



LEDs

2010
MAY

Inside this issue:

LEDs/OUCR TRAINING

LEDs/OUCR Training	1	The LEDs Training Unit and OUCR are providing FREE training to our users. The following dates and locations are still available. E-mail LEDs Training at Training.LEDs@state.or.us if you are interesting in attending.
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Roseburg - May 20th

LEDs Rep Training - 10:30am - 12:00pm
OUCR Training - 1:00pm - 2:30pm

Lake Oswego - June 8th

LEDs Rep Training - 10:00am - 11:45am
OUCR Training - 1:00pm - 2:30pm

Corvallis - June 15th

LEDs Rep Training - 10:00am - 11:45am
OUCR Training - 1:00pm - 2:30pm

Tillamook - June 22nd

LEDs Rep Training - 10:00am - 11:45am
OUCR Training - 1:00pm - 2:30pm

The Dalles - June 29th

LEDs Rep Training - 10:00am - 11:45am
OUCR Training - 1:00pm - 2:30pm

LEDs TRAINING

PO Box 14360
Salem, OR 97309-5074

503-378-3055
Ext. 55013

Kristine Hume Bustos,
Dick Leber &
Jennifer Ferris

http://www.oregon.gov/OSP/CJIS/Training_and_Education_Unit.shtml

TRAINING.LEDs@STATE.OR.US

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MESSAGE FROM THE DIRECTOR

Information sharing has become one of the most critical elements of coordinated criminal justice enforcement efforts, but the ability to share information electronically between even adjacent agencies is in many cases both technologically and fiscally unfeasible.

So when an opportunity comes along that would allow you to share information, and wouldn't cost you anything, you'd want to jump on it. Oregon is participating in just such a system and you may have heard of it, "N-DEX." Oregon currently has almost 500K records in N-DEX available for sharing on a national level and access to those records and the national database is free, I'll say it again "**FREE.**" N-DEX itself has 90 million records in their system which is directly available for Law Enforcement uses.

Currently to automatically participate in N-DEX data submission in Oregon you must be a Oregon agency submitting information to the UCR program in the Oregon NIBRS format. From that data we submit 180 data elements to the N-DEX files. We are in the process of writing a grant to expand that capability to all 2000 of the N-DEX data elements.

Contact Kelly Paige of the UCR staff (503 378 3055 x 55550) for more information about N-DEX and the access application process. You can also find information on our website.

On another note our recent NCIC Audit revealed areas that we should provide additional emphasis on during our training and audit visits. Those topics in particular are: Password structure, security addendums, personnel firewalls, purpose code use for criminal history inquiries, and LEDS recertification.

Of note though was we did get recognition for the low error rate on Wanted Person, Missing Person, and Protection Order files. This is directly attributable to each of you out there doing a great job of record entry. Thank you very much.

Terry O'Connell
Director, LEDS

CONTACT US

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Training Manager

(503) 378-3055 x 55015

Help Desk
(503) 378-5565

WELCOME TO CINDY WYATT, HELP DESK MANAGER

Hi, my name is Cindy Wyatt, I am the new LEADS/OERS Operations Center Manager. I have worked in law enforcement for nearly 20 years. I worked for the Union County Sheriff's Office for 18 years with the last 8 of those years as a patrol deputy/K-9 handler. I moved to Salem almost 2 years ago and have worked for the Oregon State Police in the LEADS/OERS division since then.



I am really excited about my new position here at LEADS. Please feel free to contact me at (503) 378 - 3055 x 55001 or by e-mail at Cindy.Wyatt@state.or.us. I would love to hear from you!

Cindy Wyatt, Help Desk Manager

The life and times of the Protection Order Training Specialist - Jennifer Ferris

On January first I began my new role as LEADS first ever Protection Order Training Specialist and the past four months have flown by. I've learned so much not only about the Brady requirement, No Contact Order Protocols and PCO codes, but more importantly what installing these three important pieces into each county's structure could mean. Oregon will become a bright shining example for the rest of the United States. All other law enforcement agencies will be able to reference the work that we have accomplished and use it as their own statewide goal to reach this Federal Standard.

A draft protocol has been established, the primary challenge in implementing it is that one size does not fit all. Each county has their own processes and procedures, so it requires adopting and adapting the protocol to fit each county individually. For this reason I have been traveling though Oregon and visiting the various stakeholders of the NCO process assisting them and acting as a conduit of communication, providing training and distributing materials and statistics.

I have had the opportunity to visit 12 counties so far and I am very excited about the progress we have made. It's clear that there's a lot of work to accomplish but I am optimistic that by working together Oregon will make large strides to accomplish these goals in the next year and I am thankful to be a part of it through my project.

See you soon!

TRAINING.LEADS@STATE.OR.US

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THE AUDITS ARE COMING, THE AUDITS ARE COMING!

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

I will start auditing Lane County in April, and will not complete Lane County until the first week of June. I will start auditing Multnomah County in late June and plan to start auditing Clackamas County in September. 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. 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 revoked. 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 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.

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



IS INFORMATION

LEDS is a conglomeration of databases and a conduit for law enforcement data. We connect law enforcement and regulatory agencies in Oregon with our own Oregon law enforcement database (CRIMEvue), FBI NCIC (National Crime Information Center), FBI III (criminal histories), FBI NICS (National criminal instant background check system), California databases for DMV, CHS, Parole, Sex Offenders, Boat registrations, snow mobile registrations, Hazmat, FAA, Interpol, Canada Law Enforcement Systems, NICB, DEA, INS, FAA, and other state's law enforcement databases.



We do all this data exchange through what we call the Message Switch. When you put in a LEDS transaction the Message Switch decides where your request needs to go to get the data. In many cases a single request can go to multiple databases in Oregon and across the country. The databases and the Message Switch are amazingly reliable. I'm not saying they never go down or that you'll always get your response. Whenever there are multiple points along the way for the data to travel there are multiple points for the effort to fail. **Uptime for the Message Switch itself is over 99.99%.** 12 minutes of downtime in 2008.

There are over 26,000 devices in Oregon that have access to these databases through the Message Switch.

Over the year it all adds up. In 2009 there were over **1,000,000** criminal history checks done using the RR transaction using a SID. Over **370,000** QH transactions. Over **1,000,000** QWHD transactions. Almost **500,000** QWH transactions. Over **1,000,000** QW transactions and almost **1,000,000** QV transactions.

With those kind of numbers it's obvious that even 12 minutes of downtime is a lot.

Keith Kohan, IS Manager

OUCR is going through a change...

When we release the crime statistics for 2009, you'll see some substantial decreases. Unfortunately, a portion of those decreases will be artificial. OUCR has changed out its old antiquated O-NIBRS software with a complete re-build of the O-NIBRS system. Anytime a transition is made from one thing to another, there are bound to be differences. 2009 is the year where we are making the transition from old technology to new. The new O-NIBRS Repository runs cleaner with tighter edits and more accurate ways of producing reports than the old Repository it is replacing.

When we ran our first tests on the data processed through the new O-NIBRS Repository, our first thought was that the new system wasn't counting everything. The numbers seemed too low. However, after a considerable amount of research and testing, we discovered that the new Repository wasn't *under-reporting* by some large degree; it was actually that the old Repository had been *over-reporting* more than we'd thought.

Here are some items to consider when we do finally release reports for 2009:

"Crime" truly decreased overall statewide. When we compared figures from the old OUCR-1 repository for 2008 & 2009, we found very few increases. Grand totals for Persons, Property and Behavior all decreased.

The old O-NIBRS Repository created reports based on the date the data was submitted rather than the actual date of occurrence. So, if an agency reported 4 burglaries during the month of April and also reported a previously unreported burglary for February and one for November of the previous year, the old Repository would count all 6 as having occurred in April. This doesn't happen with the new Repository. Records for previous months are appended back to the appropriate month. When an inquiry is made to the new O-NIBRS Repository for the number of burglaries reported in April, the returned report is based on the date of occurrence. In the case of this scenario, the new Repository would accurately report that there were only 4 burglaries occurring in April, not 6.

Anytime an existing record is modified on the old O-NIBRS Repository, it is counted as a new incident for the month in which it is reported. For example, if an agency reports a rape incident occurring in March and then modifies that record in June, the old Repository would count it as a new rape incident for June. The new O-NIBRS Repository does not allow this to happen. The modification would be appended back to the already existing March record.

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Some of the edits in the old Repository allowed lesser-included offenses to be reported. The new O-NIBRS Repository has tighter edits that does not allow certain offenses to be reported against the same victim within the same incident.

4 small agencies did not report anything for 2009. In order to maintain continuity, we will have to substitute a previous year's data for these agencies. The theory is that being close is better than nothing at all.

6 small agencies only reported a portion of the year. This will require us to extrapolate from the data they did submit in order to estimate a full year's data for each agency. The fewer months that were reported, the greater the differences may be between our estimates and reality.

For 2010, we are waving a fond farewell to our old OUCR-1 system which dates back to 1973. It, too, is being replaced with newer technology. The transition from the old to the new has been a bit rocky. However, we've been processing data parallel to one-another and we're now getting identical reports from both systems. All 2010 data reported in the OUCR-1 format will be processed through the new OUCR-1 system and the old one will be retired.

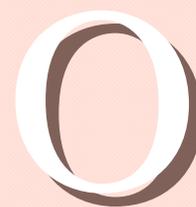
Moving to a new OUCR-1 system means that we will have everything in-house. Since 1973, OUCR-1 data has been processed on a mainframe computer operated by the Department of Administrative Services (DAS). We have had to pay for the use of the mainframe for our processing as well as for the storage of the data your agencies submit to us. Bringing OUCR-1 in-house eliminates those expenses. This also will allow for your agency to have online access to your data 24/7. No more calling OUCR to ask for another copy of that report you can't find. Just hop online and run a new copy yourself!

Something to ponder...

If you've looked at the O-NIBRS system specifications, you'll see that it collects roughly 180 different data elements. For statistical purposes, we only need a portion of those data elements. The rest of all that "stuff" is for data sharing with other agencies. Yes, this is another memo regarding N-DEX!

We chose those particular 180 some odd data elements because they not only provide the statistical data we need, they are also the most commonly

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needed information for law enforcement investigators. When N-DEx first began, there were 330 possible data elements. A year ago the number of data elements exploded to over 900. In April of this year we heard that the number is now more than 2000! Obviously O-NIBRS is not going to be re-written to include 2000+ data elements! It is remaining at the roughly 180 it has now.

But, what if your agency wants to submit more than the 180 data elements that O-NIBRS collects? We are embarking on a way for you to do just that. It's in the early stages, but we are working on the development of a "module" to be added to O-NIBRS. Your agency would submit your O-NIBRS data to us as usual (assuming, of course, that you're an O-NIBRS agency!) and then send any of the remaining 1820+ N-DEx data elements to us to be held in a separate database. Once the O-NIBRS data has been processed and converted into the N-DEx format, that additional N-DEx data will be joined to it and forwarded to the FBI.

No agency will be required to submit any of the additional N-DEx data elements. If you're satisfied with submitting O-NIBRS only, we won't twist your arm to submit more. However, if you *do* feel that O-NIBRS data is still too limited in scope, you'll be able to submit any or all of the other data elements.

We don't have a timeline established as yet, but we are applying for grant funding at this time. Our software vendor is already roughing out how to make it work. If we are awarded the funding we need, work will begin immediately.

Remember, you do not have to submit data into N-DEx in order to use it! Cases are already being made because of information shared through N-DEx. Get your LEO account, get some online training and see if N-DEx can help you catch some bad guys!

Simple Definitions...

During the course of a typical day, we receive calls asking what certain words or phrases mean. Here's a list of words or phrases that seem to cause the most confusion:

FUGITIVE: A person YOUR agency arrests for ANY OTHER agency on a charge ranging from Homicide to Runaway (Part 1 & Part 2 offenses). The arrest can be based on the other agency's probable cause, or on a warrant issued by the court.

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WARRANT: For OUCR purposes, the term “warrant” means an arrest by your agency for any other agency where the charge is for a traffic crime of offense, Fish & game offense, marine offense or any other Part 3 offense. The term “warrant” also applies to arrests your agency makes on these Part 3 offenses where a *warrant* from the court has been issued for an offense that was originally investigated by your own agency.

ARREST: Taking a subject in physical custody, issuing a citation in lieu of custody, making a referral to juvenile court, taking a juvenile into custody and releasing him/her to a parent/guardian and issuing a summons to appear in court.

SIMPLE ASSAULT: An attack by one person against another where injuries are minor and no weapons other than hands and feet are involved. (Generally, Assault IV.)

AGGRAVATED ASSAULT: An attack by one person against another where injuries are serious (e.g., broken bones, lost teeth, loss of consciousness, need for medical attention) and/or a weapon is used. The mere threat of the use of a weapon also qualifies even if there is no injury.

OFFICER ASSAULT: Any form of assault (e.g., hitting, kicking, slapping, pushing, tripping, clubbing, stabbing, shooting) by a person against a law enforcement officer. (This is grossly under-reported.)

THEFT OF MOTOR VEHICLE PART/ACCESSORY: The theft of an item or article that is affixed or connected to the vehicle it is stolen from (e.g., an installed radio, a connected battery, a mounted wheel and tire).

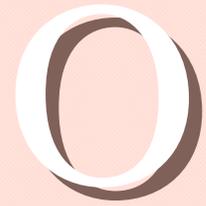
THEFT FROM A MOTOR VEHICLE: The theft of any loose item or article from the interior of a vehicle or bed of a pickup truck (e.g., clothing, compact disks, luggage). The theft of uninstalled vehicle parts or accessories (e.g., new set of spark plugs, new water pump to be installed later, set of tires yet to be mounted) is also reported under this definition.

JUVENILE: A person 17 years of age or less.

ADULT: A person 18 years of age or more.

MINOR: For alcohol-related purposes, a person 20 years of age or less. A 20-year-old adult can be arrested for minor in possession (MIP) of alcohol because the legal age of majority for alcohol use is 21.

Jeff Bock
OUCR Manager



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Secondary Dissemination of Criminal History Record Information and Interstate Identification Index (III) Records

During the 2009 NCIC Audit of Oregon one issue that was identified was the failure to maintain logs of secondary dissemination of criminal history record information and III records. Secondary dissemination is defined in the CJIS Security Policy as the re-dissemination of FBI CJIS data or records from an authorized agency that has direct access to the data to another authorized agency.

The CJIS Security Policy, Chapter 8.0, Use And Dissemination Of Criminal History Record Information (CHRI) and NCIC Hot File Information, section 8.4, Logging, reads as follows: An automated log shall be maintained for a minimum of one (1) year on all NCIC and III transactions. The III portion of the automated log shall clearly identify both the operator and the authorized receiving agency. III logs shall also clearly identify the requester and the secondary recipient. The identification on the log must take the form of a unique identifier that must remain unique to the individual requester and to the secondary



recipient throughout the minimum one year retention period.

An exception to the logging requirement is granted to agencies as long as their state CJIS Systems Agency, LEDS in Oregon, automatically captures the transactions, and as long as all other requirements are met. These

requirements not only include the identification of terminal used, terminal operator, proper ORI, subject information, purpose code, receiving agency and secondary recipient, but also setting terminal privileges so that the appropriate ORI is used when running such records for secondary dissemination.

LEDS accomplishes this by ensuring that agencies which provide secondary dissemination of records enter into an agreement with the secondary recipient allowing the terminal agency to use the ORI of the recipient agency. A routine example of this type of arrangement is the provision of criminal history records attached or enclosed in criminal case files prepared

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by a law enforcement agency and forwarded to the District Attorney's Office for possible prosecution.

During the NCIC audit, the NCIC Auditors found instances where criminal history records were being run for the District Attorney's Office under the law enforcement agency's ORI, and there was no log of the dissemination. The other instance identified was where sometime after the original case file was forwarded to the District Attorney, the Circuit Court requested a copy of a criminal case file from the law enforcement agency, and the file contained criminal history record information and III records.

The first instance was resolved by setting the law enforcement agency terminals with access to the District Attorney's Office ORI. These transactions are now run under the proper ORI and the District Attorney's name is entered as the requestor, and they are captured automatically at LEDS. In the second instance, if the court requires a copy of the case file as it was prepared, then a secondary dissemination log must be used. There are other options if a fresh



criminal history record may be substituted; the criminal history records could be pulled from the case file before dissemination, and the court can run their own criminal history records, or the "stale" criminal histories can be pulled and fresh criminal histories can be run by the law enforcement agency using the Circuit Courts ORI.

The NCIC policy concerning maintaining or storing criminal history records is they may only be stored if they are a key element to the integrity of the file.

Agencies are always encouraged to run a fresh criminal history record when necessary, and no decisions should be made based on the review of a stale criminal history record. By the next business day, or even within hours, that record may have additional information.

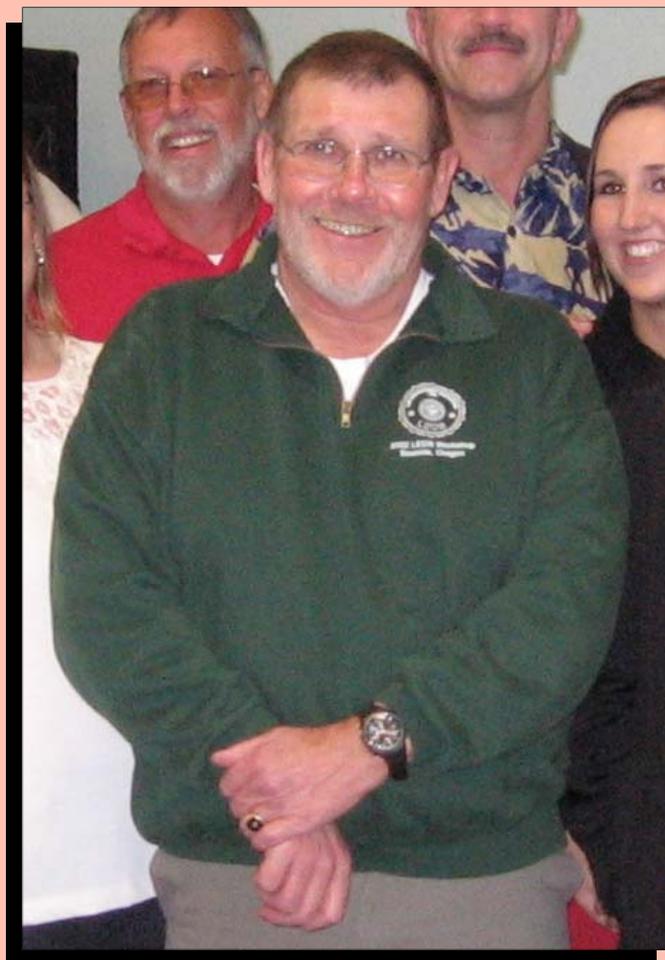
If there are any questions concerning the requirement for logging of secondary dissemination of LEDS or NCIC records, please contact Dan Malin at 503-378-3055, extension 55007 or dan.malin@state.or.us.

PASSING OF AN ICON

Clancy Griffith started his career in Law Enforcement in 1963 when he became a reserve police officer for the Antioch Police Department in California.

In 1964 he joined the San Pablo Police Department as a regular Police officer and attended the Northern California Police Academy in Concord. He served with the San Pablo Police Department until May 1971, during which time he served as a patrol officer and was a member of the Contra Costa County S.W.A.T., he also was present at the Oakland anti-draft riot, the Peoples Park demonstrations I, II & III in Berkeley, Hunters Point and San Francisco State College riots and the Richmond riot.

Clancy moved to Salem and joined the Salem Police Department in 1971, serving until 1980,



during which time he worked as a patrol officer on the Original Street Crimes Unit, detectives and the Marion Interagency Narcotics Team (MINT).

He joined LEDS in 1988, starting in the LEDS Center as a Criminal Justice Information Specialist and was then appointed Auditor at the start of the audit program in 1991.

During his tenure as the LEDS Auditor, Clancy conducted more than 5,000 audits and was able to see LEDS usage more than double. Clancy's personal influence with LEDS Users has insured that the system is a viable repository of critical information.

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The laudatory performance of Clancy's duties, throughout his career, more than justify his status as an "Icon" of LEDS.

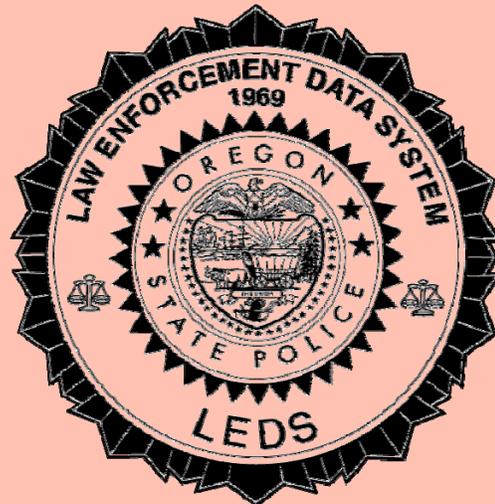
Clancy retired from LEDS in 2005, and we here at LEDS want to recognize Clancy's selfless devotion to the Oregon State Police Law Enforcement Data Systems and its users.

Clancy passed away on May 5th, 2010 of cancer. He passed quickly with minimal suffering. If you would like to send a card, please send to:

**Micki Jarnagin
7825 4th St. SE
Turner, OR 97392**

There will be a memorial potluck for Clancy on Saturday, May 15th, 1:30 - 4:00pm at the Salem Elks Club located at 2336 Turner Road SE in Salem. Bring your stories and remembrances of Clancy and a potluck item.

Clancy, you will be missed...not only by those here at LEDS but by the hundreds of people you touched in your life!



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TRAINING UPDATES

The Training Unit is pleased to announce that we were able to purchase an on-line training solution designed for the education, testing and certification for CJIS Security. During our NCIC Audit, the lack of training for our IT personnel, vendors and contractors who work on the system but who are not CJIS Certified was an issue that was brought to our attention.

The CJIS Security Policy requires that security awareness training is provided at least once every two years to all personnel who manage or have access to CJIS systems. All new employees who have access to CJIS systems and all appropriate IT personnel shall receive security awareness training within six (6) months of their appointment or assignment. Documentation pertaining to the materials used and those employees which receive security awareness training shall be maintained in a current status.

[LEDS Certification incorporates CJIS Security Training and, consequently, if you are LEDS Certified you do not need to take this separate training/certification. This separate CJIS Security Training is to be issued to those employees who do not currently have LEDS Certification \(IT personnel, Vendors, etc...\)](#)

This on-line training solution is very intuitive and no software is required. The Training Unit will be rolling out the system county by county rather than a whole state rollout to help with questions and training. Beginning in the

month of February, Clatsop, Columbia and Tillamook counties will be given access to the on-line solution to begin the training of those employees that fall in the guidelines of needing CJIS Security training but who do not currently have LEDS Certifications.

The training and testing is not time consuming. Each user will need to devote no more than 30

minutes to this process, and probably less in most cases. The system will correct and generate certificates automatically. Other than the initial entry of the user's information, the system will take care of the rest.

Michael Curtis, LEDS ISO, and the Training Unit will be working together to roll out this training solution to those counties he plans

audit. Also, the Training Unit will be providing training through GoToMeetings for LEDS Representatives on how to use the system. Look for the trainings to be posted on our website soon. In addition, each LEDS Representative will be notified by e-mail when their county is scheduled for the roll-out.

This is something new, but a step in the right direction. Our hope is that in the future, we will be able to expand on this training solution and eventually move to have our LEDS Certification on-line as well. Your comments and feedback are welcome and will be valuable to us in the use of this system.

Please do not hesitate to contact us with any questions regarding this new system.



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