



# 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](mailto:tim.wever@mshp.dps.mo.gov)

#### **Information Systems Division**

HELP DESK 1-800-877-2897 email: [isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

#### **Criminal Records and Identification Division**

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

### *Electronic Fingerprinting Devices*

The Department of Public Safety recently obtained funding through the Law Enforcement Terrorism Prevention Grant to purchase portable Livescan devices for city and county law enforcement agencies throughout the state of Missouri. The Department of Public Safety, along with the State Emergency Management Agency, the Missouri Sheriff's Association, and the Missouri Police Chief's Association, worked diligently on this project. The grant funds enabled 125 new portable Livescan devices to be



## Missouri State Highway Patrol

placed equally between Sheriff's Offices and Police Departments. Following completion of this project, Missouri will have a network of nearly 200 Livescan devices throughout the state.

There are numerous benefits to having a Livescan device. The device will aid in the process of taking high quality fingerprints and reduce the time it takes for an arrest to be entered into the criminal history system. Once the officer enters the demographics and the fingerprints are transmitted to the Central Repository, the fingerprints are processed through AFIS and the arrest will be entered directly into the criminal history system. This enhances officer safety, as well as providing additional information for licensing or employment decisions for non-criminal justice use. Once processed, the arresting agency will receive a SID message back to their primary MULES printer, providing additional information to be used for wants or warrants.

Each agency receiving a new device, or that has an existing device, will be required to have the Site Administrator attend a Livescan Instructor Training course provided by the Missouri State Highway Patrol. This is a two-day course certifying instructors to train their own employees as Livescan operators. Due to an operator transmitting directly into the criminal history database, each operator must be certified before using the device. It is very important for each operator to be trained on the proper procedures for electronic transmission, as well as the policies and procedures for criminal history reporting. This will help ensure the accuracy of the information entered into MULES.

The Livescan Instructor Training courses will be conducted on a regional basis. The locations and dates of the training will be provided at a later time. If you have any questions, please contact the Missouri State Highway Patrol, Criminal History Services Unit at 573-526-6345.

### CJIS Survey

The following page of this newsletter includes a survey form for the Missouri State Highway Patrol's Criminal Justice Information Services Section. The CJIS Section is made up of the Access Integrity (AIU), and the Uniform Crime Reporting (UCR) Units. Due to the lack of responses to the survey following the last newsletter, we have decided to include the survey again in this quarter's newsletter. The survey is intended to collect data on the quality of services provided by the section to supported agency personnel. If your agency has not already submitted a completed survey, please take a few moments to complete and submit the survey form to CJIS Section personnel at the address below or by fax at (573) 526-6290. Your feedback will be used to determine where changes are needed in the services we provide. Please feel free to include additional comments if you choose.

Missouri State Highway Patrol  
CRID/CJIS/UCR Unit  
P.O. Box 9500  
Jefferson City, MO 65102-9500



# 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

### Missouri APCO and MSHP Join for MoAPCO MULES-CJIS Conference

The Missouri Chapter of the Association of Public Safety Communications Officials, APCO, and the Missouri Uniform Law Enforcement System (MULES) announce their first statewide joint training conference. The 2006 MoAPCO MULES-CJIS Conference will be held September 24 - 27, 2006, at the Capitol Plaza Hotel in Jefferson City.

The schedule for the four-day conference includes separate training “tracks” suited for dispatchers, MULES operators, communications managers/supervisors and technical staff. In addition, state-certified telecommunicator classes will be offered throughout the schedule. Personnel involved in any aspect of public safety communications and/or the MULES/CJIS systems, will benefit from the information provided at this conference. Users of ALERT and REJIS are encouraged to attend, as many of the topics involving the CJIS systems will be pertinent.

The schedule includes break out sessions covering three major areas of interest. Those planned as this Newsletter goes to print include:

***Telecommunicator state-certified training:*** Roles & responsibilities, Technologies, Call Taking, Stress Management, Telephone Techniques, Interpersonal Communications, Radio Communication, Telecommunicator Legal Aspects and the Dispatcher Roundtable.

***MULES / CJIS Training:*** Criminal History Review, MULES Audit Procedures, UCR and the Missouri Incident Based Reporting System, Sex Offender Files, AFIS Live Scan, Missing/Unidentified Person File, Protection Order and Brady Procedures, CJIS Launch Pad & NexTEST, AMBER Alerts, Violent Gang and Terrorist File, TACDuties and the MULES Roundtable.

***Manager / Technical Training:*** Management & Planning Strategies, Supervisory Skill & Techniques, Interoperability, Emerging Technologies, VoIP, Funding, Project RETAINS, Hiring & Training Techniques, Public Safety Education for Kids / Adults.

In keeping with the MoAPCO tradition, the conference will offer many exiting activities beginning with the Welcome Reception Sunday and continuing with the Opening Ceremony and Super Session, Awards Dinner and late night entertainment including a “Speakeasy” on Monday evening. In addition, dozens of law enforcement equipment vendors will be on hand with the latest products and information.

Advance full conference registration prior to August 15, 2006 is \$129.00

Late full conference registration received after August 15, 2006 is \$159.00

-Various single-day passes & event registrations are also available-

**Hotel reservations are not included and must be made direct with the hotel.**

A Registration form and a conference flyer are included on the following pages.

# MoAP

# M LES - CJIS

# 2006 CONFERENCE

**MULES/CJIS TRACK**  
OPEN TO ALL MULES, ALERT & REJIS USERS

**DISPATCH TRACK**  
STATE CERTIFIED TELECOMMUNICATOR TRAINING

**MANAGER/TECHNICAL TRACK**

**September 24-27, 2006**  
**Capitol Plaza Hotel**  
**Jefferson City, Missouri**

**\$129.00 Registration**

**Vendor Registration \$550.00**

**Hotel Rooms \$85.00 per night; single or double**

**Hotel Reservations MUST be made by August 25, 2006**

**Capitol Plaza 1-800-338-8088**

**[www.moapco.org](http://www.moapco.org)**

**[www.mshp.state.mo.us](http://www.mshp.state.mo.us)**

**President George Major, ENP**  
 Webster County 911 Director  
 P.O. Box 439  
 Marshfield, Missouri 65706  
 (417) 859-4108  
 (417) 859-2450 FAX  
 (877) 992-7200 Toll Free  
 Webster911@hotmail.com

# Association of Public Safety Communications Officials, Int'l, Inc.



**MISSOURI CHAPTER**

## MoAPCO MULES/CJIS 2006 CONFERENCE REGISTRATION FORM

SEPTEMBER 24-27, 2006  
 Capitol Plaza Hotel, Jefferson City, Missouri

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

(as you would like it to appear on your name badge)

First-time Annual Conference Attendee? \_\_\_\_\_ APCO Membership Number \_\_\_\_\_

Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Main interest lies in  MULES/CJIS Track  Telecommunicator Track  Manager/Technical Track

Provide Agency or Residence information based on which you prefer us to use:

Agency/Company  
 Address: \_\_\_\_\_

Residence  
 Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Spouse/Guest: \_\_\_\_\_

**FULL REGISTRATION INCLUDES ALL SEMINARS, EXHIBITS, AND EVENTS**

**ADVANCE REGISTRATION MUST BE RECEIVED BY AUGUST 15, 2006**

_____ Full Conference Advance Registration	\$129.00 _____
_____ Spouse / Guest – Full Conference Advance Registration	\$ 89.00 _____
_____ Day Pass Advance Registration – Sunday	\$ 25.00 _____
_____ Monday	\$ 65.00 _____
_____ Tuesday	\$ 65.00 _____
_____ Wednesday	\$ 25.00 _____

**LATE REGISTRATION RECEIVED AFTER AUGUST 15, 2006**

_____ Full Conference Registration	\$159.00 _____
_____ Spouse / Guest – Full Conference Advance Registration	\$ 99.00 _____
_____ Day Pass Registration - Sunday	\$ 35.00 _____
_____ Monday	\$ 80.00 _____
_____ Tuesday	\$ 80.00 _____
_____ Wednesday	\$ 35.00 _____

**SPECIAL EVENT TICKETS (Included in Full Registration)**

_____ Welcome Reception	\$ 10.00 _____
_____ Super Session	\$ 10.00 _____
_____ Vendor's Box Luncheon & Social	\$ 25.00 _____
_____ Awards Banquet	\$ 30.00 _____

**TOTAL AMOUNT ENCLOSED:** \$ \_\_\_\_\_

(Make checks payable to Missouri APCO)

**Bill my agency on Purchase Order #** \_\_\_\_\_

Circle One:      Mastercard      VISA      Discover

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAIL, FAX OR EMAIL REGISTRATION TO:**

**MISSOURI APCO  
 P.O. BOX 901324**

**Kansas City, Missouri 64190**

**Barbara Gulick**

**apcobarb911@att.net**

**FAX: 816-380-8186**

HOTEL ACCOMODATIONS MUST BE MADE DIRECTLY WITH THE HOTEL **BEFORE AUGUST 23, 2006**

Capitol Plaza Hotel    Jefferson City, Missouri    1-800-338-8088

\$85.00 Single or Double

---

# MULES

Missouri Uniform Law Enforcement System

---

**File with MULES/NCIC Operations Manual**

***Topics Addressed In This Edition:***

- Signature Block
- Congratulations
- Goodbye MULES/2
- Missing Persons File
- Direct Inquiry Transactions Available via MULES/3
- MULES/3 Direct Inquiry Maps for NLETS Transactions Activated
- Boat File is Converted to MULES/3
- Help Guides for MULES/3 and MORE Available on the CJIS Launch Pad
- MULES/3 Agencies Usage Summary Statistics
- NCIC Changing Impact of Second Locate Messages
- FBI's NCIC Audit of Missouri Scheduled for August 2006
- Preparing for FBI's NCIC Audit of MULES

---

**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.


**Congratulations**

The CJIS Systems Officer of the Missouri State Highway Patrol would like to commend Director Charlotte Dysart and TAC Becky Bishop of the Howard County 911 Center for an outstanding performance and findings following their MULES Review on June 14, 2006. Missouri State Highway Patrol Region 1 MULES Auditor, Kylie Dickneite, reported the agency's compliance with MULES policy and procedure was outstanding, with an overall compliance rating of 98%.

## **Good-bye MULES/2!!!**

With programming changes put into production on Wednesday June 21, 2006 the conversion to MULES/3 was virtually complete. More than likely by the time you read this, MULES/2 will be a thing of the past. As this newsletter goes to press, programming is scheduled on July 12, 2006, that will remove all remaining MULES/2 functions and menu options.

The following is a brief summary of the final MULES/3 file conversions made since the last issue of this publication...

### **Missing Persons File**

The Missing Person file was moved to MULES/3 on April 26, 2006. Effective with this conversion, all Wanted and Missing Person file maintenance transactions: ENTER, CLEAR, CANCEL, LOCATE and MODIFICATION, require use of MULES/3 procedures. In addition, the "Reason for Removal" field replaced the Missing Disposition field, MDP. This new field is required for all Clear and Cancel transactions of Missing Person records and must contain a valid code. "F1" help is available for this field and lists the valid formats for coding the field.

On a related note...the purge criteria on all Missing Persons records now matches those mandated by NCIC 2000. Previously all Missing Adults, Missing Juveniles and Walk-a-ways, (Record Types 90, 91 and 92), were automatically purged based on DOB and or age of the record. All these records now remain on file indefinitely or until they are Cleared, Cancelled or Located.

### **Boat File is converted to MULES/3**

On May 31, 2006, the MULES/2 Boat File was converted to MULES/3. All Boat record maintenance, (Enter, Clear, Cancel, Locate, Modify), now requires the use of MULES/3 procedures. The new boat file includes the ability to enter a boat that has been towed or stored in MULES only.

Included with the boat file conversion was an update to the vehicle inquiry screens, QV and QVR. These screens now include Boat Registration and Boat Hull Number fields. The huge benefit of this update is that now a single inquiry from the QVR screen on a Boat Registration Number and/or Boat Hull Number provides stolen responses from MULES, NCIC and the Missouri DOR Marine Registration file.

### **Direct Inquiry Transactions available via MULES/3**

On May 17, 2006, a transaction was added to MULES/3 that allows users to type "free-form" direct transactions, including DOR Paging and other DOR Direct inquiries, NCIC direct locates and all NLETS direct transactions. The direct inquiry map is available via Option 5 "All Other" from the MULES/3 main menu, or by typing "DIR" in the upper left corner of any MULES/3 screen, and then selecting the desired system, (DOR, NCIC, NLETS, etc.), from the list. The responding screen will have the code for DOR, NCIC, etc., automatically filled in and the user can then type the transaction on

the following lines, similar to the procedure used in MULES/2. Inquiry maps with fill-in-the-blank screens for select direct transactions will be available soon, (see next article).

### **MULES/3 Direct Inquiry Maps for NLETS Transactions Activated**

On June 21, 2006, MULES/3 maps for all NLETS direct transactions were activated. Fill-in-the-blank maps are now available for DQ, RQ, KQ, BQ and several other direct NLETS transactions.

To access the MULES/3 list of the available NLETS direct transaction maps, select option 5 “All Other” from the MULES/3 main menu, then option 3 “NLET Direct”. This will display the menu listing the available maps, OR, simply type the message key code, (KQ for example), in the upper left hand corner of any MULES/3 screen for a shortcut to the desired inquiry map.

As mentioned in the previous article, additional direct transaction maps will be activated in the near future. Until that time the “DIR” screen must be used for DOR and NCIC direct transactions and will remain an option available for manual entry of NLETS direct transactions.

### **Help Guides for MULES/3 and MORE available on the CJIS Launch Pad**

A total of six guides to the MULES/3 conversion have been posted on the CJIS Launch Pad during the past year. These guides provide operational details, screen pictures and examples to assist users with the new procedures. The six guides available are entitled:

GUIDE TO MULES/3 VEHICLES  
GUIDE TO MULES/3 WANTED PERSONS  
GUIDE TO MULES/3 MESSAGE RELAY  
GUIDE TO MULES/3 DIRECT INQUIRY  
GUIDE TO MULES/3 BOAT FILE  
GUIDE TO MULES/3 MISSING PERSONS

Among the numerous other reference documents available on this site are recently updated versions of the Audit Questionnaire and Exit Report used by our CJIS Auditors during agency on-site reviews. Two versions of this document are available for both Full access and Inquiry only access agencies. Got a MULES or NCIC Audit in your near future? No better way to prepare than by reviewing these documents.

Finally, after several requests, we have added terminal and non-terminal agency versions of the MULES Operating Agency User Agreement Form. Click on these forms, fill in the information then print it, save if you want, and close.

Questions regarding access to the CJIS Launch Pad should be directed to your local troop communications personnel, or the GHQ communications office at 573-526-1212.

### **MULES/3 Agencies Usage Summary Statistics**

A reminder that MULES/3 agency usage statistics are available via the MSHP website. Just sign onto MSHP home page at “[www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov)”, click on “Law Enforcement Page”. From there click on the MULES Usage Summary Report. Detailed usage statistics for all MULES/3 agencies are available beginning with January 2005.

### **NCIC Changing Impact of Second Locate Messages**

In the Technical Operational Update, TOU, #05-3, dated October 17, 2005, NCIC announced it was changing the impact that a second Locate Wanted Person (LW) message has on the record. Basically the change involves records not automatically being purged from NCIC upon receipt of a second locate, unless both locate messages contain NOEX in the extradition field. The changes will go into effect in September of 2006. Additional information regarding MULES procedures related to this policy change will be forwarded prior to the changes.

*A list of the most recent NCIC TOU's is available via the CJIS Manuals Link on the CJIS Launch Pad.*

### **FBI's NCIC Audit of Missouri Scheduled for August 2006**

The Federal Bureau of Investigation's National Crime Information Center (FBI/NCIC) will be conducting their triennial audit of Missouri the week of August 7, 2006 at the following agencies:

Boone County Circuit Court  
Clay County Sheriff  
Cole County Sheriff  
Greene County Circuit Court  
Greene County Sheriff  
Independence Police Department

Jefferson County Sheriff  
Kansas City Police Department  
Phelps County Sheriff  
Springfield Police Department  
St Louis County Police Department  
City of St Louis Police Department

### **Preparing for FBI's NCIC 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 Roger Stottlemire.
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 drivers 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.

For questions, concerns, or recommendations related to the upcoming audit, please contact Mr. Wendell Mitchell of the Access Integrity Unit at (573) 526-6257.



# UCR Uniform Crime Reporting

File with *Missouri Supplement to the UCR Handbook*

**Topics Addressed In This Edition:**

- Signature Block
- UCR Quality Assurance Reviews
- UCR Deadlines
- Congratulations to Grain Valley PD on MIBRS Certification
- MIBRS Certification
- MIBRS Software Available
- Missouri Police Clerks Conference
- Hate Crime Reporting
- FBI Quality Assurance Review of Missouri
- New CJIS Trainer/Quality Assurance Auditor Hired

**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:

Chesterfield Police Department

Monroe County Sheriff’s Office

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:

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

Jasper County Sheriff's Office  
Diamond Police Department  
Anderson Police Department  
Strafford Police Department  
Cool Valley Police Department  
Lewis County Sheriff's Office  
Polk County Sheriff's Office  
Uplands Park Police Department  
Shrewsbury Police Department  
Warson Woods Police Department  
Vernon County Sheriff's Office  
Dexter Police Department  
Webster County Sheriff's Office  
Kirkwood Police Department  
Oakland Police Department  
Bel Nor Police Department  
Greendale Police Department  
St. Peters Ranger Division  
St. Peters Police Department

Ellisville Police Department  
Doniphan Police Department  
Central MO State University DPS  
Ozark Police Department  
Macon Police Department  
Merriam Woods Police Department  
Crocker Police Department  
Hartville Police Department  
Potosi Police Department  
Meramec College DPS  
Festus Police Department  
Bonne Terre Police Department  
Holt Police Department  
Portageville Police Department  
Sikeston Department of Public Safety  
Worth County Sheriff's Office  
Ozark County Sheriff's Office  
El Dorado Springs Police Department

One third of all independently reporting law enforcement agencies are reviewed each year. A report of QAR results will be released following the close of the three-year audit cycle once the data has been compiled and analyzed. The current cycle will end at the close of 2006.

### **UCR Deadlines**

The following deadlines have been established for submission of UCR data by the state to the national program. Please note that UCR reports should be submitted **and approved** by established due dates (the 28th of the month following the month covered by the report) in order for the state to meet these quarterly national program deadlines.

- April - June 2006 UCR Reports due by August 1, 2006
- July - September 2006 UCR Reports due by November 1, 2006
- October - December 2006 UCR Reports due by February 1, 2007

### **Congratulations to Grain Valley PD on MIBRS Certification!!!**

On behalf of the Missouri Department of Public Safety, we are pleased to inform you that the Grain Valley Police Department has become the first agency in the state to successfully demonstrate the capability to submit Missouri Incident-Based Reporting System (MIBRS) data in accordance with criteria established by state and national Uniform Crime Reporting standards. The Grain Valley Police Department is using SmartCapture Software. As a certified MIBRS participant, the Grain Valley PD will play a key role in supporting a statewide statistical program that will enhance the quantity, quality, and timeliness of crime incident data collected by the law enforcement community, as well as a leading role in statewide information sharing among Missouri's law enforcement professionals. Congratulations on a job well done!

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

### **MIBRS Certification**

The following agencies are currently working toward Missouri Incident Based Reporting System (MIBRS) Certification:

Center Police Department  
Chillicothe Police Department  
Bourbon Police Department  
Leadington Police Department

We would like to give special recognition to Chief Bill Tooey of the Center Police Department for working diligently with CJIS personnel to resolve submission file issues with the MIBRS software. As a MIBRS Software pilot agency, Chief Tooey has become the functional expert in “how to break the software application”. We appreciate his dedication to doing things right, and his limitless patience while we work to resolve application issues.

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 small agencies with one computer terminal to submit

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

MIBRS data, and was not developed for network use. 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.

### **Missouri Police Clerks Conference**

During the first week of May, the Missouri Police Chief's Association sponsored the annual Police Clerks and Communications Conference. Several presentations were made by the Highway Patrol's Criminal Justice Information Services Section personnel from the UCR, Access Integrity, and Criminal History Improvement Units. Topics covered included Livescan and Fingerprint training, MIBRS Certification, the National Data Exchange (N-DEX), and the MULES Audit Process.

### **Hate Crime Reporting**

The *Hate Crime Incident Report* and the *Quarterly Hate Crime Report* forms are not part of the standard UCR reporting package. They should be completed and submitted on a quarterly basis in addition to the routine Summary UCR submission.

If an agency had no hate crimes to report during a quarter, a *Quarterly Hate Crime Report* form must be submitted with a zero to indicate the number of hate crimes for the specified quarter. *Hate Crime Incident Reports* should only be submitted when a hate crime actually takes place. One incident form should be completed for each individual hate crime that takes place. Forms should be submitted directly to the Missouri UCR Program Office, not sent directly to the FBI.

Reporting agencies must remember that in hate crime reporting, there is no Hierarchy Rule. They must report offense data (not just arrest data) for Intimidation and Destruction/Damage/Vandalism of Property. On these forms, all reportable bias-motivated offenses must be included regardless of whether arrests have been made. Reporting agencies should refer to the publication *Hate Crime Data Collection Guidelines* for additional information about hate crime reporting. For a copy of the publication, you may contact the UCR Program Office or go to the FBI CJIS website and download a copy of the publication in electronic format.

Hate crimes are not separate, distinct crimes, but are traditional offenses motivated, in whole or in part, by the offender's bias. Consequently, contributing agencies can collect hate crime data by capturing additional information about offenses they are already reporting to the UCR Program.

The object of the data collection is to indicate whether an offender was motivated, in whole or in part, to commit an offense because of a bias against a race, religion, disability, sexual orientation, or ethnic or national origin group. Because of the difficulty of determining an offender's subjective motivation, agencies must report a hate crime only if investigation revealed sufficient objective facts to lead to a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

Agencies must make an important distinction when reporting a hate crime. The mere fact that an offender is biased against a victim's race, religion, disability, sexual orientation, or national origin is not sufficient to deem the offense a hate crime. Rather, the agency must determine that the offender's criminal act was motivated, in whole or in part, by the offender's bias.

**FBI Quality Assurance Review of Missouri**

During the week of June 5 - 9, 2006 the FBI conducted a UCR Quality Assurance Review of our state. Local agencies participating in the review were:

Branson Police Department  
Jefferson County Sheriff's Office  
Kirkwood Police Department

St. Louis County Police Department  
Springfield Police Department  
St. Charles Police Department

A special thank you goes out to the agency points of contact who went above and beyond the call of duty to ensure that the audit went smoothly for the FBI personnel. Results of the review will be made available to us in late August or early September, and will appear in the 06-03 *CJIS Newsletter* scheduled for release in October 2006.

**New CJIS Trainer/Quality Assurance Auditor Hired**



Kyle W. Comer  
CJIS Trainer/Auditor  
Region 7

There have been several changes in staffing within the CJIS section recently, including a lateral transfer for Mr. Jim Castello, an existing CJIS Trainer/Quality Assurance Auditor, to the St. Louis Metropolitan area, and a new Trainer/Auditor for the St. Louis County area. Kyle Comer, our newest staff member began his employment with the CJIS section on June 5, 2006 and will be assigned to support Audrain, Crawford, Franklin, Gasconade, Jefferson, Lincoln, Marion, Monroe, Montgomery, Pike, Ralls, St. Francois, Ste. Genevieve, and Washington Counties. If your agency was formerly assigned to Mr. Castello in the Region 7 CJIS support area, Mr. Comer will now be your agency support contact for the CJIS section. We would like to take this opportunity to welcome Mr. Comer to the CJIS family, and to introduce him to his supported agency personnel. Welcome aboard, Kyle!

**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  
Criminal Records and Identification Divisions of the Missouri State Highway Patrol*