



THE CJIS NEWSLETTER



Criminal Justice Information Services

11-01

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

Information Systems Division

Call Center
1-800-877-2897
Email:
isdhelp@mshp.dps.mo.gov

Criminal Justice Information Services Division

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

Access Integrity Unit
(573) 526-6141

CJIS Training Unit
(573) 526-6141

CJIS Audit Unit
(573) 526-6278

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

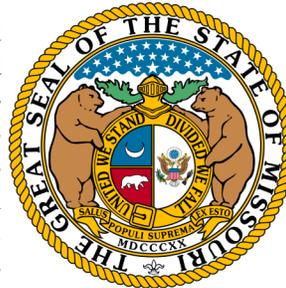
If you want to receive the *CJIS Newsletter* in Electronic format rather than hard copy, or if you have a change in contact information, please contact the UCR Unit at the phone number listed above or CJISNews@mshp.dps.mo.gov

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*.

Each section contains a box, which operators and other appropriate personnel may initial and date after reviewing the materials. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.



Mailbox Available for CJIS Newsletter Articles or Inquiries

Any Missouri law enforcement, REJIS, or ALERT 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. 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. 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.

<u>MoDEX Counter:</u>	Number of Agencies Registered:	159
	Number of Users Registered	886
	Number of Agencies Sharing Data	68

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

MACHS Update

On February 7, 2011 the Missouri State Highway Patrol implemented the Missouri Automated Criminal History Site (MACHS) in conjunction with Computer Projects of Illinois (CPI). The site may be accessed at www.machs.mshp.dps.mo.gov. MACHS allows individuals and businesses to create record check accounts. Once an account is created, users may submit the name, date of birth, and/or social security number of a person and receive all Missouri open record criminal history information related to the individual.

The same \$10 fee for each record check that is charged for mail-in and in-person records checks will apply online, along with a convenience charge for each request. The convenience charge is \$1.00 for up to three record checks. For four or more record checks, the convenience charge is a percentage of the total transaction amount. The convenience charge is paid to a vendor for processing credit card payments.

All completed information will be sent electronically to the user's account in Adobe PDF format and can be saved or printed. The vast majority of requests made through MACHS should be completed and sent to the user within seconds. However, a small number of requests may take up to five business days to complete when Patrol employees must research a court disposition or determine whether a record is open or closed. Previously, record check requests that were mailed to the Missouri State Highway Patrol took two to four weeks to complete.

While the first phase of MACHS is now complete, a second phase with many enhancements is planned to be complete by 2012. Phase 2 of MACHS will allow qualified agencies to receive fingerprint based State and FBI criminal history information online. It is anticipated that the majority of responses from applicant record checks submitted electronically from a Livescan 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 enhance the turnaround time for fingerprint based criminal history searches.

Another feature of phase 2 is the capability for qualified agencies to receive RAPBACK 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 without any additional charge. Questions about MACHS may be directed to the Criminal Justice Information Services Division at 573-526-6153 or via e-mail at machs@mshp.dps.mo.gov.

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

313.680 RSMo - Names of horses--registered name required to be used, penalty.

1. No individual shall knowingly enter or cause to be entered for competition any horse under any other name than its registered name, or out of its proper class, for any purse, prize, premium, stake, or sweepstakes offered to the winner of a contest of speed at any race meeting held by a race track licensee.
2. The name of any horse, for the purpose of entry for competition in any contest of speed, shall be the name under which the horse has been registered and has publicly performed.
3. Any individual convicted of violating the provisions of this section shall be guilty of a class B felony.



Missouri Law Enforcement Data Exchange Update

The Missouri Data Exchange (MoDEX) is a secure system designed to provide information sharing for Missouri law enforcement, and allows agencies to search, link, analyze and share information such as incident/case reports, incarceration data, CAD, photos, citations, and more. MoDEX is currently operational, and has been deployed on the state-wide MULES/CJIS Network. MoDEX development is funded by Homeland Security grant funds, which pay for one interface per agency, and provide for unlimited end user licenses to access and search the system.

There are currently 68 law enforcement agencies with data available in the live system. Another 91 agencies are scheduled for implementation throughout the next two years, with the initial build of the system to be completed by August 2013. MoDEX will interface to the National Data Exchange (N-DEX), and will provide agencies with a mechanism to transfer Missouri Incident Based Reporting System (MIBRS) data to the state Uniform Crime Reporting (UCR) Program.

As Missouri Law Enforcement Agencies sign up to participate, they are added to an implementation schedule to begin the process of getting their data into the system for use by other agencies. In addition, the signing agency may immediately begin

getting system access for users/operators by contacting the CJIS Division of the Missouri State Highway Patrol at 573-526-6141 or by electronic mail to MoDEX@mshp.dps.mo.gov.

Training on the system is also available. Training is POST approved, and is provided to local agencies at no cost. The training calendar is available on the MoDEX web page at www.dps.mo.gov/dir/programs/ohs/modex. Instructions to RSVP to training are included on each event posting. To schedule training in your area, please contact Matt Owens at 573-526-6153 extension 2628 or email MoDEX@mshp.dps.mo.gov.

Local law enforcement agencies are responsible for providing their own network connection costs, and may be required to pay for support/maintenance of their interface to their local record management software vendor. If an agency decides to change their local electronic record system/software after an interface has already been completed, than a new interface can be developed at their own cost.

For more information on the system, or to request a demonstration in your area, please contact the MoDEX Program Manager, Laurie Crawford, by calling 573-526-4697 or by electronic mail to Laurie.Crawford@dps.mo.gov.

Livescan Transactions

Through research and analysis of millions of fingerprint transactions, the FBI's CJIS Division is aware that transactions are submitted containing fingerprint images of multiple subjects.

There are several situations which may occur causing multiple subjects to be submitted on a single Livescan transaction:



- **The glass plate on the Livescan machine is not being properly cleaned between subjects.**
- **The Livescan machine screen is not properly cleared between the fingerprinting of subjects.**
- **The person printing places their fingerprints on the Livescan machine during printing of the subject.**

Although both the FBI and MSHP continuously educates the Friction Ridge Examiners who process the tenprint transactions on how to avoid the misidentification of a fingerprint transaction, multiple subjects printed on a single fingerprint transaction can result in an incorrect decision being made and returned to the submitting agency. In addition, master images can be corrupted during file maintenance due to updating with fingerprints from multiple subjects.

Contributing agencies are reminded to properly clean the glass plate and clear their Livescan machine between the fingerprinting of each subject to avoid the submitting of multiple subjects on a single Livescan.



The FBI's "Recording Legible Fingerprints Brochure," which outlines best practices to capture fingerprints in order to avoid rejects, can be accessed at the following link:

http://www.fbi.gov/about-us/cjis/fingerprints_biometrics/recording-legible-fingerprints

For further information regarding Livescan Transactions, please contact the MSHP AFIS Unit at (573) 526-6153.

Training Topics

Verbal Judo
UCR & MIBRS Updates
DOR Updates
MO Sunshine Law
MULES Updates
MoDEX Updates
Disaster Recovery
Stress Management
CJIS Security Issues
Courtroom Testimony

2011 Police Clerks Conference

May 2-6, 2011

Tan-Tar-A Resort
Osage Beach, MO

Registration Information

To register for this conference, please go to:
<http://www.mopca.com/mpca/conf-annual.html>
and complete the registration form.

The Tan-Tar-A hotel information can also be found on the MOPCA conference form.

Costs

Fee per day is \$ 65.
\$160.00 before April 11,
and \$175.00 after April 11.

Date & Times

May 2, 2011 - 1200-430
May 3, 2011 - 800-430
May 4, 2011 - 800-430
May 5, 2011 - 800-430
May 6, 2011 - 800-1200

New Security Awareness Training Requirement

Version 5 of the CJIS Security Policy was adopted in February 2011. One of the requirements from the policy is Security Awareness Training. The requirement was also in version 4.5 of the policy but the requirement did not define what topics were required to be covered.

The current policy states that anyone with the minimum ability to view criminal justice information (CJI) either in physical or computer form must have Security Awareness training within 6 months of hire and every 2 years thereafter. This means that if individuals have access to CJI, whether or not it is part of their primary job duties, they must complete Security Awareness training. This extends past the typical terminal agency. Prosecuting attorneys, clerks, support staff, maintenance staff or anyone with the ability to view or handle CJI must go through the training. If you have maintenance staff or custodial staff that are escorted at all times, they would not need to have the training.

In addition to expanding the audience, this policy also defines the topics that must be covered in the training. It is broken down into 3 areas that build off each other. On pages 18-19 of the CJIS Security Policy, these various topics are outlined. The MSHP will be providing Security Awareness training at various classes and seminars. Examples of training materials will also be made available to Missouri criminal justice agencies.

The important thing to remember is that Security Awareness training must be provided to staff and records of the initial and refresher training dates must be maintained by the TAC. The refresher classes are important because information and threats change on a daily basis. A review of each agency's training log(s) will be part of the MSHP IT Security Audit and the FBI's IT Security Audit. Training can be transferred from one agency to another. If you hire someone who has had security awareness training from a different agency, the person is not required to retake the training if they have had it within the 2 year time period and it meets the appropriate level of training.

Information Security Lingo - "Phishing"

Today we hear about Internet scams, viruses, malware, and many other terms describing things that can be loaded on your computer or cause your computer harm. Many of these terms are interchangeable and there is a whole separate lingo used by computer users. A popular term in current news stories is the term phishing. It is a modification of the word fishing. Phishing is a ploy to gather information from unsuspecting computer users. Phishing is normally done through emails or instant messaging. A malicious user sends out hundreds of thousands of legitimate looking emails that point users to what looks to be legitimate web sites of popular companies like clothing stores or retail websites. The attacker then convinces a user to supply credentials or other personal information. The attacker collects this information for later use. Phishing attacks are very popular and profitable.

Phishing attacks are successful because the email looks legitimate and seems to come from a reputable source. That makes these types of attacks hard to defend against. The best defense is education. Remind your staff that legitimate sites DO NOT initiate or request personal information from their customers through email. If a bank wants to confirm information or they need to communicate with a customer, they will do it through postal mail or through a phone call.

A variant of a phishing attack is called spear phishing. Instead of sending out thousands of emails, the attacker will try to target a specific group of people or individuals. The attacker may have some specific information about the individual or group. Several years ago, state employees in Jefferson City were targeted with a phishing email that asked for account information from Central Bank. This phishing attack was directed with specific information that could be relevant to the employees in this location since Central Bank is a well known bank and many state employees could potentially use the bank.

continued...

Information Security Lingo - Phishing...continued

...Can this happen to you? Yes, even some of the most technologically savvy companies have fallen to phishing attacks. This type of attack cannot be stopped by technology alone, user education is key. A recent successful phishing attack was performed on a company that handles client information for companies such as Capital One, Walgreens and Best Buy. The phishing attack compromised the email addresses and purchasing patterns of thousands of consumers. With this information, the attackers can create new spear phishing attacks on unsuspecting customers. The attack was based upon an email that discussed the company's 2011 recruitment plan.

As you are providing Security Awareness training to your users, please emphasize that these types of attacks are very common. If something doesn't look right in an email, then it is best not to open the email. Notify your local IT staff or contact the Information Security Officer at the Missouri State Highway Patrol.

Attention: CCW Endorsement Agencies

Issuing a Certificate of Qualification for a CCW Endorsement pursuant to Missouri Law

571.101 RSMo became effective on February 26, 2004 and is the procedural weapons law for the issuance of certificates of qualification for a concealed carry endorsement. This law contains the requirements for applicant training and background checks, procedures for sheriffs and the Missouri Department of Revenue to follow in issuing certificates of qualification and endorsements, an explanation of the Missouri State Highway Patrol's duties regarding concealed weapons endorsements, and restrictions on where concealed weapons may be carried.

According to 571.101 RSMo, in order to determine an applicant's suitability for a certificate of qualification for a concealed carry endorsement, the sheriff or his or her designee of the county or city in which the applicant resides is required to request a fingerprint based criminal background check. This background check must be conducted within three (3) working days after submission of the properly completed application.

A firearms training course certificate (at least 8 hours in length) should be presented before the application for a CCW endorsement is filled out.

The application will contain a sworn statement that verifies the applicant:

1. Is at least 23 years of age;
2. Is a citizen of the United States;
3. Has assumed residency in Missouri, or is an armed forces member or spouse stationed in Missouri;
4. Has not been convicted, or pled guilty or nolo contendere to any felony;
5. Has no weapons-related misdemeanor convictions;
6. Has not been convicted within the past five years of a violent misdemeanor;
7. Has not been convicted of two or more misdemeanors involving DWI or possession or abuse of a controlled substance within the past five years;
8. Is not a fugitive;
9. Is not currently charged with a felony;
10. Has not been dishonorably discharged from the armed forces;
11. Has not been adjudged mentally incompetent within the past five years;
12. Has received the required firearms safety training; and
13. Is not the respondent of a valid full order of protection

continued...

Attention: CCW Endorsement Agencies Continued...

...Upon receipt of the completed background check, the sheriff shall issue a certificate of qualification for a concealed carry endorsement within three (3) working days. Regardless of whether a completed background check is received or not, the sheriff will issue the certificate within forty-five (45) calendar days. Should the background check eventually result in any disqualifying record, the sheriff will revoke any such certificate and endorsement within twenty-four (24) hours of receipt.

A concealed carry endorsement is valid for three (3) years from the date of issuance or renewal and is valid throughout this state. Not all states honor Missouri's concealed weapons endorsements. Please note that the following states do NOT honor Missouri CCW permits: California, Connecticut, Hawaii, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon and Rhode Island. Although out-of-state residents cannot obtain a Missouri concealed carry endorsement, nothing prohibits Missouri residents from obtaining a concealed carry permit from another state, and those permits would be valid in Missouri. At this time, Illinois and Wisconsin do not issue any CCW permits.

571.101 RSMo also requires the sheriff to deny the application if the applicant is found to be ineligible. The sheriff must notify the applicant of the denial in writing, state the grounds for denial and inform them of their right to submit any additional documentation relating to the reasons for denial. Upon receiving any additional documentation, the sheriff shall reconsider his or her decision and inform the applicant within thirty (30) days of the result of the reconsideration. The applicant shall further be informed in writing of the right to appeal the denial pursuant 571.114 RSMo sections 2, 3, 4 and 5. After two additional reviews and denials by the sheriff, the person submitting the application may appeal the denial through their Circuit Court pursuant to 571.114 RSMo.

Dissemination Information:

As with any CHRI received from a CJIS database, authorized dissemination outside of the agency's ORI to another agency's ORI must be logged accordingly. All authorized dissemination within the agency will not need to be logged. The written notice to the subject of record may serve as proof of dissemination. If the applicant chooses to appeal the denial, the CHRI may be viewed by the prosecutor or judge through the course of the civil appeal. Prosecutors and judges will be considered authorized viewers of CHRI if the need is based on the same scope and purpose of the request, in this case, the final approval or denial of the CCW endorsement. Remember, this type of dissemination will also need to be logged.

The MSHP CJIS Audit Unit has begun Policy Compliance Reviews (PCRs) for the CCW Endorsement Agencies. All agencies that issue endorsements will be audited on their fingerprint based background check requests for CCW endorsement applications. The target date for completion of all CCW PCRs is December 2011. Categories for the audit will include the use, dissemination, destruction, maintenance, personnel and physical security of CHRI, policy and procedures.

For any further questions on the PCR process you may contact the MSHP CJIS Audit Unit at (573) 526-6153 ext. 2630 Linda Vercelli, ext. 2625 Pam Aberle, or ext. 2655 Val Hampton.

2011 CJIS Training Schedule

We will now be listing all upcoming CJIS Training Sessions on the UCR Website, as well as in each CJIS Newsletter. This list will include all scheduled UCR, MIBRS, and MoDEx classes presented by MHSP personnel statewide. Feel free to contact the instructor at the phone number provided to register for the class or to get more information on the location.

Please note that the dates and times of these training sessions are subject to change and/or cancellation!

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Location</u>	<u>Instructor (s)</u>	<u>For Registration:</u>
05/11/11	8:00am-4:00pm	UCR Training Class	Butler County Sheriff's Office Poplar Bluff, MO	Bill Welch	(573) 840-9562
06/22/11	8:00am-4:00pm	UCR Training Class	MSHP – Troop B Macon, MO	Kevin Neeley	(573) 526-6153
07/20/11	8:00am-4:00pm	UCR Training Class	Jefferson City Police Department Jefferson City, MO	Kevin Neeley	(573) 526-6153



MULES

11-01

Missouri Uniform Law Enforcement System



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.

File with MULES/NCIC Operations Manual

By the Numbers

- NCIC receives and processes an average of **7.4 million** transactions per day.
- NCIC processed a record **9,121,881** transactions on August 4, 2010 alone.
- The average NCIC response time is **0.04** seconds.
- As of 4/1/2011, MULES has **321,112** total records on file, including:
216,061 Wanted Persons, 1,158 Missing Persons, 12,754 Sex Offenders, 11,484 Full Orders of Protection, 19,140 Stolen Vehicles, and 3,900 Stop Orders.
- The MSHP Access Integrity Unit reviewed **275,615** Wanted/Missing/Stolen Vehicle records and conducted **748,502** quality control transactions in 2010.

MULES 4 Update!

Steady progress is being made toward the state-wide implementation of MULES 4. Beginning April 1, 2011, MSHP began pilot testing of the system using a test database in five current MULES agencies. Included in this test group is a 911 Center, two sheriff's offices, a police department and MSHP Troop Communications center. Initial feedback is positive and minor errors are being worked out during the course of the testing.

During the last few weeks of the pilot project, the test agencies will begin making transactions using the live MULES database. Once this phase of the project is complete, a state-wide implementation schedule can be finalized. Currently the schedule has the first agencies coming online in mid July and all agencies switched over within 90 days thereafter. Once the plan has been finalized, your agency will receive an installation packet in the mail containing the software disk, license keys, and basic installation instructions.

Around that same time your TAC will be contacted regarding MULES 4 training courses being available. This course will be a one day, system orientation course utilizing a mixture of instruction and hands-on experience. It will be required that at least 1-2 operators from each agency attend one of these courses to enable them to return to your agency and train the rest of your staff. Look for these course offerings in the month of June.

If you have any further questions please contact your troop MULES Trainer.

MULES Access for New Hires - Better Sooner Than Later!

Our MULES trainers continue to hear tales from users at local agencies of new hires being made to sign into MULES using their supervisor's or TAC's User ID. We all know that using another person's log in information is against policy, but there seems to be an idea out there that this is acceptable when the person is a new hire. This is not the case!

All new users are allowed a provisional access period of up to six months. This provides the new user with an opportunity to get their feet wet in the MULES system prior to coming to a certification class, as well as allows them to have their own User ID and password to use. One of the first things TACs should do for new hires is fill out and submit an SHP-292C and SHP-290C so that the new user can get signed on to the system. Waiting until you have a better idea of that employee's ability to do the job, or allowing them to use the TAC's or a supervisor's User ID and password in the meantime, is poor business practice and a direct violation of MULES policy.

The simple act of sending that paperwork to your Troop Trainer as soon as the new employee is hired can save you a lot of trouble should things go wrong. If the employee does not work out, you only need to submit an SHP-292C for deletion. It's a small effort compared to the alternative, which could result in an innocent TAC or Supervisor having to defend themselves in a misuse investigation.

So, sign those new hires up as soon as they walk in the door. It's easy, it's smart, and it's policy.

MULES Policy & Procedures Manual, Sec. 3, Pg. 25

Extradition Limitations

It has come to our attention that several agencies are consistently declining to extradite wanted persons within their set extradition range. While it is understood that staffing, jail space and budget concerns can affect the ability to extradite, the extradition limits in MULES/NCIC should be realistic. The limitation entered on the warrant should generally reflect how far you are willing to go 24/7/365 with very few rare exceptions (i.e., natural disaster, sudden influx of calls, etc). If you refuse extradition, the confirming agency can and will locate your case with NOEX requiring your record to be cleared and re-entered. When making this re-entry make every attempt to modify the extradition limits to something your department will honor.

Criminal History Test Records

The MULES training documents have stated in the past that operators may make test inquiries or entries on themselves. This still applies to all files except for criminal history. Accessing any actual person's criminal history for testing purposes is not an authorized transaction, and is considered misuse of the system. Criminal History test records with SID and FBI numbers exist for all states. These records should be utilized for practice and training purposes. Missouri maintains two test records, a single-source (Missouri record only) and a multi-source (Missouri and other states):

Single-source: FBI/9022000.NAM/RECORD,ROY A.SEX/M.RAC/W.
DOB/19341130.SID/MO00000001

Multi-source: FBI/9004400.NAM/RECORD,PAUL U.SEX/M.RAC/B.
DOB/19540710.SID/MO00000002

Changes to MULES Management Control Agreement Policy

Pursuant to policy changes made by the FBI Criminal Justice Information Services (CJIS) Division, the Missouri State Highway Patrol (MSHP) will be implementing a number of MULES Policy Changes concerning all forty-four (44) 911 Communication Centers in Missouri.

Effective July 1, 2011, all existing Management Control Agreements (MCAs) between 911 Centers and Sheriff's Departments currently on file with MSHP CJIS **will become null and void**. Revisions to 28 C.F.R. § 20.33 have led the FBI to no longer require noncriminal justice governmental agencies (NCJAs) performing criminal justice dispatching functions to have an inter-agency management control agreement with a local criminal justice agency (CJA). Additionally, the FBI no longer requires the existence of a MULES Subcommittee. Instead, the criminal justice oversight requirement for the NCJA will be satisfied by a new User Agency Agreement between the NCJA and the state CJIS Systems Agency (CSA), here the MSHP. These changes have eliminated the previous MULES requirement for law enforcement oversight, to include the co-signing of all MULES Operator Request Letters.

In addition to a new User Agency Agreement, each NCJA will be required to submit a new letter to the MSHP Access Integrity Unit requesting MULES access. This request letter must include the ORIs that will be serviced and specifically state that the 911 Center will not provide criminal justice information to any non-law enforcement entity. The letter must also include a statement that MULES will not be used for emergency, fire, or medical dispatching purposes. Additionally, a copy of the county or municipal ordinance that established the 911 Center must be included with the request letter. Please note that a sample copy of this "911 Center Access Request Letter" will be posted on the CJIS Launch Pad as soon as possible. Finally, in order to facilitate this transition, the Director of each 911 Center will be required to become fully MULES certified through attendance of a 40-hour training class prior to January 1, 2012.

The MSHP CJIS Division has already mailed out new User Agency Agreements to all 911 Centers. These agreements will need to be signed by the Director of the 911 Center and returned with the aforementioned request letter and ordinance **by July 1, 2011**. Thank you in advance for your cooperation.

Locator and Directional Abbreviations

When packing address information on MULES records (Wanted Person, Missing Person, Sex Offender, Order of Protection), please note that the use of the following US Postal Service abbreviations is recommended by CJIS as a good business practice in order to eliminate duplicate addresses, as well as establish uniformity throughout MULES and the Missouri Sex Offender website:

Avenue — AVE	Highway — HWY	Road — RD	Apartment — APT
Boulevard — BLVD	Island — IS	Route — RT	Building — BLDG
Center — CTR	Junction — JCT	Station — STA	Floor — FL
Court — CT	Lake — LK	Street — ST	Suite — STE
Cove — CV	Lane — LN	Trail — TRL	Unit — UNIT
Drive — DR	Mountain — MTN	Trailer — TRLR	Room — RM
Expressway — EXPY	Park — PARK	Turnpike — TPKE	Department — DEPT
Freeway — FWY	Parkway — PKY	Valley — VLY	
Heights — HTS	Place — PL		

TAC Corner



QIMP/QEMP Purpose Code 3 Transactions

Each time a QIMP/QEMP Purpose Code 3 inquiry is made, it automatically generates a \$10.00 charge to the inquiring agency's ORI. Please note that this includes when duplicate inquiries are made of the same individual and/or if the operator attempts a TEST inquiry.

Please remind your operators to use the QIMP/QEMP transaction only for non-criminal justice city or county governmental employment. This is not a replacement inquiry for volunteer positions or other positions that require fingerprint submissions. QIMP/QEMP should not be used if a city or county department is contracting an "off the street" company for any type of various job duty. It is also not to be run with any other transactions, QW, QWR QIDE, QIDI, QH, QMH, etc.

The Access Integrity Unit (AIU) conducted an automatic log-scan on the agencies who were billed for the QIMP/QEMP transactions for the month of January 2011. These log scans verified that many of the TACs and operators across the state are misusing the MULES/NCIC system by inquiring into Warrants and Wanted Persons for non-criminal justice purposes. The results of these log-scans are given to the CJIS Audit Unit to address with the agency head and TAC during audits if the agency is out of compliance with MULES/NCIC policy. AIU will continue to monitor the MULES inquiries that are conducted at the same time QIMP/QEMP transactions are conducted by the agencies. If future log-scans show persistent violations of MULES/NCIC for non-criminal justice inquiries, agency heads will receive a violation notice from the Missouri State Highway Patrol CJIS Systems Officer (CSO).

Due to the \$10.00 fee and access to only Missouri open records, the QIMP/QEMP should not be used for hiring or for periodic review of criminal justice employees. If you are hiring criminal justice personnel or completing the required on-line criminal history inquiry for criminal justice personnel, you should be running the QW, QWR, QIDE, QIDI, QH, etc. transactions using Purpose Code J. There is no cost to the agency and you will receive all criminal history you need, not just Missouri open records.

This reminder is to help cut down on your agency's costs and to slow down the off-line searches that are requested every month to determine which operator on what terminal conducted the QIMP Purpose Code 3 after an agency receives the bill. The billing for the QIMP transactions is mailed out on the 7th of the month following the transactions and is payable upon receipt. Please remind your accounts payable department to submit their payments in a timely fashion.

UCR

Uniform Crime Reporting

11-01



Signature Block

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

File with *Missouri Supplement to the UCR Handbook*

Missouri Hate Crime Data Study Planned

With encouragement from Ms. Karen Aroesty of the Missouri/Illinois Chapter of the Anti-Defamation League, Missouri UCR (MoUCR) Program Manager Kyle Comer and Missouri Statistical Analysis Center (MoSAC) Director Ron Beck will be working together this summer to conduct a study of all Hate Crime incidents reported by Missouri law enforcement agencies since the inception of the MoUCR Program in 2001. This study will examine offense characteristics, bias motivations, victimization trends, and geographical analysis. Additionally, the findings of this study will be included in the annual *Crime in Missouri* publication which is scheduled to be released in September 2011.

UCR Data Tool Now Available

The UCR Data Tool—an interactive, query-only database that allows users to select custom variables, easily look at longitudinal data, and download spreadsheets of tailor-made tables—is now available online at: www.ucrdatatool.gov

The information in the UCR Data Tool comes from law enforcement agencies that participate in the national UCR Program. The database includes offense data from 1985 to 2009 for city law enforcement agencies with 10,000 or more inhabitants and county law enforcement agencies with 25,000 or more inhabitants that provided 1 to 12 months of offense data. Users can access figures for volume and rate per 100,000 inhabitants for violent crime and property crime offenses. Arson figures are not included in the database.

If data from any agency was omitted from the UCR Program’s annual report, Crime in the United States, and the data is now available, the information will be available within the UCR Data Tool along with a footnote explaining why figures were excluded from the Crime in the United States.

The UCR Data Tool also provides state and national estimated crime data for 1960 to 2009 and furnishes additional information on the following UCR topics:

- About the UCR Program
- UCR Offense Definitions
- UCR Publications
- Methodology
- Tools for Decision Making
- Frequently Asked Questions

Questions? Please contact Ms. Nancy E. Carnes in the FBI Crime Statistics Management Unit (CSMU) by telephone at (304) 625-2995 or by e-mail at: nancy.carnes@leo.gov

FBI Technical Updates

The FBI will release a technical specification update to all states in July 2011 on the following topics for national implementation in 2013:

- Human Trafficking data collection (Summary & NIBRS)
- Additional UCR Hate Crime fields to be collected (based on the Matthew Shepard Act)
- New UCR race codes; New UCR ethnicity codes; New NIBRS location codes

MIBRS Certification

The Missouri UCR Program Office would like to extend Congratulations to the following agencies, which are Missouri Incident Based Reporting System (MIBRS) Certified:

Grain Valley Police Department
Chillicothe Police Department
Emma Police Department
Blackburn Police Department
Alma Police Department
Wellington Police Department
Corder Police Department
Merriam Woods Police Department
Sturgeon Police Department
Byrnes Mill Police Department

Oak Grove Police Department
Pilot Knob Police Department
Ste Genevieve County Sheriff's Office
St. Peters Police Department
Laclede County Sheriff's Office
Kansas City Police Department
Lake Lotawana Police Department
Joplin Police Department
Gladstone Police Department

The following agencies are currently working toward MIBRS Certification:

Missouri Science & Technology DPS

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 10-04 *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:

JACKSON COUNTY DRUG TASK FORCE	HERCULANEUM POLICE DEPARTMENT
PLATTE COUNTY DRUG TASK FORCE	LAMAR POLICE DEPARTMENT
JEFFERSON COUNTY SHERIFF'S OFFICE	RICH HILL POLICE DEPARTMENT
MONTGOMERY CITY POLICE DEPARTMENT	BOONE COUNTY SHERIFF'S OFFICE
QUEEN CITY POLICE DEPARTMENT	NIXA POLICE DEPARTMENT
SUGAR CREEK POLICE DEPARTMENT	LAWRENCE COUNTY SHERIFF'S OFFICE
WALNUT GROVE POLICE DEPARTMENT	ST. CLAIR COUNTY SHERIFF'S OFFICE
BARRY COUNTY SHERIFF'S OFFICE	ODESSA POLICE DEPARTMENT
KIMBERLING CITY POLICE DEPARTMENT	COLUMBIA POLICE DEPARTMENT
MALDEN POLICE DEPARTMENT	UNIV OF MISSOURI COLUMBIA
BOWLING GREEN POLICE DEPARTMENT	

Since the 10-04 *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:

ST. MARY'S POLICE DEPARTMENT	HARRISONVILLE POLICE DEPARTMENT
CLAY COUNTY PARK AUTHORITY	GRANDVIEW POLICE DEPARTMENT
FRANKFORD POLICE DEPARTMENT	DUNKLIN COUNTY SHERIFF'S OFFICE
PEVELY POLICE DEPARTMENT	PLEASANT HOPE POLICE DEPARTMENT
JONESBURG POLICE DEPARTMENT	MARION COUNTY SHERIFF'S OFFICE
NORTHWEST MO STATE UNIVERSITY	UNION POLICE DEPARTMENT
DES PERES DPS	LAFAYETTE COUNTY SHERIFF'S OFFICE
PILOT KNOB POLICE DEPARTMENT	CRYSTAL CITY POLICE DEPARTMENT
ST. JAMES POLICE DEPARTMENT	JASPER POLICE DEPARTMENT
MARTHASVILLE POLICE DEPARTMENT	HOLDEN POLICE DEPARTMENT
HALLSVILLE POLICE DEPARTMENT	LONE JACK POLICE DEPARTMENT
MANCHESTER POLICE DEPARTMENT	GOODMAN POLICE DEPARTMENT
ASHLAND POLICE DEPARTMENT	VERONA POLICE DEPARTMENT
RIVERSIDE POLICE DEPARTMENT	STURGEON POLICE DEPARTMENT
PERRY POLICE DEPARTMENT	WAYNESVILLE POLICE DEPARTMENT
BELTON POLICE DEPARTMENT	CAPE GIRARDEAU CO SHERIFF'S OFFICE
CASS COUNTY SHERIFF'S OFFICE	

One third of all independently reporting law enforcement agencies are reviewed each year. Cycle 2 ended on December 31, 2009, and cycle 3 will run from January 1, 2010 through December 31, 2012.

UCR Reminders

During our QAR Data Quality checks, we have found that multiple agencies are still having problems with the same areas of UCR Reporting.

- **Assault Classifications:** There are errors being found in the reporting of Aggravated Assault – Hands/Fists/Feet when the agency's incident report indicates it should have been reported as a Simple Assault. Remember, the nature of the injury determines the seriousness of the Assault. If a victim has to obtain medical treatment for stitches, broken bones, or internal injuries, it would be considered an Aggravated Assault. If the injury can be treated at home by ice pack, bandage, and such, it will be a Simple Assault. Historical statistics show that almost all agencies will encounter more Simple Assaults than Aggravated Assaults. High Aggravated Assault totals are always questioned by the FBI during their analysis of annual offense totals and then we are then requested to contact agencies to determine if the totals are correct.
- **Burglary:** Remember that the definition for the crime of Burglary for UCR Reporting is different than the definition of what constitutes a burglary under Missouri law. For the purpose of UCR Reporting, you have to have an entry (either forced or non-forced) for the purpose of committing a felony or theft. For Burglary, as defined by RSMo, you have to have an entry for the purpose of committing a crime. All UCR definitions are generic definitions, which are used by all states when reporting and are not based on any particular state's statutes.

Additionally, the quickest way to have a submitted UCR Report rejected is to either report a recovered Stolen Vehicle (one that was stolen within your reporting jurisdiction) without reporting a recovery value or by reporting a recovery value but then not showing a recovered Stolen Vehicle at the bottom of the Supp-A.

After a UCR Report has been submitted, agencies are asked to check the status of the submitted report a few days later to make sure it has been approved. If it is showing as rejected, please open the rejected Return-A and the reason will be shown under the "Comments" section. If it is not corrected promptly, you will be contacted by your local trainer to obtain the necessary corrections.

National Sheriff's Association Conference



Registration Information

To register for this conference, please go to:
<http://www.sheriffs.org/conferences/2011NSAConference.asp>
and complete the registration form.

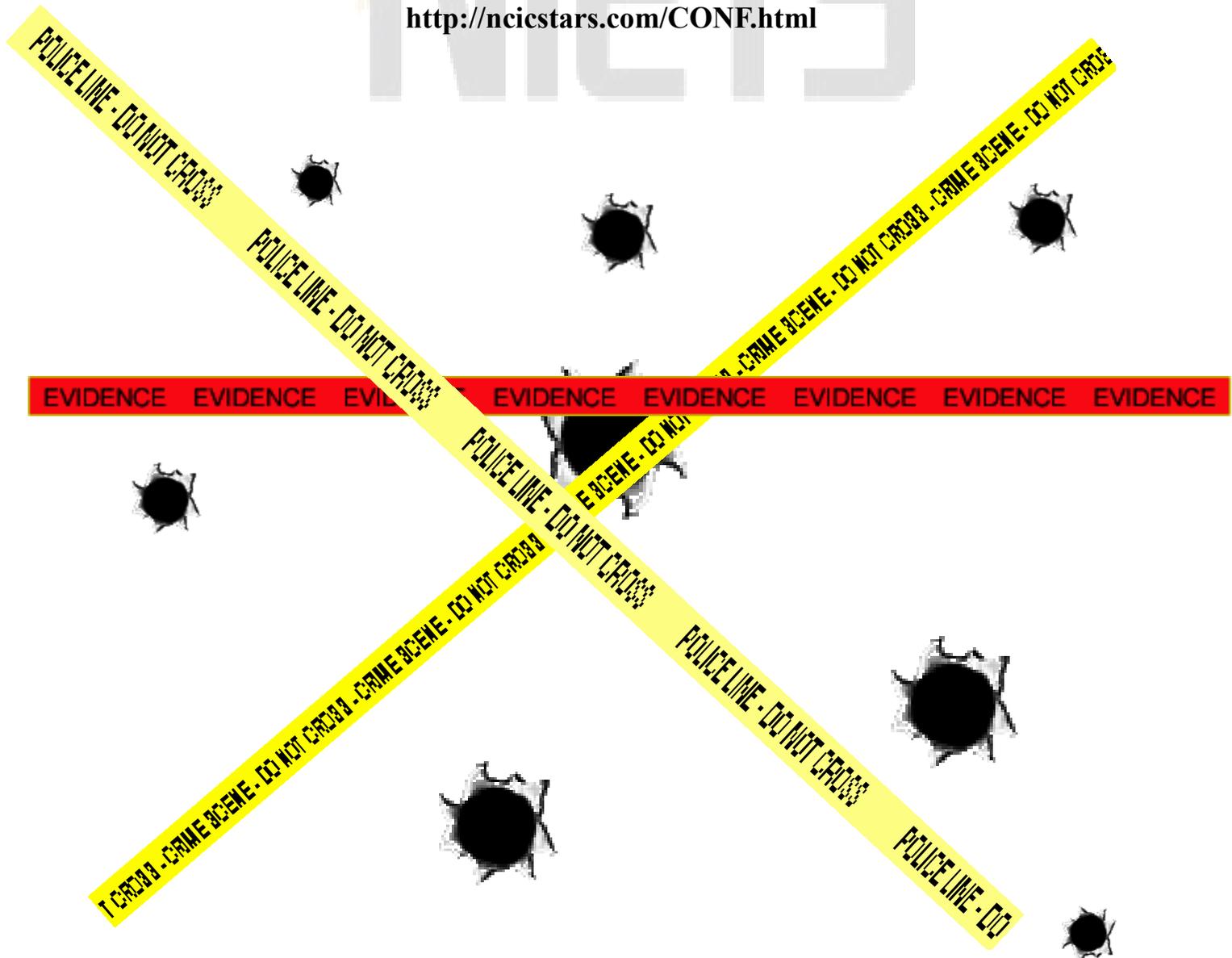
Date & Times

June 18, 2011 - 8:00-4:30
June 19, 2011 - 8:00-5:00
June 20, 2011 - 8:00-4:30
June 21, 2011 - 8:00-4:30
June 22, 2011 - 8:00-4:30



2011 Association of State UCR
Programs Conference
October 4-6, 2011
Salt Lake City, UT

Powered By
NICITS
2011 Nlets State Training and Audit
Resources Conference
May 15-18, 2011
Savannah, GA
<http://ncicstars.com/CONF.html>



Please note that this will be the last hard-copy edition of the MSHP CJIS Newsletter! All future quarterly publications will be distributed via email in PDF format. All CJIS Newsletters are also available for download on the CJIS Launch Pad.

**If you would like to be added to the CJIS Newsletter email distribution list, please send a request to CJISNews@mshp.dps.mo.gov
Thank you!**

