



# THE **CJIS** NEWSLETTER

**Criminal Justice Information Services**

## *Happy New Year to CJIS Newsletter Readers: A Letter From the Division Director*

Fatalities in the state were down for a second straight year, and it appears that overall crime dropped in 2008. Even with limited resources, it is apparent that law enforcement continues to place public safety as its top priority. For law enforcement to continue to improve its efficiency and effectiveness in reducing crime, new methods of accessing information from disparate databases are being implemented.



When it comes to copying or mimicking policies, programs, or special projects, law enforcement does it best. Why reinvent the wheel? As Missouri law enforcement agencies begin to utilize the implemented statewide information sharing system (Mo-DEx) and the FBI's National Data Exchange (N-DEx), there is one practice that should NOT be copied by Missouri law enforcement officers.

Recently, there was an article in a Nashville, Tennessee newspaper pointing out what happens when law enforcement abuses its privilege to have access to a great crime-fighting tool. I would recommend every chief, sheriff, officer, and dispatcher read this article.

**<http://www.tennessean.com/article/20081221/NEWS03/812210392>**

Information sharing systems are being heralded as a breakthrough for linking isolated databases and reducing searches to minutes, where they had previously required hours or sometimes days to perform. With the implementation of these new systems, personal information from criminal arrests and investigations becomes available to officers with the ease of a mouse click. As stated in previous articles, law enforcement must be cognizant of the privacy and confidentiality of this information, so that it does not create an environment for misuse.

I cannot over-emphasize the importance of training, controls, and accountability policies to the users of these systems, but, more importantly, to the leaders of law enforcement agencies. Misuse of data, which is inclusive of MULES and NCIC, may result in civil and/or criminal action, or, in a worst-case scenario, the termination of a good employee.



## Missouri State Highway Patrol

Sincerely,

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

### **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.

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](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) 526-6141

MULES Training 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 Articles Requested/Encouraged**

If any Missouri law enforcement, REJIS, or ALERT agencies 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 contacting Laurie Crawford, Senior CJIS Manager, at (573) 526-6278. Content will be subject to approval.

### **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>



## Missouri State Highway Patrol

Alternatively, the newsletters are also published on the CJIS Launchpad under the CJIS Documents link for MULES users.

### *Mo-DEX Pamphlets Available Online*

An informational pamphlet/fact sheet on the Missouri Data Exchange is now available online from the DPS website, or from the UCR Website on the 'Downloads' page at:

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

Please feel free to submit questions via electronic mail to [MODEX@mshp.dps.mo.gov](mailto:MODEX@mshp.dps.mo.gov)

### *Livescan Software Enhancements*

With the advent and popularity of electronic fingerprint image capture, a significant number of law enforcement personnel are fingerprinting subjects using a Livescan fingerprinting device.

The Criminal Records and Identification Division of the Missouri State Highway Patrol is responsible for ensuring all operators that electronically transmit records using a Livescan are certified to operate the device; subsequently, Division personnel receive a significant amount of input related to the functionality of the devices.

Since the first devices were introduced in 1999 there have been no major software revisions, however, the Criminal Records and Identification Division has been working with Sagem Morpho to develop and implement changes to the Livescan software based on recommendations from the law enforcement community.

This fall, the Criminal Records and Identification Division provided training to the agencies that received both the Livescan and Mugshot enhancements. Included in the training information was a new lesson plan and PowerPoint specific to the Livescan and Mugshot enhancements. Later this winter the remaining agencies will receive the new training material by mail.

The software modifications and testing are complete and the vendor is installing the new software. The first agencies to receive the new software include the agencies that have the Mugshot enhancement feature activated. The second phase will include those agencies that have received a device during 2006, 2007, and 2008. The last phase of installation will include devices obtained prior to 2006.

Older devices will likely operate slower with the new software due to the CPU capacity of older computers; therefore, some of these older devices may not be updated. MSHP continues to work with the vendor to find an optimal solution to this problem.



## Missouri State Highway Patrol

### **Troop C Headquarters Has Moved!**

On October 23, 2008, Governor Matt Blunt assisted Colonel James F. Keathley in dedicating the new Troop C Headquarters in Weldon Spring, MO. After 41 years at the previous Troop C location on Mason Road, the new 34,000 square-foot facility was built in just 10 months at the intersection of Highway 40 (I-64) and Highway 94. The building contains a state-of-the-art communications center, an indoor shooting range, an automotive service and storage area, a fallen officer memorial, and a spacious conference room designed for two concurrent meetings or training presentations. The new Troop C HQ, under the command of Captain Ronald Johnson, is home to over 200 uniformed and civilian personnel.

You can now reach Region 7 CJIS Trainer/Auditor **Kyle Comer** and Troop C MULES Trainer **Quinette Green** at the following address:

**MSHP - Troop C Headquarters**  
**891 Technology Drive**  
**Weldon Spring, MO 63304**  
**(636) 300-2800 (phone)**  
**(636) 300-2741 (fax)**



### **Application for National Data Exchange (N-DEx) Program Access**

Missouri agencies seeking access to FBI National Data Exchange (N-DEx) program must complete the following forms available at [www.leo.gov](http://www.leo.gov) on the lower left hand side of the LEO Homepage or by calling the N-DEx toll free number 1-877-854-7596 which directs the caller to CJIS Fax on Demand and follow the phone prompts to obtain the documents.



## Missouri State Highway Patrol

### The forms for obtaining access are:

1. "Access Request" form (Document # 202) - the individual requesting access must complete this form in its entirety to include appropriate signatures.
2. "Rules of Behavior" (ROB) form - (Document # 201) - the individual requesting access must complete and sign this form.
3. "Bulk Verification Request" form - (Document # 204) - this form may be used at the CSO and/or agency level and allows verification of multiple access requests with one signature.

### Instructions:

Access Request - Both new LEO users and existing users are required to complete the access request in its entirety. Be sure to check the appropriate system(s) box you are requesting to access. If these boxes are left blank you will only receive a LEO account.

Rules of Behavior (ROB)- You must accept the terms and conditions of the Rules of Behavior (FD-889) and submit the signed document with your completed access request. All individuals requesting access to the CJIS Division Services & System(s) will need to complete both the Access Request and the ROB forms (to include all appropriate signatures) in order to be processed.

Bulk Verification Request - This form is used at the CSO and/or agency level and allows verification of multiple access requests with one signature and can be signed in place of Section 4 of the access request. You may submit one signed verification form with a list of names that corresponds with the accompanying access requests, rather than signing each access request separately. This applies at the Agency and CSO level.

### Vetting/Verification:

The quickest method to gain access is for the local law enforcement agencies to route such requests through their CJIS Security Officer, CSO, Major Bob Bloomberg, via the Access Integrity Unit of the Missouri State Highway Patrol, which will then verify and route the requests to the FBI CJIS Division Authentication office for processing. ***Processing will not occur without CSO verification.***

### All completed forms should be mailed to:

Missouri State Highway Patrol  
Criminal Records and Identification Division  
Access Integrity Unit  
Post Office Box 9500  
Jefferson City, MO 65102-9500  
Attention: Tim Schlueter

**Important:** Illegible applications will not be processed. As with all CJIS systems, N-DEX is a criminal justice information system to be accessed by authorized LE personnel only and each CSO and the CJIS Division Authentication Office must be notified immediately upon separation of a user from an agency



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or department. The Cancellation of Access form (also available on LEO) may be used at the CSO or agency level and allows multiple termination requests with one signature.

There are training requirements for N-DEx access for individual users that must be tracked at the agency level. For questions regarding the N-DEx application process or training, contact Access Integrity Unit at 573-526-6141 or 573-526-6278.



**File with MULES/NCIC Operations Manual**

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

- Signature Block
- DW Transaction on Department of Correction Locates
- TAC Corner - HP65 is Option 5
- Brady Indicator
- Preparing for the 2009 FBI MULES Audit
- A MULES Success Story
- Packing the Record

**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.


**DW Transaction on Department of Corrections Locates**

Department of Corrections (DOC) has been placing Locates on wanted person entries using DETN. It is important that a certified MULES operator, on the law enforcement end, follows through with a DW transaction. The ORI of the Wanted Person record is the only agency that can append a detainer. The DW transaction keeps the entry in the system and will not allow it to purge. DOC is Locating entries, however, there has been some concern that the law enforcement agencies are not following up with the DW to keep the warrant in the system. This needs to be done if that wanted person is sitting in prison because warrants in MULES/NCIC affect an inmate’s custody level, which directly affects public safety. Due to that fact, please ensure the DW transaction is completed. Any agency unfamiliar with the DW transaction should contact their local MULES Troop Trainer.

Please continue communicating with DOC via YQs and MRs. If DOC sends an agency a YQ or MR and there is a question as to why it was sent or what to do, call the prison and ask questions rather than ignoring the YQ and/or MR. DOC has policy that law enforcement may not be familiar with, so please contact them if there are questions and they will be happy to assist you. Please don’t ignore their requests.

# TAC CORNER



## HP65 is Option 5

TACs - Did you know you can look up upcoming MULES classes and expiration dates of your staff in HP65? In order to do this, select option 5 (MULES Training and Certification) available from the main MULES screen.

When option 5 is selected, there are several functions that can be completed:

1. Option 2 Operator Inquiry - Enter number 2 on the fast path line and complete the operator's name and social security number or their User ID. If there is more than one person with the same name then you are able to check by social security number only. The inquiry will return the subjects User ID, Access Type, and Training Due Date.
2. Option 7 Upcoming Schools and Events - Enter number 7 on the fast path line and enter your Troop on the Training Agency line: example Training Agency: D. The inquiry will return the following classes: Full, MDT, Inquiry, DOC, Recertification, and TAC Meetings. To access a class for review place a backslash on the select line and depress F13. The response will indicate starting date, times of the class, duration of class and what the class will cover.

This is a valuable tool the TAC should use to keep track of operator's expiration dates before they go into reduced status and when upcoming schools are going to be held so their operators may be enrolled in a timely manner for training.

If you have questions please contact your local troop MULES instructor.

## **Brady Indicator**

All operators that have the responsibility of entering an order of protection issued by the court also have the responsibility of ensuring that the Brady Indicator listed on the order is correct. There are three available Brady Indicators:

**Y- Yes**, the Brady Indicator applies. The respondent is refrained from possessing or purchasing a firearm.

**N- No**, the Brady Indicator does not apply to this order. The respondent is able to possess or purchase a firearm. This will be used for all ex partes.

**U- Unknown**, The Brady Indicator cannot be determined. The operator must make every effort to determine the Brady indicator before using this code.

NCIC notes the guidelines of entry as the following per Federal Law 18, USC 922 - *when the subject (respondent) and the protected person (petitioner) is of an intimate relationship or is the child of an intimate partner.*

Therefore, the following guide should be followed to determine if the Brady field is Y, N, or U:

PROTECTED PERSON	SUBJECT	BRD
Spouse	Spouse	Y
Former spouse	Former spouse	Y
Unmarried Child in Common	Unmarried Child in Common	Y
Unmarried Currently or formerly living together	Unmarried Currently or formerly living together	Y
Child	Parent	Y
Stepchild	Stepparent	Y
Currently or formerly cohabiting	Currently or formerly cohabiting	Y
Parent	Child	N
Nephew/Niece	Uncle/Aunt	N
Uncle/Aunt	Nephew/Niece	N
Grandchild	Grandparent	N
Grandparent	Grandchild	N
Brother/Sister	Brother/Sister	N
Cousins	Cousins	N
Roommates	Roommates	N
Neighbors	Neighbors	N
Stepparent	Stepchild	N
Boyfriend/Girlfriend unless cohabitation exists	Boyfriend/Girlfriend unless cohabitation exists	N
Same sex cohabiting, intimate relationship	Same sex, cohabiting, intimate relationship	Y
Stranger	Stranger	N

In addition to intimate involvement, the respondent must be allowed to have his/her day in court to respond to the original order (ex parte) and the respondent must also show to be a credible threat to the petitioner in order for the indicator to be valid.

An ex parte order is a temporary measure quickly issued by the court. On ex parte orders, the Brady Indicator will always be set to N because the respondent has not had their "day in court". Therefore the Brady Indicator will only apply to Full Orders of Protection.

If an order is received by an agency and the Brady Indicator is set to N (no), it is the entering agency/operator's responsibility to determine if the indicator listed on the court order should be modified to a Y (yes) or U (unknown).

It is also possible to receive an order signed by a judge that prohibits a subject from possessing a firearm. If the above guidelines are followed and it is determined that the subject is not of an intimate involvement and your indicator is N (no), then the NCIC Code 07 should be entered in the code field.

**07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPON.**

For additional questions, please contact your local MULES Troop Instructor.

### **Preparing for FBI's NCIC 2009 Audit of MULES**

To prepare for the upcoming audit, listed below are some recommended actions that your agency may begin taking now to ensure that the audit of your agency goes well, if selected.

#### **Preparatory Actions:**

1. Verify that your agency has on file a User Agreement signed by your Agency Head and the Missouri State Highway Patrol Superintendent, Colonel James F. Keathley.
2. Ensure that all personnel who operate your agency's terminal are trained, certified, and re-certified according to FBI standards, and that documentation of the certification has been forwarded to Access Integrity Unit.
3. Verify case file information of all active records to ensure that they are accurate, complete and still outstanding. Example - the case file should contain a warrant, the missing person or theft report, and a copy of computer printouts for each entry. Example - the case file should contain the CHRI data, a copy of the entry, and the driver's license and vehicle check.
4. Provide validating records that show the date of last contact with the complainant. (This date should be noted in the case file.) Upon request, be able to provide the auditor with a detailed written procedure for validating your agency's records. (Ex: Instructions for each and every step taken to process monthly validations.)
5. Ensure that all personnel who operate your agency's terminal have been fingerprinted and that their prints have been submitted to the Missouri State Highway Patrol's Criminal Records & Identification Division.

6. Ensure that your agency's terminal is located in a secure area to protect against unauthorized personnel gaining access to the terminal equipment or to any of the stored data.
7. Ensure that your agency's copy of the NCIC Operating Manual, NCIC Code Manual, NLETS Manuals, MULES/CJIS Newsletters, and Technical Updates are available for review (and/or operators are able to access manuals from online resources).
8. Ensure that all personnel who operate your agency's terminal are aware of the Hit Confirmation policy and procedures (i.e. YQ and YR). Be prepared to produce a detailed written procedure for handling a Hit Confirmation Request or Response when received by your agency.
9. Criminal History printouts must be destroyed by shredding, burning, or tearing by hand into very small pieces. Upon request, be able to provide the auditor the requestor's name, purpose, and reason for criminal history query (e.g., purpose code C- reason Burglary Investigation). This may be placed in the attention field along with the name of the individual making the request.
10. If your agency services a non-terminal agency, your agency must have a Non-terminal Agency Agreement on file with the Access Integrity Unit of the Missouri State Highway Patrol. The purpose of this Agreement is to specify the duties and the responsibilities of both the User Agency and the Non-Terminal Agency in the operation and use of the computerized information obtained via the MULES Network.

\*\*\*\*\*KEY TO REMEMBER\*\*\*\*\*

All records entered into NCIC Hot Files must be backed-up by case file documentation which are continually checked as part of the validation process and readily available for review upon request. Records that do not have supporting documents and are no longer active should be removed from NCIC immediately.

### **A MULES Success Story...**

From Sandra Lane, the TAC at Marion County 911 in response to the 08-03 CJIS Newsletter:

*The MULES Newsletter was good this month, I was happy to see the Delayed Hit Inquiry and Locates explained better. I just had an issue with a dispatcher not changing an entry to detainer after it had been located. So it came at a great time. And I know my agency is not the only one that has dispatchers just tossing those delayed hit inquiries without really reviewing them. I found a stolen vehicle and the suspect sleeping in it several counties away just by reading through them so I know they work!*

### **Packing The Record**

Failing to properly pack an entry is the number one audit issue across the state. There has been some confusion on what packing the record means. NCIC defines it as putting "all available information" in an entry.

You may ask yourself "why do I have to do this every time for every single entry". There are several reasons why this should be done every time. The most important reason is of course **Officer Safety**. As operators, you are the lifeline to the officers in the field. Getting them the most pertinent and accurate information as fast as possible could mean the difference between a normal traffic stop and one that could turn deadly. Another good reason is **Offender Apprehension**. If the officer runs the subject and

they are using an alias name that is not on the entry, then the inquiring agency will probably not receive the HIT. This could leave a potentially dangerous person on the street.

There is a good and simple format the operator can use each time prior to an entry of a person in MULES and NCIC.

Step 1. Run a QWRT. Look for DOR, MULES, NCIC, TAS/DWITS, and possible criminal history information.

Step 2. Run a QT (if needed). Look for addresses.

Step 3. Run a QIDE. Look for a criminal history in Missouri.

Step 4. Run a QIDI (if a Missouri SID exists). Look for alias names, DOB's, Caution indicators and anything else to pack your record.

Step 5. Run a QH. Look for an FBI number as well as alias names etc.

Step 6. Run a QMH. Look for caution information. Missouri does put some caution information on the QIDI, however this is based on the offence code used on the fingerprint card. If the code is generic or not correct, then the system does not code the caution properly. Also, some other states and NCIC do not code cautions at all.

Step 7. Put all the available information on your entry and put the source documentation in the warrant entry folder.

These are some common questions and answers.

Q. Do I need to run a QIDE if I already have an SID #?

A. No, If you already have an SID # (If you run a QWRT and find one that way), then you do not have to run a separate QIDE.

Q. What if I know someone has a criminal history in another state but it does not appear in NCIC?

A. Then you can run an out of state inquiry using the IQ and FQ transactions for that particular state. You may then use the information gathered to pack the record.

Q. Do I really have to do this for every entry? It takes extra paper and man-hours to complete just one entry.

A. Think of it this way, a little extra time out of your life could mean the life of someone else.

Q. Can I use information that I found on someone else's entry?

A. No, you can only use information that has been verified by fingerprints or other means.

If there are any other questions, please feel free to contact your local MULES Troop Trainer.

# UCR Uniform Crime Reporting

File with Missouri Supplement to the UCR Handbook

**Topics Addressed In This Edition:**

- Signature Block
- Correction: Washington PD
- UCR Quality Assurance Reviews
- MIBRS Certification
- Web-Based Version of the MIBRS Software Under Development
- FBI UCR/IBR Audit Scheduled
- Clarifications of UCR Offense Definitions and Classification Matters
- 2009 Training Scheduled

**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.


**Correction: Washington Police Department**

In the 08-03 CJIS Newsletter, the Washington Police Department was accidentally listed in the 90 to 99% group when they actually earned 100% on their UCR Quality Assurance Review. We apologize for any inconvenience this may have caused. To correct the mistake, the Washington PD is listed in the 100% group in this newsletter, and all electronic copies of the 08-03 CJIS Newsletter have been updated as well.

**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:

Washington Police Department  
Lee's Summit Police Department

Cabool Police Department  
Alma 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:

St. Ann Police Department  
Putnam County Sheriff's Office  
Parma Police Department  
Viburnum Police Department  
President Casino - St. Louis  
Summersville Police Department  
Rosebud Police Department  
Platte County Sheriff's Office  
Knob Noster Police Department  
Milan Police Department  
St. Charles City Police Department  
Clayton Police Department  
Crestwood Police Department  
Foristell Police Department  
Louisiana Police Department  
Pemiscot County Sheriff's Office  
Bridgeton Police Department  
East Prairie Police Department  
Maplewood Police Department  
Mark Twain Casino  
Harrah's Casino - Maryland Heights  
Norwood Police Department  
Eminence Police Department

Mo State Hwy Patrol Troop G  
Lake Waukomis Police Department  
Glen Echo Park Police Department  
Scotland County Sheriff's Office  
Pagedale Police Department  
Gallatin Police Department  
Truesdale Police Department  
Univ. of MO Police Department - St. Louis  
Tracy Police Department  
Bellefontaine Neighbors Police Department  
Ripley County Sheriff's Office  
La Plata Police Department  
Branson West Police Department  
Rockaway Beach Police Department  
Pilot Grove Police Department  
Ellsinore Police Department  
Bloomfield Police Department  
Cedar County Sheriff's Office  
Everton Police Department  
Edgerton Police Department  
Branson Police Department  
Pulaski 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  
Byrnes Mill Police Department  
Oak Grove Police Department  
Pilot Knob Police Department

The following agencies are currently working toward MIBRS Certification:

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  
Leadington Police Department  
Greene County Sheriff's Department  
Ste Genevieve County Sheriff's Department  
Lake Lotawana Police Department  
Morley Police Department  
Kansas City 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. 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.

## **FBI UCR/IBR Audit Scheduled**

The FBI's CJIS Audit Unit will arrive in Missouri next year during the week of August 10th to perform the state UCR/IBR Audit. As has been done in the past, the FBI will select several agencies to visit during the audit in order to make a determination as to how effective the state UCR program has been in providing appropriate training and in interpreting national reporting rules down to the local level. In addition to the agencies they will select on their own, they will also ask the state program to select several agencies for them to visit while they are here as well. In the event your agency is selected, the state program will send out notification letters to the affected Chief/Sheriff, and a personal phone call will be made to the UCR/IBR Point of Contact (POC) at each agency.

## **Clarification of UCR Offense Definitions and Classification Matters**

### **Reporting the Sex of Arrestee in the National Incident-Based Reporting System (NIBRS)**

A potential discrepancy in the NIBRS Volume 1: *Data Collection Guidelines* (August 2000) has come to the attention of the national UCR Program staff. Page 67 of the document states:

Data values are the specific codes allowed to be entered into the data elements. Each code is followed by an equal sign (=) and its underlined translation. Examples are M = Male, F = Female, and U = Unknown, which are the data values allowed in Data Element 27 (Sex [of Victim]) and Data Element 48 (Sex [of Arrestee]). . . .

However, Data Element 48 (Sex [of Arrestee]) **must** be either M = Male or F = Female. It is on page 103 of Volume 1 that the allowable entries are provided:

**48 Sex (of Arrestee)** - one character (A & B): The sex of the arrestee should be indicated in this data element.

Allowed entries: (Enter only one.)

M = Male  
F = Female

If an agency reports the sex of an arrestee as U = Unknown, the incident will be rejected. The code of U = Unknown is acceptable for Data Element 27 (Sex [of Victim]).

### **Proper Reporting of Male Rapes in the National Incident-Based Reporting System (NIBRS)**

In the NIBRS, agencies may report a male victim of forcible rape. However, if an agency reports that a victim of a forcible rape is a male, at least one of the offenders in the incident **must** be female. Otherwise, the agency will receive an error message (560) as stated on page 52 of the NIBRS Volume 4: *Error Message Manual* (December 3, 1999), "For a Forcible Rape (UCR Offense Code 11A) or a Statutory Rape (UCR Offense Code 36B), one or more of the offenders must have a different sex than the rape victim." When an agency reports a male rape victim and all of the offender(s) are the same gender, the incident would most likely be reported to the national UCR Program as Forcible Sodomy

(11B). However, the proper classification must be based upon one of the offenses of the category Sex Offenses, Forcible in the NIBRS.

**2009 UCR/MIBRS and Other Related Training Scheduled**

1/22/09	8:00 am to 12:00 pm	<i>Records Management for L.E. Agencies</i> Taney County Sheriff's Department Forsyth, MO Instructor: Scott Cline (417) 469-3726
2/4/09	8:00 am to 12:00 pm	<i>Records Management for L.E. Agencies</i> Urbana Police Department Urbana, MO Instructor: Scott Cline (417) 469-3726
2/5/09	8:00 am to 5:00 pm	<i>UCR Training</i> Concordia Community Center Concordia, MO Instructor: Linda Maurer (660) 385-7238
2/18/09	8:00 am to 12:00 pm	<i>Records Management for L.E. Agencies</i> MSHP Troop G Headquarters Willow Springs, MO Instructor: Scott Cline (417) 469-3726

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

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