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2008 Regional Trainings!

Beginning in March 2008 the LEDS Training Unit will be providing LEDS training throughout the state. We will provide full 1 day trainings that include LEDS Representative Training, Audits & Security Training, What's New at LEDS, Queries Issues and Entry/Update Issues. We will also be providing 1/2 day specialized trainings to help meet our users' needs focusing on LEDS Representative Training, Query Issues and Entry/Update Issues.

The official schedule and how to sign up for these trainings will be listed on our website at:

www.oregon.gov/osp/cjis/training_and_education_unit.shtml

Below is a list of locations where trainings will be held:

March	April	May	June	July
Portland	Bend	Corvallis	Gresham	Portland
Salem	Medford	Beaverton	Beaverton	Salem
Pendleton	Coos Bay	Salem	Eugene	Corvallis
	Florence			
August	September	October		
Roseburg	Salem	Eugene		
Gresham	Baker City	Klamath Falls		
Portland	LaGrande	Newport		
		Tillamook		

Check LEDS Training's website for the specific dates and times of these trainings. Registration will begin February 1, 2008.

LEDs TRAINING

PO Box 14360
Salem, OR 97309-5074

503-378-3055
Ext. 55014

Kristine Hume Bustos,
*Training & Education
Manager*

Ian Lumsden
Training Assistant

DID YOU KNOW?

There are over 26 million messages sent through the Message Switch a month!

The Message Switch is the electronic gateway for law enforcement messaging in Oregon. There are 23,304 computers & user accounts; 654 agencies being serviced in Oregon with terminals or user accounts & another 130 agencies that are serviced by agencies having terminals into the LEDS messaging network.

TRAINING.LEDS@STATE.OR.US

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MESSAGE FROM THE DIRECTOR

Welcome to the newly revised rendition of the LEDS Newsletter!

With this specific newsletter we want to accomplish several things; provide informative articles about new LEDS functionality, introduce you to LEDS staff, provide a peer forum with other LEDS users, and last, but certainly not least, introduce you to our new Training Manager.

As many of you know, our former training manager, Bob Morris, moved on to work with NLETS in January, and we wish him luck in his new position! Due to our not having a permanent position to hire an individual into, we waited until the outcome of the '07 Legislative Session to recruit and hire a new Training Manager. In November we were lucky to have Kristine Hume-Bustos join us from the Secretary of State's office where she was responsible for managing the state's Notary Public Training program. Her experience in managing a state-wide training program will serve us well in developing our regional LEDS training objectives. If you are in the area please stop in and say hi, or drop her an e-mail: (Kristine.hume-bustos@state.or.us)

This has been a good year for LEDS in that the Legislature approved all of the positions we requested, five in total. We have implemented several new functionalities in the system, not the least of which is the ability to exchange driver license photos with other states (at this time North Carolina is the only other state with this ability, but others will be added in the new year).

Three of the five positions we received cannot technically be called new, but are primarily restorations of positions that were lost during the budget crunches of a couple years ago: Training and Quality Audits. The two that are new are the Information Security Officer/ Security Auditor and an additional IT person for the technical side of LEDS. These positions, and the services they provide, bring us into full NCIC compliance with Quality Audit and Training Programs. We were at risk of losing access to NCIC without these programs.

We have had several personnel changes where folks have retired, or moved on to other agencies, and we have brought some extremely talented people to the LEDS team. They will help us move LEDS into a more technology advanced environment.

So, even though '07 was a good year for LEDS, we are excited about how our team is poised to make the upcoming years even better. We look forward to your feedback on how you want LEDS to work for you and are greatly appreciative of your support.

Terry O'Connell
Director, LEDS

MILESTONES

- Margrethe Gregg, 10 year OSP anniversary
- Jim Raymond, 10 year OSP anniversary
- Ken Filbert, 5 year OSP anniversary

BLAST FROM THE PAST...

HIT ON THE SYSTEM:

Sutherlin police officers working on a report received from a local motel that one of the guests had acted very suspiciously, did not wish to pay in advance, and gave incorrect vehicle license number on registration, checked the vehicle in question, a 1973 Dodge.

The first inquiry on the vehicle license resulted in a no hit response. A DMV inquiry provided data showing the license had expired in 1974. An inquiry on the VIN produced a LEDS hit on a stolen vehicle out of Portland.

The suspect was contacted at the motel, and after careful questioning, admitted to the theft of the vehicle.

The vehicle was in good condition and had been used as the "family car" in the Portland-Beaverton area since the theft. The license plate had been removed from the car the suspect had rented from a Beaverton car rental firm, and the 1976 registration tabs had been obtained from a friend who "no longer needed them."

**Taken directly from the
January, 1976
LEDS Newsletter**

O

Oregon

U

Uniform

C

Crime

R

Reporting

OUCR has been relatively silent these past few months. The last OUCR Newsletter promised that future editions would be more frequent and then... silence. It's time to let the cat out of the bag. OUCR has been quietly working with Smart Public Safety Software on a complete re-building of the O-NIBRS repository. Yes! After years of telling you it was right around the corner, a completely new O-NIBRS repository has been installed and is being tested at this very moment.

A more detailed announcement will be made through the next edition of the OUCR Newsletter. For now, here are some of the highlights of the new O-NIBRS system:

- 50 more data elements than the current O-NIBRS format. That's roughly 3 times the number of data elements the FBI's NIBRS format requires.
- Creates a searchable database, called the Oregon Investigational Database (OID) allowing Oregon law enforcement agencies to share data.
- The OID will contain data that "falls through the cracks" in LEDS and NCIC.
- Allows agencies to enter O-NIBRS data on-line without the need for an RMS. This would primarily benefit smaller agencies.
- Allows agencies 24/7 access to their own records.
- We will be the pipeline for Oregon agencies to enter data into the FBI's National Data Exchange (N-DEx) for national data sharing, research and the formation of regional task forces on major crimes.

If your agency already reports in the O-NIBRS format, fear not. You will not be required to immediately upgrade your Report Management System (RMS) in order to continue to report. The new system will accept O-NIBRS data written to the older specification as well as the new one. We've already contacted RMS software providers for O-NIBRS agencies to alert them of the coming change to the specifications. None have said that the changes we've made should be a problem if you choose to upgrade your RMS in the future.

As for those 50 additional data elements, these are data elements you more than likely already collect in your police reports. We are just expanding the amount of data you can send to OUCR.

Normally a project of this size takes a year or more to just get installed. In only 7 months' time we have not only installed the new system, we are also late into the testing phase and expect to go live with it very soon.

Have you signed up for your LEO account yet? LEO (Law Enforcement Online) is provided by and maintained by the FBI as a means for law enforcement agencies to share information. LEO provides live law enforcement chat rooms for real time discussion of various specialized law enforcement topics. General law enforcement information is provided in a safe environment. LEO allows members to send and receive secure e-mail messages with other LEO members and across the internet. LEO provides online, self-paced training modules that are geared toward reducing training overhead and independent learning. LEO has an extensive library of law enforcement-related publications available to all members. LEO will also be the only access point into N-DEx. Best of all, LEO is FREE! Go to the FBI's website at www.leo.gov for further information and download a membership application form.

Jeff Bock
OUCR Manager

TRAINING.LEDS@STATE.OR.US

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Starting early in 2008 our ISO (Information Security Officer) Michael Curtis will be contacting you to schedule technical audits. LEDES has had an ISO in place for several years but only on a part time basis. The position is full time now and we will be able to perform both our Quality Audit by Dan Malin and the new technical audit. We needed an agency to volunteer to be the first agency for a technical audit and our thanks to Marion County S.O. for stepping up to the plate. Marion County gave us some excellent feedback. We have refined both the questions we will ask and our expectations of the agency being audited.



The audit is based on the requirements of the CJIS Security Policy, Version 4.4. The policy can be downloaded from the LEDES secure website. Go to <http://www.oregon.gov/OSP/CJIS> and click on "CJIS Documents". See your LEDES Rep for the user name and password assigned to your agency.

Contact Michael if you have any questions about the technical audit.

michael.s.curtis@state.or.us 503-378-3055 x55004

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 and the remainder and all of the eastern Oregon counties will be audited in 2008.

LEDES Director Terry OConnell asked Dan Malin to visit as many agencies as possible, even those with Oregon only access, to perform the audits, meet the LEDES Representatives, share information about LEDES, and bring back information on ways we might make LEDES better and more efficient for our users in the future.

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



- Agency Administrators or LEDES Representatives have changed and LEDES was not notified.
- Not all persons with access to LEDES information or CJIS secure areas have been fingerprinted.
- LEDES training certification records are not up to date, or required certifications have not been completed.
- LEDES 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.

TRAINING.LEDES@STATE.OR.US

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GETTING TO KNOW LEDS - OPERATIONS CENTER

Ever wonder who it is that you are talking to when you call the Help Desk?

MARGRETHE

Margrethe started working for Oregon State Police Dispatch in Bend more than ten years ago. For two years she managed the Bend Patrol Office and then transferred to Salem Dispatch Northern Command Center during the agency-wide layoffs in 2003. She's been with LE DS/OERS now for over three years. One of the things she enjoys most about her job is the daily contacts she has with a wide variety of people and agencies.

JIM

Jim started working for the Oregon State Police (LEDS) a little more than ten years ago. Prior to that he was an officer with the City of Sonoma Police Dept. in California. Working at LE DS has allowed him to continue being an asset to the Law Enforcement Community.

JENNIFER

Jennifer was born and raised in Salem, Oregon. She began her career as a telecommunicator in 1992 at Columbia County 911, in St Helens, Oregon. In 1994, she went to work for Willamette Valley Communication Center (WVCC). Her desire to see Alaska led her to take a job as dispatcher for the Juneau Police Department in 1997. In 1998, she came home to Salem and back to work for WVCC, until 2001 when she moved to the Salem Police Department Records Section. Jennifer joined the LE DS team in April 2006.

RICH

Rich been employed at LE DS since August of 2004 and previously worked for LE DS from 1988 through 1996. After serving 6 years in the Marine Corps Dick started his law enforcement career as a Corrections Officer at the Oregon State Penitentiary in 1969 and since then has worked as a police officer and deputy sheriff at various state, county and federal agencies.

WILLENE

Willene came from several years of 9-1-1 dispatching in Alaska. She has now spent 8 years in Oregon with OSP in both OEM and LE DS. The thing she most enjoys about her job at LE DS is the variety of customers we have contact with.

Rhonda

Rhonda was hired on November 26, 2007. She transferred from the Department of Corrections. Rhonda worked for DOC from April 1999 until November 2007, 5 years as a correctional officer at Coffee Creek and 3 years with Interstate Compact where she was a LE DS Rep. Welcome aboard Rhonda!

KEN

Ken is a 12 year Navy veteran and a graduate of UofO. He spent 17 years a Deputy Sheriff in rural Eastern Oregon and has been with LE DS for five years. He received a Non-Criminal Life Saving award from the OPOA and a Medal of Valor from the OSA. He's married with 3 grown children and one younger one still at home. On his days off he enjoys carpentry and car mechanics.

CAROL

Carol started her career working fourteen years for a City Police Department. Ten of those years were as Office/Dispatch Manager. Carol then dispatched for the Oregon State Police for eleven years, and most recently four and a half years for the Department of Justice. She has now returned to OSP this last month and is working as a LE DS Specialist. Carol says working with LE DS is a great opportunity and is happy to be back working for the Oregon State Police.

OPERATIONS CENTER & HELP DESK

503-378-5565

**helpdesk.leds@
state.or.us**

TRAINING.LEDS@STATE.OR.US

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UPDATES FROM INFORMATION SYSTEMS:

Within the past year some significant functionalities have been added to LEDS that are not being widely used. The documentation for these functions have been added to the manual, and Ian has notified the users through AM messages, but the functions remain unused. We suspect we just haven't been effective in getting the message out, because these are significant enhancements to LEDS that we believe people would be interested in.

The three key items that fit this category are Notifications, Investigative Interest, and Persons Addresses. All three of these are explained in detail in the LEDS manual, so maybe the newsletter should simply serve as a reminder to people that they exist.

Notifications:

The purpose of the NOA field is for an agency to express their desire to be notified of all queries where their record was returned as a primary hit. The NOA field replaced the use of term NOAH in the MIS field. The LEDS system will return an automated response to the originating agency indicating what agency ran the query and will also include the query transaction. A self query by an agency on its own record will not produce a NOA hit.

Investigative Interest:

An agency may express their interest to be notified of the disposition and or queries of another record. Example; OR0370100 places an investigative interest on an OR0370000 Warrant record. Depending on how OR0370100 sets the investigative interest, they will be notified if the record is returned as a primary hit, similar to NOA, and/or is Canceled, Cleared, Located, or Modified. There are new Message Keys for these functions. These are entered as a type of supplemental record. The originating agency is notified of each investigative interest placed on a record. There are only two transactions, an Enter and Cancel Investigative Interest. There is no Modify. If an investigative interest record needs to be changed, then cancel and re-enter.

Addresses for Persons:

LEDS has implemented addresses for Persons records. For each Persons record type, a variety of addresses may be added. Sex Offender and Parole/Probation records have a different address standard. This new address capability does not yet extend to those records.

Adding an address to a record is done in a similar manner as adding any other supplemental record. The message key is ENAD - Enter Supplemental Address. The field definitions are the same as those in the Victim Information fields. The MFC for the telephone fields are PH1 and PH2. There is another field call ATYP.

There are many types of addresses that may be associated with a Persons record. To that end, LEDS has created the following ATYP codes. Multiple addresses may be entered however a record may have only one of each ATYP with the exception of protected persons. Please notice separate codes for mailing addresses. Use of PO Box within the SNA field is not allowed unless the ATYP is a mail code. Using a mail code makes the SNU not allowed. The subject refers to the person named on the record.

For protected persons, a record may contain as many as all five ATYP codes for each of the protected persons on the record.

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Type Code	Literal
COHM	CONVICTED PERSON HOME ADDRESS
COMA	CONVICTED PERSON MAIL ADDRESS
COOT	CONVICTED PERSON OTHER ADDRESS
CORR	CONVICTED PERSON ADDRESS
COSC	CONVICTED PERSON SCHOOL ADDRESS
COWK	CONVICTED PERSON WORK ADDRESS
PHOM	PROTECTED PERSON HOME
PMAI	PROTECTED PERSON MAIL
POTH	PROTECTED PERSON OTHER
PSCH	PROTECTED PERSON SCHOOL
PWRK	PROTECTED PERSON WORK
SHOM	SUBJECT HOME
SMAI	SUBJECT MAIL
SOTH	SUBJECT OTHER
SSCH	SUBJECT SCHOOL
SWRK	SUBJECT WORK
SXHM	SEX OFFENDER HOME ADDRESS
SXMA	SEX OFFENDER MAIL ADDRESS
SXOF	SEX OFFENDER ADDRESS
SXOT	SEX OFFENDER OTHER ADDRESS
SXSC	SEX OFFENDER SCHOOL ADDRESS
SXWK	SEX OFFENDER WORK ADDRESS
VHOM	VICTIM HOME
VLOC	INCIDENT LOCATION
VMAI	VICTIM MAIL
VOTH	VICTIM OTHER
VSCH	VICTIM SCHOOL
VWRK	VICTIM WORK
SNU -	Street number, 7 numeric characters
SNA -	Street name, 25 alphanumeric characters
CITY -	City name, 20 alphanumeric characters
STE -	State Code, 2 alpha characters
ZIP -	ZIP code, 9 numeric characters
PH1 -	Telephone, 10 numeric characters
PH2 -	2nd Telephone, 10 numeric characters

LEDS AGENCY SPOTLIGHT

SALEM POLICE DEPARTMENT



Salem Police Department consists of 196 sworn personnel, 120 non-sworn personnel, and approximately 80 volunteers. All sworn personnel as well as some of the non-sworn and volunteer personnel that access LEDS are inquiry LEDS certified.

Salem Records Department consists of 21 full time employees that are all inquiry and entry/update certified. Our Records section is a 24 hour, 365 day a year operation. We perform all LEDS functions for our agency, as well as performing after hours LEDS functions for neighboring agencies such as Keizer Police, Dallas Police, Independence Police, Monmouth Police, Polk County Sheriff's Office, Gervais Police, and Aurora Police Departments.

Our agency utilizes LEDS in a variety of ways. In 2004, our Youth Services Section began looking at ways to track runaway juvenile cases in an effort to be more responsive towards our agency's runaway recovery efforts. We did not have an active list of who was still missing.

Sgt. Mark Chase contacted LEDS and they were able to provide him with a list of current runaways who were in LEDS. To his surprise, around 300 cases showed active in LEDS. School Resource officers began the task of contacting each of the parents who had reported their children as missing. Our agency was able to reduce the list to less than 20 active runaways. We currently average 20 active runaway cases per day. We have used LEDS to run a list every year and it is cross-referenced with our records to make sure that no one slips through the cracks. This is a great resource and it is recommended that other agencies contact LEDS to request assistance in conducting an audit of their missing children cases.

Another recent situation that utilized LEDS resources was a homicide investigation conducted by Det. Cpl. Jake Burke and Det. Jamie Vasas. The case started out as a missing person investigation. The detectives' dedication and attention to detail led to the conclusion that the victim had been murdered. Two suspects were ultimately arrested even though the victim's body had not been located. Using investigative techniques such as LEDS resources helped develop further leads. Their persistence paid off when they finally located the victim's body in another jurisdiction. If not for their dedication and use of available resources,



Salem PD Open House

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the victim would not have been located and the victim's family would not have had the closure of knowing what happened to their loved one.

We also had a homicide/drive by shooting in 2006 where one of our Records Supervisors, Deb Asche, was diligent in doing a number of computer searches based on sketchy suspect and vehicle information. She contacted LEDS for assistance in running some queries on vehicles registered to subjects. Based on this information she was able to contact Washington State DMV for assistance in obtaining photographs of the suspects to assist in the investigation. Warrants were obtained for the suspects and entered into LEDS.

LEDS is a great resource that many agencies may not be using to its full potential. The aforementioned instances highlight the system's capabilities that can be utilized for a number of circumstances.



...continued from page 6

The information will appear on the display with a field called DAC, Date of Address Change.

If an Oregon OLN is entered on the base record, a check will be made with DMV and the DMV address will also be display. This address will be checked with DMV on a monthly basis. If there is a change in the DMV address, any agency with a warrant or missing person record will be notified of the new address. The new address will be saved on the record. Also, if the OLN is not on file with DMV, this too will be noted on the display.

The ENAD transaction syntax is basically the same as the EN transaction. The fields must be identified with MFCs.

Persons entry for a Subject home address with one telephone number Example:

ENAD.OR0370100.LNU/W0382938672.OCA/YY-12345.ATYP/SHOM.SNU/3225.SNA/STATE ST.CITY/SALEM.STE/OR.ZIP/97301.PH1/5033785565

Protection Order Example:

ENAD.OR0370100.LNU/W0382938672.OCA/YY12345.NAM/JACKSON,JILL.ATYP/PHOM.SNU/3225.SNA/STATE ST.CITY/SALEM.STE/OR.ZIP/97301.PH1/5033785565

The protected person must already exist on the record. The name entered must match the protected person.

Cancellation message key is XNAD. It operates in a similar manner as the XN cancel.

Example:

XNAD.OR0370100.LNU/W028837589.OCA/YY-12345.ATYP/SHOM

Protection Order Example:

XNAD.OR0370100.LNU/W028837589.OCA/YY-12345.NAM/JACKSON,JILL.ATYP/PHOM

Keith Kohan
Information System Director

TRAINING UNIT

Certificates:

Beginning January 2008, paper certificates will no longer be issued to users who complete the LEDS Certification process. A .pdf certificate will be e-mailed to the LEDS Rep. The goal is to not only save money and time but to make sure the user is receiving their certificate in a timely manner. If a user was entered into the system prior to 2008, they will receive a paper certificate.

LEDS Manual Updates:

Beginning January 2008, the LEDS Manual will be updated on a monthly basis and posted to our website the first week of each month. A synopsis of the changes made will be available listing exactly what has been updated and in what chapter.

LEDS Representative Manual:

The LEDS Representative Manual will be receiving a face lift in 2008! Stay tuned for future developments.

On-Line Testing:

Our unit will be looking to moving the testing process to an on-line system. As with anything, this project is going to take time and careful consideration but we believe the outcome will be beneficial to all LEDS users. We will be sure to pass along updates when they become available.

Contact Information:

Phone number: 503-378-3055 x 55014

e-mail: Training.LEDS@state.or.us

The Training and Education Unit is currently going through several changes. Any comments or suggestions are welcome and needed! Please feel free to either call me or send me an e-mail.

Kristine Hume Bustos
Training & Education Manager

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