



January - March 2008 No. 08-01

THE **CJIS** NEWSLETTER

Criminal Justice Information Services

Letter from the Division Director



Today's Scenario: Detective Smith has been working a string of burglaries for the last several months. During one of the burglaries, the victim interrupted the criminals as they were leaving his home. The only information the victim could provide was that the suspects were white males, one was called "Snake" and had a tattoo of a serpent on his right arm, and they left the scene in a white panel van. In this case, Detective Smith could possibly search his department's record system, but it would be limited to his jurisdiction's information. Since September 11th, law enforcement professionals have seen the need for information sharing to combat terrorism as well as crime in their jurisdiction.

The Same Scenario With an Information Sharing System: Detective Smith searches the system using the moniker "Snake", the tattoo description, and the van description. The search results indicate that five other departments in the area are working a similar pattern of burglaries, and that one law enforcement agency had recently arrested an individual matching the description of the suspect for possession of a stolen gun. This same individual also owns a 1980 white Ford van. Detective Smith now has lead information that could point him in the right direction toward solving this string of burglaries.

The Department of Public Safety, with representatives from the Missouri State Highway Patrol, Missouri Police Chiefs' Association and the Missouri Sheriffs' Association, has initiated the development and implementation of a statewide information sharing system. Knowledge Computing Corporation (KCC), has been awarded the contract. The KCC application, COPLINK, will include contributing data from local and state law enforcement agencies' electronic record management systems (RMS), citations, field interview reports and information from MULES databases (warrants, orders of protection and sex offender registry information). This new system has been named the Missouri Data Exchange (MoDEX). A Governance Committee has been established to assist in setting priorities for interfaces to COPLINK and drafting of the user's agreement, however, adoption of standards (like

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NIEM and GJXDM), access and security and support funding continue to be addressed. MoDEX is being implemented slowly because it is important to get it right. Issues at stake include the use of information (strictly as a law enforcement tool), information quality and accuracy and dissemination policy and privacy protection. Many local law enforcement jurisdictions are currently implementing regional data sharing systems, and the hope is these systems will seamlessly plug into MoDEX with the ultimate goal of connecting to the Federal Bureau of Investigation's National Data Exchange (N-DEX) system. This endeavor reflects law enforcement's mission to fight crime and the threat of terror in order to protect the public.

Sincerely,

Captain Timothy P. McGrail, Director
Missouri State Highway Patrol
Criminal Records and Identification Division

*The next CJIS Newsletter will discuss security and privacy of information sharing systems.

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, 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.

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

Communications Division

Rocky Ponder (573) 526-6107 email: rocky.ponder@mshp.dps.mo.gov

Information Systems Division

HELP DESK 1-800-877-2897 email: isdhelp@mshp.dps.mo.gov

Criminal Records and Identification Division

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

Access Integrity Unit (573) 526-6141

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 the UCR Unit at the phone number listed above.

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:

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<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.

Missouri Criminal Justice Modernization Project

The Missouri Criminal Justice Modernization Project (MCJMP) is a significant step for the Patrol in its modernization of public safety systems. The MCJMP will enable the Patrol to enhance law enforcement and public safety operations, improve information sharing, increase system availability and increase management reporting capabilities. Implementing modern technology solutions will provide faster, more effective access to public safety information by the Patrol and other authorized law and justice users throughout the state. The MCJMP will also allow the Patrol to migrate from older technology that is increasingly difficult to support, and that has outlived its expected useful life. The scope of the MCJMP includes the following key systems:

- SMS (Statewide Message Switch) – Replace the in-house-developed, mainframe-based Missouri Uniform Law Enforcement System (MULES) with new application software and server hardware. Key annual volumes include 14,400,000 persons inquiries, 7,400,000 vehicle inquiries, 40,100,000 inquiry and “pass through” update transactions, 445,000 administrative messages, and 900,000 wanted/missing person records. MULES is used by over 600 Missouri law and justice agencies.
- CAD (Computer Aided Dispatch) – Replace the current IBM RS/6000-based Logistic Systems, Inc. (LogiSYS) CAD system with application software and server hardware to support nine communications centers (one per troop). The nine communications centers support a total of 20 call taker positions and 29 radio operator positions. The nine centers support an average combined total of 350 active Patrol vehicles and a peak combined total of 650 active Patrol vehicles. Current annual calls for service are 489,000; this number is expected to increase to 560,000 within 5 years.
- MCS (Mobile Computing/Automated Field Reporting) – Replace the current FRQuery mobile computing software and in-house developed automated field reporting (AFR) software with new application software to support mobile computing and AFR for at least 800 Patrol vehicles.
- RMS (Records Management System) – Replace a variety of in-house-developed, mainframe-based applications with integrated RMS application software and server hardware. The RMS should improve the ability to link related information, information retrieval, and reporting/analysis functions. RMS will support 1,100 sworn personnel and 1,150 civilian personnel at the Patrol. Key annual volumes include 383,000 uniform traffic citations, 175,000 accident reports, and 27,000 arrest/incident/investigation reports. Additionally, an integration solution will be implemented that allows connection to N-DEx.



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- CCH (Computerized Criminal History) – Replace the in-house-developed, mainframe-based applications with application software and server hardware. CCH retains all felonies, selected misdemeanors, and local offenses. Key volumes include 1,200,000 state identification (SID) numbers, 200,000 annual fingerprint submissions, and 1,000,000 annual background checks.

The end result is a combination of solutions that will be based on national standards (NIEM, GJXDM), connect to N-DEx, and provide statewide information sharing and integration capabilities. Implementation of the full range of MCJMP components will take several years and represents an important undertaking. It will involve the replacement of several mission-critical systems and will require a significant investment of financial and personnel resources.

The State has relied on mainframe solutions for many years. Over the years as needs have arisen, the Patrol has been given the duties and responsibilities for the creation and maintenance of several state or statewide repositories. As each need was identified, the Patrol created a new database to meet the requirements of the criminal justice community. Most of these databases were created in old mainframe technology and the ability to link systems was difficult at best. These systems currently store information regarding everything from minor traffic violations to permanent criminal history information.

For many years, the criminal justice community has realized the need to integrate systems to better share important information. Unfortunately, it has taken incidents like September 11th to emphasize how crucial integration and information sharing between criminal justice agencies should be prioritized. Information regarding the time and location of a minor traffic stop violation has proven monumental in many high profile criminal cases. The ability for all criminal justice agencies to easily access all pertinent information is of the utmost importance.

To fulfill our mission, the Patrol must deploy and dispatch over a thousand peace officers to patrol the state's highways in response to nearly 150,000 emergency calls per year. The employees who take those calls and dispatch the officers are faced with uncommon levels of stress and the need for exceptional support tools. In addition, the need to communicate and share information with the entire law enforcement community in Missouri is essential.

The resulting MCJMP solution must ensure continuation of the current law enforcement functionality and service levels. Officers across the state will have access to information not just from their own organization and solutions, but also from the statewide information sharing solution. Further, they will be able to create subscriptions to seek specific information and define notification alerts for specific conditions. These capabilities are often talked about but rarely realized. The end-to-end system revision that Missouri faces, gives the Patrol the opportunity to put in place the technology, based on national standards, which can make this a reality. With these additional capabilities, an improvement in officer and public safety will occur with every interaction between law enforcement and the communities they serve. Further, the effectiveness of the officers will improve with better information and less rework due to bad or erroneous information. Finally, the additional capabilities will eliminate some of the time consumed by officers and others in the larger criminal justice community caused by manually hunting for information.



Missouri State Highway Patrol

The new systems will improve many of the Patrol's operations, communications/data exchange, and records repository capabilities. The following key business objectives frame this effort:

- Supply accurate, complete, and timely call information to emergency responders.
- Enable communications center and field personnel to better utilize map-based information for dispatching and call response functions.
- Provide law enforcement with access to additional information while in the field.
- Enable additional automation of accident and citation reporting functions in order to increase effectiveness and efficiency of information capture, routing, and retrieval.
- Improve the automation of operational and administrative record-keeping functions.
- Support current and emerging public safety and homeland security technology standards and practices, such as NIEM and GJXDM.
- Maintain security and privacy rights with respect to public safety information.

The first major step of MCJMP will be to establish the project management and oversight teams. Second will be to formally issue the five requests for proposal the Patrol has prepared. This competitive procurement will seek the best of breed for all of the project elements in the MCJMP. After receiving the proposals and reviewing and selecting the solution providers, the implementation effort will begin with the CCH and SMS solutions.

Training Available Next Quarter

The following training will be available during this quarter and the beginning of the next. Please contact the trainer(s) listed to sign up for classes.

May 1, 2008	UCR Training for Supervisors	St. Louis County & Municipal Police Academy Trainer: Pat Hatchett Register: (314) 731-1548
June 26-27, 2008	UCR Basic Training	St. Louis County & Municipal Police Academy Trainers: Pat Hatchett & Kyle Comer Register: (314) 731-1548 or (636) 639-6637
July 7, 2008	UCR Refresher Training	

2008 MPCA Law Enforcement Clerk's Conference

The 2008 Missouri Police Chiefs' Association Law Enforcement Clerk's Conference is scheduled for May 5-9, 2008 at the Resort at Port Arrowhead in Lake Ozark, Missouri. The tentative agenda and registration forms are now available on the MPCA web site at the following web address:

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

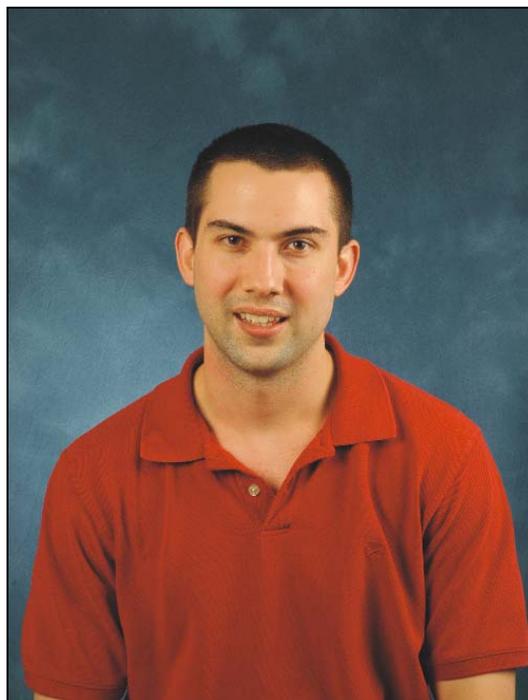
Be sure to register as early as possible, and direct any questions regarding the conference to the Missouri Police Chiefs' Association.



Missouri State Highway Patrol

Promotions and Reclassifications

The Criminal Records and Identification Division would like to congratulate its newest Senior CJIS Manager, Mr. J.D. Reece, on his recent promotion. Mr. Reece has been employed by the Missouri State Highway Patrol for 7 years and will now be responsible for the management of the Criminal History and Sex Offender data workflow within the Criminal Records and Identification Division. He was recently promoted from the position of Fingerprint Technician Supervisor where he helped oversee the Automated Fingerprint Identification System (AFIS). Mr. Reece graduated from Baker College in 2006 with a Master's degree in Business Administration and from Columbia College in 2004 with a Bachelor of Arts degree in Criminal Justice Administration. He holds certification in AFIS, Livescan, and MULES.



Strategic Planning Surveys

The Missouri State Highway Patrol is presently conducting a survey of all its areas. All agencies that have been provided services or information, or have had interaction with some component of the Patrol's operations are being asked to complete the on-line survey pertaining to its agency type. Your responses to the survey questions will help us assess the efficiency and effectiveness of current Patrol activities and the personnel who perform them. Thank you in advance for taking the time to complete this survey. The links to the on-line surveys are provided below.

2008 Law Enforcement External Agency Satisfaction Survey

http://www.surveymonkey.com/s.aspx?sm=NxWfbYcmnTGunBpgc8LxCg_3d_3d

2008 Prosecutor / Courts External Agency Satisfaction Survey

http://www.surveymonkey.com/s.aspx?sm=Sak2elsS5BoFUoOyYY4_2ftA_3d_3d

2008 EMS/Fire External Agency Satisfaction Survey

http://www.surveymonkey.com/s.aspx?sm=VIVWoy9XBkOKGnQxTUYVdg_3d_3d

MULES

Missouri Uniform Law Enforcement System

File with MULES/NCIC Operations Manual

Topics Addressed In This Edition:

- Signature Block
- New MULES Training Unit
- TAC Corner - CJIS Launch Pad
- TAC Corner - Logging Criminal History

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.

New MULES Training Unit



New MULES Training Unit pictured from left to right:

- Christina Taylor, Troops B&H
- Quinette Green, Troop C
- Shannon Peirce, Troop D
- Sam Tuck, Troops E&G
- Jason Murray, Troop A
- Angela Day, Troops F&I
- Theresa Huhn, Senior CJIS Manager and Unit Supervisor

The Missouri State Highway Patrol is pleased to announce the development of a new training unit within the Criminal Justice Information Services Section of the Criminal Records and Identification Division. The new training unit will specialize in MULES Training. The new full-time trainers were hired in

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February 2008. The new trainers, along with their unit supervisor, Senior CJIS Manager Theresa Huhn, are included in the photograph above. Each one of them brings a wealth of diverse experience to the unit.

Christina S. Taylor is a trainer for the Missouri State Highway Patrol in the Criminal Records and Identification Division and is responsible for Missouri Uniform Law Enforcement System (MULES) Training in Troops H and B. Ms. Taylor began employment with the Missouri State Highway Patrol Communications Division in February 2005 as a Radio Operator. Prior to her employment with the Highway Patrol, Ms. Taylor worked at the Pettis County Sheriff's Department as a dispatcher. Ms. Taylor received her Associates Degree in General Studies in May 2004 from State Fair Community College in Sedalia, Missouri and later received her Bachelor's Degree in Criminal Justice in October 2007 through American Intercontinental University. Ms. Taylor resides in St. Joseph, Missouri.

Quinette L. Green is a trainer for the Missouri State Highway Patrol in the Criminal Records and Identification Division and is responsible for Missouri Uniform Law Enforcement System (MULES) Training in Troop C. Mrs. Green began employment with the Missouri State Highway Patrol in February 2008. Prior to her employment with the Highway Patrol, Mrs. Green worked at Jennings Police Department as a REJIS II/Police Clerk Supervisor for eight years. Mrs. Green resides in Florissant, Missouri with her husband and two children.

Shannon Peirce is a trainer for the Missouri State Highway Patrol in the Criminal Records and Identification Division and is responsible for Missouri Uniform Law Enforcement System (MULES) Training in Troop D. Prior to his employment with the Missouri State Highway Patrol, Shannon served 9 ½ years with the Greene County Sheriff's Department. At the Sheriff's office, Shannon's duties included TAC Officer, UCR Reporter, and the Warrant and Record Department Manager. Shannon and his wife, Karen, have been married for three years and are expecting their first child in April 2008.

Sam W. Tuck is a trainer for the Missouri State Highway Patrol in the Criminal Records and Identification Division and is responsible for Missouri Uniform Law Enforcement System (MULES) Training in Troops E&G. Prior to beginning his employment with the Patrol in February 2008, Sam worked at the Dallas County Sheriffs Department in Buffalo, Missouri as a Dispatcher, Deputy Sheriff, Terminal Agency Coordinator, Sergeant, Head Jailer, and Livescan administrator. Mr. Tuck issued CCW permits and performed various other duties as needed. He has lived in the Buffalo area since 1976, but is currently staying in West Plains with the hope of relocating there soon.

Jason R. Murray is a trainer for the Missouri State Highway Patrol in the Criminal Records and Identification Division and is responsible for Missouri Uniform Law Enforcement System (MULES) Training in Troop A. He began his employment with the Highway Patrol Communications Division in 2003, and was assigned to the Criminal Records and Identification Division in February 2008. Mr. Murray attended Truman State University in Kirksville and served in the U.S. Marine Corps. He resides in Kansas City, Missouri.

Angela C. Day is a trainer for the Missouri State Highway Patrol in the Criminal Records and Identification Division and is responsible for Missouri Uniform Law Enforcement System (MULES) Training in Troops F and I. Ms. Day began employment with the Missouri State Highway Patrol Communications Division in April 2003 and transferred to the Criminal Records and Identification Division in February 2008. Prior to her employment with the Highway Patrol, Ms. Day worked at Morgan County 911 and Gasconade County 911. Ms. Day resides in Bonnots Mill, Missouri.

TAC CORNER



Excerpt taken from Section 7 of the TAC Handbook

CJIS Launch Pad

The CJIS Launch Pad is accessed over the existing MULES phone line by Internet Explorer. This is not over the Internet, rather over the MULES intranet. Because of this, the access must be from a personal computer that has both a MULES connection and Internet Explorer capabilities. Agencies with 'dumb' (non-pc) MULES terminals will not be able to access CJIS Launch Pad. To access the site go to a MULES computer and start Internet Explorer. Type “//10.105.1.50” or “http://10.105.1.50” into the address field. This will take you to the home menu of CJIS Launch Pad. The Home menu for CJIS Launch Pad provides the MULES user the following links:

- **CJIS Manuals**
The NCIC Code Manual, Operations Manual and Technical/Operations Updates (TOU) are available for viewing in adobe acrobat format either online or for download. The manuals are now updated with information from the TOU's.
- **CJIS Links**
Several links are provided in this section; however, most people will find the MULES forms and documents link the most useful. This link has form SHP-292 available in adobe acrobat that can be filled in and printed. Forms SHP-290 and 421 are also available to be printed. The CJIS Newsletter is now published to this site and is available for viewing or printing. Finally, the CJIS Audit form used to audit MULES agencies and the NCIC CJIS Security Policy are both available at this site.
- **MULES NexTest On-line Re-certification**
Every two years the certified MULES operator is required to be re-certified. This can be accomplished one of two ways. The operator may either attend a scheduled re-certification school or take the automated re-certification test. The on-line re-certification test is available on the CJIS Launch Pad site. The instruction manual that covers accessing and taking the recertification test is available on-line via the CJIS Links / MULES forms & documentation described in the last paragraph. Trainers are notified daily of completed on-line test and update the training file accordingly.

Excerpt taken from Section 11 of the TAC Handbook

Logging Criminal History Dissemination

- **Primary Dissemination**

Inquiry into the criminal history files is primary dissemination. MULES will automatically record the transaction, including the ORI, Attention and Reason fields and keeps this on file for 13 months. This satisfies NCIC requirements for your primary dissemination log. Your agency may choose to keep an on site primary dissemination log, however every person must use the log and log transactions in the same manner.

- **Secondary Dissemination**

Once the criminal history information is given to another person or agency that is not employed by the same ORI that requested the history, it becomes secondary dissemination. **ALL SECONDARY DISSEMINATION MUST BE LOGGED WITH AN ON SITE LOG.** The most common type of secondary dissemination is when a criminal history is included in an officer's report and then given to a prosecutor. Secondary dissemination is not just dissemination of the actual paper history, but also information obtained from that history. Criminal history information that is written into a report becomes secondary dissemination. Secondary dissemination logs must be a separate log from the primary log, but may use the same style of form. Examples of secondary dissemination logs may be found in the forms section of the Mules/3 manual.

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
- Web-Based Version of the MIBRS Software Under Development
- Clarifications of UCR Offense Definitions and Classification Matters
- Hate Crime Reporting
- STATE AGENCY ALERT: New Web-based 603 Report Form Moving To Production
- MIBRS Certified Agencies and Hate Crime Reporting
- Investigating Agency ORI Field on Warrants
- Automatic Firearm Definition for UCR/MIBRS

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.

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:

Licking Police Department
 Eldon Police Department
 Sturgeon Police Department
 Lockwood Police Department
 Walnut Grove Police Department
 Boone County Sheriff’s Office
 Pleasant Hope Police Department
 Nixa Police Department

Kimberling City Police Department
 Grandview Police Department
 Des Peres Department of Public Safety
 University of Missouri PD - Columbia
 Columbia Police Department
 Pilot Knob Police Department
 Lawrence County Sheriff’s Office
 Centralia 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:

Brunswick Police Department
Cape Girardeau County Sheriff's Office
Cass County Sheriff's Office
Old Monroe Police Department
Sullivan County Sheriff's Office
Belton Police Department
Harrisonville Police Department
Daviess County Sheriff's Office
Alton Police Department
Buckner Police Department
Grundy County Sheriff's Office
Linn County Sheriff's Office
Schuyler County Sheriff's Office
Mayview Police Department
Malden Police Department
Dunklin County Sheriff's Office
Marthasville Police Department
St. James Police Department
Barry County Sheriff's Office

Hamilton Police Department
Brentwood Police Department
Glendale Police Department
Waynesville Police Department
Lake St. Louis Police Department
Manchester Police Department
Morgan County Sheriff's Office
Overland Police Department
Bowling Green Police Department
Lone Jack Police Department
Maryville Department of Public Safety
Chillicothe Police Department
Hallsville Police Department
Union Police Department
Herculaneum Police Department
Hollister Police Department
Tipton Police Department
Knox County Sheriff's Office
Moniteau County Sheriff's Office

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
Emma Police Department
Blackburn Police Department
Alma Police Department

Wellington Police Department
Corder Police Department
Merriam Woods Police Department
Bourbon Department of Public Safety
Sturgeon Police Department

The following agencies are currently working toward MIBRS Certification:

Aurora Police Department
Kirkwood Police Department
Gladstone Police Department
St. Peters Police Department
Henry County Sheriff's Office
Laclede County Sheriff's Office
Calverton Park Police Department
Cleveland Police Department

Laurie Police Department
Clinton Police Department
Byrnes Mill Police Department
Leadington Police Department
Greene County Sheriff's Department
Ste Genevieve County Sheriff's Department
Knob Noster Police Department
Oak Grove 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.
- 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.

Web-Based Version of the MIBRS Software Under Development

Development of a web-based version of the MIBRS Software is now underway. Early projections indicate the web-based version will be available in the fall of 2008. Some of the benefits derived from development of this application will include immediate upgrades, better support, better accuracy for submissions, and automation of data submission. Agencies currently using the locally installed software will be fully supported until the web-based version goes live. Watch for future articles containing updates on the progress of this application. Please direct questions regarding this application to your local UCR Trainer/Quality Assurance Auditor.

Clarification of UCR Offense Definitions and Classification Matters

UCR Offense Classification Scenarios

Scenario #1: A victim reports property stolen from a basement storage area within an apartment complex, to which other tenants of the building have access. A partition made of fencing/wire is the only thing separating the storage unit of one tenant from another. There is no obvious forcible entry into the building.

If the agency believes the theft has been carried out by another tenant of the building or anyone else with lawful access to the basement storage area, then this would be reported as a Larceny-Theft from a Building since the criminal element of trespass is not present and the storage partitions do not meet the definition of a structure. If the agency believes the theft has been carried out by a person who is not a

tenant of the building (or other person with lawful access to the area), then this would be reported as a burglary (forcible or unlawful, depending on evidence at the scene).

Note: The agency will need to articulate within the narrative of the report the belief that the theft was carried out by a tenant of the building if a classification of Larceny-Theft takes place.

UCR Classification of Drugs

Due to a recent increase in calls regarding appropriate classification of certain drugs, the following list should be used as the guideline for classification based on information provided to the Missouri UCR Program by the Division of Drug and Crime Control at the Missouri State Highway Patrol.

Drug Name	UCR Code	Classification
Barbiturates	18D, 18H	Other - Dangerous non-narcotic drugs
Benzedrine	18D, 18H	Other - Dangerous non-narcotic drugs
Black Tar Heroin	18A, 18E	Opium or Cocaine and their derivatives
Buprenorphine	18C, 18G	Synthetic Narcotics
Butorphanol	18C, 18G	Synthetic Narcotics
Codeine	18A, 18E	Opium or Cocaine and their derivatives
Demerol	18C, 18G	Synthetic Narcotics
Dextropropoxyphene	18C, 18G	Synthetic Narcotics
Ecstasy	18D, 18H	Other - Dangerous non-narcotic drugs
Fentanyl	18C, 18G	Synthetic Narcotics
Heroin	18A, 18E	Opium or Cocaine and their derivatives
Hydrocodone	18A, 18E	Opium or Cocaine and their derivatives
Hydromorphone	18A, 18E	Opium or Cocaine and their derivatives
Levo Alphacetylmethadol (LAAM)	18C, 18G	Synthetic Narcotics
LSD	18D, 18H	Other - Dangerous non-narcotic drugs
Marijuana	18B, 18F	Marijuana
Meperidine	18C, 18G	Synthetic Narcotics
Methadone	18C, 18G	Synthetic Narcotics
Methamphetamine	18D, 18H	Other - Dangerous non-narcotic drugs
Morphine	18A, 18E	Opium or Cocaine and their derivatives
Opium	18A, 18E	Opium or Cocaine and their derivatives
Oxycodone	18A, 18E	Opium or Cocaine and their derivatives
Oxycontin	18A, 18E	Opium or Cocaine and their derivatives
Pentazocine	18C, 18G	Synthetic Narcotics
Ritalin	18D, 18H	Other - Dangerous non-narcotic drugs
Steroids	18D, 18H	Other - Dangerous non-narcotic drugs
Thebaine	18A, 18E	Opium or Cocaine and their derivatives
Xanax	18C, 18G	Synthetic Narcotics

Hate Crime Reporting

The UCR Website has been updated to include an electronic form for submitting Hate Crime data as part of the monthly report packet submitted by agencies. For agencies that do not use the web-based reporting application, the hard copy incident forms must be mailed or faxed to the UCR Program Office as part of the monthly UCR report packet each month if a hate crime incident occurs. Hard copy reports

received that do not include a hate crime incident form will be entered as “no activity” for that month. Please direct any questions to the UCR Unit at (573) 526-6278 or to your regional Trainer/Auditor.

STATE AGENCY ALERT: New Web-based 603 Report In Production

The Information Systems Division of the Missouri State Highway Patrol has developed a new web-based 603 Report form, available via the secure UCR web facility. The automated 603 Report form was developed in an effort to streamline data submitted by state agencies to the UCR program, while enhancing the overall quality of data received.

In January 2008 the new automated form was moved into production. Any reports or data prior to the 2008 calendar year will need to be submitted to the UCR program office in the old Excel format.

Before using this system, a designated point of contact (POC) will be responsible for submitting UCR data, and will need to register online in advance. State agency points of contact should use the link at the bottom of this article to obtain a copy of the user manual along with registration instructions. For questions or assistance, please contact the UCR Program office at (573) 526-6279.

Note: The new web-based 603 Report is for use by state law enforcement officials only.

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50>

MIBRS Agencies and Hate Crime Reporting

Any MIBRS Certified agency in the state is not required to submit separate hate crime reports to the UCR Program. Monthly MIBRS submissions include bias motivation indicators, which collect all of the information required for hate crime reporting. That information is forwarded to the FBI each time the state submits a MIBRS submission.

Investigating Agency ORI Field is now on Warrants

OCSA has added a field named "Investigating Agency ORI" to hard copy warrants. This field will contain the ORI of the agency whose report/investigation generated the warrant and can be used to assist in the reporting of arrests and/or clearances for UCR. Law enforcement agencies can now determine who should report arrests and/or clearances for warrants. Affected agencies should get together to work out some type of notification system when a subject is arrested on a felony warrant that has a Municipality or State Law Enforcement Agency ORI. In fact, some counties are simply making a copy of the served warrant and are forwarding the copy to the affected municipal police department or state law enforcement agency to the attention of the UCR point of contact. On the copy, they may note the arresting agency, date and time.

A simple way determine if a subject has already been arrested on an incident for which a warrant has now been issued, is to look at the OCN box. If the box contains a number, then the subject has been arrested and fingerprints submitted. The OCN is the fingerprint card number of the arrested subject. There would be no reason to report the arrest and any associated clearance again. More than likely, the arrest and any associated clearance has already been reported.

Some courts are now using this form and some are using up their supply before switching to the new form. This new field will not only help for UCR, but more importantly, an officer can now tell what is going on with his/her felony cases, and may help with any follow-up investigation.

IN THE _____ JUDICIAL CIRCUIT COURT, _____, MISSOURI

Judge or Division:	Case Number:	
	Offense Cycle No. (OCN):	
Defendant's Name/Alias(es)/Address:	Investigating Agency ORI:	
		(Date File Stamp)

Automatic Firearm Definition for UCR/MIBRS Purposes

UCR and MIBRS require that when an automatic firearm is used that the data as to what type of firearm, i.e. handgun, rifle, shotgun or unknown firearm, be collected. This data is collected in UCR on the Supplemental Homicide Report (SHR) by adding an “A” after the corresponding weapons code that is placed in column 8. In MIBRS it is collected in the “Offense Segment” under the “type of weapon/force involved” element and the “Arrestee Segment” under the “arrestee armed with” element. In both of these instances, the weapon code or weapon type selected would have an “A” added.

For UCR/MIBRS purposes, an automatic firearm is “any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading” (pages 40 and 57 of the FBI’s *Uniform Crime Reporting Handbook, NIBRS Edition, 1992*). Per clarification from the FBI, semi-automatic handguns, shotguns and rifles are not considered automatic weapons for UCR/MIBRS reporting purposes. A semi-automatic firearm is designed to fire only one shot per one trigger pull, so you must exercise caution when reviewing incidents to gather weapon information. Most officers and civilians call a semi-automatic firearm an “automatic firearm” because the firearm loads a round into the chamber by its own action. For UCR/MIBRS, however, the use of this common terminology could result in an error in reporting. With the exception of special teams (SWAT, CERT, etc), semi-automatic firearms would include most law enforcement agencies’ sanctioned or standard issue side arms, shotguns and rifles.

An automatic firearm is designed to fire multiple shots per one trigger pull. In cases where the firearm is designed/modified to fire in semi-automatic or with flip of a selector switch to fire automatic, this weapon would be considered an automatic weapon. Simply put, for UCR/MIBRS reporting purposes, the automatic designation (the “A”) would be used for firearms that fire or are designed/modified to fire multiple shots with a single trigger pull. Weapons that fire one shot per one trigger pull would not be considered “automatic firearms,” even though they reload with no manual operation. If you have any questions, please contact your regional CJIS Trainer.

Questions or comments regarding this publication may be addressed to:

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