

## RegJIN User Board (RUB) Meeting

Tuesday, Dec 6, 2016 – 10:00am to 10:48am

### In attendance:

Tammy Mayer	RegJIN Sustainment	Diane Stockbridge	Port of Portland
Kim Roark	RegJIN Sustainment	Capt Tom Hunt	Portland PB
Jon Yochim	RegJIN Sustainment	Mike Ridenour	Portland PB
Ed Arib	RegJIN Sustainment	Tammi Weiss	Portland PB
Chris Johnk	RegJIN Sustainment	Corey Wilks	Portland PB
Ethel Gallares	RegJIN Sustainment	Kalei Taylor	Portland Attorney
Tony Marley	RegJIN Sustainment	Jason Loos	Portland Attorney
Merlyn Muse	RegJIN Sustainment	Lt Craig Whitten	PSU
Sgt Mike Smith	Canby PD	Sgt Robert McCleary	PSU
Tim Green	Canby PD	Capt Eric Oathes	Beaverton PD
Lt Will Behan	Clackamas Co SO	Jenn Hollandsworth-Reed	Beaverton PD
Sgt Wayne Lawrence	Gladstone PD	Erik Young	Beaverton PD
Sue Scobert	Lake Oswego PD	Lauren Menrtenz	Beaverton PD
Capt Mark Dye	Milwaukie PD	Capt Mike Herb	Forest Grove PD
Capt Bill Kler	Oregon City PD	Lisa Cannon	Forest Grove PD
Nick Weltch	Sandy PD	Cindy Bolek	Hillsboro PD
Jim Hanson	Clark Co SO	Christine Navarro	Hillsboro PD
Tim Monaghan	Clark Co SO	Cheron Gochenour	Hillsboro PD
Cmdr Mike Whitney	Vancouver PD	Chief Fessler	King City PD
Sgt Jeff Olson	Vancouver PD	Lt Dave Frisendahl	Tigard PD
Katrina West	Vancouver PD	Lt. Greg Pickering	Tualatin PD
Michael Nigrey	Vancouver Attorney	Kay Brown	Tualatin PD
Chief Terry Moss	St Helens PD	John Dubuque	Tualatin PD
Lt Pat Williams	Gresham PD	Melaney Koch	Washington Co SO
Andy Potter	Multnomah Co SO	Carli Brosseau	The Oregonian
Coby Chase	Port of Portland		

Meeting location: PPB North Precinct Community Room

**Quorum Met – 20 of 27 voting members**

Note taker: Tammy Mayer and Kim Roark

### Agenda

- Minutes approval from 4 Oct meeting
- Program Manager Update
- Global System Admin Update
- Tech System Update
- Global Training Update
- Records Update
- Other Topics / Questions

### Welcome and Introductions

Tammy welcomed the members and thanked them for attending.

### Minutes Approval

Tammy stated we have achieved a quorum and the first order of business is to approve the 4 Oct meeting minutes. Mike Ridenour motioned for a vote with Lt Pickering seconding. The minutes were approved unanimously.

### Washington PDR laws discussion

Tammy stated the Records Sub Committee has been discussing Washington State's Public Disclosure Laws for the last few meetings and asked that the topic be addressed at the RUB. Tammy introduced Portland's City Attorneys Kalei Taylor (Bureau of Technology lead lawyer) and Jason Loos (Portland Police lead lawyer) to lead the discussion. Vancouver's City Attorney, Michael Nigrey, was also present for the discussion along with Katrina West, Vancouver's Records Manager.

Kalei provided background on the PDR laws and discussions that occurred when drafting the initial Master IGA during implementation of the RegJIN project. Kalei explained that both Oregon and Washington law states an agency must have "**prepared, owned, used, or retained the information**" to qualify for a public record. She also gave a brief summary of the meeting she and Jason attended last week with Vancouver's attorneys to discuss a revival of a draft SOP that had been proposed to outline the procedures if a disclosure is requested between Oregon and Washington RPAs.

For example: If an Oregon agency writes a report and a Washington agency views the report but does not refer to or reference it in their own report, then Washington has not prepared, owned, used or retained the record and therefore is NOT required to provide a copy to the requestor. However, if a Washington agency refers to or references the Oregon report in their own report, then it is considered "used" and they may be asked to provide a copy under their disclosure laws.

The draft SOP (attached to these meeting minutes) outlines the procedures for when a Washington agency receives a request to disclose an Oregon record. In general, it requires the Washington agency to refer the requestor back to the owning agency for a copy of the record and only providing the Washington information. If the requestor states they would like the Washington agency to provide Oregon RPA records, then the Washington agency will notify the Oregon agency in writing of the request. The Oregon agency will have 5 business days to provide the Washington agency an exemption or court order challenging the disclosure.

Mike Ridenour asked about exemptions and Kalei stated she is working with Vancouver to come up with a comparison chart of the exemptions and exceptions for both states. That document will be an attachment to the SOP which should help PIOs when handling multi-state requests. The SOP will also have a sample template letter that may be used by all agencies when referring a requestor back to the custodian of record.

Mike also asked if Washington agencies would collect the money that Oregon charges for public records release. There is a clause in the SOP that addresses this.

Jenn stated this provides less control over releasing their reports. Kalei responded that the SOP will require notice prior to release allowing the agency to review the request first. Kalei reminded the group that no RPA is to release another RPA's records without their express consent. To do so would be a breach of the Master IGA terms and conditions.

Lauren asked if an agency can retroactively privatize a report after the request is made to stop a release. Kalei stated that would not be ethical.

Cindy stated this is late in the game after the IGAs are all signed and that the agency owning the report will have the burden for staffing, research, and cost. Additionally, the small agencies do not have legal consultants on staff to file the court orders to stop the release. She asked if Kalei will be representing all the Oregon agencies for these requests. Kalei stated no, she cannot represent any other agency except the City of Portland.

Tammy stated she would send out the draft SOP 11 with the meeting minutes. Agencies will have time to review it and run it through their city legal departments. We will revisit the SOP for a vote during the Jan 17 RUB meeting. Comments must be provided to Tammy no later than January 3<sup>rd</sup> to allow for the Portland and Vancouver City Attorney's offices to review and revise in time to send out an updated version a week prior to the vote.

### **SOP 10 – Admin Management**

Tammy stated she sent out a draft SOP 10 with the meeting agenda. This SOP codifies in writing the procedures for administrative management of users within the RMS. This document is required to meet CJIS requirements.

Andy asked about officers in multi-agency Task Forces and how those users are disabled in LDAP. We need to add a procedure for handling those users. Tammy will work a change to the SOP and we will relook it during the Jan 17 RUB.

### **RegJIN Chief/Sheriff Meeting**

Tammy reminded the group that the Chief/Sheriff meeting is next Wed from 0800-1100 at the PPB Training Center.

### **Jon Yochim**

Tammy announced that Jon will be staying with the Sustainment Team and has picked up additional duties involving the MDT profiles.

### **Inquiry Only Requests**

Tammy stated we have received requests from Clark County Sheriff's Office and Camas PD for access to the RMS via Inquiry Only after they depart as Full Partner Agencies. Tammy asked Kalei if we need to worry about the Washington PDR laws in reference to the IO agencies. Kalei said yes if they have access to full records. She will need to review the IO IGA and the SOP to ensure those agencies are covered under the same procedures.

Mike suggested a trade with Clark County to view their system in trade for access to our system. Tammy will look into this.

Jenn requested holding off on voting for entry until Kalei has time to review the IGA and SOP regarding IO users. The vote was put on hold until the next RUB to allow time for this review.

### **NIBRS Update**

Kim apologized for the accidental turn off of T-codes during the NIBRS table update. A list of codes is available and has been sent to all administrators.

Kim stated all RMS tables have been updated for NIBRS in Oregon. Test agencies, Washington County, Beaverton, Hillsboro, and Portland can prepare for testing with the State. A communication for the timeline on submissions will follow after the discussion with State.

Tammy announced that part of grant money received will be used to hire Police Records Specialist to support NIBRS fix. The first of the two personnel covered under the grant will come from PPB Records and will be in place by the end of the year. The second to replace Tony will be posted on Monday, 12 Dec. Tammy encouraged the group to send the posting to agency's members with RegJIN experience that are or have already retired.

### **MRE builds**

The new MRE 7.5.17 is available on the FTP site.

7.5.18 is also available. This version was supposed to be Multnomah County specific and included a new surcharge beginning on 1 Jan 17 for the Multnomah County Court House. However, Versaterm also added a change to this version that will not populate the date and times from the AB to the GO. Because this version includes a change that other agencies outside of Multnomah requested, we have repackaged it on the FTP site for all agencies if they wish to use it. Upgrade to 7.5.18 is not required, especially if agencies have already upgraded to .17, however, if you want the fix prior to the next upgrade in late 2017, we recommend upgrading now.

Corey stated that training environments need to be updated as well.

### **NCIC Masks**

Kim stated the next global project will be NCIC masks for Oregon. The Records subcommittee recommended the priority of the masks to be constructed. This will allow for integrated NCIC once completed.

### **Interfaces**

Ed stated the CRESA interface is complete. We will need to talk to CRESA about filtering out the agencies departing the system

The Columbia County JMS will be completed by the end of the month and moved into production.

The Washington County JMS pre-booking is working in Development and currently being tested.

The property interface with Evidence on Que is currently in testing for Portland implementation. Once complete, we will work with the other user agencies to tailor the interface to their unique mapping codes. The Que-Tel interface will follow after. Cindy asked when the Que-Tel interface will be complete and Ed responded it should take 2-3 months once they get started.

Ed asked agencies for expungement information for the LInX NW interface. We are currently working on auto reporting and should have it done by 22 Dec.

### **Training**

Jon stated there is a new agency in the RMS, RJ-REGJIN. This is where training documents will be stored. RJ 2016-2 is all the officer training documents – currently there is a list of society crimes and how to handle them and a resource for handling multi-agency event reporting.

Jon stated he shared material out to training subcommittee for the difference between ONIBRS and NIBRS.

Jon also stated there will be a new hire class: 21-22 Dec. Location is tentatively PPB training lab but may be moved due to EOC activation.

### **Style Sheets**

Mike stated the Records Sub-Committee has requested that the ethnicity block be removed from displaying on the style sheet. He stated the majority of the time it is defaulting to unknown. The information will still be collected if the officer fills it in, however, it will not display on the style sheet. Capt Oathes motioned for a vote with Melaney seconding. The vote passed unanimously.

Mike stated Merlyn is currently working on a new style sheet for MRE follow-ups.

## **Other Topics**

None

### **NEXT MEETING:**

Tammy stated the next meeting is currently scheduled for 3 Jan following the holidays. She asked them members if they wanted to keep it that date or push it back a week to the 10<sup>th</sup>. The recommendation was to move it to 10 Jan 17.

The next RUB is scheduled for 10:00 AM on Tuesday, Jan 10, 2016. It will be held in the PPB North Precinct Community Room, 449 NE Emerson St.

### **Executive Session (Web Service Demo)**

Tammy stated Ed will be conducting a Demo of the new Web Service. Any agency that would like to see the demo is asked to stay. Tammy requested that all non-CJIS cleared personnel depart the meeting.

Comments during the demo:

Capt Oathes asked if all IO agencies should use this web service vice seeing the reports. Tammy said we could discuss this during the vote, but it would hamper our law enforcement partners, some of which already have access.

Cloy asked if we were going to remove the ethnicity from displaying here as well.

Dave stated we should add the CIS and NCIC numbers.