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**CLASSIFICATION SPECIFIC LEDS
TRAINING PLANNING MEETINGS**

Meetings are scheduled in Salem, starting July 15th to discuss the Classification Specific LEDS Training needs and the upcoming 2009 Re-certification process. Please consider being a part of this important collaboration. If you cannot make it to Salem personally for the meetings, teleconferencing will be available. If you are interested, please contact Liz Skinner at Liz.Skinner@state.or.us or (503) 378-3055 x 55016. She will be the point of contact to get your information and let you know the specifics of the meetings. Liz will need to have your e-mail address, phone number, the classification that you are interested being a part of and if you are planning to attend in person or by teleconferencing.

July 15th	Law Enforcement Parole/Probation	10:00am - 12:00pm 2:00pm - 4:00pm
July 16th	Corrections Courts	10:00pm - 12:00pm 2:00pm - 4:00pm
July 17th	Telecommunications Other	10:00am - 12:00pm 2:00pm - 4:00pm
July 18th	LEDs Representative	10:00am - 12:00pm

Please be aware that these are **PLANNING** meetings, not the actual trainings themselves. If all goes well, the 2009 Re-certification material will be developed by December 2008 for the rollout in January 2009 and the classification specific LEDS training will become available for users March 2009.

Please see our website for further information.

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?

Starting July 1, 2008, to access the Anderson Readiness Center (where LEDS operates) you will have to pass through a secured entrance that is located off of Kettle Court?

Please be sure to have your identification ready to be admitted through the secure entrance.

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MESSAGE FROM THE DIRECTOR

LEDS Users, I have just a couple of quick notes for this edition of the LEDS Newsletter, because I don't want to take space from other important topics.

The direct query ability into INTERPOL files will be expanded beginning July 1, 2008 to include information from Mexican Police databases by linking up *Plataforma Mexico* (Mexican Platform). This link will mean that Mexico will automatically populate the INTERPOL's databases on wanted persons, stolen and lost travel documents and stolen motor vehicles. If you are a Law Enforcement Agency and you do not have access to the INTERPOL queries contact our Operations Center and they can direct you to the appropriate systems personnel that can turn that capability on for you.

LEDS is the only statewide criminal justice information system and has the capacity to service regional information sharing initiatives. If you are planning to develop a local, or regional information sharing project, contact us and we can chat about how LEDS may fit into your projects design. LEDS already maintains a secure connection with most criminal justice agencies in the state and capitalizing on those connections may be a viable solution to your information sharing issues.

By now many of you have met Kristine through her recent LEDS Rep training classes. We greatly appreciate your feedback from these classes and look forward to the restructuring of our training program with tremendous anticipation. Our desire is that the LEDS training program be structured to meet your needs and be as comprehensive as possible.

Thanks to all of you for your continued support of LEDS. "Service First!"

Terry O'Connell, Director

BLAST FROM THE PAST...

This report was submitted by Detective Dennis Taylor of the Portland Police Bureau Auto Theft Unit: "On Monday, March 13, 1978, at about 11:15 a.m., Officer David L. Mischke of the Portland Police Central Precinct, was on patrol in downtown Portland. His police vehicle was recently equipped with a mobile digital computer terminal and this was the first day it had been operational. Wanting to try it out, Officer Mischke observed a 1964 Chevrolet in front of him and decided to try checking its license plate while driving.

As he followed the car, he typed in the Chevrolet's plate number with a check for stolen. To his surprise the computer returned information that the car was stolen. Not trusting the new mobile computer terminal, he rechecked the license number with the radio. After all, he reasoned, how could he get a hit on the very first vehicle he ever tried checking? Radio information confirmed the car had been stolen nine days prior.

He stopped the car and arrested the 19 year old driver who told him he was on his way to California. Officer Mischke told the young man that he had become a victim of the computer age.

There may be some skepticism about the value of these new mobile digital computers, but we have a least one officer who is completely sold on them."

Taken directly from the April 1978 LEDS Newsletter

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LEDS AGENCY SPOTLIGHT

Coos County Community Corrections consists of 9 sworn personnel and 4 non-sworn personnel who are all LEDS certified. The department also has its own drug and alcohol out-patient treatment program that consists of 4 non-sworn personnel who are not LEDS certified (but, of course, have passed their CJIS security background checks).

Parole and probation officers protect the public by supervising criminal offenders. This supervision starts as soon as a Court order is received. A file is opened and one of the first things accomplished is to run the offender's criminal history in LEDS.

Through this process this agency, in the last few years, has located three sex offenders who moved to Oregon without ever registering. By running their criminal histories and DMV records, a timeline could be established as to when they moved in and out of the state. This information was turned over to the local Oregon State Police office for further investigation. The three sex offenders are now registered.

Once the EPR is entered into LEDS, we receive LEDS hits whenever the offender is run by another agency. Our agency also receives LEDS hits when one of our offenders pawn anything at the local pawn shops. One of our officers was aware of a recent theft of power tools. When he received a LEDS hit that his offender had pawned some power tools, he notified the local police agency. They were able to recover the stolen tools from the pawn shop.

Due to reduced funding that all government agencies have experienced, parole and probation officers depend a great deal on the information received through LEDS to provide community safety.

COOS COUNTY

Community Corrections



COOS COUNTY

COMMUNITY CORRECTIONS



COOS COUNTY PAROLE/PROBATION OFFICERS

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HELP DESK - COMING & GOING!

The Leds Help Desk has had a busy month of people-moving. *Jennifer Dillard* has found a new home at Employment and started her job running Backgrounds for them on Monday, June 16. She's going to be sorely missed as those of you who've been helped by her well know.

On a more upbeat note, we are pleased to welcome two brand new people to the OSP family!

Rich Myers started with LEDS June 1. It was a short walk for him from ODOT Dispatch to LEDS since we are only two doors down in the building here at State and Hawthorne. Rich was at ODOT for seven years, dispatching the trucks, running vehicles and coordinating emergency situations on the state highways. He has a military background with the Army as a Combat Telecommunications Operator as well as a couple of years doing Reserve officer work for Linn County and Monmouth PD. Rich will be in training with Jim on day shift for the next three months, so please welcome him as he learns the ropes.

Melanie Ewell started with LEDS in mid-June. It was a much longer distance for her to make this move than Rich. Melanie has relocated from Klamath Falls where she's worked several years for Klamath County Sheriff's Office - first in Corrections and then as a Patrol Deputy. Melanie put in nearly six years with the US Army, serving overseas with the Military Police and earning commendations as a sharp-shooter and grenade expert. She will be training with Dick on swing shift for the next three months. Say hi to her as she makes the transition from a patrol car to an office chair and computer console.

By the next newsletter, I hope to have one more new person to introduce. That will bring us up to a full complement of eight LEDS duty officers. Once we attain that, you will hopefully see the LEDS Help Desk staff out and about with Kristine and Dan Malin on their rounds, getting some 'face time' with you. As always, if you have any questions or concerns, don't hesitate to call us - day or night.

Margrethe Gregg, Help Desk Manager

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 **July 3rd, 2008.** The winner will be posted on LEDS Training Website.

QUESTION:

What other "hat" does the LEDS Help Desk employees wear for at least half the time?

(HINT - Answer featured in April's newsletter.)



Dan Malin served in the United States Army from 1979 to 2000, retiring as a Military Intelligence Company First Sergeant. His service with the Oregon State Police began in 2000, when he worked in the Firearms Unit of the Identification Services Section. Dan managed the Sex Offender Registration Unit, Criminal Division from 2002-2004, and was the Manager of the Law Enforcement Data System (LEDS) Operations Center from September 2004 through September 2006. Dan currently serves as the LEDS Auditor.

Michael Curtis became a LEDS employee in 1994, after serving over six years in the Marine Corps and seventeen years in law enforcement. Michael worked as a deputy sheriff and police officer in Oklahoma, Washington and Oregon and eleven years as the Police Chief for the City of Hubbard.

During his years in the Marine Corps, Michael trained as an electronics technician, enjoyed his Amateur Radio License, and ran a part time PC and network support business.

Michael holds a Bachelor in Forestry from Oklahoma State University and completed credits for a Masters in Public Administration at Portland State. Michael is a graduate of the Oregon Executive Development Institute and earned a Certificate of Public Management from the George Atkinson Graduate School of Management at Willamette University.

At LEDS Michael began as a LEDS Specialist in the Operations Center then moved into PC, systems and network support for the programming section. Michael published LEDS' first web site. Michael was appointed as the LEDS Information Security Officer, or ISO, when LEDS received position funding. Michael now splits his time between managing the LEDS firewall and helping law enforcement agencies comply with the Criminal Justice Information Security (CJIS) security policy. Michael's primary responsibilities include meeting with LEDS users on site to verify compliance with the security policy.

Michael is active in Oregon's outdoor community. He and his wife stay in fire look-outs, bike, hike, backpack, kayak, and ski, both downhill and cross-country. They are active in dragonboating and are members of the Mt. Hood Ski Patrol (www.mthoodskipatrol.org), where Michael has served as the Nordic Ski Patrol Director since 2005.

CESSATION - AIDS/HIV POSITIVE PERSONAL INDICATORS

At the December 10-11, 1997, Criminal Justice Information Services (CJIS) Advisory Policy Board (Board) meeting in Phoenix, Arizona, the Board was advised of the opinion of the FBI's Office of the General Counsel (OGC) regarding the use of AIDS/HIV Positive Information in the Nation Crime Information Center (NCIC) System. Specifically, the OGC has advised that the inclusion of AIDS/HIV Positive information in the NCIC System is of doubtful legality under the Privacy Act and that disclosure of this information is of questionable constitutionality.

The Privacy Act limits agency records about an individual to those "relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by executive order." 5 U.S.C. §552a(e)(1). The primary purpose of including AIDS/HIV information in the NCIC System was to protect the health and safety of law enforcement personnel, a lawful purpose under the Privacy Act, provided that the information is "relevant and necessary" to accomplish that objective. However, upon extensive review, it appears that the medical research which exists in the field, including information from the Centers for Disease Control (CDC), indicates that the risk of infection to law enforcement personnel as a consequence of work-related contacts or exposure to HIV Positive individuals is virtually nonexistent; hence, inclusion of AIDS/HIV Positive information in the NCIC System is not arguably "relevant and necessary" to accomplish the purpose of protecting law enforcement personnel.

Furthermore, under the Privacy Act, release of information without the individual's written consent is only permissible under an exception listed in the Act. An analysis of the various exceptions indicates that the dissemination of AIDS/HIV Positive information would likely be impermissible under the Privacy Act.

Additionally, the Constitution limits dissemination of this type of information. Federal courts have determined that the release of personal medical information must be narrowly tailored to meet an important government interest. The scientific research indicates that the risk of AIDS/HIV transmission from human bites, saliva and tears is virtually nonexistent; therefore, no important government interest can be discerned which justifies the systemic disclosure of personal medical information via the NCIC System.

Given these conclusions and the limited permissible uses of this information, the OGC has opined that the risk of litigation from the compromise of personal medical information clearly outweighs any potential benefit to law enforcement personnel and recommends against the Inclusion or disclosure of AIDS/HIV Positive information in the NCIC System.

By CJIS/NCIC Update dated April 8, 1996, both AIDS (Code MC AIDS) and HIV Positive (MC HIPOS) were added to the list of Medical Conditions and Diseases to be noted effective May 5, 1996. Prior to that update, these conditions were noted by contributors in the Miscellaneous Field.

Upon the initiation of OGC's review, an NLETS message to all Control Terminal Officers and Federal Service Coordinators was transmitted on August 1, 1996, instructing recipients to temporarily suspend the use of these two codes. In light of the above analysis and conclusion, contributors are now instructed to cease indicating these medical conditions as personal descriptors when entering an NCIC record. Furthermore, these should not be conditions indicated on a fingerprint card submitted to the FBI.

**U.S. Department of Justice
Federal Bureau of Investigations
CJIS Division
Identification Services**

LIZ SINNER, LEDS EXECUTIVE SUPPORT!

Elizabeth Skinner (Liz) served in the United States Navy as a Personnelman from 1988 to 1994 and was stationed at Bethesda, MD, USNS Comfort, and Little Creek, VA. She was onboard the Comfort during the Persian Gulf War as a Petty Officer Third Class processing payroll documents and maintaining service records. After promoting to Petty Officer Second Class and seven years of active duty, she left the Navy to use her GI Bill to receive her Associates degree in Accounting in Virginia Beach, then went on to get her Bachelor's Degree in Business Management from Midwestern State University in Texas.

Liz is a native New Yorker who moved to Oregon from Virginia Beach in 2003. She worked for a law firm as a Paralegal from 2003 – 2006. Liz started with OSP in April of 2006 in the Fish and Wildlife Division at GHQ. She also worked with the Sworn Applicant Processing Division for approximately a year along with Project 200. She then went on to work with Fiscal for a few months due to staffing shortages while performing her own duties with Fish and Wildlife. Also while at GHQ, Liz worked with the Deputy Superintendent and his staff on the OSP Survey which went out to over 5,000 registered voters and 300 Key Stakeholders throughout the state.

Liz promoted to Executive Support and worked for the OWIN Project, setting them up in their new facility on Tandem Avenue and moved them from the Anderson Readiness Center. She then went to LEDS and is currently in a shared Executive Support position for LEDS, which includes ID Services, ESS and the Northern Command Center. Liz primarily keeps busy with maintaining, updating and purging Agency User Agreements, Agency files, and Agency billing. She is the DAS Key Card coordinator for access to the Anderson Readiness Center for OSP LEDSDS personnel and vendors. Also she is currently assisting the LEDS Training section with maintaining a roster and scheduling meeting places for the upcoming classification meetings.

WELCOME TO LEDS LIZ!

INVESTIGATIVE INTEREST RECORDS, WHAT ARE THEY?

An Investigative Interest Record is a supplemental record added to another agency's existing record. This is a departure from the LEDS norm that only the originating ORI of a record may add to the record.

For example: an incident involving a hit and run driver occurs within your jurisdiction. A witness gives you the license number of the vehicle involved, but when you run the vehicle in LEDS it comes back as stolen. The Investigative Interest Record transaction allows you to add a supplemental record indicating your agency's interest in the driver of the vehicle.

WHAT DOES IT DO FOR YOU?

When you add an Investigative Interest Record to another agency's record, you will be notified should that record be canceled, cleared, located, modified or purged. Also, if you set the NIA (Notify Investigative Agency) flag to "Y", you will be notified if the record is returned to any agency as a result of an inquiry.

These notifications are all "unsolicited messages" and are received by the primary printer designated for your agency.

WHAT CAN I ADD THEM TO?

You can add an Investigative Interest Record to virtually every existing LEDS and NCIC record. This includes records for persons, articles, fire-arms, vehicles, boats etc.

HOW DO I ADD THEM?

Instructions on adding Investigative Interest Records are in each relevant chapter of the LEDS User Manual, available in the secure section of the LEDS website.

Ian Lumsden, Training Assistant

THE AUDITS ARE COMING, THE AUDITS ARE COMING!

The Quality Audit program is ongoing and we are nearing the end of the 2006-2008 triennial audit cycle. 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.** We cannot know of these changes without notification from your agency. Please use the ORI Change Request form on the LEDS website to advise LEDS of changes.

* **Not all persons with access to LEDS information or CJIS secure areas have been fingerprinted.** Anyone who operates a terminal with access to LEDS or has unescorted access to LEDS terminal areas or areas where LEDS records (specifically criminal histories) are stored must undergo a fingerprint based background check. This includes vendors, contractors and custodial/cleaning and shredding service providers.

* **LEDS training certification records are not up to date, or required certifications have not been completed.** Persons whose LEDS certifications have lapsed are not authorized to use LEDS systems.

* **LEDS Agency User agreements are expired or have not been returned.** Access to LEDS/NCIC is based on a signed LEDS Agency User Agreement. Failure to sign and return the User Agreement may result in the termination of LEDS access.

* **Extradition information on extraditable warrants (EW) in the extradition limitations (EXL) field and extradition instructions in MIS field contradict each other.** If a warrant has limited extradition, the limitations must appear in the MIS field following the acronym EXTR, example EXTR WA, ID only.

* **Lack of medical and dental information on missing persons juvenile (EMJ) records.** NCIC requires dental information to be entered into the Dental Characteristics (DCH) field of an NCIC EMJ record within 60 days of the EMJ being entered into the system. If no dental record information is available, the proper entry is UNK which will prevent record cross referencing searches to be conducted if the subject of the record is run.

* **Agency conducts criminal history checks for external agency (city employment) with no legal basis for conducting such checks.** Running criminal histories is based on federal law, state statute, or local ordinance, and may only be run using the proper Purpose Code. Your ORI and LEDS User Agreement authorize your agency to run criminal history checks for your agency only. Law enforcement agencies may share criminal history information with other criminal justice agencies if agreements are in place and the proper ORI is used. A Police Department, Tribal Police, Department or Sheriff's Office must have a city or county ordinance or tribal resolution authorizing the agency to run criminal histories for city, county or tribal hiring or licensure. These checks are Oregon only using Purpose Code E or L, and a copy of the criminal history is not releasable to the external requester.

* **Improper Requester Identification on criminal history queries.** The Requester Identification field must be a unique identifier that identifies the person requesting or receiving the criminal history information. Badge numbers and callsigns are not authorized, but a BPSST number is authorized, and encouraged. At least a first initial and a last name must appear when using a name, and title entries such as DET Black or SGT Johnson do not meet NCIC's policy. Entries such as District Attorney, Warrant Check, Ridealong, Booking, etc. are not authorized.

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

The schedule for the counties remaining to be audited is as follows:

July 2008

Klamath, Lake, Sherman and the remainder of Umatilla

August 2008

Grant, Malheur and Harney

September 2008

Baker, Union and Wallowa

October, November & December 2008
Marion

January 2009 – NCIC Audit

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NOTES FROM LEDS INFORMATION SYSTEMS

It's very strange how the state does some things. Take the budget for example.

The legislature only meets every two years. So they approve of a budget that's going to cover two years. And of course that budget they approve was created at least a half dozen months before the start of the session. And of course the agency asked the managers for their budget requests at least a few months before that. So that means the budget that's approved by the legislature covers projects that were thought about at least three years before the last of that money is spent.

When I was in the business world I would have said "you gotta be kidding me".

But that's the world we live in, them's the rules that we just all learn to live with.

I bring this up because we just finished our own little budgeting exercise for the next biennium. We pulled out our crystal ball and polished it up to gaze more clearly into the future with the question of where LEDS systems development should go? What we should do to make things better for you, the user, and how much money and how much resources we'll need to do that?

In addition to the budget to keep things running, we created a special request that asks for three more positions for the information systems programming and support group. That would increase our technical staff supporting LEDS and the message switch from the current 6 to 9. A survey of 15 other states revealed an average of 12 technical support staff. And some of those states do not do all of the functions of LEDS in Oregon.

I think we have a long way to go to get to where LEDS should be. There are so many areas improvement can be made that it's hard to know where to begin. It's even harder to imagine how we can get where I think we need to be. But, we're going in the right direction.

If you have ideas for improvement or needs that we might be able to fill, I encourage you to ask for them and share your ideas. We honestly can't do everything that is asked for now but please don't stop asking and don't stop telling us when we do something wrong or when you find an error. We need to know.

Keith Kohan, LEDS Information Systems Manager



O

Oregon

U

Uniform

C

Crime

R

Reporting

Year-end agency reports

All full-year reports for individual agencies have been mailed out. These are the reports that your Chiefs and Sheriffs keep calling us for so they can work on their budgets for the coming year. If you're not sharing these reports with your Chiefs and Sheriffs, why keep them waiting? They need these numbers to project jail bed needs, patrol coverage, community policing, equipment needs, answering questions from city councilors, county commissioners and the local news reporter... maybe even to continue funding your position!

If you haven't yet opened that envelope from LEDS, or haven't made a copy for the Chief/Sheriff, please do so. The Chief/Sheriff will be happy and we won't have to continue to mail out duplicate copies.

Are you checking your audit reports?

You're asking yourself what those are, aren't you? The audit reports are those reports we mail to you every other month. They're usually about 5 pages long. They show you the numbers of offenses, arrests and property values we have in our database for your agency.

So, what are you supposed to do with them? Each month your agency submits a file to us that contains all your crime statistics for the previous month. For those of you who don't file the paper forms, it all comes to us from your computer in a string of code that only computer geeks like us can appreciate. We process your data into something that the rest of the world might understand. After processing, we create one of those "audit reports" and mail 2 month's reports back to you every other month. What we expect you to do is look at the audit report to make sure the numbers we have in our database are what you actually thought you were reporting. If you had 5 burglaries in May, but the audit report only shows that we have 3 in our database, YOU need to call us so we can figure out where the problem is and fix it.

Not reviewing audit reports has led to some serious (and somewhat embarrassing) errors being reported to the legislature, state and local agencies and the news media. An example of a major embarrassment for the OUCR manager was when he gave an on-camera interview with the Associated Press about a huge increase in crimes against society in a certain county that will remain nameless. It wasn't until *after* that interview was aired on a number of television stations that it was discovered that the county in question didn't really have a huge increase in society crimes that year. In actuality, the county hadn't been reporting all of their society crimes correctly for several years. For every 1,000 society crimes they *thought* they were sending us, only about 600 were actually being submitted from their computer system. They realized their error and corrected it without notifying OUCR. Because they'd actually *under-reported* for several years, when they began reporting correctly it gave the appearance of a giant increase in society crimes. If they had been reviewing their audit reports all along, they would have discovered the error in reporting as soon as it began. It also would have prevented the OUCR manager from looking foolish when news anchors and newspaper reporters made it an issue when the error was discovered!

Hey, anybody need an RMS?

As part of our O-NIBRS repository upgrade, we are also installing Report Management System (RMS) software that will allow some of you smaller agencies to jump from reporting in the "old" format and begin reporting in the O-NIBRS

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format. This is NOT the ability to report individual records directly into the repository, as we've mentioned earlier. This is a full-service RMS that allows you to enter entire files and create reports specifically for your agency. In effect, after you have taken a police report, you'd get on to your computer, log into the RMS and make your report entry. This is just like you may be doing right now, except your reports would be stored on our system rather than on yours. Along with the management of your records (that would be available to you 24/7), you'd also be submitting data into the O-NIBRS system which means putting data into the Oregon Investigational Database (OID), the National Data Exchange (N-DEx) and the FBI's NIBRS program.

If you've looked into RMS's for smaller agencies, they can be a bit spendy. We heard of one vender charging upwards of \$20,000 for their software for a single agency! Although most vendors won't charge that much, it can still be an expensive proposition for a small department with an even smaller budget. Then there's a maintenance fee costing several hundred dollars every year. By having OUCR be your RMS, your agency won't have to eliminate a staff position just to afford some RMS software. We're still working out the expenses, but it looks like agencies using OUCR as their RMS will only have to pay about \$500 a year for maintenance. No development fees, no lump sum payment for a software package that may not even be O-NIBRS compliant, just an annual maintenance fee of roughly \$500.

Of course there's a catch to all of this. When we say "small department", we mean a department that does not need their RMS tied into a CAD system. We mean a department that may even still be reporting on paper forms. As a rule, the "small departments" we're looking for will have service populations of 4,000 or less and have only about 4 or 5 officers/deputies. Those parameters could change, if necessary.

There are several reasons why we're limiting the agencies using OUCR as their RMS. First of all, we don't have many licenses to give out. As time goes on, we may be able to purchase more licenses from our vender (we bought as many as we could before we ran out of grant funds!), but for now we only have enough licenses for about 5 or 6 agencies. Secondly, this RMS cannot be connected to any other computer system such as one in the dispatch center for call handling. All this RMS will do is be your electronic filing cabinet for your police reports, but give you all the inquiry capability to create ad hoc reports from your own data when the Chief/Sheriff asks for it. Thirdly, smaller agencies generally don't have the funds available to purchase a full-blown RMS on their own. The only way to bring these agencies into the O-NIBRS family is to provide an RMS function pretty much at our expense. Fourth, larger agencies generally want more out of a computer system than our RMS will be able to provide. If your agency is connected to a regional computer system, we'd like you to wait until your entire system makes the conversion to O-NIBRS.

We expect to begin installing the RMS software in July. We'll probably need to test over the remainder of the summer. So, it may not be until September or October before we can make it available. If you're interested, call Jeff at 503-378-3055 extension 55002 or Nancy at extension 55017.

Jeff Bock, OUCR Manager

O

Oregon

U

Uniform

C

Crime

R

Reporting

TRAINING UNIT

ELECTRONIC RECORD KEEPING!

Paper, paper, paper...are you sick of having all that paper to file? I know that I am! So with that thought in mind, I contacted the FBI to ask about all this paper that we are collecting here at LEDS Training. Specifically, the bottom carbon copy of the test answer sheets. We have boxes and boxes dating back to the early 90's that I've been itching to shred. Initially I asked if it would be alright to scan these documents and keep them electronically for reference and historical purposes. They did not have any issues with this request and encouraged me to do so. Then...a crazy thought came to mind...what if all the LEDS Reps out there could do the same? Wouldn't that be great? When I asked, my contact said to **GO FOR IT!** As long as the documents are available upon request, you can keep them electronically!!!

What this means is if you have the technology and capability of scanning the required documents; test answer sheets, recertification compendiums, etc., you can keep them electronically and shred the paper. The same rules of retention apply to these records, so don't forget that but get ready to clear out space!

This is a new idea and will be a new process for some so it might take some time to get used to. But think of the ease of keeping the files electronically. Especially when a user moves from one ORI to the next. Their LEDS files can just be e-mailed now and everyone will be in compliance.

A word of caution: BEFORE you start to clear out your file cabinets and start that bon fire, make sure that everything is legible and clear when you scan the documents. Also, make sure the files are stored in a secure folder on your computer and are readily accessible so you can get to them upon request. And as always, contact us if you have any questions.

Kristine Hume-Bustos, Training Manager

CONTACT US

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(503) 378-3055 x 55015

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(503) 378-5565

LEDS TESTS

Before e-mailing LEDS Training for up-to-date tests, check the secure website to see if the test the LEDS Rep has is current or if an updated version is needed.

TEST ANSWER SHEETS

KINKOS will no longer be supplying the test answer sheets. Contact Training or the Help Desk and the answer sheets will mailed to the LEDS Rep at no charge!

DPSST CREDIT

The LEDS Training Unit has completed the F-6 forms and submitted them to DPSST. The 2008 LEDS Rep Training counts for 3 hours of training credits.

TRAINING.LEDS@STATE.OR.US

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