



# THE **CJIS** NEWSLETTER

## Criminal Justice Information Services

### MULES Newsletter and UCR Bulletin Become CJIS Newsletter

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

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

#### **Communications Division**

Bob Mouser (573) 526-6102 email: [robert.mouser@mshp.dps.mo.gov](mailto:robert.mouser@mshp.dps.mo.gov)

#### **Information Systems Division**

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

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

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

Access Integrity Unit (573) 526-6257

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

If you have suggestions regarding content of the *CJIS Newsletter*, if you want to receive the *CJIS Newsletter* in electronic format rather than hard copy, or if you have a change in contact information, please contact Laurie Crawford at (573) 526-6278.

### CJIS Survey

Once again, its time to send out the annual CJIS Survey to Missouri law enforcement agencies. Please take a few moments to complete the survey on the following page and fax it to the Missouri State Highway Patrol at 573-526-6290. Your feedback is used to measure the effectiveness and quality of services provided to county and municipal agencies.



# Missouri State Highway Patrol

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

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

## Employee Competence

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

5 4 3 2 1

Comments: \_\_\_\_\_

## Employee Professionalism

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

5 4 3 2 1

Comments: \_\_\_\_\_

## Quality of Services Provided

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

5 4 3 2 1

Comments: \_\_\_\_\_

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

5 4 3 2 1

Comments: \_\_\_\_\_

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

5 4 3 2 1

Comments: \_\_\_\_\_



**File with MULES/NCIC Operations Manual**

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

- Signature Block
- MoAPCO Classes Announced
- Tim Wever Retires
- User Agency Agreements
- 2007 MoAPCO MULES/CJIS Conference
- TAC Corner

**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.


**MoAPCO Classes Announced**

The Missouri Professional Training Partnership has announced the schedule for APCO PST1 Classes for the remainder of 2007 as follows:

- July 23-27, Troop F, Jefferson City Police Department
- August 27-31, Troop H, Troop Headquarters, St Joseph
- October 22-26, Troop F, Jefferson City Police Department
- October 29-November 2, Troop D, Troop Headquarters, Springfield

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

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

### **Tim Wever Retires**

On July 1, 2007, Chief Training Engineer Tim Wever retired from the Missouri Highway Patrol after almost 30 years of dedicated service. Tim, originally from northwest Missouri, started his career with the Patrol at Troop E in Poplar Bluff on November 1, 1977. In 1983, he transferred to Troop D Springfield and in 1989 was promoted to Radio & Telecommunications Training Engineer for Troop D. In January 2004, Tim was promoted to Chief Training Engineer and was assigned to the Patrol's General Headquarters in Jefferson City where he supervised the training efforts of the Patrol's Communications Division statewide. Tim was at the forefront of MULES training from the late 1980's to his retirement and was actively involved in MULES and APCO training statewide including MULES conferences in the 1990's and the first combined MULES/MoAPCO conference in 2006. Tim and wife Kristie reside near Jefferson City, however some of you may continue to hear from or speak to Tim at the Jefferson City Police Department where he will continue being involved in public-safety telecommunications. We thank Tim for his service to the Patrol, to criminal justice agencies statewide and to the citizens of the state of Missouri. We wish him well.

### **User Agency Agreements**

The FBI CJIS Division requires User Agency Agreements be on file with MULES Terminal Agency Administrators and the Superintendent of the Missouri State Highway Patrol. Due to the appointment of Superintendent James F. Keathley of the MSHP in August 2006, new User Agency Agreements must be executed by terminal agencies having access to the MULES/NCIC system. During an agency's MULES Policy Compliance Review the MULES auditor will check for compliance in this area. You can obtain a copy of this form by referring to the forms section, C1: User Agency Agreement, of your agency's MULES 3 Manual. We ask that you have the TAA at your agency sign two copies of the User Agency Agreement document. As soon as we receive these signed documents, each copy will be signed; and one copy will be returned for your files. If your agency has already forwarded these completed User Agency Agreements to the MSHP since this appointment, re-submission is not necessary. If you need assistance finding a copy of the User Agency Agreement for completion, you may contact Jason Buschjost with the Access Integrity Unit, at (573) 526-6361.

### **2007 MoAPCO MULES-CJIS Conference**

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

OPEN TO ALL MULES/CJIS USERS

Missouri Chapter, The Association of Public-Safety Communication Officials, Intl.  
Presents

2007 MOAPCO MULES/CJIS CONFERENCE

September 16 – 19, 2007

Capitol Plaza, Jefferson City

Registration \$179.00 includes many meals

Hotel Room \$85.00 room

(Must make room reservation through hotel by August 23, 2007)

Due to hosting the 2008 APCO International Conference in Kansas City next year

THERE WILL BE NO CONFERENCE OR OPPORTUNITY FOR OUR UNIQUE TRAINING  
FOR TWO YEARS!

GET YOUR TRAINING NOW – REGISTER NOW

Courses offered in three tracks;

MULES/CJIS

Telecommunicator

Manager & Technical

Managing Workplace Negativity

Sex Offense Legislation

Interpol

Intro to Technology

HIPPA

Sweet Management

Guide to Proper MSAGs

Future Communication Technology

CJIS Overview

CCH RAP Sheet

NICS

CJIS/MULES Jeopardy

Identity Theft

MIBRS/UCR

Hate Crime Reporting

Domestic Violence in UCR

Perception is Reality

Advanced Fire & EMS

WMD

ABC's of Management

Off-Line Searches

FBI Audits

Violent Gangs and Terrorists

TAC

Media Relations

Officer Down

Children & Emergencies

Missouri Kimball Report

Record Retention for Communications

FCC

Report on Missouri Legislators 911 Study

Further information, Agenda and Registration forms may be found on [www.moapc.org](http://www.moapc.org)

# 2007 MOAPCO & MULES/CJIS CONFERENCE

*It's a Really Sweet Deal!*

A Chocolate Mixer Hospitality  
Breakfast with the Vendors  
Spectacular Vendor Luncheon  
The Chocolate Factory Golden Wrapper & Raffle  
Shopalooza & Sweetie Pie Nitecap  
*and*  
The White Chocolate Banquet 'n Boogie



*Just as sweet...the training!*

It was challenging, but we have scheduled 16 hours of certified training in the required modules. No more receiving 3 hours of module 2 when you only need 2 hours!

MOAPCO took the Kimball Report to heart! We have manager's classes that are unlike any others presented at an emergency service conference. We present the basics of management; scheduling, complying with human resources, FLSA, and justification of staffing increases, just to name a few.

The MULES/CJIS training is a must for all law enforcement professionals. Whether carrying a badge, a key or a law book, this conference is open to any and all MULES/CJIS users! For dispatchers, we have scheduled the MULES/CJIS and certified hours so that you can benefit from the best of both disciplines.

September 16-19, 2007      Jefferson City, Missouri  
Early Registration - \$179.00      Early Vendor Registration - \$499.00

*Networking – Priceless!*

Due to hosting the 2008 APCO International Conference in Kansas City,  
There will be

*NO MOAPCO & MULES/CJIS Conference until 2009!*

*Get your training now!*

Capitol Plaza \$85.00/night Conference Rate (Reservations must be made before August 23, 2007)  
FOR REGISTRATION AND AGENDA VISIT [www.moapco.org](http://www.moapco.org)

# TAC CORNER



## *Keeping Track of Training Due Dates*

It's Saturday afternoon and one of your MULES operators begins their shift, but upon signing on finds out that their access to hot files has been denied. The operator failed to recertify in MULES and has been reduced. This is an unfortunate circumstance. MULES does warn operators several times that their re-certification date is approaching, but sometimes that is missed. TAC's can keep track of re-certification dates and even receive emails when re-certification dates are approaching and when tests are taken.

One way to keep track of that important date is MULES Training & Certification System (Option 5 on the Criminal Justice Directory). Every MULES operator has the authority to view operators training due dates within their own ORI.

Another way for TAC's to keep track of re-certification due dates is with nexTEST. From the nexTEST screen, the TAC may sign in to AGENCY LOGIN. A menu appears giving the TAC several tools to track operator training. USER ADMIN allows the TAC to view all operators within their ORI and see the training due date. REPORTS can generate several types of training reports including expiration reports. Finally, MY INFO allows the TAC to enter an email address. NexTEST will send an email once a month alerting the person at the email address of operators with re-certification due dates within the next 30 days. When a test is taken nexTEST will send an email the next day advising of that and the score received.



# UCR Uniform Crime Reporting

File with *Missouri Supplement to the UCR Handbook*

**Topics Addressed In This Edition:**

- Signature Block
- UCR Quality Assurance Reviews
- MIBRS Certification
- Hate Crime Reporting
- Recovered Stolen Vehicles

**Signature Block**

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


**UCR Quality Assurance Reviews**

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

Duquesne Police Department  
 Neosho Police Department  
 New Florence Police Department

Hayti Police Department  
 Wentzville Police Department  
 Washington University Police Department

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

Bates City Police Department  
 Richland Police Department

Fair Play Police Department  
 Polo Police Department

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

Scott County Sheriff's Office  
Stoddard County Sheriff's Office  
Wayne County Sheriff's Office  
Franklin County Sheriff's Office  
Calverton Park Police Department  
Pacific Police Department  
Warrensburg Police Department

Joplin Police Department  
Galena Police Department  
Mount Vernon Police Department  
Deepwater Police Department  
Marston Police Department  
Claycomo Police Department

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

### **MIBRS Certification**

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

Grain Valley Police Department  
Chillicothe Police Department  
Center Police Department  
Emma Police Department  
Blackburn Police Department

Alma Police Department  
Wellington Police Department  
Corder Police Department  
Merriam Woods Police Department

The following agencies are currently working toward MIBRS Certification:

Bourbon Police Department  
Truesdale Police Department  
Sturgeon Police Department

Aurora Police Department  
Kirkwood Police Department  
Gladstone Police Department

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

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to populate the summary repository.
- Incident-based reporting requires a minimum of one submission file each month from each agency (in order to meet the statutory requirement for monthly reporting).
- Until the new web facility changes are moved to production, local agencies will need to write their submission files for certification compliance to disc or diskette. Before processing, discs will be virus scanned and file names will be reviewed to ensure appropriate formatting.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

- Certification will require a 96% rate of accuracy each month for three consecutive months.
- Any agency failing to maintain the 96% rate of accuracy for three consecutive months will lose their certification and will be required to submit a summary UCR report each month until certification is reestablished.

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

### **Hate Crime Reporting**

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

### **Recovered Stolen Vehicles**

For local and county agencies utilizing the standard UCR forms package, there is an area on the Supplement to Return A form that still proves to be problematic; the section for reporting recovered stolen property, and in particular, the category for recovered stolen vehicles.

If a vehicle is recovered that was originally reported stolen from your jurisdiction, then the actual number of recovered vehicles should be recorded in data entry lines 91 and 92 of the Supplement to Return A (bottom of page two of the form).

If a recovered vehicle is reported in data entry lines 91 or 92, then a recovery value should appear in data entry line 4 of the Supplement to Return A form (top of page one of the form). Keep in mind the recovered amount will be the value of the vehicle at the time of recovery. A recovered vehicle has a value, even if only a few dollars for salvage value for a burned vehicle. For the majority of recovered stolen vehicles, the recovery amount will be the same as the amount that was reported stolen.

Additionally, agencies are reminded that property originally reported stolen from your jurisdiction must be reported recovered by your jurisdiction, not by any other agency, regardless of where the recovery occurs.

**Questions or comments regarding this publication may be addressed to:**

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