
 QHD (by name/DOB) OR CCH, NCIC/III, OR DMV File.
 QWHD (by name/DOB) OR CCH, NCIC/III, LEDS/NCIC wants, OR DMV
- Oregon CCH only: RR (by SID number) Oregon CCH only.
- NCIC Record only: RR (by FBI) NCIC Record only.
- NLETS Index: IQ (by State, name and DOB) State SID only.
- NLETS Record: FQ (by State SID Number) Other State Criminal History Record



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Which Purpose Code To Use?

When running a subject’s criminal history record, the appropriate purpose code must be used. The list of purpose codes are:

Code:	Purpose:
C	Criminal Justice
D	Domestic Violence & Stalking (JAD)
E	Non-Criminal Justice Employment
F	Weapons Related Checks
H	Housing
J	Criminal Justice Employment
L	Licensing
X	Emergency Placement (“T” ORI only)
O	Prosecutor Victims Only



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Querying a CCH Record:

Criminal history records are specifically audited during your LEDS quality audits. Dan Malin will provide your LEDS Rep. with a CCH questionnaire asking your LEDS Rep. to account for why specific CCH records were queried. To answer this question quickly you should utilize the INIT, ATN, PUR, and RSN fields with every CCH query.

The 3 letter initials of the person making the query.

The name of the person who requested the record.

The purpose authorizing you/your agency to run this record.

30 character free-text field specific to why you are querying this record.

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Querying a CCH Record:

WebLEDS query example: QWHD

The 3 letter initials of the person making the query.

The name of the person who requested the record.

The purpose authorizing you/your agency to run this record.

30 character free-text field specific to why you are querying this record.

Oregon CCH Flags

CJIS SECURITY CLEARANCE FLAG
CONVICTED FELON
CONDENSED RECORD
DISQUALIFICATION FOR FIREARMS
DPSST APPLICANT PRIVATE SECURITY
GRANTED RELIEF FROM PROHIBITION ORS 166.274
SINGLE-SOURCE OFFENDER
MULTI-SOURCE OFFENDER



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Oregon CCH Flags (continued)

RECORD UNDER CHALLENGE
SAMPLE ON FILE FOR DNA PROFILING (ORS137.076)
REGISTERED SEXUAL OFFENDER
SUBJECT PRESUMED DECEASED (Reported/Full Record)
SUBJECT REPORTED DECEASED (FP ID/ID Info Only))
VARIANCE "SVF" FLAG



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Sample CCH – FBI Numbers (Universal Control Numbers)

Do not rely on the appearance of an Universal Control number on an Oregon CCH return to determine if the person in question has an out-of-state criminal record.

It is always possible the person in question has been arrested in another state but presently has no arrests in Oregon.

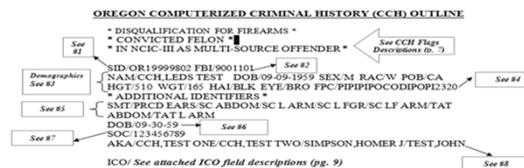
OREGON CCH RECORD FOR SID/OR09999966 AS OF 2014/05/23 AT 11:21
BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME,
A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE
IF FURTHER DETAIL IS DESIRED, COMMUNICATE DIRECTLY TO CONTRIBUTOR

- * CONVICTED FELON *
- * SINGLE-SOURCE OFFENDER-RECORDS MAY EXIST THAT ARE NOT INDEXED IN NCIC-III *
- * SAMPLE ON FILE FOR DNA PROFILING *
- * ACTION ITEM: IF SUBJECT IS ARRESTED, SUBMIT 'STATE' FINGERPRINT CARD ONLY - 'FBI' CARD NOT NEEDED *

SID/OR09999966 ~~FBI/9019800~~
NAM/TESTING,SNOOPY DOGGIE DOB/1957/09/09 SEX/F RAC/W POB/OR
HGT/506 WGT/130 HAIR/BLACK EYE/BROWN FPC/AAAARIC1131211141718
* ADDITIONAL IDENTIFIERS *
SMT/GLASSES/MISS L LEG/SC BACK/SC FACE/SC FGR/SC FHD/TAT CHEST/TAT LF ARM
DOB/1954/01/26 1980/12/25
AKA/OSCAR,GROUCH/WHAT,THE GROUCH/TESTING,SNOOP/BROWN,CHARLIE/THEGROUCH,OSCAR
AKA/GROUCH,OSCAR/GROVER,GROUCH/BIGBIRD,GROUCH/SNOOP,DOG/BIGBIRD,OSCAR
AKA/THETPROGRAMMER,ERIC/HRFOCUS,ERIC/TEST,EJSM HUNI/TESTING,SNOOP DOG
AKA/TESTING,CJIS/TESTING,MOLLALA HUNI

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Understanding the CCH Return



1. SID (State Identification number) - Unique seven or eight-digit identification number for each person with a state CCH record. This number is assigned the first time an arrest or applicant fingerprint card is received for an individual.
2. FBI (Federal Bureau of Investigation number) - Unique nine-digit identification number for each person with a federal criminal record. This number is added to the CCH when the FBI receives an arrest fingerprint card from Oregon. If the fingerprints are not identified to an existing record the CCH is flagged "IN NCIC-III AS SINGLE-SOURCE OFFENDER". If the fingerprints are identified to an existing federal or out-of-state record the CCH is flagged "IN NCIC-III AS MULTI-SOURCE OFFENDER" (refer to CCH flags descriptions). This flag could also be set because there is a warrant or sex offender registration information.
3. Nam - the name that was used on the first fingerprint card received. It is not necessarily the "true" name. DOB, SEX, RAC, POB, HGT, WGT, HAI, EYE - all information is entered from the first fingerprint card received. This information is not updated if subsequent fingerprint cards are submitted.
4. FPC (FingerPrint Classification) - added to CCH by the FBI. The FBI stopped using the FPC field when they went to IAFIS in July 1999.
5. SMT - Scars, marks and tattoos are added to CCH when submitted on a fingerprint arrest card. There can be a maximum of 10 SMT's listed on the CCH.
6. DOB - Additional dates of birth used.
7. SOC - Social security number is added to CCH when submitted on a fingerprint arrest card. Additional social security numbers will be added to CCH if submitted.
8. AKA - Additional names used. This could be aliases, maiden or married names, or a name that was submitted on a subsequent arrest card.



Rn 002711

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Sequential Field

The sequential field is after the date of arrest in CCH. Below are some examples of what you might see in that field:

- **“A”, “B”, “C”, etc.**
Duplicate date(s) of arrest with additional charges submitted on separate fingerprint arrest cards.
- **“W” – WAIVED**
Juvenile waived to adult court. Arrest will not be purged from CCH.
- **“J” – JUVENILE**
Arrest treated as juvenile. Arrest will be purged after 1 year if no disposition received or the case is dismissed. If convicted the arrest will be purge in 5 years and 30 days.
- **“M” – MEASURE 11**
Arrest is for a measure 11 crime and the juvenile is 15, 16, or 17 years of age. Arrest will not be purged.
- **“R” – REMANDED**
Remanded and treated as juvenile. Prior to 1995 “R” meant remanded and treated as an adult.



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ICO (Identification Comments) Field

You may see the information listed below in the ICO field in CCH:

- **NOT THE SAME AS SID/OR12345678**
 - This message is entered in CCH when two or more records have the same or similar names and dates of birth but the fingerprints for the two subjects do not match.
- **FULL NAME/XXXXXXXX,XXXXXXXXXX XXXX**
 - This message is entered in CCH if the name on the fingerprint arrest card exceeds 30 characters.
- **SCARS – ENTIRE BODY**
 - This message is entered in CCH if the fingerprint arrest card states that there are scars on 60% or more of the body.



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ICO (Identification Comments) Field

- **TATTOOS – ENTIRE BODY**
 - This message is entered in CCH if the fingerprint arrest card states that there are tattoos on 60% or more of the body.
- **TRUE WEIGHT 110105 (date of arrest) 600 LB**
 - This message is entered in CCH if the master fingerprint arrest card has a weight listed of over 499 lbs.
- **SEX BORN AS (MALE OR FEMALE)**
 - This message is entered in CCH when the fingerprint card indicates transsexual. The sex will be listed in CCH as the gender at the time the fingerprints were taken. Transsexual will also be added as an SMT.



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Court Determinations

- **NO COMPLAINT FILED**
Prosecution declined, not indicted.
- **ACQUITTED**
Defendant found not guilty.
- **GUILTY – INSANITY**
Defendant is found guilty except for insanity.
- **DISMISSED**
Charge has been dismissed by the court.
- **CONVICTED**
Currently used for probation violations and local sanction parole violations only. You may see convicted on older records. Contact the CJIS Division CCH Unit and/or the court for the level of conviction.



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Court Determinations

- **DISMISSED – CIVIL**
The case has been resolved through a civil compromise and in turn the case has been dismissed.
- **DISMISSED NO COMPLAINT FILED**
The determination of “dismissed-no complaint filed” is used for charges on cases that can’t proceed further at the time of court appearance. The case could be reviewed again at a later date for possible prosecution. When you see this determination in CCH, check OJIN to see if the case has been reopened or contact the DA’s office for more information.
- **FOUND IN CONTEMPT**
Finding of guilty on contempt charges but not a convicted misdemeanor
- **NOT FOUND IN CONTEMPT**
Finding of not guilty on contempt charges



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Court Determinations

- **EXTRADITED**
Defendant has been extradited to an out-of-state jurisdiction for adjudication.
- **ADJUDICATION WITHHELD**
Adjudication has been withheld as in the case of a first offender given the option to comply with certain orders of the court to avoid prosecution.
- **NO DISPOSITION REPORTED**
Disposition not reported for this particular charge.
- **MENTALLY INCOMPETENT**
Defendant is found mentally incompetent and cannot be tried.
- **MERGED WITH ANOTHER CONVICTION**
These charges are not considered convictions.



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Court Determinations

- **CONVICTED – FELONY**
- **CONVICTED - MISDEMEANOR**
- **CONVICTED – VIOLATION**
- **CONV LESS OFN – FELONY**
The charge at disposition has been reduced from the prosecution charge, not necessarily reduced from the arrest charge.
- **CONV LESS OFN – MISDEMEANOR**
The charge at disposition has been reduced from the prosecution charge, not necessarily reduced from the arrest charge.
- **CONV LESS OFN – VIOLATION**
The charge at disposition has been reduced from the prosecution charge, not necessarily reduced from the arrest charge.



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Court Determinations

- **CONVICTED – FELONY WITH MISD TREATMENT**
- **FEL CONV MOD/MISD**
This determination is used when a charge was originally a felony conviction but later reduced to a misdemeanor due to successful completion of probation.
- **CONV-MISD VIOL TREATMENT**
This determination is used when a charge was originally a misdemeanor conviction but later reduced to a violation due to successful completion of probation.
- **DIS CRT CASE TERMINATED**
This will only be on older dispositions transmitted through OJIN. The case could have been dismissed or it could have gone to Circuit Court.



REMANDED TO JUVENILE

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Court Determinations

- **CHANGE OF VENUE**
- **PEND DA'S ACTION**
This determination replaced Dis Crt Case Terminated.
- **WARRANT SERVED**
- **REDUCED LESS OFFNS**
This will only be on dispositions transmitted through OJIN. It is not a conviction.
- **RESEARCHED/NO DISPO REPORTED**
This determination will be used when the Identification Services Section has contacted the Courts and DA's office and cannot locate a disposition for the charge.
- **JURISDICTION JUV CRT**
This is a conviction but is not classified as misdemeanor or felony. These convictions will be purged after 5 years and 30 days.
- **WAIVER TO ADULT**
Juvenile is being treated as an adult.



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Sample Oregon CCH Return

OREGON CCH RECORD FOR SID/OR09999966 AS OF 2014/05/23 AT 11:21
 BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME,
 A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE
 IF FURTHER DETAIL IS DESIRED, COMMUNICATE DIRECTLY TO CONTRIBUTOR

* CONVICTED FELON *
 * SINGLE-SOURCE OFFENDER-RECORDS MAY EXIST THAT ARE NOT INDEXED IN NCIC-III *
 * SAMPLE ON FILE FOR DNA PROFILING *
 * ACTION ITEM: IF SUBJECT IS ARRESTED, SUBMIT 'STATE' FINGERPRINT CARD ONLY - 'FBI' CARD NOT NEEDED *

SID/OR09999966 FBI/9019000
 NAME/TESTING_SNOOPY DOUGIE DOB/1957/09/09 SEX/F RAC/W POB/OR
 HGT/505 WGT/130 HAIR/BLACK EYE/BROWN FPC/AAARACIC110121141718
 * ADDITIONAL IDENTIFIERS *
 SHI/GLASSES/HESS L LEG/SC BACK/SC FACE/SC FGR/SC FHD/TAT CHEST/TAT LF ARM
 DOB/1954/01/26 1988/12/25
 AKA/SHOOP,DOUG/,HOLLALA HANI

ICD/C

*** NON-CRIMINAL INFORMATION - CONCEALED HANDGUN LICENSE APPLICANT
 PRINTED/2013/07/18 AGENCY/OR081000-OSP - IDENTIFICATION SERVICES
 TEST ONLY

ARREST #02 1983/10/02 OR020000-TILLAMOOK COUNTY SHERIFFS
 NAME USED/SHOOP,DOUG LON/TESTING ONLY OCA/TESTING ONLY
 01 ORS 164.225 ARSON 1ST DEG-ORCHED OWN HOUSE & NEIGHBORHOOD
 COURT ORS 164.225 ARSON 1ST DEG **CONV LESS DFH-HISD** → YES
 01 1984/01/01 OR02025J-MARION COUNTY CIRCUIT COUR 109 JAIL
 DOCKET #78A-0011
 02 OR02025J-MARION COUNTY CIRCUIT COUR **NO COMPLAINT FILED** → NO
 ORS 164.225 ARSON 1ST DEG
 03 COURT ORI NOT RECEIVED **NO COMPLAINT FILED** → NO
 ORS 164.225 ARSON 1ST DEG
 04 OR02025J-MARION COUNTY CIRCUIT COUR **DISMISSED** → NO
 ORS 164.225 ARSON 1ST DEG-TEST ONLY
 05 COURT ORI NOT RECEIVED **NO COMPLAINT FILED** → NO
 ORS 163.160 ASSAULT 4TH DEG-TEST ONLY

ARREST #01 1981/03/09 OR020000-MARION COUNTY SHERIFFS OFF FPN/14457301
 NAME USED/SHOOP,DOUG LON/TESTING ONLY OCA/TESTING ONLY
 01 PUBLIC ORDER CRIMES-TEST FIRM ATTEMPT TO COMMIT
 02 ORS 167.222 FREQ PLACE CONTROLLED SUB USED ?

ENTERED 2002/11/21 LAST UPDATED 2014/04/29

OREGON STATE POLICE
 IDENTIFICATION SERVICES SECTION
 3772 PORTLAND ROAD NE
 SALEM, OREGON 97301-0212
 OR081000 (503) 378-3070

THE USE OF THIS RECORD IS CONTROLLED BY STATE AND FEDERAL REGULATIONS.
 IT IS PROVIDED FOR OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THE
 PURPOSE REQUESTED

Note personal identifiers to confirm this hit is the person you're looking for.

When noting the charge(s) – be sure to note the disposition of the offense(s). Not all activity is a conviction.

Not all arrest activity includes the final disposition.

Additional disposition information may be accessible through OJIN, or by contacting the county Circuit Court or DA's Office.



Questions

For Additional Information – OSP CJIS Division

Call 503-378-3070 (Reception)

Ask for CCH Records

503-378-2121 (Fax)



Oregon DMV Record Usage Information

Oregon State Police
Criminal Justice Information Services Division
Major Mike Bloom



Oregon Uniform Crime Reporting

Oregon State Police
Criminal Justice Information Services
Michael Hawkins
UCR/LEDS Program Manager

Why Do We Report Crime Statistics

- **ORS 181.550** mandates that all law enforcement agencies in the State of Oregon shall report their crime statistics to the Department of State Police.



Sourced from Drexel



- **OAR 257-015-0040 (7) & (8)** states that Oregon State Police will develop and operate a State Uniform Crime Reporting Program as well as provide monthly and annual crime statistics to the FBI.



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Why Do We Report Crime Statistics (cont.)

- Crime statistics had been a topic in law enforcement circles since the 1870’s when Congress approved the collection of such information.
- It wasn’t until crime really started to get out of hand in the 1920’s that the IACP and the FBI had the political pressure and backing to get the UCR program in place.



Sourced from FBI

AL CAPONE



Sourced from NY Daily News

BONNIE AND CLYDE



Sourced from Time Magazine

BABY FACE NELSON



Sourced from NY Daily News

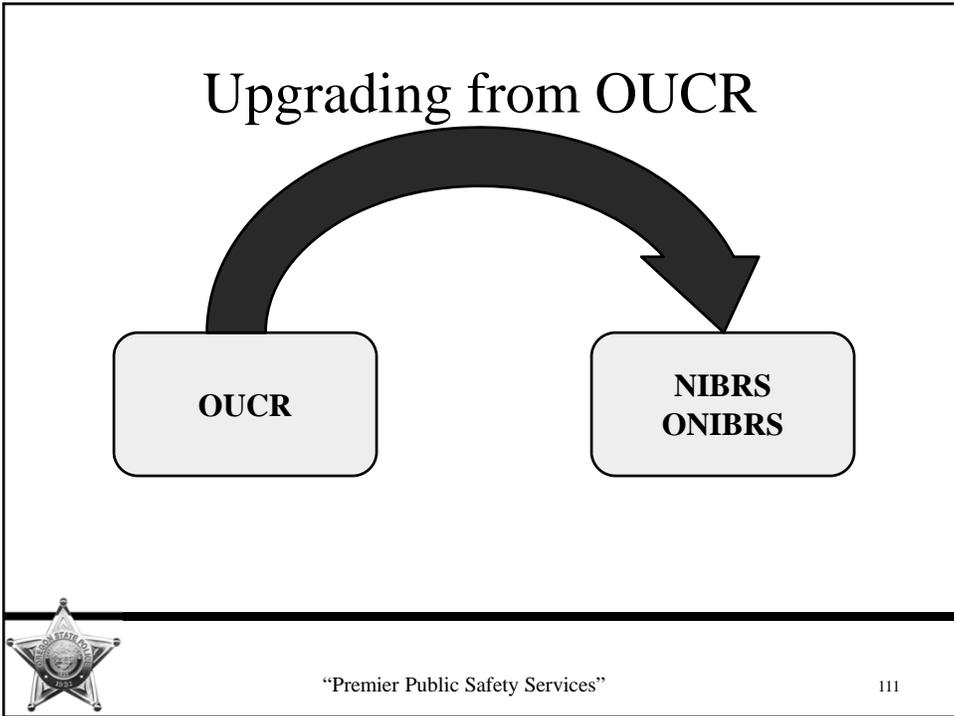
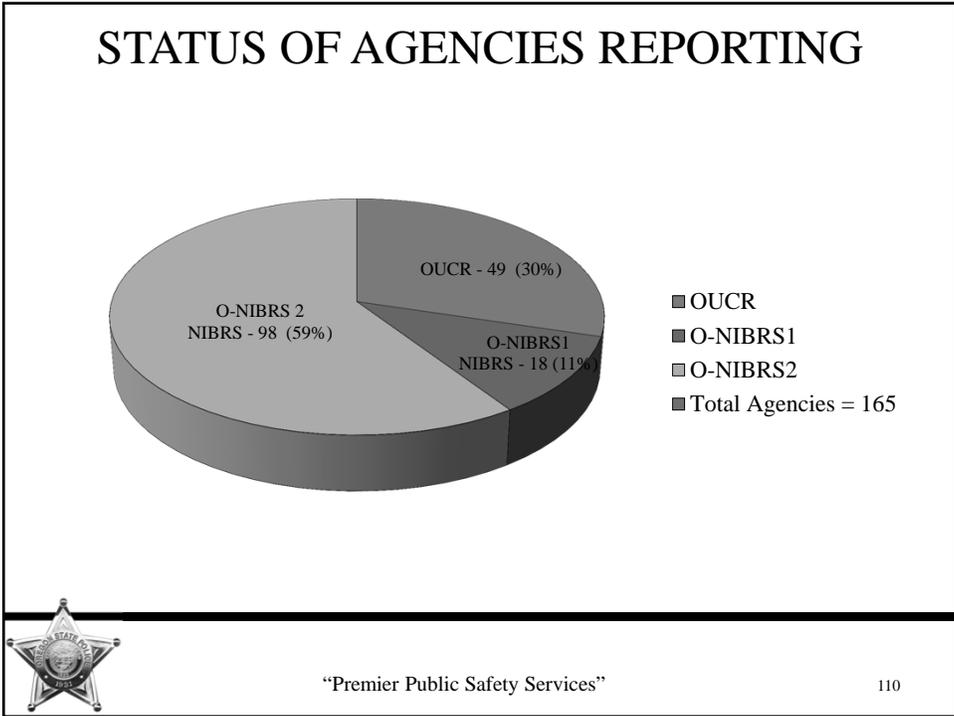
JOHN DILLINGER

- The FBI has been tracking crime statistics since 1930 when the Uniform Crime Reporting program was started.



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Proposed Reporting Schedule

OREGON UNIFORM CRIME REPORTING YEARLY SCHEDULE

AGENCY DUE DATE	OSP ACTIVITY
10th of every month Submit crime stats to OSP	17th of every month Submit previous month statewide data to FBI to be Included in: <ul style="list-style-type: none"> >Crime in the United States (CIUS) >Law Enforcement Officers Killed and Assaulted (LEOKA) >Hate Crime Statistics >National Incident-Based Reporting System (NIBRS) >Preliminary Semiannual UCR (January-June)
OREGON REPORTS REQUIRED IN STATUTE	
	April 17 Publish First Quarter Report: January-March July 17 Publish Second Quarter Report: January-June October 17 Publish Third Quarter Report: January-September 10th of December Submit police employee count to OSP December 17 Submit "Police Employee Count as of Oct 31" to FBI January 17 Publish Fourth Quarter (Annual) Report: January-December



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New Definition for Rape

- This change was decided in 2011 and announced in 2012
- Largely impacts OUCR reporting agencies.
- Incident Based reporting (NIBRS/O-NIBRS) agencies are largely covered by pre-existing data elements within the Incident Based Reporting method.



Sourced from Initiate Media



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Cargo Theft

- When did the change happen?
- Accurate entry is important
- What incidents qualify for the use of the Cargo Theft Flag
- Multiple offenses can result from a single Cargo Theft activity.



Sourced from UPS



Sourced from Zoomit



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FBI Audit Feedback

- Identity Documents Offenses
- Improper reporting of stolen cell phones
- Improper reporting of stolen eyeglasses



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Oregon State Police CJIS Division
Statewide Training Event

Break

WiFi Password:
XXXXXXXX



Oregon Uniform Crime
Reporting
(Continued)

Oregon State Police
Criminal Justice Information Services

Nancy Sharp
CJIS Operations and Policy Analyst

OUCR vs NIBRS vs O-NIBRS Offense Codes

- As you begin moving forward with transitioning from the OUCR system, you'll see a number of changes in the offense codes that are used.
- OUCR codes were up to 5 characters – i.e., 18222
- NIBRS codes are only 3 characters – i.e., 35A
- O-NIBRS codes are also only 3 characters – i.e., 180



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Timely Submissions

In order for the FBI to publish the Uniform Crime Reports on time with complete and accurate statistics, all agencies must adhere to the scheduled deadlines.

- Incomplete data means that agencies and the state are unable to accurately determine crime rates within Oregon and around the nation.
- We ask that you have your monthly data to us no later than the 10th of each month.



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Things To Remember About Submissions

- Submitting crime statistics on time benefits all agencies in helping protect citizens.
- If publication deadlines cannot be met, continue working towards entering and submitting your data.
- Contact the Oregon Uniform Crime Reporting unit if you are not going to meet a submission deadline.
- If you are transitioning from OUCR to NIBRS or O-NIBRS, we will work with you on meeting these deadlines.



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Inaccurate Information

- Unknown Bias
- Unknown Drugs



Sourced from Genius.com



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Location Qualifier

- The location qualifier field is used to describe the structure where an offense occurred.

Definitions

- Abandoned:** a structure that has been vacated with no apparent intention of the owner to return, it's left to decay with no maintenance or care given to prevent weathering or other damage.
- Occupied:** The location is in use, or is frequently used with short periods of vacancy between uses.
- Vacant:** The structure is temporarily not being used, but is maintained so that it can be occupied with little or no effort
- Unknown**



Sourced from orsbe.org



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Unauthorized Entry to Motor Vehicle

- The 075 offense – Unauthorized Entry to Motor Vehicle has been widely misinterpreted and incorrectly reported. This offense should only be used when there is evidence that the vehicle was entered and no damage occurred and **NOTHING** was taken from the vehicle.



Sourced from Zero Lock and Key



Sourced from Bowery Boogie

- The reporting agencies should report property of "NONE" with this offense.
- This offense cannot be reported in conjunction with Theft of Motor Vehicle, Theft of Vehicle Parts and Accessories or Theft From Motor Vehicle.



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Fraudulent Use of Credit Card



Sourced from Amesen Law, P.

- Fraudulent use of a credit card offense (114) is not the same as the theft of that card.
- The theft of the credit card should be reported as a theft (064, 067 and 069) with the property being the credit card (190).

- The USE of that card should be reported under Fraudulent Use and any property fraudulently obtained by the use of that card would be reported with this offense.
- Typically with the fraudulent use of a credit card, you'll also have an element of Identity Theft, as well as Theft by Deception.



Sourced from Technology Management, Inc.



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Counterfeit/Forgery & Fraud

- Making of or possession of counterfeit money – offense 100
 - The victim is Government (US Treasury)
 - Value of "money" property is the value of the bills
- Passing counterfeit money – offense 115
 - The victim is the recipient of the money (store, business)
 - Value of the passed money is the value of the bills



Sourced from Salina Post



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Human Trafficking Offenses

- Human trafficking is not new to crime reporting, but now is covered under specific offense categories.
- Definitions:
 - The inducement of a person to perform a commercial sex act, or labor, or services, through force, fraud, or coercion.
 - Human trafficking has also occurred if a person under 18 years of age has been induced, or enticed, regardless of force, fraud, or coercion, to perform a commercial sex act.



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Human Trafficking Offenses cont.

- Human Trafficking, Commercial Sex Acts
 - Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.
- Human Trafficking, Involuntary Servitude
 - The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into voluntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).



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Hate/Bias Category – Changes

- Changes in the Hate/Bias categories from the FBI.
- These changes are only taking place within the O-NIBRS reporting.



- BIAS Motivation – overuse of “unknown.”
- Domestic Violence indicators / reports



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Reporting Drug Offenses

- When you have an incident involving drugs, whether or not you’re able to seize the drugs, the drug offense and the associated drugs need to be reported.



- Reporting multiple drugs in one incident.
- Reporting more than 3 drugs in one incident.
- Use of Unknown with drugs (possessed or seized).



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Drugs and DUI Offenses

- DUI Offenses whether alcohol or drug related should be coded as a DUI offense.
- DUI Drugs should also include a drug offense.
- Drugs possessed when arrested.



Sourced from David Sereno Law Offices



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Robbery

- Robbery is both a Person and Property offense.



Sourced from trueagape.net



Sourced from jstexaslaw.com

- Robbery of a business, will also include the PERSON (clerk, teller, etc.) who was robbed as well as the business as victims.
- Property obtained from the robbery is coded under the robbery and not an additional theft offense.



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Bomb Threats

- Bomb threats are part of the assault grouping and should have a person victim.



**Be Prepared
Be Aware
Be Ready**

Sourced from UC Santa Cruz



Sourced from Cama International

- The victim is who took the phone call, found the note, etc.



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Crime Damage

- OUCR – as a property item
 - Coded as a property item 98 and any and all property values captured together.
- NIBRS/O-NIBRS – as a separate offense with the actual properties.
 - Coded as a separate offense (141) along with the other offenses and the damaged property itemized under the 141 offense.



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Agency Information Change Deadline

If you have contact information changes (office moves, employee changes, etc.), please email those changes to us, so that we can keep the information in the Repository up-to-date.

The deadline for updates to this information for the year is December 1.

Agency changes can also be submitted to our online customer service portal to keep your ORI file up-to-date:

<http://www.oregon.gov/OSP/CJIS/pages/index.aspx>

Please call 503-378-5565 for login credentials.



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Reminders for OUCR Agencies

- Your file submissions should be submitted via the General File Upload process on the NIBRS/O-NIBRS Repository.
- The following paper reports should be submitted to the OUCR unit via the General File Upload process as well and should be submitted as follows:
 - Domestic Violence Reports – quarterly
 - Bias Crime Reports – as they occur
 - Supplemental Homicide Reports – as they occur
- Please ensure that the file name includes your ORI and for the domestic violence the quarter and year; for the bias crime and supplemental homicide reports, the incident number and reporting period.



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Police Employee Count Deadline

Employee count information needs to be updated annually
between November 1 and November 13.

If you have any questions, please contact us at
OSP.OUCR@state.or.us

This email box is monitored by all UCR staff to quickly address
your questions and concerns.



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Contact Info – CJIS UCR Unit

OSP.OUCR@state.or.us

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503-934-2342 (Desk)



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Oregon State Police CJIS Division
Statewide Training Event

Questions & Closing Remarks



Thank you!