



April - June 2008 No. 08-02

THE **CJIS** NEWSLETTER

Criminal Justice Information Services

Letter from the Division Director



As a result of 9/11, law enforcement agencies throughout the country recognized the need to share information to prevent and deter terrorism and criminal activity while protecting information privacy and civil liberties. Regional, statewide and national information sharing systems are being developed and implemented. With the creation of information-sharing systems, groups like the U.S. Department of Justice's Global Justice Information Sharing Initiative are developing policies and practices to insure information is collected, retained and disseminated by law enforcement agencies in a legal and ethical manner. With the growing number of laptop computers, Blackberries, and other devices that can easily transmit data, one of the increasing challenges to law enforcement is the security and privacy of this data. Failure to address security and privacy may inhibit the ability to share criminal information and incur liability on an agency.

Today there are regulations relating to the use and dissemination of criminal history information, driver's license records and NCIC information. Privacy policy development is enhancing law enforcement agencies' ability to share information, while at the same time protecting the privacy and civil rights of individuals. Much of the privacy policy is being developed today at the same time that MoDEX is being built. A governance structure has been created with representatives from the Department of Public Safety, Highway Patrol, Sheriffs and Police Chiefs. Its role is to establish the strategies and best practices. Its security protocols today include encryption, password protected files and restricted facilities where the data is housed, but best practices must be adopted.

- Security and privacy training will be included with the functional use training of the system.
- Agency management and supervisors must be committed to ensuring compliance with policies and procedures as intended.
- Educating the public of new initiatives like MoDEX eliminates mistrust and develops support by the community.

*A joint publication of the Communications, Information Systems, and
Criminal Records and Identification Divisions of the Missouri State Highway Patrol*



Missouri State Highway Patrol

- Logging and auditing will be a critical part of the program and used as a positive process designed to identify weaknesses in training, usage and legal protocols.
- Ensuring data quality by utilizing procedural mechanisms to reinforce that raw information is collected and recorded in a valid, reliable and objective manner.
- Establish protocols for accessing the system. These protocols will limit access by policy. Access is determined by role and need to know.

In conclusion, all users and participating agencies will be responsible for protecting the privacy interest of individuals and securing the use of the data. They will also be responsible for compliance with all applicable federal, state and local laws and agency policies and practices established for protection of privacy rights.

Sincerely,

Captain Timothy P. McGrail, Director
Missouri State Highway Patrol
Criminal Records and Identification Division

MULES Newsletter and UCR Bulletin Become CJIS Newsletter

This newsletter should be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators and should be removed and placed with the *MULES/NCIC Operational Manual* for future reference. Another section contains information for Uniform Crime Reporting agency points of contact and should be removed and placed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook*. Each section contains a box, which operators and other appropriate personnel may initial and date after reviewing the materials. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.

Specific questions or concerns should be directed to the appropriate Division:

Communications Division

Rocky Ponder (573) 526-6107 email: rocky.ponder@mshp.dps.mo.gov

Information Systems Division

HELP DESK 1-800-877-2897 email: isdhelp@mshp.dps.mo.gov

Criminal Records and Identification Division

UCR Unit (573) 526-6278 email: ucr@mshp.dps.mo.gov

Access Integrity Unit (573) 526-6141

AFIS, Quality Control, Sex Offender, Criminal History (573) 526-6153

If you have suggestions regarding content of the *CJIS Newsletter*, if you want to receive the *CJIS Newsletter* in electronic format rather than hard copy, or if you have a change in contact information, please contact the UCR Unit at the phone number listed above.

CJIS Newsletter Articles Requested/Encouraged



Missouri State Highway Patrol

If any Missouri law enforcement, REJIS, or ALERT agencies wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri law enforcement community, please feel free to do so by contacting Laurie Crawford, Senior CJIS Manager, at (573) 526-6278. Content will be subject to approval.

CJIS Newsletter Available Online

The CJIS Newsletters are always posted online on the same date they are released. The newsletters are available on the UCR website on the 'Downloads' page at:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50>

Alternatively, the newsletters are also published on the CJIS Launchpad under the CJIS Documents link for MULES users.

Report With Data on 1.5 Million Vehicle Stops in Missouri Available Online

The annual report from the Attorney General's Office providing information about more than 1.5 million vehicle stops made by 636 Missouri law enforcement agencies in 2007 is now available online at ago.mo.gov. The report, mandated by a 2000 state law, provides racial and ethnic information about drivers stopped and/or searched by Missouri law enforcement officers.

Mo-DEX Pamphlets Available Online

An informational pamphlet/fact sheet on the Missouri Data Exchange is now available online from the DPS website, or from the UCR Website on the 'Downloads' page at:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50>

Please feel free to submit questions via electronic mail to MODEX@mshp.dps.mo.gov

2008 MPCA Law Enforcement Clerks' Conference

The 2008 Missouri Police Chiefs' Association Law Enforcement Clerks' Conference was held at the Resort at Port Arrowhead in Lake Ozark, Missouri during early May. The conference was a great success with presentations by Secretary of State Robin Carnahan, and presenters from the FBI, the Missouri State Highway Patrol, the Secretary of State's Office, Fred Pryor Seminars, and several others. This year at the conference, a rousing version of CJIS Jeopardy was played with Team #1 coming in first place and winning the championship medals. The winning team was made up of the following members:

Emily Jackson	Ozark Police Department
Caryl Adams	Ozark Police Department
Christine Conn	Atchison County Sheriff's Department
Laura Gibbons	Atchison County Sheriff's Department

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Missouri State Highway Patrol

LaFonda Stevens Eldon Police Department

We'd like to recognize the other participants in the CJIS Jeopardy session for a job well done, and to congratulate the 2008 champions!

Training Available Next Quarter

The following training will be available during this quarter and the beginning of the next. Please contact the trainer(s) listed to sign up for classes.

UCR Training

July 31, 2008	UCR Basic	Urbana Police Department Trainer: Scott Cline Register: (417) 469-3726
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October 30-31, 2008	UCR Basic	St. Louis Co Police Academy Trainer: Kyle Comer Register: 636-639-6637 Co-trainer: Pat Hatchett Register: 314-731-1548
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MULES Training

July 18, 2008 August 11-15, 2008 October 20-25, 2008	MULES Recertification MULES Full MULES Full	Troop A Headquarters Trainer: Jason Murray Register: (816) 622-0707 ext 252
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August 4, 2008	MULES Recertification	Troop B Headquarters Trainer: Christina Taylor Register: (816) 387-2344 ext 226
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July 14-18, 2008	MULES Full	Saint Peters Police Department Trainer: Quinette Green (314) 340-4085
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Missouri State Highway Patrol



July 11, 2008 MULES MDT **Troop D Headquarters**
July 28, 2008 MULES Recertification Trainer: Shannon Peirce
August 25-29, 2008 MULES Full (417) 753-3601
October 27-31, 2008 MULES Full

September 15-19, 2008 MULES Full **Missouri Southern University**
Trainer: Shannon Peirce
(417) 753-3601

September 26, 2008 MULES MDT **Missouri Southern University**
Trainer: Shannon Peirce
Register: (417) 753-3601

August 22, 2008 MULES MDT **Springfield Police Department**
Trainer: Shannon Peirce
Register: (417) 753-3601

July 14-18, 2008 MULES Full **Troop E Headquarters**
August 11-15, 2008 MULES Full Trainer: Sam Tuck
September 15, 2008 MULES Recertification Register: (417) 469-0076
October 22-26, 2008 MULES Full

July 28, 2008 MULES DOC **Troop F Headquarters**
August 26, 2008 MULES Recertification Trainer: Angela Day
August 27, 2008 MULES Inquiry Register: (573) 751-1000
September 22-26, 2008 MULES Full
October 28, 2008 MULES DOC

July 28-Aug 1, 2008 MULES Full **Troop G Headquarters**
August 18, 2008 MULES Recertification Trainer: Sam Tuck
September 8-12, 2008 MULES Full (417) 469-0076
October 28, 2008 MULES Recertification

Missouri State Highway Patrol



October 20, 2008

TAC Meeting

Southeast University MO

Trainer: Sam Tuck

Register: (417) 469-0076

July 14-16, 2008

July 17, 2008

July 18, 2008

October 27-31, 2008

MULES DOC

TAC Meeting

MULES Recertification

MULES Full

Troop H Headquarters

Trainer: Christina Taylor

Register: (816) 387-2344 ext 226

August 11-15, 2008

MULES Full

Troop I Headquarters

Trainer: Angela Day

Register: (573) 751-1000



File with MULES/NCIC Operations Manual

Topics Addressed In This Edition:

- Signature Block
- Transfer of MULES Training Responsibilities
- DOR Photos Now Available Through MULES
- MULES Forms Changes
- TAC Corner - Dissemination Logging

Signature Block

The blocks below should be initialed and dated by agency personnel before this document is filed with the *MULES Operations Manual*. Initialing the signature block indicates whether or not a particular person has reviewed the content. During the triennial MULES Audit conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

Transfer of MULES Training Responsibilities

Effective Monday, June 2, 2008, the Missouri State Highway Patrol, Criminal Records and Identification Division, Access Integrity Unit assumed responsibility for statewide MULES/NCIC training for the state of Missouri. All MULES network authorization forms SHP-292 and MULES confidentiality statements SHP-290A will now be sent to the new MULES trainers. All training sessions will be sent out by Teletype, email and will be available in the MULES training certification system HP65. The new Manager for this unit, Senior CJIS Manager Theresa Huhn, is available at (573) 526-6141 or Theresa.Huhn@mshp.dps.mo.gov. For additional MULES training information or questions referencing this transition contact the appropriate MSHP Troop Trainer:

Troop A	Jason Murray	(816) 622-0707 x 252	Jason.Murray@mshp.dps.mo.gov
Troop B	Christina Taylor	(816) 387-2345 x226	Christina.Taylor@mshp.dps.mo.gov
Troop C	Quinette Green	(314) 340-4085	Quinette.Green@mshp.dps.mo.gov
Troop D	Shannon Peirce	(417) 753-3601	Shannon.Peirce@mshp.dps.mo.gov
Troop E	Sam Tuck	(417) 469-0076	Sam.Tuck@mshp.dps.mo.gov
Troop F	Angie Day	(573) 751-1000 x230	Angela.Day@mshp.dps.mo.gov
Troop G	Sam Tuck	(417) 469-0076	Sam.Tuck@mshp.dps.mo.gov
Troop H	Christina Taylor	(816) 387-2345 x226	Christina.Taylor@mshp.dps.mo.gov
Troop I	Angie Day	(573) 751-1000 x230	Angela.Day@mshp.dps.mo.gov

DOR Photos Now Available Through MULES

MULES users now have the capability to access Department of Revenue (DOR) drivers license photos. System access will be through: <https://10.105.1.33:9446/HP54Web/search.jsp>

Reference the above URL address: please note the HP in HP54 and W in web are case sensitive and should be in upper case. The remaining letters are in lower case.

Access to the DOR photo system requires proper network routing within the requesting MULES agency. If these routes are not in place, access will not be attainable. It is essential that traffic destined for the 10.105.1.0 /24 network be directed to the local interface of the MULES router. This may require contacting IT personnel to verify routing. Please make sure this routing is in place before contacting the Highway Patrol for assistance. For additional assistance with setup or information regarding IP addresses, agencies may contact the Missouri State Highway Patrol - Information Systems Division call center at (800) 877-2897.

To test connectivity to DOR photo system:

From a DOS/command prompt on a MULES computer, type in "PING 10.105.1.33". If you get a successful response (SENT 4, RECEIVED 4), routing is fine. If unsuccessful (SENT 4, RECEIVED 0), routing/access is not in place.

The username for the DOR photo system will be the same as the MULES user id. The password for first time logon will be the agency ORI minus the letter "M" with the remaining letters typed in lowercase.

Users will be prompted to change their password after the first logon. The DOR photo system is accessed through MULES: therefore all information obtained must be used for official purposes only. Improper access, misuse and/or improper dissemination of this information will result in administrative sanctions, termination of services, and possible state and federal criminal penalties. Training on the access and liabilities of this system will be conducted in all MULES classes.

For additional DOR photo system information, please contact your appropriate MSHP Troop Trainer.

MULES Forms Changes

Effective July 2008, two of the most commonly utilized MULES forms will undergo some changes. Modifications to the SHP-292C (Operator Identification/Authorization) form are mostly cosmetic, and won't change the way the forms are processed. All fields are in a fillable PDF format. The most notable change is the merging of the SHP-421 (Request for Training) and SHP-290 (Confidentiality Compliance Statement). The new form, still designated as SHP-290B, will be used to request training for new operators and recertification for existing operators. Included on the form are the same acknowledgements that were on the previous SHP-290 form, with check boxes to be initialed by the operator. Please replace the SHP-421 form with the newly revised SHP-290B form. The purpose of the new form is to simplify the duties of operators, TACs, and CRID personnel. The updated forms will be available in the CJIS Documents/Forms section of the CJIS Launchpad, and for convenience are included in at the end of this section of the newsletter.

TAC Corner



Dissemination Logging

Primary dissemination occurs when a criminal history is passed along through individuals who share the same ORI. Secondary dissemination occurs when a criminal history is provided to someone outside an agency's ORI. For example, if a Sedalia Police Department dispatcher runs a criminal history for a Sedalia PD officer and hands it to him/her, this would be primary dissemination since both of these individuals work for the same ORI. As long as the dispatcher places the officer's last name in the attention field and provides the proper reasoning for the criminal history transaction, an automated log is maintained in Jefferson City at the Missouri State Highway Patrol General Headquarters and serves as a primary dissemination log. When the Sedalia PD officer decides to give the criminal history to the prosecutor, who has a different ORI, this would be secondary dissemination and needs to be manually logged. Since there is no computer transaction showing that the criminal history went from the officer to the prosecutor, a manual log needs to be maintained in the dispatch area.

User agreements between agencies create special circumstances for secondary dissemination logging. In order to run criminal histories for another agency, a user agreement must be on file with the Missouri State Highway Patrol Access Integrity Unit. If a user agreement is in place, then the servicing agency would place the proper ORI (override their own) in the ORI field of any criminal history mask. This occurs most often with 911 or communication centers who service several agencies.

For example, if a Buchanan County deputy requested a criminal history from the St. Joseph Communication Center (who they share a user agreement with), then the St. Joseph Communications Center dispatcher would use the Buchanan County deputy's ORI on the criminal history mask. The dispatcher would also place the deputy's last name and proper reason for the criminal history and once the dispatcher hits "enter", the transaction is logged in Jefferson City. This transaction is considered secondary dissemination since the St. Joseph Communications Center dispatcher works for ORI MO011011N and the Buchanan County deputy works for ORI MO110000 - two different ORI's. However, a manual log does not need to be maintained in this circumstance because the Communications Center dispatcher used the deputy's ORI plus the deputy's last name in the attention field and once the dispatcher hits "enter" it is automatically logged in Jefferson City. The automated log at General Headquarters, in this circumstance, serves as a secondary dissemination log.

This can only work if the correct ORI is used and the last name of the requester is in the proper field. Please remember that once the criminal history leaves an ORI and there is no computer transaction to log the dissemination, a manual log needs to be maintained. This would mostly occur if the criminal history was literally handed to someone outside an ORI. Also keep in mind it is best practice to manually log each criminal history transaction to deter from misuse or improper criminal history transactions.

Preparing for FBI's NCIC 2009 Audit of MULES

To prepare for the upcoming audit, listed below are some recommended actions that your agency may begin taking now to ensure that the audit of your agency goes well, if selected.

Preparatory Actions:

1. Verify that your agency has on file a User Agreement signed by your Agency Head and the Missouri State Highway Patrol Superintendent, Colonel James F. Keathley.
2. Ensure that all personnel who operate your agency's terminal are trained, certified, and re-certified according to FBI standards, and that documentation of the certification has been forwarded to Access Integrity Unit.
3. Verify case file information of all active records to ensure that they are accurate, complete and still outstanding. Example - the case file should contain a warrant, the missing person or theft report, and a copy of computer printouts for each entry. Example - the case file should contain the CHRI data, a copy of the entry, and the driver's license and vehicle check.
4. Provide validating records that show the date of last contact with the complainant. (This date should be noted in the case file.) Upon request, be able to provide the auditor with a detailed written procedure for validating your agency's records. (Ex: Instructions for each and every step taken to process monthly validations.)
5. Ensure that all personnel who operate your agency's terminal have been fingerprinted and that their prints have been submitted to the Missouri State Highway Patrol's Criminal Records & Identification Division.
6. Ensure that your agency's terminal is located in a secure area to protect against unauthorized personnel gaining access to the terminal equipment or to any of the stored data.
7. Ensure that your agency's copy of the NCIC Operating Manual, NCIC Code, NLETS Manuals, MULES/CJIS Newsletters, and Technical Updates are available for review.
8. Ensure that all personnel who operate your agency's terminal are aware of the Hit Confirmation policy and procedures (i.e. YQ and YR). Be prepared to produce a detailed written procedure for handling a Hit Confirmation Request or Response when received by your agency.
9. Criminal History printouts must be destroyed by shredding, burning, or tearing by hand into very small pieces. Upon request, be able to provide the auditor the requestor's name, purpose, and reason for criminal history query (e.g., purpose code C- reason Burglary Investigation). This may be placed in the attention field along with the name of the individual making the request.
10. If your agency services a non-terminal agency, your agency must have a Non-terminal Agency Agreement on file with the Access Integrity Unit of the Missouri State Highway Patrol. The purpose of this Agreement is to specify the duties and the responsibilities of both the User Agency and the Non-Terminal Agency in the operation and use of the computerized information obtained via the MULES Network.

*****KEY TO REMEMBER*****

All records entered into NCIC Hot Files must be backed-up by case file documentation which are continually checked as part of the validation process and readily available for review upon request. Records that do not have supporting documents and are no longer active should be removed from NCIC immediately.

MISSOURI STATE HIGHWAY PATROL MISSOURI UNIFORM LAW ENFORCEMENT SYSTEM TRAINING AND CONFIDENTIALITY COMPLIANCE STATEMENT

STUDENT IDENTIFICATION			
USER ID	LAST NAME	FIRST NAME	
SOCIAL SECURITY NUMBER		DATE OF BIRTH	E-MAIL ADDRESS
DEPARTMENT INFORMATION			
NAME			ORI
TRAINING INFORMATION			
DATE OF COURSE		COURSE TYPE <input type="checkbox"/> FULL <input type="checkbox"/> INQUIRY <input type="checkbox"/> RECERTIFICATION	
MODULES REQUESTED <input type="checkbox"/> MESSAGES <input type="checkbox"/> VEHICLES <input type="checkbox"/> CHRI <input type="checkbox"/> PERSONS <input type="checkbox"/> PROPERTY <input type="checkbox"/> MDT <input type="checkbox"/> DOC <input type="checkbox"/> OTHER _____			
PREVIOUS MODULES TAKEN <input type="checkbox"/> MESSAGES <input type="checkbox"/> VEHICLES <input type="checkbox"/> CHRI <input type="checkbox"/> PERSONS <input type="checkbox"/> PROPERTY <input type="checkbox"/> MDT <input type="checkbox"/> DOC <input type="checkbox"/> NONE			

STUDENT ACKNOWLEDGEMENT AND RESPONSIBILITY	
<p>System (terminal) operators have access to information that is considered privacy protected, sensitive, and/or classified. You are responsible for properly accessing and/or disseminating data obtained from MULES and associated computer systems. Limitations for the use of restricted material is stipulated in several documents including the Revised Statutes of Missouri. By signing the following standards, you acknowledge that you are responsible for conforming with information presented to you in the class and for all material contained in the MULES and NCIC Operations Manual and any forthcoming revisions whether in hard copy or online.</p>	
<input type="checkbox"/> As a MULES terminal operator, I am authorized to make transactions necessary to fulfill the requests of the officers I serve or to fulfill my authorized duties as an employee of a criminal justice agency.	
<input type="checkbox"/> Information I obtain via MULES terminal equipment will not be used for any purpose outside the criminal justice activities of my agency and the non-terminal agencies served by my agency.	
<input type="checkbox"/> I will not disclose information properly obtained by MULES transactions for any purpose other than the criminal justice purpose for which it was obtained.	
<input type="checkbox"/> I am allowed to make test transactions, either inquiry or entry, on myself or on subjects that are obviously fictitious or clearly marked as fictitious.	
<input type="checkbox"/> In addition to the severe criminal penalties, 576.050 RSMo , and civil liabilities for misuse of restricted information, my employment may be terminated.	
STUDENT SIGNATURE	DATE
I certify that this operator is functionally proficient in the use of our agency's MULES terminal equipment	
TAC SIGNATURE	DATE

**MISSOURI STATE HIGHWAY PATROL
MISSOURI UNIFORM LAW ENFORCEMENT SYSTEM
NETWORK SECURITY
OPERATOR IDENTIFICATION / AUTHORIZATION**

C O N F I D E N T I A L

PLEASE PRINT OR TYPE

1. DATE				USER ID			
2. OPERATOR NAME (LAST)			FIRST		MIDDLE		
3. OPERATOR DATE OF BIRTH				OPERATOR SOCIAL SECURITY NUMBER			
4. AGENCY ORI				MASTER PRINTER ID			
5. AGENCY NAME							
6. AGENCY STREET ADDRESS							
7. AGENCY CITY							
8. PRIMARY PHONE			SECONDARY PHONE			FAX NUMBER	
9. NEW OPERATOR? <input type="checkbox"/> YES <input type="checkbox"/> NO PREVIOUS AGENCY:							
10. FORM FUNCTION <input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION <input type="checkbox"/> MODIFICATION:							
11. SYSTEM ACCESS							
SYSTEM NAME	GROUP LEVEL / TRANSACTION	SYSTEM NAME	GROUP LEVEL / TRANSACTION	SYSTEM NAME	GROUP LEVEL / TRANSACTION	SYSTEM NAME	GROUP LEVEL / TRANSACTION
12. AGENCY HEAD / T.A.A. SIGNATURE				13. OPERATOR SIGNATURE			
I certify that this operator's background, including CHRI, has been screened utilizing fingerprint cards and no disqualifying record was revealed.				I certify that I will abide by the rules and regulations of MULES and its attached systems and that I have completed required CJIS security training.			
14. I, _____, PLEASE PRINT OR TYPE				A FULLY CERTIFIED OPERATOR, HAVE PROVIDED ON THE JOB TRAINING TO THIS MULES TERMINAL OPERATOR APPLICANT FOR CJIS SECURITY POLICIES AND THE ACCESS SHOWN IN SECTION 11 ABOVE.			
SIGNATURE				SOCIAL SECURITY NUMBER		DATE	
15. MSHP TROOP TRAINER USE ONLY							
<input type="checkbox"/> HP65 <input type="checkbox"/> SHP-290 <input type="checkbox"/> E292						DATE	
CIRCLE ONE: INQUIRY / MAINTENANCE			TROOP TRAINER			DATE	
16. ACCESS INTEGRITY UNIT USE ONLY							
OPERATOR CODE		DATE ENTERED INTO SYSTEM		EMPLOYER CODE		ENTRY OPERATOR INITIALS	
THIS FORM MUST BE RETURNED TO YOUR TROOP TRAINER FOR PROCESSING							

UCR Uniform Crime Reporting

File with *Missouri Supplement to the UCR Handbook*

Topics Addressed In This Edition:

- Signature Block
- UCR Quality Assurance Reviews
- MIBRS Certification
- Web-Based Version of the MIBRS Software Under Development
- Clarifications of UCR Offense Definitions and Classification Matters
- Hate Crime Reporting
- Training Survey
- FBI Trends Analysis Collection

Signature Block

The blocks below should be initialed and dated by agency personnel responsible for UCR reporting before this document is filed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook* publications. During the triennial UCR Quality Assurance Review (QAR) conducted at each agency, the signature block will be checked to verify the information was received and reviewed.

UCR Quality Assurance Reviews

Since the last *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol’s Criminal Records & Identification Division for outstanding performance and findings (100%) upon completion of their Missouri UCR Quality Assurance Review:

Cameron Police Department
 Montgomery City Police Department
 Marion County Sheriff’s Department

Pettis County Sheriff’s Department
 St. Clair County Sheriff’s Department

Since the last *CJIS Newsletter*, the following agencies received a compliance rating in the 90 to 99% range upon completion of their Missouri UCR Quality Assurance Review. While these agencies did not receive the Director’s letter, they deserve special recognition for a job well done:

Sugar Creek Police Department

Holden Police Department

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Bella Villa Police Department
Crystal City Police Department
Steelville Police Department
Randolph Police Department
Wardell Police Department
Silex Police Department
New Madrid Police Department
Goodman Police Department
Verona Police Department
Rich Hill Police Department
Lamar Police Department
Odessa Police Department
Andrew County Sheriff's Department
Iron Mountain Lake Police Department
Washington County Sheriff's Department

Velda Village Hills Police Department
Beverly Hills Police Department
Bernie Police Department
Lake Lafayette Police Department
Lafayette County Sheriff's Department
Jasper Police Department
Mo Bootheel Drug Task Force
Queen City Police Department
Lawson Police Department
Livingston County Sheriff's Department
Riverside Police Department
St. Louis Metropolitan Police Department
Missouri Department of Conservation
Missouri State Highway Patrol Troop H

One third of all independently reporting law enforcement agencies are reviewed each year. The new audit cycle began on January 1, 2007 and will run through December 31, 2009.

MIBRS Certification

Congratulations to the following agencies who are now Missouri Incident Based Reporting System (MIBRS) Certified:

Grain Valley Police Department
Chillicothe Police Department
Emma Police Department
Blackburn Police Department
Alma Police Department
Wellington Police Department

Corder Police Department
Merriam Woods Police Department
Bourbon Department of Public Safety
Sturgeon Police Department
Byrnes Mill Police Department
Oak Grove Police Department

The following agencies are currently working toward MIBRS Certification:

Aurora Police Department
Kirkwood Police Department
Gladstone Police Department
St. Peters Police Department
Henry County Sheriff's Office
Laclede County Sheriff's Office
Calverton Park Police Department
Cleveland Police Department

Laurie Police Department
Clinton Police Department
Leadington Police Department
Greene County Sheriff's Department
Ste Genevieve County Sheriff's Department
Knob Noster Police Department
Pilot Knob Police Department
Lake Lotawana Police Department

The Missouri UCR Program began MIBRS certification of agencies on February 1, 2006. There are several points to remember regarding MIBRS Certification:

- The transition to incident-based reporting is voluntary, not mandatory.

- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Incident-based reporting requires a minimum of one submission file each month from each agency (in order to meet the statutory requirement for monthly reporting).
- Until the new web facility changes are moved to production, local agencies will need to write their submission files for certification compliance to disc or diskette. Before processing, discs will be virus scanned and file names will be reviewed to ensure appropriate formatting.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.
- Certification will require a 96% rate of accuracy each month for three consecutive months.
- Any agency failing to maintain the 96% rate of accuracy for three consecutive months will lose their certification and will be required to submit a summary UCR report each month until certification is reestablished.

More information on agency MIBRS certification is available upon request by contacting Laurie Crawford, CJIS Manager, at (573) 526-6278.

Web-Based Version of the MIBRS Software Under Development

Development of a web-based version of the MIBRS Software is now underway. Early projections indicate the web-based version will be available in the fall of 2008. Some of the benefits derived from development of this application will include immediate upgrades, better support, better accuracy for submissions, and automation of data submission. Agencies currently using the locally installed software will be fully supported until the web-based version goes live. Watch for future articles containing updates on the progress of this application. Please direct questions regarding this application to your local UCR Trainer/Quality Assurance Auditor.

Clarification of UCR Offense Definitions and Classification Matters

UCR Offense Classification Scenarios

Scenario #1: A husband goes to his daughter's house where his wife is at the time. They let him in the house and he asks his wife for some money. When she refuses he gets closer and louder (as the victim says, "he got in my face and told me to give him some money"). The victim ran to a back room and attempted to close the door. The husband forced the door open, pushed the victim down onto a bed, hit her (slapped her hard) and started going through her pockets. The husband took \$200.00 from her pocket and left the house. They have been married for 5 years and currently reside together.

This would be classified as a Strong Arm Robbery for UCR purposes, and a domestic violence incident between spouses per Missouri reporting requirements. If arrested, the arrest would be reported as a robbery arrest, despite what the husband is charged with.

Aggravated versus Simple Assault Classification

In order to properly classify an assault for UCR purposes, several things must be considered, such as the presence or use of a weapon, intent to commit serious bodily injury (or lack thereof), and the extent of injury to the victim. Please remember that the presence of a weapon does not automatically require the classification of an assault as aggravated. For example, if a pillow is the weapon, and is used to strike another person, it would be fair to say that the intent to commit serious bodily injury was not present, nor was there aggravated injury of any kind to the victim. If, however, a pillow is used to attempt to smother another person to death, then intent to commit serious bodily injury was present, even though there may be no aggravated injury to the victim. Contrarily, use of personal weapons does not automatically require classification as simple assault, nor does a lack of aggravated injury. For example, a person attempting to strangle another person to death with their bare hands has committed aggravated assault, even though the victim may walk away with little to no injury and no weapon was used besides personal weapons.

Shooting into a Dwelling

In circumstances where shots are fired into a dwelling, an aggravated assault should be reported for each potential victim within the dwelling. If there are potential victims both inside and outside of a dwelling, an aggravated assault should be reported for each.

In circumstances where shots are fired, but no particular victims/dwelling are/is identified, no assault should be reported.

Reporting Burglary Victims

When reporting burglary victims for Missouri Incident Based Reporting, only persons who experienced loss of property or damage to property should be listed as victims of the burglary (for example, persons residing in household, owner of the property, visitors staying at a residence, etc.). It is not necessary to list all members of a household as victims.

Hate Crime Reporting

The UCR Website has been updated to include an electronic form for submitting Hate Crime data as part of the monthly report packet submitted by agencies. For agencies that do not use the web-based reporting application, the hard copy incident forms must be mailed or faxed to the UCR Program Office as part of the monthly UCR report packet each month if a hate crime incident occurs. Hard copy reports received that do not include a hate crime incident form will be entered as “no activity” for that month. Please direct any questions to the UCR Unit at (573) 526-6278 or to your regional Trainer/Auditor.

Training Survey

The Uniform Crime Reporting Program Office is reviewing its current UCR/MIBRS training curriculum and evaluating statewide training needs. We would appreciate your feedback in completing a 2008 UCR/MIBRS training survey located at the following web address:

http://www.surveymonkey.com/s.aspx?sm=Aq2g71h7VZ17HT3LwfgYgA_3d_3d

Your participation in completing the survey is greatly appreciated and will assist our office in improving future training. In addition, your feedback will provide a great synopsis of the training that is currently being provided.

FBI Trends Analysis Collection

The national Uniform Crime Reporting program will review and analyze data submitted by Missouri law enforcement agencies via the state UCR program to ensure data quality of data received. The FBI also publishes this data (most serious crimes, Part I Offenses) in the *Crime in the United States* publication. To ensure that the most accurate information is being published, the FBI staff will measure the data submitted for Part I crimes from previous and current reporting periods and will request verification of reported offenses that demonstrate an increase and/or decrease greater than 10%.

The verification process begins with the FBI contacting the state UCR program with a listing of agencies reporting data that falls within this range. It is at this time the regional Trainer/Auditors will be asked to contact each agency within their region to obtain verification of the increase/decrease and provide an explanation if available. Agencies are required to respond to such request in a timely manner for it is imperative that the data published for each agency is as complete and accurate as possible, in addition to making it possible for the state program to respond to the national program deadlines for verification.

The FBI staff is conscious that the data in question may be due to actual increases/decreases and there are potential reason(s) for erroneous data, which may include mistakes in data entry, underreporting, data transfer errors, incomplete data, vendor issues or computer problems. Agencies that would have any questions regarding their data being verified may contact the FBI at (304) 625-4830 or the Missouri UCR Program Office at (573) 526-6278.

Upcoming Conferences of Interest

The 2008 Association of State Uniform Crime Reporting Programs (ASUCRP) conference will be held in Seattle, Washington on October 5 - 8. Information on the conference location, a tentative agenda, and registration forms are available online at <http://www.asucrp.net/2008%20conference.html> as well as some information on local areas of interest. As the state program, we encourage participation in this national conference by Missouri law enforcement agencies to facilitate in the understanding of current national program initiatives, the direction of the program at the national level, and to see how individual state programs are administered.

The 2008 National Bureau of Justice Statistics/Justice Research and Statistics Association (BJS/JRSA) conference will be held in Portland, Oregon on October 16-17. Information on the conference agenda, pre and post conference seminars, hotel, travel, and exhibiting, use the following web address: <http://www.jrsa.org/events/conference/index.html>

Questions or comments regarding this publication may be addressed to:

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