



DEPARTMENT OF JUSTICE
MEMORANDUM

Criminal Division

DATE: September 10, 2008
TO: Steven Briggs, Chief Counsel / CJD
FROM: Ken Rueben, Director of Criminal Intelligence
SUBJECT: 2007 Annual Audit of the Criminal Intelligence Unit

The Oregon Administrative Rule (OAR) 137 Division 90 requires the Criminal Intelligence Unit Supervisor to conduct an annual audit of the Criminal Justice Division's Criminal Intelligence Unit. The annual audit examines the division's compliance with OAR 137 Division 90 in the collection, storage and dissemination of criminal intelligence, and the performance of mission programs and operations.

The Criminal Intelligence Unit continues to have a very strong impact on law enforcement investigations statewide. During the past five years, the number of cases handled by the analytical unit has increased steadily until 2006. The unit supported 204 cases in 2003 and 269 total cases in 2006. In 2007, the total cases assigned declined for the first time since 2002 to a total of 212. I believe this is due to a shift in the types of cases being supported during the last two years as we have slowly moved to supporting more long-term large investigations, and away from some shorter-term cases. For instance, Terra Duncan is assigned the National Marijuana Initiative Case. This case is a huge undertaking, and involves three states and a large number of agencies, but only has four case numbers assigned as it is an ongoing case with multiple suspects. One of the largest impacts on case statistics is the number of Title III intercepts supported by the unit. In 2007, the analytical unit supported 22 wire intercepts and 56 pen register investigations. This is a dramatic increase from the year before, and directly impacts the number of cases that are supported because Title III cases and Pen Registers take a tremendous draw on actual analyst work time.

The Watch Center has also seen a significant increase in workload over the past two years. The number of law enforcement intelligence profiles provided to law enforcement investigators went up from 1,917 in 2006 to a 2007 total of 2,507. This is a significant trend which appears to be going up in 2008. It is clear that as law enforcement budgets shrink around the state, administrative support to task forces and special investigations units is one of the first parts to take a cut.

Below is a chart that outlines the 2007 year-end statistics. Included for comparison are the year-end numbers from 2006. As an explanation for the chart, the "expected" column is a number I am required to submit to the HIDTA Executive Board each year. This number is strictly an educated guess based on the prior two years final statistics.

		Expected	1st qtr	2nd qtr	3rd qtr	4th qtr	2007 Total	2006 Total
Charts and Graphs Produced	2007	300	102	97	79	144	422	345
Document Analysis	2007	250	75	70	148	145	438	Not tracked in 2006
Geo Mapping Support	2007	25	2	2	13	5	22	31
Hours of OSIN Training Provided	2007	100	25	25	26	36	112	144
Intel Publications	2007	100	14	20	70	69	173	311
Intelligence Profile	2007	1900	497	636	740	634	2507	1917
Law Enforcement Officers Trained on OSIN	2007	300	53	54	57	75	239	414
Link Analysis and Charting	2007	200	53	27	111	237	428	250
OCDETF Cases Supported	2007	5	0	0	3	5	8	8
Oregon HIDTA Newsletter Publications	2007	4	1	1	1	1	4	4
OSIN Agencies Trained	2007	50	10	12	20	26	68	97
OSIN Training Classes Provided	2007	30	6	6	7	9	28	36
Pen Registers Supported	2007	40	33	8	12	3	56	49
Photographs Provided	2007	15000	3712	2367	1839	1623	9541	17691
PowerPoint Presentations Prepared	2007	100	31	38	32	34	135	119
Statistical Analysis	2007	15	2	2	7	7	18	18
Telephone Toll Records Analyzed	2007	230000	116936	129147	94798	82497	423378	231,477
Total Analytical Cases Assigned	2007	250	51	50	48	63	212	269

Video Enhancement Cases	2007	75	7	13	14	14	48	84
Wire Intercept Supported	2007	5	16	5	0	1	22	17

The following is a breakdown in the types of cases supported by the analytical unit in 2007. The cases are broken down by major crime category.

CASE STATISTICAL DATA:

Total Analytical Cases Open during 2007	212
-OCIU Cases Open in 2004	139
-HIDTA Cases Open in 2004	73

Open Analytical Case Types:

Narcotics Related Cases	73
Racketeering (RICO)	30
Homicide	22
Terrorism/ Criminal Extremist	32
Major Fraud	15
Tobacco Tax Violations (RICO)	25
Armed Robbery	7
Other	8

Criminal Intelligence Program

The State's criminal intelligence architecture involves several intelligence support programs and funding sources. These programs include the Oregon Criminal Intelligence Unit, (OCIU), the Oregon High Intensity Drug Trafficking Area (HIDTA) Investigative Service Center (ISC), the Western State's Information Network (WSIN), the Oregon TITAN Fusion Center, and the Terrorism Intelligence Threat Assessment Network (TITAN).

The Department's OCIU program is funded by four separate sources. They are as follows (with total staff supported by each fund in parenthesis):

General Fund Positions:	15
HIDTA Positions:	12
WSIN Positions:	5
<u>Homeland Security Grant:</u>	<u>2</u>
Total funded personnel:	34

In addition to the directly funded staff, there are also nine (13) additional personnel from other agencies assigned to OCIU. Those positions are:

- One Technical Equipment Specialist (Oregon National Guard.)
- One Legal Advisor (Oregon DOJ Assistant Attorney General)
- One FBI Special Agent
- One ATF Analyst
- Two Oregon Military Department Analysts
- Two Oregon State Police Detectives
- One Oregon State Police Sergeant
- Two part-time IRS agents
- One part-time Salem PD analyst
- One part-time OSP Crime Analyst

The total number of staff assigned to the OCIU is currently 47.

The OCIU currently consists of a Watch Center, Analytical support component, Intelligence Investigative support component (Sworn Special Agent), Legal component, Technical Services component, Information Services component and a Terrorism Fusion Center. The following is a brief description of each component:

WATCH CENTER (11 Positions)

The Watch Center component provides intelligence and tactical deconfliction support to all law enforcement agencies and is responsible for maintaining the new Oregon State Intelligence System (OSIN). The OSIN system is a combination system comprised of an intelligence database and a "geo-event deconfliction/mapping system." The staffing is comprised of a HITDA Watch Center supervisor (PEM-B), seven Criminal Research Specialist 1 (RA-1) positions (one of which remains vacant due to budget constraints), two Word Processing Technician 2 (WP-2) positions and one WSIN employee (Administrative assistant, OS-2).

ANALYTICAL COMPONENT (13 Positions)

The analytical component provides tactical and strategic analytical support to Oregon law enforcement agencies. It is staffed from 0630 hours to 1700 hours Monday through Friday.

The analytical component is comprised of the following positions: a HIDTA Analytical Supervisor (PEM-D); one DOJ Lead Criminal Intelligence Analyst 4 (RA-4); one WSIN Criminal Intelligence Analyst (RA-3); five DOJ Criminal Intelligence Analyst 3 (RA-3); four HIDTA Criminal Intelligence Analyst 3 (RA-3); and one Technical Equipment Specialist from the Oregon National Guard.

TECHNICAL SUPPORT (EQUIPMENT LOAN) COMPONENT (1 ONG employee)

The OCIU maintains a supply of technical equipment for loan to law enforcement agencies. This equipment is maintained and operated by a special equipment technician assigned to the OCIU and employed by the Oregon National Guard.

Available equipment currently comprises state-of-the-art surveillance equipment, electronic tracking equipment, and a cache of cellular phones used for multi-agency surveillance operations

INTELLIGENCE INVESTIGATIVE SUPPORT COMPONENT (4 Positions)

The Intelligence Investigative element is comprised of two sworn law enforcement officers, (both Special Agents from the Oregon Department of Justice) and two Western States Information Network (WSIN) regional coordinators.

The investigator functions as an intelligence liaison with other law enforcement agencies and is responsible for coordinating agency investigations and information; and conducting monthly (statewide) Organized Crime Intelligence Sharing Meetings. Currently, one special agent is assigned to the TITAN Fusion Center now co-located with the Watch Center. This position is supervised by the Director of Criminal Intelligence. The Oregon State Police have also assigned investigative and management staff to the Fusion Center. This will be noted in the section regarding the fusion center below.

The Federal "General Counter-drug Intelligence Plan" (GCIP) and HIDTA Policies and Procedures, both require that the HIDTA ISC Manager be a sworn Federal, State or local law enforcement officer. The Department has satisfied this requirement through its assignment of the Director of Criminal Intelligence as the "HIDTA ISC Manager."

This position is responsible for the overall management of all elements of the OCIU/HIDTA ISC. In accordance with OAR 130-090, this position answers directly to the division's command staff (Chief Counsel of the Criminal Division) The position, in its role of HIDTA ISC Manager, is also responsible to the Oregon HIDTA Director, Oregon HIDTA Executive

Board, the Oregon HIDTA Intelligence Sub-committee, and the Oregon TITAN Fusion Center Advisory Board.

WSIN Coordinator Program

The Western States Information Network (WSIN) is funded through the U.S. Department of Justice for purposes of maintaining regional criminal intelligence systems throughout California, Oregon, Washington, Hawaii and Alaska. WSIN is one of six Regional Intelligence Sharing System (RISS) projects designed to form a partnership between the federal government and local law enforcement.

The WSIN Coordinator(s) are employees of the Oregon Department of Justice and are assigned to work under the auspices of the Oregon Department of Justice and the Oregon State Police. The Coordinators' function is to support multi-agency coordination and cooperation among local, state, and federal law enforcement agencies.

WSIN provides a central repository of criminal intelligence, including information related to criminal organizations and associations with an emphasis on narcotics, terrorism, and organized crime intelligence. In Oregon, OSIN functions as a "node" and provides a connection to, and interface with WSIN, through which intelligence information is disseminated to authorized agencies upon request.

LEGAL COMPONENT (1 Position)

The legal component (an assigned Assistant Attorney General) provides legal oversight and support to the operation of the OCIU, HIDTA ISC, Oregon TITAN Fusion Center and their staffs. The position is a legal information resource for other law enforcement agencies and provides legal training in intelligence and public record laws. The position answers directly to the Division's Attorney in Charge of the Organized Crime Section.

INFORMATION SERVICES SUPPORT (3 Positions)

The Department of Justice Information Services Division has assigned two employees to the OCIU/HIDTA ISC that provide systems management (ISS-8) and systems engineering support (ISS-7). These employees are assigned directly to the HIDTA ISC program and are entirely supported with HIDTA funds. These staff members receive day-to-day assignments and direction from the CIUS/ HIDTA ISC Manager, and receive technical oversight from the DOJ IS Section Manager.

In 2005, a third position was added to the technical support section. The WSIN program authorized the hiring of an ISS-4, position to provide additional, specialized technical support to the WSIN coordinators.

HIDTA

The HIDTA program and resources are specifically dedicated to provide tactical and strategic intelligence and investigative assistance to law enforcement agencies with counter drug and homeland security responsibilities. The HIDTA program and the Office of National Drug Control Policy have designated eight counties in Oregon as High Intensity Drug Trafficking Areas. These counties are; Marion, Deschutes, Jackson, Multnomah, Washington, Clackamas, Douglas and Umatilla. (Umatilla County was added in 2005). As stated in the HIDTA policy, and in the HIDTA Intelligence Strategic Plan, the HIDTA ISC has a statewide mandate for collecting, storing, coordinating and disseminating criminal intelligence.

HIDTA analytical support is provided only to HIDTA designated counties and may only provide support to other counties when a clear criminal nexus exists to a HIDTA county. Analytical support for non-HIDTA counties is provided by the OCIU.

The HIDTA staff and OCIU staff are co-located within one work area; however, HIDTA funding is maintained separately from that of the OCIU, as is equipment and other resources. Overtime is budgeted for HIDTA designated casework, and either HIDTA or OCIU staff may be assigned to that work overtime in accordance with HIDTA policies. Those policies require that overtime be paid only in cash, which conflicts with the collective bargaining agreements.

OREGON TITAN FUSION CENTER (3 Positions)

The Oregon TITAN Fusion Center was formally established in June of 2007 and is located within ODOJ's Criminal Division Building. It is an outgrowth of the TITAN program, and serves as the state clearinghouse for intelligence and information related to terrorism. The Center adopted an "all crime model," acknowledging that terrorist activity may take a number of forms in Oregon. By combining, or "fusing," the intelligence resources of participating state and federal agencies, the Oregon TITAN Fusion Center provides local, state, and federal law enforcement agencies with tactical and strategic criminal intelligence and criminal intelligence research support to assist in the investigation, detection, disruption, and prevention of terrorist activities. Currently, the agencies comprising the TITAN Fusion Center include the Oregon Department of Justice, the Oregon State Police, the Federal Bureau of Investigation, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Internal Revenue Service, the Salem Police Department, and the Oregon Military Department.

The Center provides daily investigative support to the Oregon State Police Counter-Terrorism Unit, which resides within the Fusion Center. The Center also provides investigative and analytical support to TITAN Task Force members on an as-needed basis. In addition, the Center currently provides tactical intelligence case support, weekly intelligence bulletins and ongoing terrorism training to law enforcement agencies in Oregon.

The Center is overseen by a formal Executive Advisory Committee that is comprised of law enforcement executives representing all agencies with full-time staff assigned to the center, a

representative from the Governor's office, and a representative from the Oregon District Attorneys Association.

Agencies with staff assigned to the Center are required to enter into a Memorandum of Understanding. Agencies receiving Center publications enter into a "point of contact" Memorandum of Understanding for publication dissemination. In addition, the Center has specific operational policies governing privacy, dissemination, intelligence collection and sharing, and receipt and handling of tips and leads.

INTELLIGENCE / CASE MANAGEMENT DATABASES

Submission / Authentication/ Query / Dissemination / Purge Procedures

The Oregon State Intelligence System (OSIN) is the sole source in the state of Oregon for submitting, storing, and sharing vital criminal intelligence. The OSIN system was first implemented in the summer of 2003. The system was reviewed and audited by the U.S. Department of Justice's Bureau of Justice Assistance attorney's in January of 2003. BJA officially granted the Oregon Department of Justice/ Oregon HIDTA ISC operational certification in February. BJA determined the OSIN system was 28 CFR part 23 compliant and gave the unit authorization to begin statewide implementation of the system. OSIN replaced the existing criminal intelligence database which was based on a paper submission system.

The OSIN system is an entirely electronic system that is accessed remotely from an investigators computer in the field. Two computer programs called Smartpass and Rissgate are loaded on the investigators computer. In tandem, these programs allow the investigator to log onto the system, utilizing their internet browser, and access the encrypted RISS Intranet communication system. Once his or her authentication is recognized, the investigator is granted access into the OSIN system

Authentication

To receive authentication, the OCIU/ISC has instituted a policy requiring an investigator to submit an application. The application consists of the following documents that must be signed and submitted by the user:

- A RISS.net contract, which is produced by the RISS policy board and outlines the formal rules for access and participation in the RISS system. The original copy of this document is kept on file within the ISC.
- A WSIN contract, which is distributed by the WSIN policy board and outlines the formal rules for access and participation with the WSIN system, which utilizes the Riss.net electronic backbone for communication. The original copy of this document is kept on file within the ISC, and a copy of the contract is sent to the WSIN database coordinator in Sacramento California.

- An Oregon HIDTA ISC memorandum of understanding (MOU). This contract advises the potential user that he or she must understand 28 CFR part 23, and the Oregon Administrative Rules that govern the operation of the OSIN system. It also advises the user of consequences of misuse, and of the legal responsibilities of the ISC management to control the access and dissemination of the records within the system. The original copy of this document is kept on file within the ISC.
- In addition to the above user documents, the user's parent law enforcement agency must sign and submit an agency memorandum of understanding. This MOU advises the parent agency of legal responsibilities incurred by the agency, and outlines the Department of Justice's legal mandate to oversee and insure legal compliance of all federal and state rules.

Submission

The intelligence system has several key components which can be accessed remotely. An investigator can submit subjects, criminal organizations, criminal gangs, clandestine laboratory, and marijuana eradication intelligence directly into the system. Once submitted, the intelligence record is reviewed by the CIUS or the Watch Center Supervisor for mission relatedness, and to ensure the information adheres to federal and state regulations.

During the submission process, the system captures key information regarding the submitter of the record. For instance, when an investigator submits a subject into the OSIN system, the system automatically captures the date and time of the submission, the investigator's name, agency, and assignment, the investigator's email address, and the investigator's office phone number. The investigator is then required to enter an agency case number to insure crime relatedness, and must click on several buttons indicating his or her understanding of 28 CFR part 23, and verification that the record being submitted adheres to those requirements.

The submitted intelligence report is then reviewed and coded by staff. Coding involves giving a numerical code for mission, group, crime and geographical area which can be used at a later time to conduct statistical studies of the intelligence data.

Query

In addition to the submission of intelligence records, the OSIN system enables an investigator to query the system for current criminal intelligence. An officer can search for matching subjects, gangs, or criminal organizations.

If a file is accessed for review, an electronic audit trail is recorded in the database which tracks the date and time the record was accessed, the investigator that accessed the record, the investigators agency and assignment, and the crime the investigator is currently investigating.

The OSIN system can also be utilized by internal staff, and is often accessed by outside investigators by phone query via Watch Center staff. If an investigator calls the Watch Center and requests a query of the OSIN system, all relevant information is entered into the query screen by the Watch Center Staff and is recorded as an audit.

All inquiries and submissions can be reviewed and completely re-created at a later time for audit purposes.

Dissemination

Staff members, in accordance with the "third agency rule" as indicated in OAR 130.090, strictly control dissemination of intelligence information contained in the database.

If an investigator requests a query by phone, a Security Control Card filled out by the investigator must be on file in the Watch Center. The card must be fully completed and signed by the investigator, the investigator's immediate supervisor, and authorized by the CIUS. The card contains personal information about the investigator that only the investigator would know.

If an investigator wants to make an inquiry of the system via telephone, the officer must provide the Watch Center Staff with personal facts that match the information on the officer's security control card. Once the officer's identity is verified, his or her inquiry can be submitted and information will be disseminated in accordance with the manner in which the information is classified.

Purge Process

All information entered into the intelligence database is subject to purge, and is purged in accordance with established criteria contained in OAR 130.090. Purging of eligible files (temporary, permanent and inquiry entries) is conducted during the first week of each month. When a purge has been conducted, the Director of Criminal Intelligence produces a purge report. This report is a printout of all records that have met the purge date criteria. **It should be noted that all subject data and identifying information is deleted from the computer, but the CIID number is retained permanently and not reissued.** This is done so that the record of the purge can be reproduced at a later date, and evidence maintained that the subjects' identifying information was completely removed.

2007 CRIMINAL INTELLIGENCE DATABASE AUDIT AND REVIEW:

The Director of Criminal Intelligence Ken Rueben and the Oregon DOJ Criminal Division Legal Advisor, Cheryl Pellegrini, completed a review and audit of OSIN criminal intelligence files for compliance with Oregon Administrative Rules. This physical review took place on September 4th, 2008.

The Intelligence files stored in the OSIN system have each been assigned a unique file code. The coding consists of a mission code, group code, crime code, and geographical area code that are assigned by the Director of Criminal Intelligence or the Watch Center Supervisor when the intelligence record is initially submitted into the OSIN system.

The OSIN system also automatically assigns a computer generated number to each record called a Computer Information Identification number (CIID). This number is generated in sequence, and each number is only assigned one time during the life of the database. Therefore, each record submitted into the database has a unique, computer assigned, tracking number that the OCIU staff uses to identify individual records, and track the audit trail.

Intelligence submissions were chosen at random and were examined for: Crime Mission Relatedness, the presence of an agency assigned criminal case number, suspect identifying information, submitting officer identification, submitting agency identification, and the OSIN assigned CIID number.

A total of one hundred (100) files were reviewed. All records examined met or exceeded Department of Justice and 28 CFR part 23 standards and storage criteria.

Issue of concern:

During the audit of the 100 random files, we noticed several trends developing regarding the narrative portion of the database. The OSIN system forces an officer to write a narrative at the end of each subject submission. This is a mandated field, but the electronic database allows the submission of the record if the officer types even one character into the field. During the OSIN training when an officer is instructed on the purpose and use of the narrative field, he/she is instructed to articulate the reasonable suspicion of criminal conduct regarding the subject being entered.

What we see in the narrative fields during this review is a wide variety of reports, including comprehensive information about the subject, and some with very little information. Some of the submissions even say, "See intelligence record on subject XXXX for further information" indicating that the narrative describing the conduct of one individual may be found in the intelligence record of a co-conspirator.

Based on our research, these issues do not violate any state or federal rules. They do, however, bring up the need to address the quality of the written narrative during the training of new

users. In addition, we will explore ways we might be able to force a more comprehensive narrative electronically. This will be addressed during the OSIN version II planning meetings.

Note: The Director of Intelligence, Ken Rueben, examined another set of records which included records identified for audit by the WSIN coordinators for their yearly records audit. During this separate review, four records were located that contained a data entry error. In 2006, records were entered by Watch Center Staff for the Career Offender Methamphetamine Program (COMPI). The four records were entered with the name of the Portland U.S. Attorney in the "officer name" field instead of the investigating officer's actual name. This error was corrected by the Watch Center Supervisor.

OSIN STATISTICAL DATA:

Total Administrative Records (including purge records)	84,214
Total Available Intelligence Records in OSIN	32,229
2007 Total System Log-ons	32,601
2007 Total Inquires	24,910
2007 Total Submissions	5,047
Intelligence Indices Purged in 2007	3,023
Total Geo-Events Entered into OSIN in 2007	2,644

CASE MANAGMENT

All case and timekeeping information is entered into the case management database, which is separate from the intelligence database. The case management system is controlled electronically and case numbers (either OCIU or HIDTA) are established at intake.

Case support requests are received from law enforcement agencies on their agency's letterhead (by letter and email) and contain pertinent case information. The Supervising Analyst receives requests for support, evaluates the request and enters intake data into the case management system. The Supervising Analyst reviews all new case intakes with the CIUS/ISC Manager and assigns new cases to analytical staff.

Staff members are responsible for entering all case activity into the case management system, which includes case progress, case statistics, and personnel timekeeping. The Supervising Analyst performs a weekly review of case progress with assigned staff.

2007 OCIU/HIDTA ISC NOTABLE PROJECTS:

OSIN

The HIDTA IS staff added an intake log for the Watch Center and Fusion Center staff. This log replaces the phone log program that was previously in place. This system is used to track research assistance, tips and leads, and formal requests for investigation for the Watch Center and the Oregon TITAN Fusion Center. The system tracks the agency requesting assistance, date, time, research analyst assigned, and has a narrative section to add notes about the specific research requested.

In the fall of 2007, the connection to the WSIN database was reestablished. This connection was not operational for over one year due to the reorganization between the California Department of Justice and the WSIN Program.

This connection establishes a "virtual WSIN system" by providing a seamless interface with WSIN for OSIN users. Members of the WSIN system in the five Western states can now access the OSIN system via this portal.

TITAN FUSION CENTER

As mentioned above, the OCIU expanded in 2007 by formally establishing the Oregon TITAN Fusion Center. This group of DOJ employees and outside agency staff will be co-located with the Watch Center staff in Suite 120 of the Criminal Division Building.

Currently, the staff is managed by newly promoted lead analyst Chuck Cogburn. Chuck is now a Supervising Criminal Intelligence Analyst with the formal title of Fusion Center Director.

The federal homeland security grant program, specifically the Urban Area Security Initiative (UASI) program, awarded the unit with grant funds in 2007 to cover the operation costs of two full time Criminal Intelligence Analysts (RA-3). The grant also covers the cost of two training conferences per year for the TITAN Fusion Center and TITAN task force programs.

During the planning and initiation phase of the fusion center, staff worked very hard arranging for the office expansion. This included the following tasks:

- Moving the Watch Center from Suite 210 to 120.
- Purchasing and installing new furniture in suite 120
- Build out of the Southwest corner of suit 210 for the technical staff, ICAC program, OSP Counterterrorism Unit and the WSIN Coordinators
- Obtaining suite 150 to house the analytical staff
- Build out of suite 150 including the man-trap, new carpet
- Installation of new security system upgrades and proximity readers

- Installation of new back-up generator
- Purchase of Voice over IP computer system for new phone service

In addition of the physical changes, the following policy and procedural tasks were completed:

- NIMS training completed for entire staff
- Marketing at Chief's and Sheriff's Conferences
- Brief of HIDTA Executive Board
- Drafting of Homeland Security Grant Documents
- Briefing and meetings with UASI POC and LEWG Boards
- Write and Establish Emergency Operations Procedure
- Write Intelligence Collection Plan
- Write concept of Operations Plan
- Draft HSIN MOU and security plan
- Draft non-disclosure agreement
- Draft privacy policy
- Arrange and establish an Executive Advisory Committee
- Write and Establish Committee By-laws
- Draft participating agency MOU's
- Draft new Point of Contact MOU's
- Establish new POC Publication program and operation
- Design an new Fusion Center Brochure
- Arrange for addition of HSDN and SIPRNET in the center
- Add all new outside agency staff and arrange for computer equipment and supplies
- Draft tip, investigative lead, and request for investigation procedures

At the end of 2007, the Fusion Center was a fully functioning operation with a growing customer base.

CREATION OF ANALYTICAL TRAINING MANUAL

It was clear in 2007 that the training of new analysts and watch center staff was difficult to manage and document. Director of Intelligence Ken Rueben initiated a project with the analytical supervisor, lead analyst, watch center supervisor and legal advisor to design and implement a new training manual and guideline.

The manual would include twelve modules that cover the entire training regimen from initial research through task force operations to Title III support.

The manual procedure was implemented in early 2008 and used to document the training for three new analysts. Several adjustments have been made and the program is now working well.

DOJ GROUP WORK ON SOP MANUAL

The OCIU has never had a standard operations procedure that documented the daily tasks of the unit. The OCIU managerial staff has been drafting and editing this document from scratch for the past several years.

In 2007, a committee comprised of the management staff, legal advisor, and the AIC of the Organized Crime Section was established to vet the entire document and calibrate it to current operations.

This exercise also acted as a fully functional operations audit of all programs within the OCIU.

As of the writing of this audit, the project is nearly complete.

PUBLICATIONS PROGRAM EXPANSION

With the advent of the Fusion Center in June of 2007, the decision was made to completely revamp the publication generation and distribution protocols.

We first attempted to establish a point of contact at each police agency by sending a letter that explained the program and what our goals were. We received approximately 170 responses and created a "Point of Contact" group that signed a MOU agreeing to accept the publications, distribute them to the appropriate employees, and follow strict legal dissemination rules set forth in the MOU.

After establishing the group, the prior design of the weekly bulletin was changed to document and publish 6 distinct bulletins per week. These include:

- A terrorism brief
- An officer safety bulletin
- A narcotics and gangs bulletin
- A financial crimes bulletin
- A training bulletin
- A wanted persons bulletin

These bulletins are written by fusion center analysts and vetted for legal compliance by the OCIU Legal Advisor. The information provided in the documents includes open source information, crime trends, training information, and threat assessments and warnings for first responders and investigators.

In addition to these weekly documents, the OCIU staff, the Chief Counsel, and the AIC of the Organized Crime Section produce several other publications including:

- The Verdict, a monthly publication for prosecutors

- The Executive, a monthly publication for Chiefs and Sheriffs
- The HIDTA Threat Assessment
- The Organized Crime Report
- Spot Intelligence Reports

The OCIU and Fusion Center staff has received very positive feedback about these publications and have been asked to distribute them regularly around the country.

OSIN.INFO WEBSITE

The OSIN.info website was designed and established by the HIDTA technical staff. This project has been in progress for just over one year and was officially rolled-out early in 2008. The site is designed to be a one-stop research and resource portal for law enforcement officers and prosecutors.

The site contains information about the programs within the Criminal Division, training opportunities, access to all the division's publications, and ways for investigators and attorneys to ask for and receive support.

Currently, the site is a secure website that can be accessed using a password that matches a RISS.net password, or is generated by registering on the site directly. The watch center vets all participants before full access is granted.

The future plan for the site is to be the portal for officers to reach the OSIN program and all other OSIN services such as LEDS access and WSIN.

TITAN Terrorism Liaison Officer Program

The TITAN program remains strong and is an excellent outreach system used by the Fusion Center Staff. There are currently 70 members of TITAN from all regions of the state.

The fusion center hosts two TITAN training conferences a year, one in the fall and other in conjunction with the DOJ Conference in March. Topics include advanced terrorism concepts, train-the-trainer training, and terrorism trends and patrol indicators.

HIDTA Inventory

The HIDTA staff participated in a comprehensive equipment inventory in 2007. This inventory is mandated by the National HIDTA program, and was accomplished in August. During the first eight years of the HIDTA program in Oregon, the Department of Justice has acquired approximately 1000 pieces of equipment and property purchased using HIDTA grant funds.

The inventory revealed approximately 20 pieces of property that were unaccounted for. All of these items were pieces of cubicle furniture, specifically small pieces of wall connectors and portions of laminate desk tops. As mentioned in last year's audit, we believe these items are not missing, but items that were probably not properly labeled when originally purchased.

Portland Police Bureau Audit

The Director of Criminal Intelligence and the Legal Advisor were asked to conduct a complete audit of the Portland Police Bureau intelligence operation. This audit was extremely comprehensive and included interviews with key personnel, interviews with the Portland City Attorney, a review of the security procedures, a review of all policy and procedures, and a physical audit of the department's intelligence records. After the initial review, an investigative report was presented to the department outlining the findings and included a listing of recommended changes to the operation.

Training

The OCIU/HIDTA ISC staff continued to support and present training throughout the state in 2007. The Fusion Center staff coordinated two very successful terrorism training conferences, and hosted a "train the trainer" course designed for investigators and analysts that provide terrorism related training to other law enforcement personnel.

The OCIU staff in coordination with the Fusion Center staff hosted a week-long analytical course conducted by the National White Collar Crime Center. This was our first chance to host this course since being named a NW3C regional training site earlier in the year. We then were granted approval to host a class about terrorism financing which was extremely well received by the participants.

New WSIN/ OSIN Audit procedure

In 2007, HIDTA Technical staff reported that the number of submissions to the OSIN database during the past five years was going to cause a severe reduction of Oregon submitted records in the WSIN database. In other words, there will only be several thousand intelligence records being stored in WSIN, making it difficult for the WSIN coordinators to conduct a meaningful audit of supporting documents at police agencies.

Our solution to this problem was to print a list for each coordinator that contains random intelligence records from all agencies in Oregon that can be examined within two years. This two-year time frame matches the WSIN and RISS policy to audit supporting documents from submitting agencies once every two years.

A new procedure was written to incorporate these changes and this draft was shared and vetted through the WSIN Regional Coordinator Supervisor.

The new policy was approved and implemented in 2008.

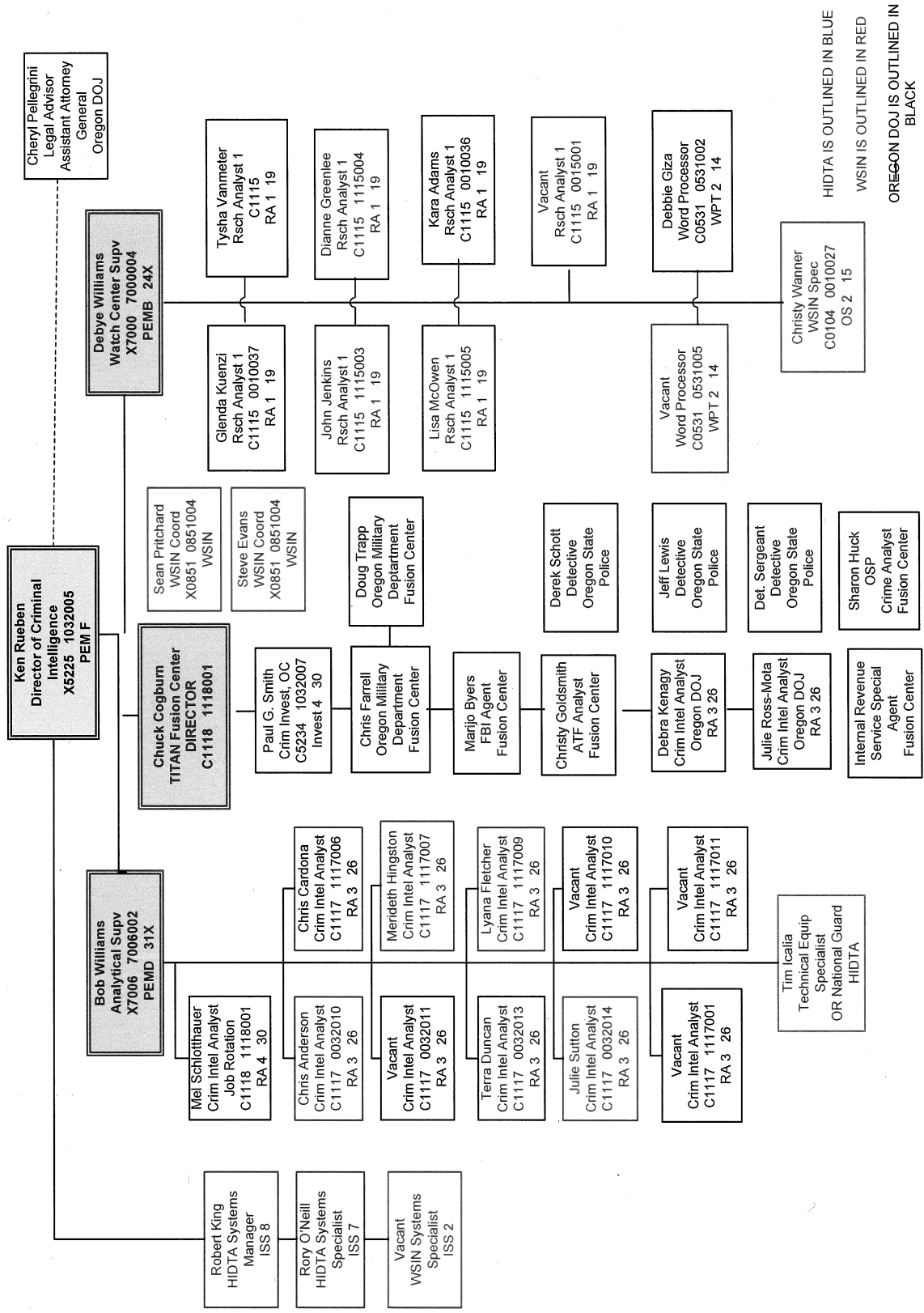
SUMMARY:

In 2007, approximately 210 Federal, State and local law enforcement agencies accessed the intelligence support of the OCIU/ HIDTA ISC through intelligence inquiries, research requests, tactical and strategic analytical support, intelligence investigative support, intelligence training and legal support.

Based on statistics and antidotal information from law enforcement managers around the state, the intelligence unit is a valued resource for investigations and is used extensively for critical operations.

The OSIN system is being utilized at a tremendous rate and the recommended improvements for OSIN version II and the integration with OSIN.info will make it even more useful for investigators statewide.

2008 will add additional programs to the unit including the expansion of the fusion center in the Portland Metropolitan area, and the establishment of the Coplink program within the Criminal Division. These are both very exiting initiatives that will create a tremendous amount of work, but be an outstanding program to help support law enforcement efforts in Oregon.



HIDTA IS OUTLINED IN BLUE
 WSIN IS OUTLINED IN RED
 OREGON DOJ IS OUTLINED IN BLACK
 OREGON TITAN FUSION CENTER IS OUTLINED IN GREEN