

## RegJIN User Board (RUB) Meeting

Tuesday, December 1, 2015 – 10:00am to 11:35am

### In attendance:

Ed Arib	RegJIN Sustainment	Sgt. David Thomspson	Washington CSO
Capt. John Brooks	Portland PB	Howie Weiner	RegJIN Sustainment
Lauren Brown	Portland PB	Nick Weltch	Portland State Univ
Tammy Mayer	RegJIN Sustainment	Cindy Bolek	Hillsboro PD
Lt. Roy Butler	Battleground PD	Lt Dave Frisendahl	Tigard PD
Mark Ellwood	Portland PB	Capt Larry Braaksma	Tualatin PD
Cmdr. Dave King	Vancouver PD	Renee Fischer-Greene	Portland PB
Melaney Koch	Washington CSO	Shannon Hoard	Fairview PD
Capt. Eric Oathes	Beaverton PD	Lt. Roy Rhine	Ridgefield PD
Mike Ridenour	Portland PB	Christine Navarro	Hillsboro PD
Undersheriff Andy Moyer	Columbia CSO	Sgt. Jeff Olson	Vancouver PD
Kim Roark	RegJIN Sustainment	Chief Terry Moss	St Helens PD
Sue Scobert	Lake Oswego PD	Sgt. Gary Kirby	Fairview PD
Lisa Cameli	COP, PSSRP	Andy Potter	Multnomah Cnty SO
Jim Hansen	Clark CSO	Lt. Wendi Babst	Clackamas County SO
Lt. John Black	Washington CSO	Taylor Hollandsworth	Beaverton PD
		Capt Mark Dye	Milwaukie PD

Meeting location: Portland Police Bureau, North Precinct Community Room, 449 NE Emerson St., Portland, Oregon

**Quorum Met – 18 of 34 voting members**

Note taker: John Brooks

### Agenda

- Roll Call/Introductions
- Minutes Approval
- RegJIN Sustainment Team Updates
  - Privatization SOP vote
  - Inquiry Only
  - Global System Admin Update
  - Tech System Update
  - Global Training
  - Sub Committee Reports
- Questions
- Next Meeting 2/2/16

## WELCOME AND INTRODUCTIONS

Tammy Mayer welcomed the group and asked all in attendance to introduce themselves.

## MINUTES APPROVAL

### October

Lt. Roy Rhine of Ridgefield PD made a motion to approve the October Meeting Minutes  
Andy Potter of Multnomah Cnty SO seconded the motion to approve the October Meeting Minutes.  
Vote was passed unanimously.

Lt. Roy Rhine of Ridgefield PD made a motion to approve the November Meeting Minutes

## **November**

Andy Potter of Multnomah Cnty SO seconded the motion to approve the November Meeting Minutes. Vote was passed unanimously with three abstentions.

## **REGJIN UPDATES**

### **Privatization SOP vote**

Jim Hansen of the Clark County Sheriff's Officer requested to add "cases involving other Law Enforcement Agency Members" to the list of cases which are acceptable to privatize on SOP #8

Cmdr. Dave King of Vancouver PD made a motion to approve SOP #8 Case Privatization with the added line "cases involving other Law Enforcement Agency Members" to the list of cases which are acceptable to privatize.

Lt Dave Frisendahl of Tigard PD seconded the motion.

Vote was passed unanimously. (See Attached final version of SOP #8)

### **Inquiry Only**

Tammy Mayer proposed 3 defined areas of Inquiry Only (LE, Criminal Justice, and Public Safety). She proposed moving forward with Inquiry Only access for the Law enforcement organizations.

- **FBI - OR and WA**
- **ATF**
- **OSP**
- **IRS**
- **ICE**
- **DEA**
- **EPA**
- **OHSU Police**
- **VA**

Of those listed, only FBI, OSP and VA police responded to her email regarding moving forward with their access. There was an ongoing discussion about sharing narratives with outside law enforcement organizations.

- It was asked what is currently viewable on LinX NW in terms of narratives.
- Discussion about the audit trail to determine who has viewed what information. Currently the system is set up to be able to research this information but not to send automatic notification if a case has been viewed.
- A request was made to add language to the Inquiry Only IGA that would reflect that any case information gleaned from RegJIN would need to be officially requested from the owner of the information prior to its official usage so that the owning agency can track who has been officially authorized to use the report.
- Lt. Roy Rhine of Ridgefield PD made a motion to approve any approved law enforcement organizations for full viewing access (Narratives and Attachments) but to include the admonition that an official request to the agency who is the owner of the record for the official use of the record. Cmdr. Dave King of Vancouver PD seconded the motion. Vote was passed unanimously.
- Cmdr. Dave King of Vancouver PD made a motion to approve FBI (both OR and WA), OSP, and the VA as approved law enforcement organizations. Lt. Roy Rhine of Ridgefield PD seconded the motion. Vote was passed unanimously.

- Action Item – Need a written definition of a law enforcement organization/agency and language for the written admonition about contacting the agency that holds the report prior to its official use. This should be made part of SOP #9 *Inquiry Only*. – Program Manager

### **Global System Administrator (Kim Roark)**

- Admin Re-fresher Training is upcoming
  - 1 day refresher class
    - Dec 8 & 9: Clackamas Co Lab
    - Dec 10: Washington Co Lab
    - Dec 15: Gresham Lab
    - Dec 16: Clark Co Lab
- ONIBRs corrections to Production. Up and Testing Extracts in approximately one week. State of Oregon is involved in this process to aid toward success.
- About one third of the way through the new charge tables

### **Tech Side Update (Ed Arib)**

- Associates from PPDS moved over
- Interfaces
  - Property – On Hold, lost OBS Employee
  - Jail
    - Clackamas – Almost done
    - Multnomah – In progress
    - Columbia – Next up
    - Clark
  - APS Interface – Need a Point of Contact with Portland
    - Colleen discussed with Jerry
- Crime Analysis Server – Almost Done – Ready in 2016

### **Training Update (Tammy Mayer for Jon Yochim)**

- Aurora CO Training Feb 18<sup>th</sup> (WCSO 110 seats) and Feb 19 (PPB 65 seats) \$25 per seat
- Future Training
  - Improve police reports – MRE & RMS users
  - Improvements officers can make to their reports
  - Improvements supervisors can look for before approving reports
  - Web RMS
  - Future Training to Include Case Management (March?)

### **Records (Mike Ridenhour)**

- Style Sheets
  - MNI Customer-Client Hardcopy
  - GO Update
- Advanced Records Training
  - MNI Transfer (merge)
  - HREADR Mgmt
  - HMNI

### **NEXT MEETING:**

The next RUB is scheduled for 10:00 AM on Tuesday, February 2, 2015. It will be held in the PPB North Precinct Community Room, 449 NE Emerson St.

S.O.P. 008

Dated 12/01/15

Review 12/01/17



**SUBJECT:** Case Privatization

**DEFINITIONS:** Private – Cases that will only display a case number and a contact person to request information about the case.

Private Invisible – Cases that do not appear at all when searched.

**PURPOSE:** To define standard conventions for case privatization.

**POLICY:** It is the policy of the RegJIN User Board to maintain a high level of transparency within the case management system and to only privatize information that is of such a critical nature that its potential release could jeopardize a major investigation, and/or harm victims or witnesses. Over privatization lowers the utility of the system and renders it more difficult to manage. Privatized cases are still subject to public records law.

**RESPONSIBILITY** It is the responsibility of each regional partner to monitor their agencies privatization usages.

**PROCEDURE:** The follow are a list of cases that are acceptable to privatize.

- Sex Assault
- Gang Cases
- Elder Abuse
- Drug Trafficking Organization Cases
- Criminal Internal Investigations
- Child Abuse
- Any Measure 11 Case
- Bias Crime Cases
- Cases involving other Law Enforcement Agency Members

Eligibility for privatization does not automatically warrant privatization. Agencies should strive to privatize only cases where the information is sufficiently critical or sensitive that it could jeopardize the investigation or the safety of an individual, AND, only the part of the case that applies. It desirable to privatize certain narratives instead of the entire case.

Un-privatized cases do not release an agency from its due diligence to comply with their state's public records laws.

Private Invisible Cases are for court ordered sealed records or Internal Criminal cases only and must be designated by the Commanding Officer of the division handling the case.

In utilizing privatization features, it is imperative to include the appropriate supervisors/commanding officers, records staff, and members of the prosecutor's office as part of the group who can view the case. Each agency is responsible to set up the appropriate routing and notification to ensure cases are not rendered inaccessible by those who need to view them as part of their duties.

Cases which are privatized will be reviewed at least yearly to determine if there is a persistent need for the privatized portion of the case to remain private. Such reviews should be documented as part of the case.