



THE **CJIS** NEWSLETTER

Criminal Justice Information Services

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 operators and other appropriate personnel may initial and date after reviewing the materials as required. 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

Tim Wever (573) 526-1212 email: tim.wever@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) 526-6257

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 Laurie Crawford at (573) 526-6278.



Missouri State Highway Patrol

Please use the following scale to rate the quality of service received by the Missouri State Highway Patrol's Criminal Justice Information Services Section for each statement below:

5=Excellent 4=Good 3=Fair 2=Poor 1=Very Poor

Employee Competence

Employees were knowledgeable, proficient, and available to assist when needed.

5 4 3 2 1

Comments: _____

Employee Professionalism

Employees were professional in appearance and demeanor, maintained a positive attitude, demonstrated courtesy, and used a constructive approach.

5 4 3 2 1

Comments: _____

Quality of Services Provided

The Criminal Justice Information Services Section of the Missouri State Highway Patrol provided training of high quality.

5 4 3 2 1

Comments: _____

The Criminal Justice Information Services Section of the Missouri State Highway Patrol provided application support services of high quality (UCR web support, MIBRS software support, MULES entries, etc.).

5 4 3 2 1

Comments: _____

The Criminal Justice Information Services Section of the Missouri State Highway Patrol provided auditing/reviewing services of high quality (effective, comprehensive, detailed).

5 4 3 2 1

Comments: _____



Missouri State Highway Patrol

Verification by Elimination

The quick identification/elimination process continues to be a valuable resource to law enforcement when identifying suspects in custody. Recently members of the Des Peres Police Department conducted a test of the quick identification process from their Livescan device using the Applicant Elimination format. They decided to print a subject who was bonding out from their jail. They transmitted the applicant fingerprint card under the name of "Testdoe, John" to the AFIS unit of the Criminal Records Division of the Missouri Highway Patrol. The AFIS unit processed the transaction and called them back to let them know everything worked properly and that the subject had an existing record under a Missouri SID number. The police department ran the SID number through MULES to determine if their subject had warrants under another name. To their surprise, the subject's true identity proved he was wanted in another state for armed criminal action and other warrants. The subject was rearrested and he admitted to the existing warrants.

When MULES SID messages are returned to the arresting agency by means of the primary MULES printer, the arresting officer can now be easily identified. By entering the arresting officer's badge number in the Alpha 2 screen of the Criminal Format on a Livescan device, or listing the badge number on a manually inked fingerprint card, the badge number will now print on the MULES SID message. Only numeric values will print on the SID message, therefore, names should not be used in this field if you would like to identify the arresting officer in this manner. And in the event an officer's prints are inadvertently transmitted by mistake while training on the Livescan device, regardless of what alias name is used, the SID number on the SID message should reveal the true identity to be someone from your agency, thus allowing your site administrator another opportunity to identify the error and notify the Criminal Records Division to remove the record.

Applicant Livescan Transmissions

Law Enforcement Livescan submission of applicant demographics and fingerprints from the applicant format should **only** be performed for law enforcement purposes. The reason fingerprinted and record type indicates the type of processing and fees, if applicable, for the applicant submission. Generally, there are only four (4) approved transmissions:

(1) Criminal justice employment, which includes not only officers but also office or clerical personnel, should be transmitted indicating the reason fingerprinted as "LE Employment" or "LE Emp." The record type should indicate "U" for criminal justice. There is no fee associated with this type of transmission. The requesting agency will receive a state and national (FBI) background search response once processing is complete. **(2) Carry and conceal weapon permits** should indicate in the reason fingerprinted the State Statute of 571.101 CCW Permit and the record type will be "X" for state and FBI fee. The state fee is \$14.00 and the FBI fee is \$24.00. A billing account must be established through the accounting department located in Criminal Records and Identification Division prior to submission of Livescan applicant CCW Permit requests. The requesting agency will receive a state and FBI background search response once processing is complete. **(3) Identification requests** for an arrested person where an agency is requesting verification of identity should indicate in the reason fingerprinted the letters "ID" or "ELIMINATION" and the record type will be "E". There is no fee associated with this record type. The prints will be searched through AFIS for the State of Missouri only. Once the applicant record has been sent, the requesting agency should contact AFIS at (573) 526-6265 with the



Missouri State Highway Patrol

OCN from the record to request priority handling. **(4) Municipalities and counties that have an approved ordinance** may request local or county law enforcement agencies to fingerprint applicants. Currently, there are 12 municipalities that have approved ordinances. When submitting applicant fingerprints for the approved municipality or county, the ORI assigned by the FBI should be used in the ORI field (this ORI will end in the letter Z), the reason fingerprinted will be the State Statute of 43.535 and the record type will be "X". The associated fees include the state fee of \$14.00 and the FBI fee of \$24.00. The requesting agency will receive a state and FBI background search response once processing is complete. Agency billing procedures should be in place prior to submission.

If law enforcement agencies transmit from the applicant format for unauthorized procedures, they may be subject to fees associated with processing. For questions or assistance regarding this information, please contact the Criminal History Services Unit at telephone number (573) 526-6345.

Missouri Police Chiefs' Association 2007 Police Clerks Conference

The 2007 Police Clerks & Communications Conference hosted by the Missouri Police Chiefs' Association is scheduled for April 30th through May 4th, 2007 at the Resort at Port Arrowhead in Lake Ozark, Missouri. Registration forms and a tentative agenda are available on the MPCA website at:

<http://www.mopca.com/mpca/conf-annual.html>

Some topics for the 2007 conference include Information Sharing, 911 and Stress Management training tracks, Legislative Updates, MULES/NCIC, UCR, and Records Management. Questions should be directed to the Missouri Police Chiefs' Association at (573) 636-5444.

Corrections/Retractions

In the last newsletter, we included a list of agencies in possession of Livescan devices. The University of Missouri at Kansas City Department of Public Safety was accidentally listed as the University of Missouri Police Department. We apologize for any confusion this may have caused.



File with MULES/NCIC Operations Manual

Topics Addressed In This Edition:

- Signature Block
- Edits Change for Offense Number and Original Offense Fields
- Warrant Number Field Edit
- Detainer Records File Maintenance
- Annual Operator Validation Reminder
- Liability Question
- MoAPCO Classes Announced
- 2007 MoAPCO MULES/CJIS Conference
- MULES Terminal Physical Security

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.

Edits Change for Offense Number and Original Offense Fields

On Wednesday March 28, 2007, programming was implemented that changed the edit requirements for the Offense Number and Original Offense fields on Wanted Person entries.

The Original Offense Field was implemented as part of NCIC 2000, however, system edits did not exist at the time to enforce proper use of the field. The edits that were activated March 28 are explained below and will ensure that the Original Offense Field is used in accordance with its intended purpose.

The Original Offense Field is now required on entries that contain secondary, or ancillary, offense codes in the Offense Number Field. For example, if the code “5015” for “Failure to Appear” is entered in the Offense Number Field, then the Original Offense Field must contain a valid offense code for the original offense.

The offense codes affected by the new edits are:

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4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101 and 8102. If the Offense Number Field contains any of the codes listed, then the Original Offense Field is required and cannot equal any of the listed codes. For example: if the Offense Number Field contains the code “4901”, the Original Offense Field cannot be “5012”.

The Access Integrity Unit is reviewing records previously entered with incorrect coding of the Original Offense Field and quality control messages are being sent to the entering agency when errors are discovered. In the meantime, if an agency attempts to modify a record containing an incorrect Offense Code, unless the modification includes correcting the error, the modification will be rejected.

These changes were required by NCIC Technical Operational Update, TOU, #06-2, with an effective date of April 1, 2007. Changes to MULES are normally performed on Wednesday mornings, so MULES made the changes on March 28, 2007. TOU #06-2, as well as all TOU’s issued by NCIC since 2000, are posted on the CJIS Launch Pad, CJIS Manuals link.

Warrant Number Field Edit

At the same time the changes were made to the Offense Number fields, an additional edit was added to the Warrant Number Field. The new edit, effective March 28, 2007, restricts entry of alphabetic characters *only* in the Warrant Number Field. The Warrant Number can contain alphabetic characters in addition to numeric characters, but cannot contain only letters. The Access Integrity Unit is also reviewing records previously entered with this error and quality control messages are being sent when applicable. As with the Offense Codes, modification to records containing this error will be restricted until the Warrant Number field is corrected.

Detainer Records File Maintenance

Since the implementation of the Detainer File back in January 2007, the Access Integrity Unit has been working on performing quality control on these records as well. Two main error categories have surfaced on these records since the conversion...

#1 - Records entered prior to the conversion, which occurred on January 17, 2007, that still contain the letter “D” in the Jurisdiction Field for Detainer. Entry of “D” in the Jurisdiction field was prohibited effective January 17, 2007, however hundreds of records entered prior to conversion still contain that code.

#2 - Records entered either prior to or since the conversion that contain wording in the MIS field that indicate the record is a Detainer, however no Detainer has been appended to the record and the Jurisdiction Field contains a code other than “D”.

As was announced at the time of conversion, records falling into category #1 above that contain a Jurisdiction code of “D” will be allowed to remain on file that way for one complete validation cycle (one year) unless cleared or cancelled. Any modification of records that contain “D” in the Jurisdiction Field will be rejected unless the Jurisdiction Field is corrected first. It is hoped that agencies will review their records during validation, or before validation, and correct entries containing this error. Quality control purges on records that remain on file with Jurisdiction “D” will begin after the one-year validation cycle is complete. (NOTE - when updating the Jurisdiction Field from “D” to a Felony, an

automatic NCIC record will be created. Current records containing Jurisdiction “D” are MULES only records.)

Active records that fall into Category #2 above are much more serious. These records contain wording in the Miscellaneous field indicating the person is in custody, however the record remains in an “active” status with no Detainer appended. Further, since many of these records are coded as felonies, they are also on file in NCIC. NCIC considers active records entered on persons known to be in custody a “serious error”. Appending the record with a Detainer, (DW), corrects this error. Quality control messages will be forwarded to agencies with entries containing this error and records that remain uncorrected will be purged.

Annual Operator Validation - Reminder

The MULES/NCIC CJIS Network Operator Validation is well underway. This process verifies user access at each agency and is an important tool in maintaining the security of the system. Each agency should take time to verify that all users on the list mailed to them from the Access Integrity Unit are valid for access at their agency. Any changes that are required (Additions, Deletions, Modifications) should be included on a Network Authorization/Identification Form, SHP-292, **and forwarded to your local troop trainer**. The blue sheet that accompanies the list should be signed by your agency head and returned to the Access Integrity Unit by the date shown on the form.

In the past some agencies have confused this list, which is sent from the Access Integrity Unit, with the list of operators on file in the MULES Training System. The Training System is used to track training records and may contain names of operators that are no longer at your agency. The operators listed on the Operator Validation sheet are those that Access Integrity shows with access to your system.

Again, any discrepancies with the validation list and your current operator roster should be addressed on an SHP-292 and forwarded to your local troop trainer.

Q: Are You Liable?

A: Yes!

This story comes to us from Wisconsin and involves a police dispatcher, two police officers, and a town, among others, being sued for allegedly violating the Federal Driver Privacy Protection Act.

The involved police officers and the town have agreed to pay a total of \$100,000 to settle the case. While a federal judge dismissed the case against the police dispatcher, there are plans to appeal that ruling.

The lawsuit stemmed from an incident in which a subject repeatedly attempted to obtain vehicle owner information from the police department, asking them to query a license plate. In the first phone call the dispatcher refused to release the information. About 20 minutes later, a male subject requested owner information from an officer. The officer had the dispatcher query the license plate, but refused to provide the information to the man, only telling him the vehicle belonged to a local resident. Less than 10 minutes later, another officer contacted the dispatcher and requested the same information. Initially the dispatcher refused to provide the information, but relented when the officer promised not to divulge

the information. The second officer was a relative of the male subject who had earlier tried to obtain the information.

Unfortunately, about 30 minutes later, the male subject went to the residence where the vehicle was parked, kicked out a porch light, and threatened the vehicle owner with bodily harm.

While this is only the second major case brought to court under the Federal Driver Privacy Protection Act, it once again emphasizes the need for CJIS System users and their departments to ensure the system is being used only for authorized purposes. Both cases were settled before the conclusion of a court trial for significant amounts of money: \$100,000 in the current case and \$325,000 in the previous case.

(Reprinted with permission from the Wisconsin Department of Justice, TIME Newsletter.)

MoAPCO Classes Announced

The Missouri Professional Training Partnership has announced the schedule for APCO PST1 Classes for the remainder of 2007. The first class of eight scheduled by the Partnership this year was just completed at Clinton in Troop A. The schedule for the remainder of the year is as follows:

May 7-11, Troop E, Troop Headquarters, Poplar Bluff
May 21-25, Troop D, Troop Headquarters, Springfield
June 11-15, Troop H, St Joseph Police Department
July 23-27, Troop F, Jefferson City Police Department
August 27-31, Troop H, Troop Headquarters, St Joseph
October 22-26, Troop F, Jefferson City Police Department
October 29-November 2, Troop D, Troop Headquarters, Springfield

Additional information and a direct link to register for classes are available at the MoAPCO web site: www.moapco.org. Questions can also be directed to your local troop trainer or by contacting MoAPCO direct at:

Missouri APCO
PO Box 332
Marshfield, Missouri 65706
Phone 417-859-4108

2007 MoAPCO MULES-CJIS Conference

The 2007 MoAPCO MULES-CJIS Conference has been scheduled for September 16-19 at the Capitol Plaza Hotel in Jefferson City. This is the second year that the Missouri Chapter of the Association of Public Safety Communications Officials and the Missouri Uniform Law Enforcement System will join forces to provide a statewide training conference. Over 400 public safety professionals from around Missouri attended the 2006 conference. This year promises to be much "sweeter". See the conference flyer on the following page or visit www.moapco.org, for additional information and registration.

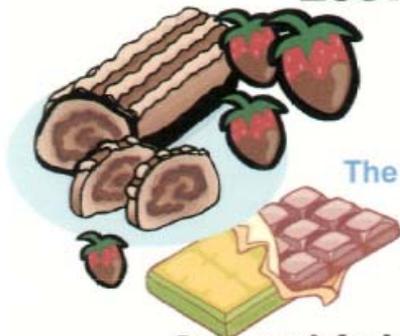
2007 MoAPCO & MULES/CJIS CONFERENCE

It's a Really Sweet Deal!

In 2006 we combined the MoAPCO and MULES/CJIS conferences. And it was such an enormous success we decided to do it again this year!

If you didn't attend last year, we're betting you heard about how great it was. And it was – from the inspiring opening Super Session to the house rocking ending. With plenty of break out sessions, it was hard to choose which one to attend.

2007 promises to be even sweeter!



A Chocolate Mixer Hospitality
Breakfast with the Vendors
Spectacular Vendor Luncheon
The Chocolate Factory Golden Wrapper & Raffle
Shopalooza
And
The White Chocolate Banquet 'n Boogie



Our search for break out sessions that will sweeten your mind and spirit is expanding this year. We plan to present 16 hours of certified training in topics that will fulfill your obligation for recertification. Following the Kimball Missouri Report recommendations, in-depth managerial and technical courses will be offered. And, of course, MULES and CJIS will present current topics for both novice and veteran.

Get your training now!

Due to hosting the 2008 APCO International Conference in Kansas City, there will be no 2008 MOAPCO and MULES/CJIS Conference.

September 16-19, 2007

Jefferson City, Missouri

Early Registration - \$179.00

Early Vendor Registration - \$499.00

Networking - Priceless!

Capitol Plaza \$85.00/night Conference Rate (Reservations must be made before August 23, 2007)

www.moapco.org

MULES Terminal Physical Security

The FBI's CJIS Security Manual, NCIC 2000, and the MULES 3 Policy and Procedures Manual require that all MULES terminals be in a "physically secure" location. The CJIS Security Policy states that a physically secure location is defined as any room, area, building, and/or vehicle that contains a terminal or any equipment used to access CJIS information that is under the management of a criminal justice agency. These areas will be posted and separated from non-sensitive areas by "physical barriers that restrict unauthorized access."

Only those authorized may have access to and be able to view those terminals. The terminal should be secured in such a way as to deny access to the terminal or viewing of the terminal screen. Not only should the room where terminals are located be secure, but also any servers, interface equipment, communications equipment, wire closets, patch panels that provide access the CJIS network must be secured in such away as to deny access by the general public/unauthorized personnel.

This is one area that is assessed during the MULES Review. Un-secure, unlocked doors that allow access by the general public are considered non-compliant during the review. Also if the content of a terminal screen can be seen/read from areas were the general public has access, this is considered non-compliant also. Remember that the general public is ALL persons that are not criminal justice practitioners. Just because they are employed by a non-law enforcement government agency (City Water Dept., Dog Catcher, County Commission, Tax Collector, Fire Department, etc.) does not mean that they can have access to the MULES terminal, view MULES terminal screens, or have access to any criminal investigative material/information derived from MULES terminals. If you need further guidance, please contact your local Troop Trainer.

Reference: NCIC 2000 Operations Manual, Introduction, section 4.2, page 75
CJIS Security Policy 4.3 May 2006, section 4.4.1, page 8
CJIS Security Policy 4.3 May 2006, section 7.2, page 17
MULES 3 Manual, Revised 1998, section 90.3.1 page 49

Note: Use of commercially available software to allow remote access to a terminal is prohibited on any MULES terminal. Examples include "pcAnywhere", "Radmin", "Ultra VNC", "Laplank", "Timbuktu", "SkyFex Remote Assistant", etc.

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
- MIBRS Software Available
- 2005 Data Has Been Archived
- Hate Crime Reporting
- Gathering Stolen Property Values
- LEOKA Reporting
- New CJIS Trainer/Auditor Begins Field Assignment

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. Initialing the signature block will indicate whether a particular person has reviewed the content. During the triennial UCR Quality Assurance Review (QAR) conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

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:

Sparta Police Department
 Cassville Police Department
 Hermann Police Department

Cartersville Police Department
 Highlandville Police Department
 Republic Police Department

Since the last *CJIS Newsletter*, the following agencies received a compliance rating in the 90 to 99%

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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:

Lowry City Police Department	Caldwell County Sheriff's Office
Ladue Police Department	Humansville Police Department
Christian County Sheriff's Office	Garden City Police Department
Northwoods Police Department	California Police Department
Jennings Police Department	Ashland Police Department
Flordell Hills Police Department	Adair County Sheriff's Office
Auxvasse Police Department	Arnold Police Department
Mosby Police Department	Lincoln University DPS
Bourbon Police Department	New Bloomfield Police Department
Buffalo Police Department	Adrian Police Department
Plattsburg Police Department	Van Buren Police Department
Jefferson City Police Department	University City Police Department
Platte Woods Police Department	Gentry County Sheriff's Office
Vienna Police Department	Kirksville Police Department
Maries County Sheriff's Office	New London Police Department
Kahoka Police Department	Nodaway County Sheriff's Office
Belle Police Department	Rockport Police Department
Archie Police Department	Jackson County Park Rangers
Osage County Sheriff's Office	Berkeley Police Department
Hornersville Police Department	Hazelwood Police Department
Bollinger County Sheriff's Office	Marquand Police Department
Iron County Sheriff's Office	Henry County Sheriff's Office
Town & Country Police Department	Montgomery County Sheriff's Office

One third of all independently reporting law enforcement agencies are reviewed each year. A report of QAR results for the 2004--2006 audit cycle will be released later this spring. 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	Alma Police Department
Chillicothe Police Department	Wellington Police Department
Center Police Department	Corder Police Department
Emma Police Department	Merriam Woods Police Department
Blackburn Police Department	

The following agencies are currently working toward MIBRS Certification:

Bourbon Police Department	Cleveland Police Department
Leadington Police Department	Sturgeon Police Department
Truesdale Police Department	Aurora Police Department

The Missouri UCR Program began MIBRS certification of local, county, and state law enforcement 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 populate the summary repository.
- 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.

MIBRS Software Available

A production version of the MIBRS Software is available to very small local agencies upon request at no cost. This software was designed for use by very small agencies with one computer terminal to submit MIBRS data, and was not developed for network use. It is important to note that there are still some minor problems with the software being resolved, as many issues are only identified during beta testing with live data. Please contact your local UCR Trainer/Auditor for more details and/or to determine whether you are a good candidate for use of the system.

2005 Data Has Been Archived

2005 data was archived from the UCR Website at the end of March 2007. 2006 data will be available for modifications on the website until the end of March 2008, however, the FBI publication deadlines have already passed. The state program will continue to forward any modified 2006 data to the national program along with quarterly 2007 data submissions.

Hate Crime Reporting

Hate Crime data for the first quarter of the year is due in April 2007. Hate Crime Incident Forms are available on request. The UCR Website will eventually be modified to include an electronic form for submitting Hate Crime data. In the meantime, hard copy forms should be mailed or faxed to the UCR Program Office at the address on the last page of your newsletter.

Gathering Stolen Property Values

Getting stolen property values can be one of the most difficult parts of producing a UCR report each month. The following list outlines some commonly accepted practices for gathering property values:

1. Use fair market value for items.
2. Use wholesale cost to merchants (not retail)
3. Use the victim's evaluation.
4. Use replacement cost or actual cash cost.
5. Use common sense and good judgment when it appears the victim has exaggerated the value.

(From the FBI's *Uniform Crime Reporting Handbook, Revised 2004, page 86.*)

Use of the Internet to find values is acceptable. Websites such as NADA, Bluebook, eBay and others are good sources to find values. Also for items of an unusual nature, consult with a person who deals in those types of items.

All items stolen have a value and a value must be reported. The exceptions to this are *traveler's checks, personal checks, credit cards, debit cards, money orders, stocks, bonds, and food stamps*. They are considered non-negotiable items and are reported with a zero dollar value. Remember that values are estimated and the reporting of values is not an exact science. Just be sure that all stolen property values, stolen from within your jurisdiction, are reported. "Unable to obtain" a value is not a valid reason for not reporting values. It is important to note that attempted larcenies have a zero dollar value as well. As always, if you need assistance, please contact your regional trainer.

Reporting Law Enforcement Officers Killed and Assaulted (LEOKA)

To qualify as an officer for LEOKA purposes, the officer must meet the following criteria set forth by the FBI in their *Uniform Crime Reporting Handbook, Revised 2004 edition, page 109*. To report the officer assault or in the line of duty death, the officer must be:

1. Working in official capacity. (Whether on or off duty as long as they acting in official capacity. *FBI UCR Handbook, Revised 2004 edition, page 109.*)
2. Have full arrest powers. (Are they POST certified?)
3. Wear a badge (Ordinarily)
4. Carry a firearm. (Ordinarily)

5. Be paid from governmental funds **specifically** set aside for salaries to be paid to sworn law enforcement personnel. (Reserve Officers that are paid would qualify as an Officer for LEOKA.)

If an officer is permanently assigned to protective, prosecutorial, or confinement duties, they **are not** included in reporting LEOKA incidents. These types of Law Enforcement Personnel would be judges, probation officers, jailers, correction officers, bailiffs, prison officials, those assigned to personnel protection details, and prosecuting attorneys. If the officer is **temporarily** assigned to these types of duties and is assaulted or killed in the line of duty, then the incident would be reported. As always, the agency may contact their regional trainer for further guidance or assistance concerning LEOKA reporting.

New CJIS Trainer/Auditor Begins Field Assignment



The Criminal Justice Information Services (CJIS) section would like to extend a warm welcome to its newest team member, Ms. Pat Hatchett. Ms. Hatchett is a native of the St. Louis area. She has worked in law enforcement for the past 13 years, serving as Communications Officer for the Ladue Police Department for 11 years and as a Police Dispatcher with the University City Police Department for 2 years. Ms. Hatchett received her Bachelor of Arts degree in Communications from Lindenwood University in St. Charles, Missouri. Ms. Hatchett began employment with the Missouri State Highway Patrol as the Region 2 (responsible for Warren, St. Charles, and St. Louis Counties and St. Louis City) CJIS Trainer/Quality Assurance Auditor in February 2007. We look forward to working with you Pat! Welcome aboard!

Questions or comments regarding this publication may be addressed to:

***Missouri State Highway Patrol
Criminal Records and Identification Division
CJIS Section/UCR Program Office
1510 E. Elm Street
P.O. Box 9500
Jefferson City, Missouri 65102-9500
(573) 526-6278***

*A joint publication of the Communications, Information Systems, and
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