



# THE CJIS NEWSLETTER



Criminal Justice Information Services

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

**Information and Communication Technology Division**

Call Center  
1-800-877-2897  
Email:  
[isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

**Criminal Justice Information Services Division**

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

Access Integrity Unit  
(573) 526-6141

MULES Training Unit  
(573) 526-6141

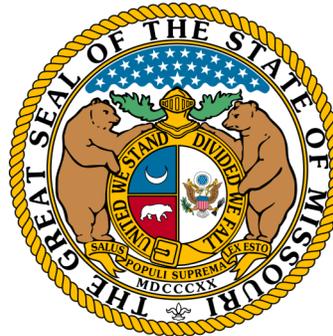
MULES Audit Unit  
(573) 526-6278

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

If you have a change in contact information, please contact the UCR Unit at the phone number listed above or [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)

## Newsletter Instructions; Policy Updates and Revisions

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*. 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.

## Mailbox Available for CJIS Newsletter Articles or Inquiries

Any Missouri criminal justice agencies that 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 emailing articles to [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov). Content will be subject to approval.

Additionally, please feel free to submit any questions or comments regarding the content of the CJIS Newsletter to [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov). or 573-526-6278.

## 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.

<b><u>MoDEx Counter:</u></b>	Number of Agencies Registered:	174
	Number of Users Registered:	1,426
	Number of Agencies Sharing Data:	110

For more information: <http://dps.mo.gov/dir/programs/ohs/modex>

### **New CJIS Trainer -Troop C**

The MSHP CJIS Division welcomes **Matthew Becker** as new Troop C MULES Trainer.

Matthew has joined the CJIS Division as the new Troop C MULES Trainer for the Missouri State Highway Patrol. He is based out of the Troop C Headquarters located in Weldon Spring. Mr. Becker has been with the Patrol for 6 years and transferred to CJIS in January of 2013. Prior to his current assignment, he served as a Communications Operator at Troop C. Mr. Becker holds a Bachelor of Sciences degree in Criminology from the University of Missouri-St. Louis and a Masters of Sciences degree in Criminal Justice Administration from Lindenwood University.

We welcome Matt to the CJIS Training Unit!

### **New CJIS Trainer -Troops B & H**

The MSHP CJIS Division welcomes **Michael Zvolanek** as new Troops B and H MULES Trainer.

Michael has joined the CJIS Division as the new Troops B and H MULES Trainer for the Missouri State Highway Patrol. He is based out of the Troop H Headquarters located in St. Joseph, Missouri. Mike is responsible for MULES training in both Troops B and H. Mr. Zvolanek started his career with the Highway Patrol in 2004 at Troop B in Macon as a radio operator. From September of 2008 until March of 2013, he served the same role with Troop C in St. Louis. Mr. Zvolanek attended the University of Missouri where he received a degree in Educational Studies.

We welcome Mike to the CJIS Training Unit!

### **STRANGE... BUT TRUE Missouri Statute of the Month!**

#### ***10.125 - Crayfish, official state invertebrate.***

The crayfish, also called crawfish and crawdad, is selected for, and shall be known as, the official invertebrate of the state of Missouri.



## **Register for the 2013 CJIS Conference Now**

The MULES Conference has been renamed the Criminal Justice Information Services (CJIS) Conference. The reason for the change is due to the expanded range of topics that will be presented. The CJIS Division of the MSHP will host this conference on October 21st, 22nd, and 23rd, 2013 at The Lodge of Four Seasons in Lake Ozark, Missouri. It is our hope that this will mark the return of regular CJIS conferences to be rotated throughout the state of Missouri.

So, who from your agency should attend? The answer is simple; send anyone and everyone you can! From the agency head to the newest MULES operator to the records clerk, every attendee will learn something valuable that they can take back with them and apply to their job function. Not only that, but there will be many opportunities to network and meet your peers face to face.

Look for the registration form in this Newsletter or download a copy from the CJIS Launch Pad. Register before August 1st, 2013 to receive the discounted registration fee and to be entered for the grand prize drawing!

Check the CJIS Launch Pad and the CJIS Newsletter for updates as the CJIS Conference draws closer. If you have any questions, please contact your regional CJIS Auditor or Trainer.

### **Cost**

Registration fee is only  
**\$175.00**

#### **INCLUDES:**

All Classes/Certificates  
3 Meals  
4 Breaks  
WiFi  
Resort Activities  
Conference Activities  
Registration Gift Bag



**THE LODGE  
OF FOUR SEASONS**

A TRADITION AT THE LAKE

**2013 CJIS Conference  
October 21-23, 2013  
Lodge of the Four Seasons  
Lake Ozark, MO**

### **Registration Information**

Registration Forms are located on the CJIS Launch Pad within the "2013 CJIS Conference" folder of the "CJIS Documents" section.

Hotel Reservations, at the Conference Rate, can be made via the link below:

**RESERVATIONS:** [https://reservations.ihotelier.com/crs/g\\_reservation.cfm?groupID=976328&hotelID=17336](https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=976328&hotelID=17336)

### **Training Topics**

MULES Record Entry  
MULES Locates/Detainers  
MULES 4 Update  
MULES/ UCR Audit Processes  
UCR Common Errors  
UCR Crime Analysis  
UCR Changes for 2014  
IT Security Audits  
Advanced Authentication  
MACHS/RAPBACK Overview  
N-DEx / CrimeMatrix Overview  
New MO RAP Sheet Format  
New MO Fingerprint Responses



# CJIS Conference 2013



Please fill out separate form for each attendee

Agency: \_\_\_\_\_ ORI: \_\_\_\_\_

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

Name as you want it displayed on your nametag: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Registration fee is \$175.00 per attendee if complete by August 1, 2013**

Registration fee after August 1, 2013 is \$200

Registration at the conference is \$225

Make check payable to: Missouri State Troopers Association Tax ID 43-1253773

Fees are refundable at 100% before August 1st and at 50% after August 1st. No refunds after October 1st, 2013.

Room charge is \$77.00 and must be booked directly with Lodge of Four Seasons. To make reservations, call 888-265-5500. Room reservation deadline is September 21, 2013.

I have made lodging reservations (Enter confirmation #) \_\_\_\_\_

I have not yet made lodging reservations \_\_\_\_\_

I will not require lodging \_\_\_\_\_

**Registration fees must be paid in full for admission into the conference**

Submit registration form and fees to: Missouri State Highway Patrol  
CJIS Division Training Unit  
P.O. Box 9500  
Jefferson City, MO 65102

\*\*\*\*\*This section for CJIS use only\*\*\*\*\*

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

## **Implementation of the New Computerized Criminal History (CCH) System**

On February 10, 2013, the Missouri State Highway Patrol, in conjunction with Computer Projects of Illinois (CPI), implemented the new statewide Computerized Criminal History (CCH) System. The installation of this new system includes many benefits to managing Missouri's Criminal History information. Changes include:

### **National Fingerprint File Compliance**

With the implementation of the new CCH, Missouri became the 17th state to be declared National Fingerprint File (NFF) compliant. In general, being NFF means that Missouri is no longer required to forward criminal history information to the FBI to be stored as a duplicate copy. Instead, the FBI now has a direct query interface to the Missouri Criminal History System. This means that if a Criminal Justice Agency queries the FBI for criminal history information, the FBI will in turn query Missouri's criminal history system to retrieve any Missouri specific information. In short, this will ensure that agencies querying Missouri files via the FBI will have access to the most accurate, up-to-date, criminal history information available.

### **New Applicant Fingerprint Response**

Criminal Justice agencies running fingerprint-based background checks for law-enforcement employment or conceal and carry permit purposes may have noticed a change to the applicant response. Changes were made to the layout of both the Missouri and FBI applicant fingerprint responses in an effort to enhance readability while at the same time reducing the time it takes to process a background check. Lastly, an optional enhancement was also made to return an applicant's photo as part of the background check response. This enhancement applies specifically for agencies that take applicant photos using a MorphoTrak Mug-Photo system that is interfaced to their agency live scan device. Agencies submitting photos in this method will notice that the photo now populates within the applicant background check response.

### **National Standard NIEM compliant RAP Sheet**

In recent years, a Joint Task Force on RAP Sheet Standardization was formed as a partnership between the states, NLETS, and the FBI to create a standardized criminal history transmission format to support a greater range of information. This Task Force developed a specification conforming to the National Information Exchange Model (NIEM) and subsequently encouraged all states to utilize these specifications within their state specific RAP Sheets. Missouri's new Computerized Criminal History System has been designed to conform to National RAP Sheet standards. If your agency needs training regarding the newly revised Missouri RAP Sheet, don't hesitate to contact the CJIS Division at 573-526-6345.

### **RAP Sheet Summary**

Perhaps the change to the Criminal History System that has garnered the most questions is the removal of the RAP Sheet Summary. As long as the RAP Sheet Summary had been in use in the previous system, it had always been plagued with accuracy issues. These accuracy issues stem from the methods in which agencies reported criminal history information to the repository in the past and can easily make it look like an individual has multiple convictions or arrests when in fact they do not. As can be imagined, the accuracy issues with this summary could easily translate into a liability issue for agencies that depend on criminal history information to be correct. Based solely on these accuracy problems, the decision was made to discontinue the use of the rap-sheet summary. Instead, the summary has now been replaced with a Missouri Convicted Felon Indicator which will indicate if the individual in question has been convicted for a Felony offense in Missouri.

...continued

## **Implementation of the New Computerized Criminal History (CCH) System...continued**

### **Further Upcoming Enhancements**

In addition to the implementation of the Missouri Computerized Criminal History System, there are two additional system enhancements that are currently in progress:

#### Missouri Sex Offender Registry System

A new Missouri Sex Offender Registry System is currently being developed by the Missouri State Highway Patrol, in conjunction with Computer Projects of Illinois (CPI), for use by all agencies that have sex offender registration responsibilities. Work on this system is currently well underway, but the project as a whole has seen some delays. Implementation is currently scheduled for Fall 2013.

Once implemented, this system will enable a completely paperless registration process. Electronic signature pads and document scanners have been purchased for all Sheriff's Offices and Department of Corrections facilities. The use of these devices will enable all registration documents to be sent electronically to the State Registry. In addition, registration agencies will have access to electronic copies of all sex offender registration documents stored in the State archiving system. This will ensure that agencies will have access to all historical registration documents, regardless of what jurisdictions the offender has registered with in the past. For more information about the new system, you may contact the Missouri State Highway Patrol Sex Offender Registry Unit at 1-888-767-6747.

#### Missouri Automated Criminal History Site (MACHS)

Currently all Missouri law-enforcement agencies submit applicant fingerprint screenings for a variety of purposes, including law enforcement employment and CCW permits. The results of these screenings are then mailed back to the requesting agency, usually in seven to ten business days. The Missouri Automated Criminal History Site (MACHS) is being enhanced to streamline this process by allowing the electronic return of these criminal history screenings online. This enhancement is currently scheduled to be implemented in Fall 2013. Once this site is complete, law-enforcement agencies will have the option to request that the results of their applicant fingerprint screenings be returned electronically to a secure MACHS account. It is anticipated that the majority of responses for applicant record checks submitted electronically via a live scan device will be returned to the MACHS secure website within 24 hours of the fingerprints having been received by the Missouri State Highway Patrol. This process is expected to greatly decrease the turnaround time for fingerprint based criminal history searches.

Another feature of this MACHS enhancement is the capability for qualified agencies to receive RAP BACK criminal history information. The RAPBACK service will allow agencies to receive updated criminal history information on applicants if they are arrested after their initial fingerprint search is conducted. The RAPBACK service will flag an applicant's fingerprints upon the initial search and if the applicant is arrested in the future, the Missouri State Highway Patrol will automatically notify the submitting agency that updated criminal history information is available. The submitting agency will then have the option to request the updated criminal history via their MACHS account. Questions regarding MACHS may be directed to 573-526-6153 or [machs@mshp.dps.mo.gov](mailto:machs@mshp.dps.mo.gov).



### **NLETS STARS Conference Review**

The Missouri State Highway Patrol MULES/NCIC trainers and auditors were given the opportunity to attend the two day NLETS State Training and Auditing Resources (STARS) workshop in St. Louis, MO. A variety of topics were presented by representatives of the FBI, along with the training, audit, and ISO staff of various state programs. Topics discussed by the FBI included; NCIC Updates, NCIC Audits and the CJIS Security Policy. The NCIC Updates presentation focused on changes made to the Wanted Person, Known or Appropriately Suspected Terrorist (KST), Protection Order, Protective Interest, and Article files. Linda Click, a training specialist for the FBI CJIS division was able to give a breakdown of the FBI's auditing process, training requirements and audit findings including non-compliance areas for all states. A big issue that was discussed were areas of common misuse found during audits. (In this Newsletter, pages 15-16 contain a list of authorized and unauthorized reasons for criminal history inquiries provided by the FBI). Security awareness training, personnel security, user authentication, encryption, advanced authentication and other related security issues were also presented by members of the FBI IT Security Audit team. Information Security Officers (ISO), trainers and auditors were able to get a better understanding of how these policy changes will effect NCIC training, and both NCIC and IT security audits in the near future. Along with the FBI and NLETS, staff from Canada, Tennessee, Minnesota, Georgia, and Missouri conducted training and auditing presentations. Both MSHP CJIS Senior CJIS Managers Kyle Comer and Theresa Huhn were given the opportunity to discuss current practices in Missouri. These presentations really showed the difference between staffing, procedures, documents, and mandates of each state's CJIS programs.



Overall, the STARS workshop gave the CJIS staff an opportunity to network with other states, to discuss FBI training and audit policies/procedures, and to clarify implementation of the CJIS Security Policy. The Missouri State Highway Patrol CJIS division would also like to thank the Kansas City Police Department for sending representatives to the workshop.

### **Why Use N-DEx?**

Over the past several months, the Missouri Data Exchange (MoDEx) staff has been interfacing, analyzing, and testing the records within the electronic data warehouse for compatibility with the FBI National Law Enforcement Data Exchange's (N-DEx) repository. In the very near future, the MoDEx-to-N-DEx interface will be complete, making Missouri's data "live" in N-DEx.

In addition to the 11+ million Missouri records from over 100 local police and sheriff's offices, law enforcement personnel can join N-DEx and receive access to over 136 million records from the FBI, DEA, ATF, US Marshals Service, Federal Bureau of Prisons, and other records from several surrounding states (Arkansas, Kansas, Kentucky, Nebraska and Tennessee).

The conglomeration of local, state, federal, regional, and tribal information includes incident data, arrest reports, citations, incarcerations, booking and holding reports, probation and parole data, mug shots, and more.

N-DEx is 100% web-based using the FBI's secure web portal and it is available to any personnel with a law enforcement ORI. No software or special connections are required. Simply log on from any non-public computer with internet access.

Law enforcement personnel can access the no-fee N-DEx system any time by visiting the Law Enforcement Online (LEO) web site at [www.leo.gov](http://www.leo.gov), and scroll to the bottom of the Sign On page. Click on the link to secure an N-DEx SIG membership and follow the steps that are displayed.

Computer-based training is offered on demand via the N-DEx web page, as well as live hands-on training at locations throughout the state - both at no cost to you or your agency.

To learn more you can visit [www.fbi.gov/about-us/cjis/n-dex](http://www.fbi.gov/about-us/cjis/n-dex) or reach Matt Owens, CJIS Auditor/Trainer, at 573-526-6153, extension 2628, or at [Matt.Owens@mshp.dps.mo.gov](mailto:Matt.Owens@mshp.dps.mo.gov).

### **Sex Offenders and International Travel Guidelines**

If an offender plans to leave the United States, there is a federal requirement to notify law enforcement 21 days in advance. If these guidelines are not followed, the offender could possibly be detained and sent back. Please fill out the following form in it's entirety. Print a copy of the International Travel Form, attach to the Missouri sex offender registration form and mail to the Missouri State Highway Patrol. If you have questions, please feel free to call 573-526-6348 or 888-767-6747.

To read more about SORNA guidelines you can go to [www.smart.gov](http://www.smart.gov). Click on SORNA Tools, then click on National Guidelines for Sex Offender Registration and Notification and/or SORNA Supplemental Guidelines.

(see page 53 of the National Guidelines and page 1631 of the Supplemental Guidelines)

## Notification of International Travel of Sex Offender

### Subject Information

Last Name:  First Name:  Middle Name:

Aliases(if any):

Date of Birth:  Sex:  FBI # (internal use only):

Citizenship:

Passport#:  Country of Issuance:

### Travel Information

Purpose of Travel:  Means of Travel:

Date Departing U.S.:  Departure Location:

Date Returning to U.S.:  Arrival Location:

Destination Country:  Address:

### Criminal Record

Date(s) of Conviction:  City and State or Jurisdiction of Conviction:

Sex Offense(s) of which Convicted:

Victim information: Age/gender/relationship

Jurisdiction(s) of Current Registry:

### Other

Contact information in Destination Country:

Other information, (i.e. itinerary; visa information; explain "other" responses above)

### Submitter's Information (internal use only)

Name:  Agency:

Phone #:  E-mail:

Print Form

Reset Form

Please send to [IOD.NSOTC@usdoj.gov](mailto:IOD.NSOTC@usdoj.gov)  
With Subject : Sex Offender Travel Notification

E-Mail

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## Instructions and Clarifications for the Notification of International Travel of Sex Offender Form

**Note:** All blocks with drop-down menus also allow text entry. If the answer you need is not in the drop-down menu, please type in the correct information. If you choose “Other” please provide that information in the “Other Information” box

- Aliases - should include nicknames, aliases, maiden or married names, tribal and ethnic names by which they are commonly known (as opposed to sacred), pseudonyms
- Date of Birth - Actual DOB. Any “additional” dates of birth should be included in “Other Information”
- FBI # - if available. This is for U.S. law enforcement purposes only, for example, to better identify the offender in NCIC, and will not be sent internationally.
- Citizenship - country or countries of citizenship
- Passport # - also can be used for Passport cards
  
- Purpose of Travel - drop-down menu includes Business, Vacation, Military, Relocation, Deportation, and Other. Like all drop-down menus, you can type additional options.
- Means of Travel - drop-down menu includes Air, Bus, Car, Ship, Train, and Other. Like all drop-down menus, you can type additional options.
- Departure Location - If from a specific airport, port, or bus or train station, please specify, with city and state, otherwise city and state.
- Date Returning to U.S. - when known
- Arrival Location - Upon returning to U.S., if to a specific airport, port, or bus or train station, please specify, with city and state, otherwise city and state.
- Address - If available, within destination country. Please be as specific as possible. If you need more space, use the “Other Information” box.
  
- Date(s) of Conviction: Only include convictions for which the offender needs to register
- City and State or Jurisdiction of Conviction: Includes state, local, tribal, territorial, foreign, federal, military, and any other courts of conviction.
- Sex Offense(s) of which Convicted: Include crime name rather than just the code number (e.g., Sexual Abuse rather than 18 U.S.C. §2242)
- Victim Information: when available, please include age
- Jurisdiction(s) of Current Registry: If multiple (residence, employment, school) please include all
  
- Contact information in Destination Country - phone numbers, email address, geographic address
  
- Other information - any specifics about itinerary (airline & flight number, ship name, date/times of arrival and departure, multiple stops or layovers); visa information; explanations for any “other” responses in drop-down menus; anything that needed more space than the above boxes allowed
  
- Submitter's information - for internal use only if the U.S. Marshals or INTERPOL (US) needs more information, and will not be sent internationally

# Fast ID Fast Facts



**WHAT IS *Fast ID*?** *Fast ID* is an identification tool for law enforcement agencies only. It enables law enforcement officers to perform fingerprint searches from a roadside environment using a *Fast ID* mobile device.

**# of *Fast ID* MOBILE DEVICES IN MISSOURI: 33**

**# of *Fast ID* SEARCHES TO DATE: 1,874**

**# of *Fast ID* IDENTIFICATIONS MADE: 1,152**

**# of *Fast ID* FBI RISC HITS: 7**

***Fast ID* BEGAN: OCTOBER 6, 2011**

***Fast ID* AGENCIES: MSHP  
BOONE COUNTY SO  
COLUMBIA PD  
ST. LOUIS COUNTY PD**

***Fast ID* AVERAGE RESPONSE TIME: 30 SECONDS**

## Fast ID Q&A

**HOW DOES *Fast ID* WORK?** *Fast ID* is used to digitally scan the index fingers of an individual and submit the fingerprints for a two-finger comparison to the existing 2.8 million sets of fingerprints that are maintained in the state Automated Fingerprint Identification System (AFIS) at the Missouri State Highway Patrol (MSHP), which is the designated state Central Repository. The fingerprints are also forwarded on to the FBI for search against their Repository of Individuals of Special Concern (RISC), which contains approximately 2 - 3 million sets of fingerprints of sex offenders, known or suspected terrorists, and federal fugitives.

**WHAT INFORMATION IS RETURNED TO THE OFFICER AFTER A *Fast ID* SEARCH?** The information returned on a *Fast ID* Search is very limited. The state search returns only the information stored in the state AFIS system: the person's State Identification Number (SID), name, date of birth, sex and race. The FBI RISC search returns only an FBI number along with which database was hit on.

**WHAT IS *Fast ID* USED FOR?** *Fast ID* technology is used to identify people with no identification on them such as motorists with no drivers license, deceased persons, crime or disaster victims, persons with medical conditions (amnesia victims), etc..

**WHO OVERSEES THE *Fast ID* PROGRAM?** The *Fast ID* Program is maintained and administered by the Criminal Justice Information Services (CJIS) Division of the Missouri State Highway Patrol (MSHP).

**IS THERE A COST FOR *Fast ID*?** No. The MSHP does not charge law enforcement agencies a "per transaction" fee to utilize this service. Agencies are responsible for procurement of their own devices, as well as their connection to the MSHP.

**WHAT INFORMATION IS STORED AFTER A *Fast ID* SEARCH?** Only a transaction number is retained for statistical purposes. No fingerprints are stored and no demographic information is sent, as the searches are 100% fingerprint-based.

**ARE *Fast ID* SEARCHES SECURE?** Yes. All *Fast ID* searches are conducted utilizing the existing secure connection between Missouri law enforcement agencies and the MSHP network. All RISC searches route through the secure MSHP/FBI CJIS WAN.

**WHAT ARE THE BENEFITS OF *Fast ID*?**

**Officer Safety** - Quick and Safe Method of Fingerprint-Based Identification

**Public Safety** - Enables officers to quickly identify threats to Missouri citizens

**Public Service** - Identifications that used to take hours now take seconds, resulting in better use of state resources and ultimately, tax dollars



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

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(573) 526-6153

**If you have a change in contact information, please contact the UCR Unit at the phone number listed above or [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)**

# MULES

13-01

Missouri Uniform Law Enforcement System

## File with MULES/NCIC Operations Manual

### **MULES 4 Tip**

As a reminder to all agencies, Race is a filter in MULES/NCIC during person inquiries. For example, if your search criteria is White / Male in MULES/NCIC, but the subject entered on a warrant is listed as a Black / Male, the warrant will not return. It is advised NOT to make the assumption the subject is of a certain race. When the search criteria is unsure, please utilize "U" for unknown and all races will be searched.

The following is the race search criteria for MULES and NCIC:

Race Code In Inquiry	Race Codes Searched
(A) Asian or Pacific Islander	All
(I) American Indian or Alaskan Native	All
(B) Black	All except W
(W) White	All except B
(U) Unknown	All

### **2013 CJIS Annual Report**

In lieu of a JAN-MAR 2013 CJIS Newsletter, the MSHP CJIS Division disseminated our 2012 CJIS Annual Report to the Missouri criminal justice community. The CJIS Annual Report provides an in-depth look at the many responsibilities assigned to the CJIS Division's 100+ employees, such as MULES/NCIC, AFIS/fingerprinting, UCR, Sex Offender Registration, civil background checks, MoDEX/N-DEX, criminal history/disposition research, live scan training, information Security, and many more training, auditing, and policy making duties. The CJIS Annual Report also provides detailed information on the Missouri CJIS programs, applicable statistics, and contact information for obtaining more information from subject matter experts.

The 2012 CJIS Annual Report can be viewed online at the following link:

<http://www.mshp.dps.missouri.gov/MSHPWeb/Publications/OtherPublications/documents/2012MSHPCJISAnnualReport.pdf>

## **Entries & Audits of Missouri Protection Orders**

The CJIS Audit Unit continues to uncover evidence of confusion as to the responsibilities of the court vs. local law enforcement for verification and validation of an Order of Protection. To briefly summarize the process, the court receives the petition for an adult or child order of protection and enters the information into the Missouri Justice Information System (JIS), the statewide courts case management system. The Ex Parte or Full Order information is then automatically sent via MULES to the local law enforcement agency responsible for the jurisdiction of the petitioner's residence. The Protection Order is then awaiting verification by that local law enforcement agency and can only be viewed in MULES by that law enforcement agency alone. The local law enforcement agency, considered the entering agency for all MULES/NCIC policy purposes, verifies the Protection Order and "packs" Full Orders of Protection with all accurate and available information. Once verified, the Protection Order has been officially entered into MULES and will need to be validated at the appropriate timeframe(s).

To clarify the roles of the court and law enforcement in the Protection Order process, it is important to review the controlling state law and federal policies. Pursuant to 455.010(3) RSMo:

***A copy of any order of protection granted pursuant to 455.010 to 455.085 shall be issued to the petitioner and to the local law enforcement agency in the jurisdiction where the petitioner resides. The clerk shall also issue a copy of any order of protection to the local law enforcement agency responsible for maintaining the Missouri uniform law enforcement system or any other comparable law enforcement system the same day the order is granted. The law enforcement agency responsible for maintaining MULES shall, for purposes of verification, within twenty-four hours from the time the order is granted, enter information contained in the order including but not limited to any orders regarding child custody or visitation and all specifics as to times and dates of custody or visitation that are provided in that order, A notice of expiration or of termination of any order of protection or any change in child custody or visitation within that order shall be issued to the local law enforcement agency and to the law enforcement agency responsible for maintaining MULES or any other comparable law enforcement system. The law enforcement agency responsible for maintaining the applicable law enforcement system shall enter such information in the system within twenty-four hours of receipt of information evidencing such expiration or termination. The information contained in an order of protection may be entered in the Missouri uniform law enforcement system or comparable law enforcement system using a direct automated data transfer from the court automated system to the law enforcement system.***

Please note that 455.516(3) incorporates the same language, MULES requirements, and timeframes into all child orders of protection granted under 455.500 to 455.538 RSMo.

At the federal level, the NCIC 2000 Operating Manual (Protection Order File, Section 2.4.1) requires the entering agency (LAW ENFORCEMENT) to account for all fields in the Protection Order Record format and ensure that all critical and available data is "packed" into the record. This requires both the entering operator (LAW ENFORCEMENT) and the Second Party Check operator (LAW ENFORCEMENT) to query the respondent through all available databases (MULES, NCIC, III, DOR, DWITS). Be sure to only pack information that is verified to be on the party in question. Section 2.4.6 further explains "[w]hen additional numeric identifiers and personal descriptors regarding the respondent are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, data of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to the discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file." (emphasis added)

...continued

## **Entries & Audits of Missouri Protection Orders. (continued...)**

Additionally validation of a Protection Order record should include a review of whether additional information which is missing from the original entry that could be added has become available for inclusion to the record. (NCIC 2000 Operating Manual, Introduction, Section 3.2.3)

At the state level, Pages 70 - 73 of the MULES Policies and Procedures Manual outline the Pre-Entry Checks, Entry Field Guidelines, Entry Transactions, Supplemental/Modification Transactions, Validation, and Removal of MULES Protection Order records.

We cannot stress enough that the law enforcement agency is empowered, and legally authorized, to add additional critical information to the MULES Protection Order record that is not written on the paper petition. Additionally, the law enforcement agency can always correct blatant mistakes or inconsistencies found on either the paper Petition or the JIS submission by inserting the correct data (i.e. Relationship Code) into the MULES Protection Order record or by requesting the court to amend the document.

During a MULES/REJIS Audit, the CJIS Audit Unit will be reviewing a sample of all types of records entered by your agency. For Protection Orders, only Full Orders of Protection are auditable for timeliness, completeness, and accuracy. The auditor will run a series of pre-checks to determine if any available information is missing from the Protection Order. If information contained in any of the FBI CJIS-designated "scorable fields" (see list below) is located by the auditor and was not added to the Protection Order during verification/entry or validation, then the record will be marked as incomplete or inaccurate. The auditor will also provide the agency with a printout of the specific missing/inaccurate data indicating the source database where the information was located.

NAM NAME  
AKA ALIAS NAME(S)  
SEX SEX  
RAC RACE  
POB PLACE OF BIRTH  
DOB DATE OF BIRTH  
SOC SOCIAL SECURITY NUMBER  
MNU MISCELLANEOUS NUMBER  
FBI FBI NUMBER  
OLN OPERATOR'S LICENSE NUMBER (\*if present, then OLS & OLY are also required/scorable)  
LIC LICENSE PLATE NUMBER (\*if present, then LIS, LIT & LIY also required/scorable)  
VIN VEHICLE IDENTIFICATION NUMBER (\*if present, then VYR, VNA, VST & VMO also scorable)  
SMT SCARS/MARKS/TATTOOS  
CMC CAUTION & MEDICAL CONDITIONS (\*if present, reason must be listed in MIS field)  
EXP EXPIRATION DATE  
PPN PROTECTED PERSON NAME  
PPR PROTECTED PERSON RACE  
PSK PROTECTED PERSON SEX  
PPB PROTECTED PERSON DATE OF BIRTH  
PSN PROTECTED PERSON SSN  
SID STATE IDENTIFICATION NUMBER (\*Not FBI requirement, but required for MULES audits)

For additional questions on Protection Order entries, please contact your regional CJIS Trainer or Senior CJIS Manager Theresa Huhn at [theresa.huhn@mshp.dp.mo.gov](mailto:theresa.huhn@mshp.dp.mo.gov). For additional questions on Protection Order audits, please contact your regional CJIS Auditor or Senior CJIS Manager Kyle Comer at [kyle.comer@mshp.dps.mo.gov](mailto:kyle.comer@mshp.dps.mo.gov).

# TAC Corner



## **Can I use MULES to check this?**

As a reminder, MULES criminal history checks cannot be used for personal reasons. Listed below are purpose codes and their corresponding reasons that can and should be used.

### **Purpose code C:**

- Association Checks (conducted on associates of individuals currently on parole or probation)
- Any type of CRIMINAL JUSTICE Investigation
- Citizens' Academies or 'Ride-along' Programs Working with the Criminal Justice Agency
- CJA Site Security
- Confinement Facility and Jail Visitors
- Domestic Violence Investigations
- Firearms Training Sponsored by Police Departments or Sheriff's Office
- Fire Department Arson Investigations
- General Maintenance Personnel in CJA (NOT employees that have NO access to CJIS systems or terminal areas)
- Inmate Mail
- Jail Classification
- MULES/NCIC Entries and Validations
- Pre-release from Jail (Jake's Law)
- Prosecutor Investigations
- University and Railroad Police Investigations
- Sex Offender Registration and Annual Address Verification
- UNESCORTED Janitorial and Custodial Staff WITH Access to Terminal Area (NOT employees of CJA)
- Volunteers and Contractors at the CJA that clean carpets, floors, maintain vending machines...etc. (NOT employees of CJA)

### **Purpose code J:**

- Initial Employment and 2 year Reinvestigation of CJA Employees
- Auxiliary and Reserve Police
- University and Railroad Police
- Information Technology Personnel with Access to CJIS Systems
- Prosecutor Employment
- Vendors or Contractors INVOLVED with the Maintenance of CJIS Systems
- Volunteer Data Entry Clerks at the CJA

...continued

# TAC Corner



## Can I use MULES to check this? (continued...)

### **Purpose code F:**

- QNP Follow Up
- Release of a Firearm to a Relative of a Suicide Victim
- Firearm Evidence Release
- Explosive Permits

### **Purpose code X:**

- Emergency Placement of Children

### **Purpose code H:**

- Public Housing Applicants

The following reasons listed below are **UNAUTHORIZED!**

- Adoption
- Business Licensing
- Casino Workers or Gaming Industry Personnel
- Contractors or Volunteers Working with or Around Children in School
- Foster Parents
- Public and Private Elementary and Secondary Schools
- State and Local Educational Agencies
- Self- inquiries for Training Purposes
- Taxi Cab Licensing
- Election Candidates
- Private Security Officers or Private Investigators
- Fire Department, Ambulance Service or EMS Personnel
- Civil Courts and Defendants, Witnesses, Victims or Jurors
- Defense Attorneys or Public Defenders
- Domestic Violence Prevention Advocates

Please note that the lists for authorized and unauthorized use listed above are not all inclusive. If you have any questions about what can and cannot be run in MULES/NCIC please contact your Troop trainer or the MSHP CJIS division at (573) 526-6153.

**RAP Sheets: New Look, Same Process.**

You've probably already noticed the new layout of the Missouri RAP sheet. This change, along with the removal of the summary at the end of the record, has generated many questions to the MULES trainers. Please share the following overview of the new layout with anyone at your agency who works with these records.

First, the summary was removed because it was occasionally inaccurate. This was due to many factors and while developing the new system we discovered that it wouldn't be possible to provide a 100% accurate summary of charges. Therefore it was decided to not provide one at all. The absence of the summary only means that now users will have to actually read the body of the RAP sheet to determine information on prior charges. This should already be common practice.

All processes stemming from a single arrest will continue to be grouped together under a single OCN. For each charge, the viewer should look for information pertaining to the Arrest, Prosecution, and Court disposition. Corrections information will now be grouped at the end of the record. When multiple charges exist on a single arrest, use the Count Number to match the correct Prosecution and Court information to the charge. In the event that the charges are dropped or not filed by the prosecutor, the record becomes closed. This will be indicated by the word "closed" being shown in either the prosecution or court section. Closed records are not included in public criminal history reports that are issued by the CJIS Division or obtained via the MACHS website. A closed record is not to be confused with a closed arrest. A closed arrest simply means that the arrest is no longer active and the charges have been sent to the prosecutor.

===== CYCLE 1 ===== **OCN AZ234246** =====

**OCN Indicates new arrest**

----- ARREST -----

OCN: AZ234246  
ARREST DATE: 10/24/2001  
ARREST AGENCY: MO0830000 SO PLATTE COUNTY-PLATTE CITY  
AGENCY CASE NUMBER:  
ARREST NAME: DAVIS,TRENTON DAVID  
COUNT: 001  
CHARGE LITERAL: BURGLARY 1ST DEG  
  
OFFENSE TYPE: FELONY  
CLASS: B  
STATE CODE: 14010020  
STATUTE CITATION: 569160

NCIC CODE: 2202  
STATUS: **\*\* CLOSED \*\***

**The arrest is closed, NOT the record!**

----- PROSECUTION -----

COUNT: 001  
ACTION: CHARGE FILED  
ACTION DATE: 02/24/2002

...continued

**RAP Sheets: New Look, Same Process (continued...)**

PROSECUTING AGENCY: MO083013A CO PROS ATTORNEY-PLATTE CITY  
PA CASE NUMBER: 01CR3459  
COURT CASE NUMBER: 01CR345901  
CHARGE PROSECUTED: BURGLARY 2ND DEG  
OFFENSE TYPE: FELONY  
CLASS: C  
STATE CODE: 14020020  
STATUTE CITATION: 569170  
NCIC CODE: 2202

**----- COURT -----**

COUNT: 001  
COURT: MO083015J 6TH CIRCUIT CRT-PLATTE CITY  
CASE NUMBER: 01CR345901  
CHARGE LITERAL: BURGLARY 2ND DEG  
OFFENSE TYPE: FELONY  
CLASS: C  
STATE CODE: 14020020  
STATUTE CITATION: 569170  
NCIC CODE: 2202  
COURT ACTION: GUILTY ON 03/10/2002

**--- SENTENCE --- CONFINEMENT 005 YEARS**

**Refer to Corrections  
section at the end of  
the record for details**

Hopefully this article clears up any questions or problems you had with the new layout. Remember that the only way to obtain accurate charge information is to *read the entire report*. This is not a change to how users review criminal history information, but a reminder of the best practices that should have been in place all along.



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

**Information and Communication Technology Division**  
Call Center  
1-800-877-2897  
Email:  
[isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

**Criminal Justice Information Services Division**  
UCR Unit  
(573) 526-6278  
Email:  
[ucr@mshp.dps.mo.gov](mailto:ucr@mshp.dps.mo.gov)

Access Integrity Unit  
(573) 526-6141

MULES Training Unit  
(573) 526-6141

MULES Audit Unit  
(573) 526-6278

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

**If you have a change in contact information, please contact the UCR Unit at the phone number listed above or**  
[CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)

# UCR

1 3 - 0 1

## Uniform Crime Reporting

File with *Missouri Supplement to the UCR Handbook*

### **Crime in Missouri 2012 & 2012 Missouri Hate Crime Report**

With the 2012 UCR reporting deadlines for the FBI and State of Missouri well behind us, please note that the MoUCR Program Office and the Missouri Statistical Analysis Center are currently collaborating on the new Crime in Missouri 2012 and 2012 Missouri Hate Crime Report annual publications. While we will provide updates via this Newsletter, we hope to have those reports available online by the end of the summer. You will be able to find those 2012 publications, as well as other currently posted statistical publications, at the following link:

[http://www.mshp.dps.missouri.gov/MSHPWeb/SAC/publication\\_crime\\_960grid.html](http://www.mshp.dps.missouri.gov/MSHPWeb/SAC/publication_crime_960grid.html)

### **Race Codes**

For UCR agencies that also have MULES capabilities, please note that the UCR race codes no longer match the MULES/NCIC race codes. In UCR the race codes have been changed to:

- White
- Black
- American Indian or Alaskan Native
- Asian
- Pacific Islander or Hawaiian Native

The race codes have not changed in MULES/NCIC and will continue to be:

- White
- Black
- Unknown
- American Indian or Alaskan Native
- Asian or Pacific Islander

### **Shooting into a Dwelling**

In circumstances where shots are fired into a dwelling, an Aggravated Assault with Firearm offense should be reported for UCR purposes 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.

### **MIBRS Certification**

The following Missouri law enforcement agencies are Missouri Incident Based Reporting System (MIBRS) Certified:

Grain Valley Police Department  
Chillicothe Police Department  
Oak Grove Police Department  
Lake Lotawana Police Department  
Joplin Police Department  
Gladstone Police Department  
Duquesne Police Department

Ste Genevieve County Sheriff's Office  
St. Peters Police Department  
Laclede County Sheriff's Office  
Kansas City Police Department  
Smithville Police Department  
St. Charles 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.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

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

### *UCR Quality Assurance Reviews*

Since the 12-04 *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's CJIS Division for outstanding performance and findings (100%) upon completion of their Missouri UCR Quality Assurance Review:

ST. MARY'S PD

STE. GENEVIEVE PD

BUTLER PD

RICH HILL PD

TOWN & COUNTRY PD

BATES COUNTY SO

ADRIAN PD

Since the 12-04 *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:

CALVERTON PARK PD

SCOTT COUNTY SO

BOLLINGER COUNTY SO

BERKELEY PD

CROCKER PD

REYNOLDS COUNTY SO

IRON COUNTY SO

UNIVERSITY CITY PD

ELSBERRY PD

MEXICO PD

The current Audit Cycle (3) runs from January 1, 2013 through December 31, 2015.

### *Reporting Burglary Victims*

When reporting burglary victims for Missouri Incident Based Reporting (MIBRS), 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.

### **Aggravated Assault versus Simple Assault Offense 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.

### **FBI Analyzing Local UCR Data for Trends and Errors**

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 FBI is now also checking “reasonableness”/logic errors associated with MIBRS data submissions.

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 general increases/decreases in crime totals 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.

### *Classification of Gift Cards*

When a gift card is stolen during an offense, they should be reported under “Currency, Notes, etc.” for UCR Summary since they are considered a negotiable instrument as any possessor can obtain cash or property with them. In MIBRS, they should be reported as “Negotiable Instruments.”

### *Clarification regarding Age of Victim in MIBRS*

It has come to the attention of the National UCR Program that law enforcement agencies are not reporting Age of Victim (Data Element 26) uniformly in MIBRS. The data value used for this element should be the age of the victim **when the crime occurred** and not the age of the victim when the crime was reported. Some vendors are using the date of birth of the victim to populate the Age of Victim field. Although this is feasible in most cases, agencies should not use the date of birth to calculate the age of the victim.

For example, a 20 year old female tells police that she was raped when she was 15 years old. The correct age value for the Age of Victim Field should be 15. If the date of birth was used to establish the age of the victim, the victim would be reported as 20 years of age, which was not the age of the victim at the time of the offense.

In another example, a 5 year old was reported as missing in 1998. The child’s body was found in 2009. The law enforcement investigation determined that the child was a victim of criminal homicide. The correct reporting age in the Age of Victim Field should be 5 years of age. If the date of birth had been used to establish the age of the victim, the victim would be reported as 16 years old, which was not the true age of the victim at the time of the offense.

### *Assault Information Reported on the LEOKA Report*

The state program is required to verify information reported via the Law Enforcement Officers Killed or Assaulted (LEOKA) Report Form any time an assault with personal injury is reported and no aggravated assault is recorded on the corresponding Return A Report Form for that month. This situation is certainly possible. For example, the assault might have occurred in a different jurisdiction, and may have been reported by the agency with primary jurisdiction at that location. It is also possible to have injuries resulting from a simple assault reported on a LEOKA Report Form, as long as the agency is again careful to explain that no aggravated assault took place in that circumstance.

For convenience, and to save time for local agencies, the state program requests that any explanation or comments be added to the “Comments” section of the Return A Form in the UCR Web Repository, or add a note to any hard copy reports submitted any time this occurs to prevent their agency’s report from being rejected due to a need to validate the reported information.

## **Alignment Issues on UCR Age/Sex/Race/Ethnicity Arrest Forms**

The MSHP UCR Program is aware of a current issue some agencies are having with column alignment on the Over and Under 18 Age, Sex, Race & Ethnicity Arrest forms (ASREs). If your agency is experiencing problems with the columns not lining up on either the Under or Over 18 ASRE forms, please assure that your monitor setting is at 100% (as seen below).

http://ucr.mshp.dps.mo.gov/ucr/ucr.nsf - Windows Internet Explorer

http://ucr.mshp.dps.mo.gov/ucr/ucr.nsf

File Edit View Favorites Tools Help

Convert Select

http://ucr.mshp.dps.mo.gov/ucr/ucr.nsf

MISSOURI STATE HIGHWAY PATROL PUBLIC SAFETY

### UNIFORM CRIME REPORTING

Create Return-A | View Reports | Region Reports | Search | Help | Agency Profiles | UCR Home | DPS Home | UCR Reports

#### Region 1 By Approval Status

[Expand](#) [Collapse](#) [Previous](#) [Next](#) [Delete](#) [Empty Trash](#)

Submitting ORI Date Form Agency Name Comp Status

- ▶ Approved
- ▶ Pending
- ▶ Rejected

[Expand](#) [Collapse](#) [Previous](#) [Next](#)

Internet | Protected Mode: Off 100%

If you are still having ASRE alignment issues, please send an e-mail with any screen shots, your monitor size, your monitor settings, and type of Internet browser used to CJIS-News@mshp.dps.mo.gov. This will help the UCR Program Office troubleshoot this issue.

