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2008 REGIONAL TRAININGS

In receiving the many registration forms, it's clear that there is a great need for LEDs Rep Training. What we are also seeing is that the majority of the registration for the Data Entry/Update and Inquiry training are also the LEDs Reps. And, the registration for those specific classes are not very robust other than the LEDs Reps. When we've taken a look at the diversity of classifications that are coming (Law Enforcement, Corrections, Courts, Parole and Probation and Others) it's clear that having a "structured" lesson plan that will encompass all classifications will be too broad to provide actual hands-on training. So instead of having a "structured" training for the afternoon, we are changing the afternoon sessions to be more of an open forum and a working group to have your input on creating "specialized trainings" for the different classifications for future training.

Bottom line, we need your help and input to create trainings for the LEDs users that would be beneficial. Actual hands-on trainings dealing with specific issues that you and your users have.

This will also be a great time for you to tell LEDs what you want from us. The changes that would be beneficial for your day to day work requirements and a possible "wish list". Think of us (the Training Unit) as your liaison to our LEDs System folks here. They can't make any changes unless they know what needs to be changed!

Suggestions so far have included:

- Creating a LEDs Representative Academy
- Changing the bi-annual recertification process
- Having the Training Unit provide "training modules" for the Reps to pass onto their users for training purposes
- Having "cheat sheets" for each chapter of the LEDs manual

Continued on page 9...

LEDs TRAINING

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Kristine Hume Bustos,
*Training & Education
Manager*

Ian Lumsden
Training Assistant

DID YOU KNOW?

The Oregon State Police collected 61,908 pounds of food for the 2008 Governor's Food Drive? This is a 58% increase from last year's count of 39,187 pounds of food collected.

LEDs & OWIN's contribution accounted for 10,250 pounds of food!

MESSAGE FROM THE DIRECTOR

One of my duties as the Director of LEDS is to represent the State of Oregon on the national level with the FBI in their Criminal Justice Information Systems (CJIS) advisory process. I am the state's Criminal Justice Systems Officer (CSO) and as such am a member of the Western Regional Working Group for the FBI CJIS Advisory Process. There are 5 regional Working Groups, which also includes all of the States and US Territories along with a Working Group for Federal Agencies. The Working Group has the responsibility to review operational policy and technical issues related to the FBI's CJIS Division programs (NCIC, IAFIS (fingerprint program) and UCR) and meet twice a year. Topics/changes to these systems can be submitted by any user to the Working Groups for consideration. The forms for users to submit topics to the Working Group can be found on our website in the training area. Once the topic is vetted by the FBI CJIS Division and reviewed by the Working Groups it is forwarded to the Advisory Policy Board (APB) which is made up of individuals selected from the Working Groups who review the all of the Working Groups comments and then make a final recommendation to the FBI CJIS Division on the topic. The whole process from topic submission to enactment generally takes about a year.

If you feel a change in any of these systems is needed, or an enhancement to these services would benefit the criminal justice community, please submit the form to me. In the future I'll have the topics under review posted to the LEDS website in the secure area. If you have a comment on how a topic would affect your operation, please feel free to forward that to me. The user perspective is a critical part of the advisory process.

Terry O'Connell
Director, LEDS

LEDS Help Desk Minus One!

This month we are saying a sad good bye to one of our long time Duty Officers...

Willene Kill is leaving us for a great opportunity as Office Manager with Forestry out in Stayton. Those of you who are already familiar with Oregon Emergency Response Systems, know that Willene has been the long time expert of all things OERS. She started with OEM a little over 8 years ago, and came to the new LEDS/OERS group some five years ago in the new building.

Willene took to LEDS the same way she took to OERS and over the years has helped many of you sort out your transaction problems, warrant questions, system glitches ... you name it. She just wasn't up for the middle of the night shifts anymore!

It's our loss and Forestry's gain. Good luck, Willene. We will miss you, and your pies!

BLAST FROM THE PAST...

Hits on the System

In the wee hours of July 21, 1976, Jan Northey of the Operations Center staff happened to be watching the high-speed circuit monitor when he observed a DMV registration inquiry by a local agency. The license number in the inquiry rang a bell with Jan, and he immediately ran a stolen inquiry on the number. Sure enough: stolen out of Pendleton the day before. Contact was immediately made with the local agency who had run the registration inquiry. The dispatcher was advised that the vehicle was "HOT" out of Pendleton. Arrests were made, and the stolen vehicle recovered.

**Taken directly from the August 1976
LEDS Newsletter.**

LEDS AGENCY SPOTLIGHT

U.S. DEPARTMENT OF VETERANS AFFAIRS POLICE DEPARTMENT PORTLAND VA MEDICAL CENTER, PORTLAND, OR & VANCOUVER, WA

The Portland VA Medical Center (PVAMC) consists of 26 sworn personnel and 3 non-sworn personnel. All sworn personnel who access LEDS are Inquiry LEDS certified.

The VA Police Department officers are federal officers employed by the VA and responsible for the enforcement of federal, state, and local laws as well as VA rules and regulations pertaining to the physical protection of patients, visitors and employees. The PVAMC Police have law enforcement responsibilities at the Portland VA Medical Center as well as the Vancouver campus. They have some administrative oversight at Community Based Outpatient Clinics (CBOC) in Salem, Bend, East Portland and Camp Rilea on Oregon's North Coast.



PVAMC Police regularly use LEDS for conducting both preliminary and long-term investigations. LEDS assists officers with everyday tasks such as traffic stops, parking problems and 911 calls.

LEDS recently aided in the location of a patient in medical distress. The patient had left the hospital and doctors concerned about the patient's health, contacted us for assistance. Medical staff knew he had driven a car to the medical center but had no description of it. Using LEDS, we were able to identify all vehicles registered to the patient. No vehicles registered to the patient were found on the medical center property so the search was expanded. We notified the agency in the city in which his vehicles were registered. The local police agency was able to locate this individual and return him to the medical center. According to doctors, this saved the patient's life.



As a federal facility, the medical center or staff on occasion receive threats of varying types. The PVAMC has been at the forefront of threat management within the VA system. The police are part of a multidisciplinary team and use LEDS while trying to determine the validity of a threat to people or property at their facilities. LEDS has helped in determining if registered vehicles that belong to a person who had made a threat and indicated they were coming to do harm were on PVAMC property. With the use of LEDS, they have been able to locate and detain persons prior to them reaching areas that could be potential danger to staff and visitors.

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LEDS TEST LEVEL DEFINITIONS

INQUIRY LEVEL

This is the basic LEDS level and allows access to all LEDS files for inquiry purposes. It is the minimum level required for a LEDS Representative. All Law Enforcement officers must complete the Inquiry Level.

ENTRY/UPDATE LEVEL

This is the level required to enter records into LEDS. A pre-requisite is Inquiry Level. Personnel entering, clearing, canceling, and/or modifying records must complete the entire Inquiry / Entry-Update Level Training Guides.

DMV & PERSONS LEVEL

This level is intended for personnel who are only making inquiries on persons and their vehicles and driving records.

Corrections personnel who are only entering EPR records, need only complete the DMV/Persons Limited Access Level.

DMV LEVEL

Only DMV Inquiries e.g. court clerk who only runs driving record and vehicle registration inquiries

NON-NCIC PERSONS & DRIVING LEVEL

This level is for "Oregon Only" agencies who need to carry out background checks and check the driving records of applicants.

PERSONS LEVEL

This level is intended for the purpose of checking the background of prospective hires or licensees.

VEHICLE LEVEL

This level only allows for Vehicle Registration inquiries. Primarily intended for ODOT personnel for "Tag and Tow" use.

Q U A R T E R L Y Q U E S T I O N

Be the first one to answer the question by e-mailing LEDS Training. If you are the first to e-mail the Training Unit with the correct answer, LEDS Training will send you a surprise gift!

Contest ends April 4th, 2008. The winner will be posted on LEDS Training's Website.

QUESTION:

What year did the Oregon Legislature pass a law (previously ORS 181.710) establishing the "Police Information Network" (LEDS) within the Executive Department?

Two Hats for the Help Desk



During the first regional training session held in Salem last month, about 30 people took advantage of the chance to pop in and visit the LEDS Help Desk. We are in a relatively small space nestled down in the middle of the Anderson Readiness Center on State Street in Salem. Being in the middle of the building means - no windows, and 30 people made our space very cozy indeed.



Dick was manning the Help Desk at the time of the coziness and he gave a cook's tour of what we do. When it comes to LEDS, folks got to see the printer where all the YQ's and \$8's and rejected transaction messages, etc. arrive and pass through our hands. They saw the big old LEDS and NCIC manuals sitting on the counter - not used much anymore because we go on-line for everything now.

The big surprise for everyone, though, was discovering that not only do we watch-dog and help LEDS users, we wear a completely different hat for at least half the time called OERS (Oregon Emergency Response Systems). We are the primary point of contact for state notification of emergencies, disasters or requests for access to state and/or federal resources.

This means that if a semi tanker overturns on a road at a rail crossing because the train operator had a heart attack and didn't activate signals, and the tank breaks open spilling chemicals into a ditch that leads to a waterway you get the picture ... OERS would be responsible for notifying DEQ, Poison Control, State Fire Marshal, Fish and Wildlife, ODOT Rail, OSHA ... all the affected agencies who would be part of the clean-up, control, and aftermath of the situation.

Dick demonstrated our Transcom computer database where we keep track of every radioactive waste shipment going through Oregon from Hanford, WA to New Mexico. From the time a shipment enters Oregon via Umatilla until it leaves through Ontario, we keep an eye on the map and watch the truck's progress until the incident is closed out for another day.

OERS is also responsible for monitoring the Chemical Stockpile at the Umatilla Chemical Depot. We have a dedicated computer in the Operations Center that tracks the wind direction and speed and makes constant projections in the event of an accident. OERS would be responsible for the initial page sent out to everyone involved so they can kick into action.

With our OERS hat on, we also monitor earthquakes and tsunami potential around the world. We have set parameters we look for that could mean Oregon would be affected in some way and then we let the counties and state parks know what is going on.

Every week when you hear the alert tone on your radio station that's us testing the Emergency Alert System from our Operations Center. For those of you who work in the dispatch environment and get the calls from Oregon Warning Point to make sure you've received a National Weather Service watch or warning over your teletype ... that's us too!

We're a tiny group of eight with lots of different responsibilities. If you are ever in the area, feel free to come and visit. We'll show you the latest LEDS reject messages and the Umatilla wind speeds all rolled into one cozy room.

Margrethe Gregg, LEDS Help Desk Manager

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WHAT DOES UNESCORTED ACCESS MEAN?

The CJIS Security Policy requires that persons with unescorted access to CJIS systems have a fingerprint based background check. Anyone who can enter a CJIS facility after normal working hours and is unescorted, must be fingerprinted.

Common examples are custodians, contractors, IT staff, and other maintenance staff. Less common examples are senior staff from other divisions or agencies, elected leaders and judges.

An important factor; does the person have a key or key card that allows Access? If so, a fingerprint based background check must be run using CJIS Security as the reason code. Please contact me if you need assistance explaining the requirements to anyone.



For questions about security issues, contact *Michael Curtis* at 503-378-3055 extension 55004 or email michael.s.curtis@state.or.us.

THE AUDITS ARE COMING, THE AUDITS ARE COMING!

The Quality Audit program is ongoing and we are finishing the second year of the triennial 2006-2008 audit cycle. Most of the counties in the western part of the state and the Willamette Valley have been audited. The remainder and all of the eastern Oregon counties will be audited in 2008.

The projected audit schedule for Oregon Counties is:

April 2008 -	Jackson County
May 2008 -	Crook, Jackson, Jefferson and Wheeler Counties
June 2008 -	Baker, Clackamas, Grant and Wallowa Counties
July 2008 -	Klamath, Lake, Sherman and Umatilla Counties
August 2008 -	Clackamas, Harney and Malheur Counties

Across the board most of the results are very positive. Some common identified deficiencies appear below:



- Agency Administrators or LEDS Representatives have changed and LEDS was not notified.
- Not all persons with access to LEDS information or CJIS secure areas have been fingerprinted.
- LEDS training certification records are not up to date, or required certifications have not been completed.
- LEDS Agency User agreements are expired or have not been returned.
- Extradition information on warrants (EXT) and extradition instructions in MIS field contradict each other.
- Lack of medical and dental information on missing persons juvenile (EMJ) records.
- Agency conducts criminal history checks for external agency (city employment) with no legal basis for conducting such checks.

For questions about quality audits call *Dan Malin* at 503-378-3055, extension 55007 or email dan.malin@state.or.us.

GETTING TO KNOW LEDS

The People of LEDS Information Systems...

...or is that LEDS Information Systems People. LISP? Being computer geek type people we tend to turn everything into acronyms. Which in this case maybe isn't such a good idea.

Anyway, the group has six productive people and one manager, me. I've been with LEDS since August 2006. Prior to coming to LEDS, I worked for the Oregon Department of Administrative services and the Oregon Judicial Department. That state service started in 2001. Prior to that I was in the private sector so I haven't been in government service all that long. But I have been in the computer programming, project management business for my entire career. Certainly long enough to know that we here at LEDS are understaffed and underfunded for the mission we try to accomplish. Oh for the days of deep pockets, brand new hardware and leading edge software of the private sector!

But the staff here is quite experienced and surprisingly understanding of and accommodating towards those restrictions...Mostly...Sometimes.

Back to those 6 very important contributors.

In no particular order first up is *Nancy Saltos*. Nancy has a depth of understanding of all of LEDS having worked for years on message switch programming and support and now working on CRIMEvue. She began her career at LEDS in 1991 having come from a background in law enforcement as a Deputy Sheriff and Community Service Officer. I'm sure many of you have spoken with Nancy on the phone concerning message switch issues and would agree she brings a great deal to LEDS in her thoroughness and great customer service.

Supporting and developing the message switch software are *Steve Hathaway* and *John Huseby*. John is our newest staff member having come straight from an extensive career in the computer industry. Steve has been with LEDS since 2000. He, too, brings to LEDS a long history of computer engineering experience gleaned in the private sector.

Our network, hardware, and systems support is very well done by *Mike Poverud*. Mike started shortly after I did in 2006 when we stole him from the Oregon Youth Authority. Mike has no law enforcement experience but he did spend time in the Air Force. I fail to see the connection there, but, he's the one who keeps the computer systems here working and talking politely with one another.

Another relatively new addition to our group, having been here a little less than a year, is *John Tobey*. John came to us from DAS, where he programmed a great many systems for a diverse group of state agencies.

Last is a key player in our group. Our Data Base Administrator, *John Garlick*. John has been with LEDS since 1998. He has led the programming and development of many changes you have experienced including the huge project of bringing our system into compliance with NCIC 2000.

Keith Kohan, LEDS Information Systems Manager

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O

Oregon

U

Uniform

C

Crime

R

Reporting

We're Number One! We're Number One!

Well, depending on how you look at it, we are, anyway! What are we number one in, you ask? N-DEx, the National Data Exchange program being implemented by the FBI, that's what. N-DEx, that mysterious investigational database I've been harping about the past few years. Okay, Delaware beat us to being the first state to actually *contribute* data for N-DEx (closely followed by Oregon), but we're the first to submit data in a post-testing format that all other states will have to adhere to!

So, just what does this mean? For starters, it means that months of hard work by the OUCR staff and our software vendor, SMART Public Safety Software are starting to pay off. It means that Oregon is once again playing the part of pioneer by being one of the first states to contribute information into a system that some believe will one day become as indispensable as LEADS & NCIC are today. It means that at some time in the not too distant future, an investigator in Oregon will be able to make an inquiry on a person and not only discover if that person is wanted or missing, but also if that person is suspected of committing a crime, arrested for crime, was a victim of a crime or a witness to a crime. The investigator will also be able to see if there are any connections between the subject he/she is investigating and other subjects, vehicles or locations... on a nationwide scale.

In February the FBI flew the LEADS Director and the entire OUCR staff (all 3 of us) to Clarksburg, West Virginia for N-DEx training.

Does this mean that OUCR has given up on the Oregon Investigational Database (OID) I've mentioned in other newsletters? Absolutely not! Our feeling is that the OID will be a vital asset to every law enforcement officer within the State of Oregon. The OID is to N-DEx what LEADS is to NCIC. While the OID and N-DEx will share many functions, the OID will provide functions not available through N-DEx such as allowing State and Local government agencies to have tightly controlled access (just as many do with LEADS files) to the OID database. The OID will also provide a public side where any interested party will be able to access crime statistics information. Obviously, identities of persons, vehicles and addresses will be protected. Only authorized law enforcement personnel will have access to that kind of sensitive information... and ONLY for criminal justice purposes.

How does Oregon data get entered into N-DEx? Through the O-NIBRS system. Both N-DEx and the OID will glean data from O-NIBRS submissions. The old OUCR format that's been in place since 1973 only collects statistical data. Little of it is useful for criminal investigation. O-NIBRS collects *both* statistical data and investigative data. O-NIBRS is the only avenue for Oregon law enforcement agencies to contribute data to N-DEx. Despite what you may have *heard*, or *read* somewhere, no Oregon law enforcement agency will be allowed to circumvent O-NIBRS and submit data directly to N-DEx. The FBI won't allow it.

How do law enforcement investigators access N-DEx? First and foremost, you need an account with Law Enforcement Online (LEO). If you do not already have a LEO account, go to <http://www.leo.gov/forms/index.html> to download an application. Once you have your LEO account, you'll find online N-DEx training is available. During this online training you'll find that there are specific personnel roles required by the FBI. Call OUCR and we'll work you through it. After that, OUCR will set up your N-DEx authorities and you'll be ready to start searching the database. And, no, your agency doesn't have to submit O-NIBRS data in order to access N-DEx (and the OID). We really, really want you to, but it's not required!

When will N-DEx go live? It already is! At least, phase 1 is in place with limited search access and limited hours of operation. More and more functions will become available as phase 2 and phase 3 are implemented. Hours of operation will ultimately be 24/7. Just remember that currently N-DEx only has data from Delaware and 50+ agencies in Oregon. There's not a lot to search, yet, but there wasn't much in NCIC 40 years ago and look at it now!

Jeff Bock, OUCR Manager

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TRAINING UNIT

LEDS Tests

The LEDS tests and manuals are being updated continuously. If you have a new user coming on board and need to get them certified, e-mail us and we will send you the most current test, manual and answer keys that we have. You can always e-mail the Help Desk as well. Unfortunately the test and manual are not perfect, but we are working to change that.

Updating your ORI's information on LEDS

Contrary to previous information that was sent out, if you need to update your agency's information, let LEDS do it all. There are two other databases that need to be updated along with LEDS database; NCIC & ORION. Only LEDS can update these databases. To make sure that all databases have the most current and correct information LEDS will be responsible for all changes. To request that changes/updates be made, please use the form, ORI Requests & Changes, located on our website at:

www.oregon.gov/osp/cjis

How long do you keep the LEDS testing materials?

When your users have completed their LEDS testing, the actual test answer sheet needs to be kept in the user's file for as long as they are employed and three years after. The exercise testing manual needs to be kept for no more than 180 days. After that, you may destroy it.

LEDS Certificates

2008 LEDS certificates are being electronically generated and e-mailed to the LEDS Representatives. You should receive your user's certificate within 2 weeks of mailing us the test answer sheet. If you have not, please let us know.

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...continued from page 1

One of the goals here in the Training Unit is to be flexible to meet the needs of our users as well as the representatives. Our job is to help you do yours.

The current LEDS Representative training is to bring the representatives together to make sure there is an understanding of the responsibilities along with uniformity how we do our duties as LEDS Representatives.

We need to hear your feedback and suggestions to creating a training program that is beneficial and worthwhile. So please let us know your thoughts!

Kristine Hume Bustos, Training & Education Manager

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