



# 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**

Tim Wever (573) 526-1212 email: [tim.wever@mshp.dps.mo.gov](mailto:tim.wever@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.

## *Influence of Livescan*

There is little doubt that technology has considerable influence in the day-to-day operations of an agency; law enforcement is no exception. Over the past several years, there has been a technological initiative in Missouri stemming in part from grant funding that was obtained to purchase Livescan fingerprint devices for law enforcement agencies in the state. Currently, 80 counties in the state of



## Missouri State Highway Patrol

Missouri either have or will be receiving a Livescan device. The positive impact from this initiative has started to and will continue to affect the receipt and processing of fingerprint cards and criminal history information.

In November of 2005, the Criminal Records and Identification Division of the Missouri State Highway Patrol received 16,499 fingerprint cards relating to all felonies, serious and aggravated misdemeanors and other offenses that establish criminal history in the state of Missouri. 8,302 of those fingerprint cards were received via a Livescan device. 8,197 were received manually through the mail. In November of 2006, 16,810 fingerprint cards relating to all felonies, serious and aggravated misdemeanors and other offenses that establish criminal history in the state of Missouri were received in the Criminal Records and Identification Division. 11,530 of those fingerprint cards were received via a Livescan device and 5,280 were received via the mail. One year ago, the medium for receiving fingerprint cards was essentially balanced between electronic submissions and manual methods. Today, the Criminal Records and Identification Division receives twice as many Livescan submissions as it does manual submissions.

When fingerprint cards are received manually or through the mail, there is a significant delay from the time the subject is fingerprinted until the time the identification is established through fingerprint identification and the criminal history information and caution codes are entered in MULES, including State Identification Number (SID) messages returned to the submitting agency. When a fingerprint is submitted electronically, it simultaneously hits the Automated Fingerprint Identification System (AFIS) and searches against the AFIS database. After that process is completed, the information is entered into criminal history and a MULES message is sent back to the reporting agency's primary MULES printer. With electronic submissions, the processing time is less than 24 hours, providing law enforcement agencies with vital information while the subject is still in custody.

The following agencies in Missouri have Livescan devices:

### **SAGEM MORPHO DEVICES**

Arnold Police Department  
 Atchison County Sheriff's Office  
 Audrain County Sheriff's Office  
 Aurora Police Department  
 Ava Police Department  
 Ballwin Police Department  
 Bellefontaine Neighbors Police Department  
 Belton Police Department  
 Berkeley Police Department  
 Blue Springs Police Department  
 Bolivar Police Department  
 Boone County Sheriff's Office  
 Boone Co Sheriff's Office / Court  
 Branson Police Department  
 Breckenridge Hills Police Department  
 Bridgeton Police Department

Brookfield Police Department  
 Buchanan County Sheriff's Office  
 Butler County Sheriff's Office  
 Callaway County Sheriff's Office  
 Camden County Sheriff's Office  
 Camdenton Police Department  
 Cameron Police Department  
 Cape Girardeau Police Department  
 Carroll County Sheriff's Office  
 Carter County Sheriff's Office  
 Carthage Police Department  
 Cass County Sheriff's Office  
 Cedar County Sheriff's Office  
 Chesterfield Police Department  
 Chillicothe Police Department  
 Christian County Sheriff's Office  
 Clark County Sheriff's Office



## Missouri State Highway Patrol

Clayton Police Department  
Clinton County Sheriff's Office  
Cole County Sheriff's Office  
Columbia Police Department  
Cooper County Sheriff's Office  
Cottleville Police Department  
Crawford County Sheriff's Office  
Crestwood Police Department  
Dallas County Sheriff's Office  
Des Peres Department of Public Safety  
DeSoto Police Department  
Dexter Police Department  
Douglas County Sheriff's Office  
Dunklin County Sheriff's Office  
El Dorado Springs Police Department  
Eureka Police Department  
Farmington Police Department  
Ferguson Police Department  
Florissant Police Department  
Foristell Police Department  
Franklin County Sheriff's Office  
Fulton Police Department  
Gladstone Department of Public Safety  
Grain Valley Police Department  
Grandview Police Department  
Greene County Sheriff's Office  
Hazelwood Police Department  
Henry County Sheriff's Office  
Howell County Sheriff's Office  
Independence Police Department  
Iron County Sheriff's Office  
Jackson County Sheriff's Office  
Jackson Police Department  
Jasper County Sheriff's Office  
Jefferson City Police Department  
Jefferson County Sheriff's Office  
Jennings Police Department  
Johnson County Sheriff's Office  
Joplin Police Department  
Kansas City Police Department  
Kirksville Police Department

Laclede County Sheriff's Office  
Lafayette County Sheriff's Office  
Lake St. Louis Police Department  
Lawrence County Sheriff's Office  
Lebanon Police Department  
Lee's Summit Police Department  
Lewis County Sheriff's Office  
Liberty Police Department  
Lincoln County Sheriff's Office  
Livingston County Sheriff's Office  
Maplewood Police Department  
Maries County Sheriff's Office  
Marion County Sheriff's Office  
Maryland Heights Police Department  
Maryville Police Department  
McDonald County Sheriff's Office  
Mexico Department of Public Safety  
Miller County Sheriff's Office  
Mississippi Co. Sheriff's Office  
Moberly Police Department  
Monett Police Department  
Montgomery Co. Sheriff's Office  
Morgan County Sheriff's Office  
University of MO Police Department  
Neosho Police Department  
Nixa Police Department  
North Kansas City Police Department  
Oak Grove Police Department  
O'Fallon Police Department  
Oregon County Sheriff's Office  
Osage Beach Department of Public Safety  
Overland Police Department  
Ozark County Sheriff's Office  
Pemiscot County Sheriff's Office  
Perry County Sheriff's Office  
Pettis County Sheriff's Office  
Phelps County Sheriff's Office  
Pike County Sheriff's Office  
Polk County Sheriff's Office  
Poplar Bluff Police Department  
Pulaski County Sheriff's Office



## Missouri State Highway Patrol

Ray County Sheriff's Office  
Raymore Police Department  
Republic Police Department  
Reynolds County Sheriff's Office  
Richmond Heights Police Department  
Riverside Police Department  
Rolla Police Department  
Scott County Sheriff's Office  
Shannon County Sheriff's Office  
Shelby County Sheriff's Office  
Sikeston Department of Public Safety  
St Charles County DOC  
St Charles County Sheriff's Office  
St Charles Police Department  
St Clair County Sheriff's Office  
St Francois Co. Sheriff's Office  
St Joseph Police Department  
St Louis County Sheriff's Office  
St Louis Metropolitan Police Department  
St Peters Police Department  
Ste Genevieve Co. Sheriff's Office  
Stoddard County Sheriff's Office  
Stone County Sheriff's Office  
Sugar Creek Police Department

Sullivan County Sheriff's Office  
Sullivan Police Department  
Taney County Sheriff's Office  
Texas County Sheriff's Office  
Town and Country Police Department  
Troy Police Department  
Union Police Department  
University City Police Department  
Warren County Sheriff's Office  
Washington Co. Sheriff's Office  
Washington Police Department  
Webb City Police Department  
Webster County Sheriff's Office  
Wentzville Police Department  
West Plains Police Department  
Willard Police Department  
Wright County Sheriff's Office

### **IDENTIX DEVICES**

Clay County Sheriff's Office  
Greene County Sheriff's Office  
Hannibal Police Department  
Lee's Summit Police Department  
St Louis City Sheriff's Office

### **Law Enforcement Online**

Law Enforcement Online (LEO) provides law enforcement and criminal justice agencies a secure national and international method of electronic communication, education, and information sharing. The LEO system provides a state of the art secure common communications link to all levels of law enforcement and criminal justice by supporting broad, immediate dissemination and exchange of information. Areas of interest include but are not limited to: NCIC, IAFIS, NICS, UCR, informational newsletters as well as regional working group topic papers.

***LEO is a 7 days a week, 24 hours a day online (real-time), controlled-access communications and information sharing data repository. It provides an Internet accessible focal point for electronic SBU (Sensitive But Unclassified) communication and information sharing for the federal, state, local, and tribal law enforcement agencies. LEO also supports antiterrorism, intelligence, law enforcement, criminal justice, and public safety communities nationwide. Users anywhere in the world can communicate securely using LEO.***

The LEO network system is only available to persons duly employed by a law enforcement, criminal justice, or a public safety agency/department and whose position requires secure communications with

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



## Missouri State Highway Patrol

other agencies. As an information-sharing forum, all members are encouraged to contribute information in their area of expertise. The LEO Program Office must be notified immediately upon separation of a member from an agency or department. To apply for a LEO membership application and for information about LEO, contact:

*LEO Program Office*

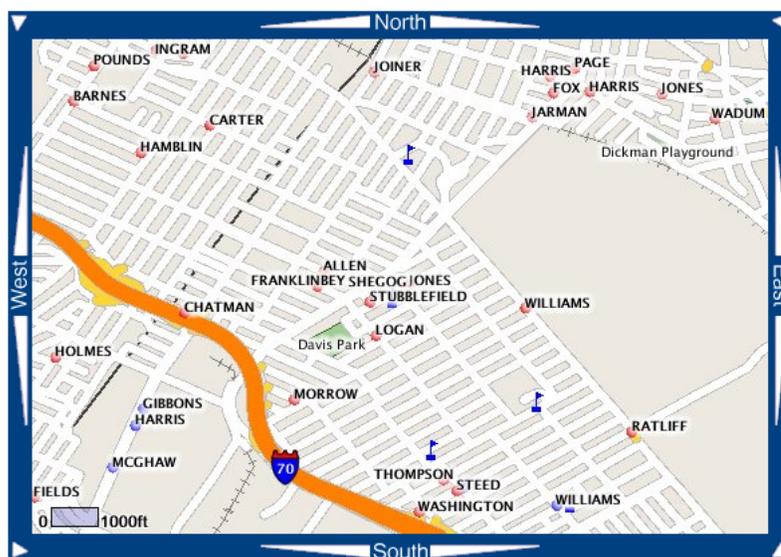
(202) 324-8833 or 888-334-4536

(202) 324-3364 (fax)

[leoprogramoffice@leo.gov](mailto:leoprogramoffice@leo.gov)

### Missouri Sex Offender Website - Planned Enhancements for 2007

Several changes were recently made to the Missouri sex offender public website, including an offender mapping component. Also added to the website are displays of offender's alias names, birth dates, physical descriptors, vehicle information, and compliancy. The mapping component allows users to search on an offender's name and then locate their residence address, work address, school address, or temporary address on a roadway map. In addition to offenders' addresses, schools and parks are displayed.



In 2007, additional changes and enhancements are planned. These include:

- Alias Name Search
- Add map layers for day care centers, hospitals, and churches
- Update base roadway maps



# MULES Missouri Uniform Law Enforcement System

**File with MULES/NCIC Operations Manual**

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

- Signature Block
- MULES Detainer File
- IAQ Inquiry Screen Activated
- “MP3” and “IPod” Device Entry Coding
- Sex Offender Registry Entry by Local Agencies
- Troop H Trainer Helps Nab Robbery Suspect
- Retirement
- Clarification of QNP Transactions
- CJIS Launch Pad - Recertify At Your Desk and Much More!

**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.

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**MULES Detainer File**

Jake’s Law (RSMo 221.510) took effect Aug. 28, 2001 and requires warrant checks on all individuals being released from jail. Jake Robel, age 6, a first grader at Glendale Elementary School was killed February 22, 2000 when he was dragged to death on a nearly five-mile stretch starting at Hidden Valley Road and Missouri 291 and ending at Noland Road north of Interstate 70 after the vehicle he was riding in was stolen. Kim Davis, Jake Robel’s killer, was released from a Carroll County, Mo. jail the day of the crime. There were other warrants out for his arrest in other jurisdictions.

Recently, it has come to light that agencies have been sending administrative messages to put holds on individuals wanted in their jurisdiction. Administrative messages should not be used for this purpose due to an increased likelihood that a prisoner could be released because an agency did not have all the information necessary to fulfill their duties. RSMo 221.510 specifically states that a check of MULES and NCIC must be conducted.

Written to be compliant with NCIC 2000, the MULES Detainer system allows an entry for a wanted person, who is being detained by another agency, to remain in the system until removed by the entering agency. The procedures involved are outlined below:

- An inquiring agency receives a positive response from MULES and/or NCIC that a person is wanted by another agency, confirms that the warrant is active and that extradition is authorized.
- If the inquiring agency intends to hold the individual on local charges, the record must be located using DETN in the Extradition Field.
- Once the record is located by the detaining agency with DETN, the entering agency can append their entry by adding the Detainer information to their original entry using the DW transaction. The Detainer must be added to the located record within 5 days or the entire record purges. Adding a Detainer will allow the record to remain in MULES, and if applicable, NCIC, until extradition can occur.

In cases where multiple agencies hold warrants for the same individual, the procedures are repeated for each record. Agencies will be required to communicate the status of the individual as he/she is released from one agency to another.

At the same time the Detainer file was activated, the ability to utilize the code "D" in the Jurisdiction field was discontinued. Records already on file containing a Jurisdiction of "D" will require modification before they can be located and a Detainer added.

Again, by the time you read this the file should already be activated and in use. Guidelines and messages regarding specific procedures will be posted in the usual manner.

During a MULES Audit, the following question will be asked:

Once the record is located by the detaining agency with a DETN, does the entering agency append their entry by adding the Detainer information to their original entry using the DW transaction? YES/NO

If the answer is a negative response, the agency will be marked out of compliance.

The implementation of the MULES detainer file for qualifying records in MULES/NCIC is scheduled for January 17, 2007. Barring any delays your agency should already be aware of the procedural changes involved.

### **IAQ Inquiry Screen Activated**

On October 25, 2006, an additional screen was added to MULES/3 to allow formatted inquiries of suspected illegal aliens. The IAQ screen is available as option 15 from the NLETS Direct Transaction menu or by simply entering "IAQ" in the upper left hand corner of any MULES/3 screen. The IAQ transaction searches eight "ICE", (Immigration and Customs Enforcement), databases and may produce multiple responses, which are sent to the associated MULES printer. Required minimum fields for inquiry are highlighted on the screen. On screen help is available for all fields and additional information concerning this file can be obtained via an NLETS Help File request to AXADMHELP.

### **“MP3” and “IPod” Device Entry Coding**

With the popularity of personal digital devices such as the MP3 players, etc., it was noted recently the NCIC Article Type Code required to enter or inquire on these items may be a little obscure by definition. The correct NCIC article type code for an IPod or MP3 type device should be entered as ‘RDMMDEV’, which is listed as for “DIGITAL MULTIMEDIA DEVICE PLAY”.

### **Coming Soon: Sex Offender Registry Entry by Local Agencies**

Programming is underway that will enable local agencies to submit information directly to the state sex offender registry repository. This will speed up and streamline the process by which information is submitted to the National Sex Offender Registry database. Currently this data is collected when offenders register locally, after which forms are forwarded to the Criminal Records & Identification Division of the Missouri State Highway Patrol for entry into the database. In the near future, the local agencies will submit the information to the central repository electronically where it will then be verified and processed into the MULES/NCIC system.

More information will be available as the system gets closer to completion.

### **Troop H Trainer Helps Nab Bank Robbery Suspect**

On the afternoon of November 24, 2006, Troop “H” Assistant Chief Training Engineer Wayne Clinesmith was in front of a bank located in the Kansas City area with his wife and son when he noticed a suspicious person go in to the bank and then run out. Tellers from the bank also ran out of the building and advised Clinesmith they had just been robbed. Wayne notified local authorities via cell phone and followed the suspect vehicle for several miles advising them of description, location and direction of travel. Within eight minutes from the original call officers were in position and able to stop the suspect vehicle and make an apprehension. It was later determined that the same individual(s) had been involved in other recent bank robberies in the area.

“Nice work Wayne!” Now you can retire.....(see next article)

### **Wayne Clinesmith Retires**

After over 26 years as a Highway Patrol Radio Operator, Assistant Chief and Training Engineer, M. Wayne Clinesmith, Troop H, retired on January 1, 2007. During his career with MSHP Wayne served at Troop A Lee’s Summit and at Troop H St Joseph. He is probably best remembered by most MULES operators for his humorous and always entertaining MULES Conference presentations of years past.

Prior to the patrol Wayne worked as a deputy for Clay County, (see preceding article.)

On Friday December 15, 2006, a retirement reception was held and dozens of Wayne’s family members, co-workers and friends packed the meeting room at Troop H to wish him well. The CJIS Newsletter would also like to wish “Wayne’s World” a long and healthy retirement.

## **Clarification Of ONP Transactions**

Recently, some discrepancies were noted during MULES audits, which require some clarification. Operators are making CHRI inquiries for permits to purchase and permits to carry concealed weapons. Upon verification with the NICS program office and the CJIS Division of the FBI, we found that the QNP Purpose Code P shows whether or not there is a III hit but does not detail what information that record contains. If the QNP/P transaction indicates a III hit, the operator will have to run a QMH with the Purpose Code F to receive the details of the record. This is not a criminal investigation, so the Purpose Code C with the QMH is not appropriate. The QMH transaction with the Purpose Code F is also the correct transaction when checking criminal history for releasing firearms from evidence or pawnshops.

## **CJIS Launch Pad - Recertify At Your Desk and Much More!**

Statistics indicate an average of 100 operators per month utilized the NexTEST on-line system to complete biennial CJIS recertification requirements during 2006. A total of 1,194 MULES operators at all access levels were recertified last year in front of a computer terminal located at their own department. The benefit to fiscally aware agency heads as well as schedule writing supervisors is apparently catching on, for most. Was your agency able to realize these benefits?

The NexTEST CJIS Launch Pad offers much more than on-line testing. Your agency and operators should be using this site for access to on-line manuals, documents, forms, and MULES/3 procedure guides that cover all the major file conversions completed last year including: Vehicles, Wanted Persons, Message Relay, Direct Inquiry, Boat File and Missing Person procedures. These guides provide operational details, screen pictures and examples to assist users with the new procedures.

Among the numerous other reference documents available on this site are recently updated versions of the Audit Questionnaire and Exit Report used by our CJIS Auditors during agency on-site reviews. Two versions of this document are available for both Full access and Inquiry only access agencies. In addition, the 2006 NLETS User and Technical Guide along with Appendix "B", and, the May 2006 version of the CJIS Security Policy Manual have all been posted and are available via the CJIS Launch Pad.

Got a MULES Audit in your near future? No better way to prepare than by reviewing these documents.

After several requests, we have also added terminal and non-terminal agency versions of the MULES Operating Agency User Agreement Form. Simply click on these forms, fill in the information then print it, save if you want, and close.

Finally, additional features were added to the system during October, 2006, that allow agency TAC's to view testing activity and status of users at their ORI. The system includes an additional option that will allow TAC's to receive monthly activity reports and expiration of training notices via e-mail. The notification feature will be activated on March 1, 2007. A complete update of all test module questions to MULES/3 standards will also be completed by March 1, 2007.

Questions regarding access to the CJIS Launch Pad, testing procedure and other features, should be directed to your local troop communications personnel, or the GHQ communications office at 573-526-1212.

# UCR Uniform Crime Reporting

File with *Missouri Supplement to the UCR Handbook*

**Topics Addressed In This Edition:**

- Signature Block
- UCR Quality Assurance Reviews
- UCR Deadlines
- MIBRS Certification
- MIBRS Software Available
- 2005 Data Modification Deadline is Getting Nearer
- Hate Crime Reporting
- UCR Compliance Reports to DPS
- Changes in Data Quality Processing
- What to Report in Incidents of Domestic Violence
- Motor Vehicle Theft and Larceny
- Juvenile Disposition
- Scoring Procedures Regarding Motor Vehicle Theft

**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.

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**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:

Battlefield Police Department  
Liberty Police Department

Ash Grove Police Department  
O’Fallon Police Department

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

Wright City Police Department  
Puxico Police Department  
Crane Police Department

Marshfield Police Department  
Duenweg 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:

Hillsboro Police Department  
Noel Marshal's Office  
Granby Police Department  
University of Mo Kansas City DPS  
Perryville Police Department  
Napoleon Police Department  
Raytown Police Department  
Laclede County Sheriff's Department  
Lebanon Police Department  
Platte City Police Department  
Webster Groves Police Department  
Willard Police Department  
Miner Police Department  
Winona Police Department

Birch Tree Police Department  
Dixon Police Department  
Bates County Sheriff's Department  
Newburg Police Department  
Bel-Ridge Police Department  
New Franklin Police Department  
Purdy Police Department  
Cooter Police Department  
Wood Heights Police Department  
Texas County Sheriff's Department  
Excelsior Springs Police Department  
Niangua Police Department  
Bunker Police Department  
Urbana Police Department

One third of all independently reporting law enforcement agencies are reviewed each year. A report of QAR results will be released following the close of the three-year audit cycle once the data has been compiled and analyzed. Cycle 1 ended at the close of the 2006 calendar year.

### **UCR Deadlines**

The following deadlines have been established for timely submission of UCR data by the state to the national program. Please note that UCR reports should be submitted **and approved** by established due dates (the 28th of the month following the month covered by the report) in order for the state to meet these quarterly national program deadlines.

- December Reports are due by January 28, 2007.

Please remember that we will be creating a submission file for the national program during the first week of February to meet federal publication deadlines. That means all of your 2006 data should be submitted and approved by the January 28th deadline.

## 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

UCR Trainer/Quality Assurance Auditor Kyle Comer poses for a quick snapshot with Chief Bill Tooey of the Center Police Department. Congratulations Chief!



**Certified!!!**

The following agencies are currently working toward MIBRS Certification:

Bourbon Police Department  
Leadington Police Department  
Truesdale Police Department  
Merriam Woods Police Department

Wellington Police Department  
Corder Police Department  
Cleveland Police Department  
Aurora 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.

### **MIBRS Software Available**

A production version of the MIBRS Software is available to very small local agencies upon request at no cost. This software was designed for use by very small agencies with one computer terminal to submit MIBRS data, and was not developed for network use. It is important to note that there are still some minor problems with the software being resolved, as many issues are only identified during beta testing with live data. Please contact your local UCR Trainer/Auditor for more details and/or to determine whether you are a good candidate for use of the system.

### **2005 Data Modification Deadline is Getting Near**

Just a reminder that the 2005 data will be archived from the UCR Website at the end of March 2007. Anyone needing to modify 2005 data previously submitted to the state repository must do so by February 15, 2007.

### **Hate Crime Reporting**

Hate Crime data for the first quarter of the year is due in April 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.

### **UCR Compliance Reports to DPS**

Recently, several agencies received letters from the Department of Public Safety (DPS) regarding their grant eligibility. The letters may have indicated they were not in compliance with their Uniform Crime Reporting mandate. Several of those agencies contacted their regional UCR contact to indicate they were in fact UCR compliant and wanted to know why their applications had been rejected. Based on what we discovered after speaking with DPS, there is a need for our office to clarify the process by which we report compliance to DPS:

UCR reports for the previous month are always due by the 28th of the current month. This means your summary UCR report should be submitted and approved by that date. On the last business day of the month a “snapshot” of agency compliance is taken. This snapshot is taken two to three days after the

scheduled due date for that month, so it should reflect any reports received and processed prior to the established deadline. The report on agency UCR compliance is generated from that snapshot and is then forwarded to DPS. The next update would not be sent to DPS until the end of the following month. As a result, any data submitted late, or not processed until after the deadline will not show up until the next update is created the following month.

Due to the time and resources required to create the update, it cannot be done daily and must be done on a monthly schedule. As a result, it is imperative that agencies submit their monthly reports on time and ensure they are approved prior to the 28th deadline to avoid rejection of their grant applications based solely on UCR compliance.

### **Changes in Data Quality Processing**

Beginning with January 2007 reports, there will be a change in the way the processing is being done at the state program. This change will affect your overall data quality. In the past our staff have contacted you to let you know when there is questionable data within one of your reports. Due to the increased workload and shortage of personnel, we will now rely on data quality reports and audits to determine problems with data, with just a few exceptions. This may result in a decline in overall data quality for the state unless agencies are vigilant in checking their own data before it is submitted to the state. Some of the things we will no longer question are arrests for drunkenness, clearance versus arrest data, juvenile disposition data, etc. In short, agencies will be expected to be responsible for their own reported crime data. We will, however, continue to contact agencies when the national program questions data submitted.

### **What to Report in Incidents of Domestic Violence**

The Missouri Statute that governs Uniform Crime Reporting (UCR), RSMo 43.545, **requires** certain data and **requests** certain data on domestic violence incidents. This data is unique to Missouri and is not submitted to the FBI. Some of this may be confusing to those who have to produce UCR for their agency. Let us look at what is *required* and what is *requested*.

What is **required**? RSMo 43.545 **requires** that all domestic violence related homicides and suicides be reported. Domestic violence related homicides not only get reported on the Return A form as a homicide, but on the Supplemental Homicide Report (SHR) as well.

For the SHR, column three (circumstances) will be a "1A". Column ten will be a "40". On the SHR, the following additional information will also be needed for columns 11, 12, 13 and 14. In column 11, the relationship of the Victim to the Offender will be stated again as it was in column 9. This will not be the same modifier as it was in column 9. Be sure to use the appropriate modifier listed under section 11B at the bottom of the SHR. Column 12 deals with Court Orders of Protection. This column will state whether the Victim had a Court Order of Protection against the Offender. Next, in column 13, data is collected on whether there had been known incidents of domestic violence where the offender was the "suspect" of domestic violence against the victim. Column 14 deals with the opposite situation. Was the victim ever the "suspect" of domestic violence against the offender? Columns 12, 13, and 14 have modifier sections at the bottom of the SHR. An agency only needs to report this additional data in incidents that are truly domestic violence related. See following example.

**Supplemental Homicide Report (SHR)** (Includes Domestic Violence-Related Homicides and Suicides)

| INCIDENT #, TYPE, SITUATION |    |   | VICTIM INFORMATION |   |   |   | OFFENDER INFO |   |   |   | WEAPON(S) | RELATIONSHIPS | CIRCUMSTANCES |    |    |    |    |
|-----------------------------|----|---|--------------------|---|---|---|---------------|---|---|---|-----------|---------------|---------------|----|----|----|----|
| 1                           | 2  | 3 | 4                  | 5 | 6 | 7 | 4             | 5 | 6 | 7 | 8         | 9             | 10            | 11 | 12 | 13 | 14 |
| 0005                        | 1A | A | 27                 | M | W | N | 26            | F | W | N | 12        | HU            | 40            | H  | N  | N  | N  |

Suicides are not reported unless the investigation determines it is domestic related. For example, a subject kills self over spouse leaving him/her, etc. Nothing is reported on the Return A form for suicides, domestic or otherwise. On the SHR, the agency will show a “1D” in column two (circumstances). This is the only incident in which “1D” is used. The age, sex, race, and ethnic origin of the suicide subject will go in column 4, 5, 6, and 7 for both Victim and Offender. Column 9 (relationship) will be “VO”, Victim was Offender. Column 10 will have 40 entered to show domestic related. Column 11 will show “Q”, the victim and offender are the same person. Columns 12, 13, and 14 will be left blank. Again, an agency only needs to report this additional data in incidents that are truly domestic violence related. See following example.

**Supplemental Homicide Report (SHR)** (Includes Domestic Violence-Related Homicides and Suicides)

| INCIDENT #, TYPE, SITUATION |    |   | VICTIM INFORMATION |   |   |   | OFFENDER INFO |   |   |   | WEAPON(S) | RELATIONSHIPS | CIRCUMSTANCES |    |    |    |    |
|-----------------------------|----|---|--------------------|---|---|---|---------------|---|---|---|-----------|---------------|---------------|----|----|----|----|
| 1                           | 2  | 3 | 4                  | 5 | 6 | 7 | 4             | 5 | 6 | 7 | 8         | 9             | 10            | 11 | 12 | 13 | 14 |
| 0005                        | 1D | A | 27                 | M | W | N | 27            | M | W | N | 12        | VO            | 40            | Q  |    |    |    |

What is *requested*? RSMo 43.545 *requests* that all incidents of domestic violence be reported, whether or not an arrest is made. Per the statute, there are seven relationship types that incidents of Domestic Violence are reported for. See the Supplemental Domestic Violence Incident Report form. This will be located in the back of the agency’s *Missouri Uniform Crime Reporting Program’s Supplement to FBI Handbook*.

For UCR purposes, the agency only needs to report those domestic violence incidents as defined in RSMo 455.010, the law governing Domestic Violence. For incidents that do not meet the definition found in RSMo 455.010 (verbal argument where no threats, violent acts or violations occurs) an agency need not report those. When multiple relationships occur in a domestic violence incident, the agency will only need to report the single highest relationship involved. These relationships are listed by highest to lowest on the Supplemental Domestic Violence Incident Report form. The form only captures the relationship, not the crime that occurred. An agency must be sure that the crime is also reported under the appropriate Part I offense on the Return A or if a Part II offense, show an arrest if/when one is made. For example, if an assault occurs and is domestic violence related, then an assault would be reported on the Return A and the relationship on the domestic violence form.

Remember that the reporting of domestic violence related homicides and suicides is *required*, while reporting domestic violence relationships on the Supplemental Domestic Violence Incident Report form is *voluntary*.

**Note:** Even though an agency may choose not to report domestic violence relationships on the Supplemental Domestic Violence Incident Report form, it still needs to report the offense that occurred within the incident on the appropriate UCR form, whether that be the Return A form or one of the arrest forms. As always, an agency can contact their MSHP CJIS Regional Trainer for further assistance.

### **Motor Vehicle Theft and Larceny**

How would you report this incident? A rustler rounds up a herd of cattle (valued at \$25,000.00) and loads them into a farmer's trailer (valued at \$8,000.00) located in the same field. He then backs the farmer's truck (valued at \$2,000.00), also in the same field, up to the trailer, hooks on and drives away into the night. For UCR purposes, would this be reported as a larceny or a motor vehicle theft?

For those of us that are about to pull our hair out trying to do UCR, and who do not need more rules muddying up the water, let's make this one easy. Anytime a larceny and a motor vehicle theft occur within the same incident, you would report the motor vehicle theft even though larceny is higher up in the hierarchy rule. This is the only type of incident in which motor vehicle theft will be reported over any other Part I Crime. In the above example, you would report a motor vehicle theft with the value of the cattle and the trailer lumped into the total value for the motor vehicle theft. When the property is broken down individually on page one of the Supplement to Return A form, put the cattle under livestock, the value of the trailer under miscellaneous, and the value of the truck under motor vehicles.

### **Juvenile Dispositions**

The juvenile disposition section at the top of the Under 18 Age, Sex, and Race of Persons Arrested Report is one of the most misunderstood parts of the Uniform Crime Report.

This section deals with **Missouri** law, and is requesting the dispositions of those juveniles that were arrested that are aged 16 and under. The lower portion of this report is where arrests are listed, including 17 year olds, for all persons under age 18. It has nothing to do with a person's juvenile status.

A quick and simple way to handle this problem is to fill out the Under 18 Arrest Report first. Add up those that are 16 years old or under and that will be the total at the top of the Juvenile Disposition section. You then break down the total of these arrests in the 5 categories (Handled within Department and released, etc). The only time a 17 year old should be counted in this section would be if they are a ward of the court or are still under the authority of a juvenile office.

Additionally, the only times that a juvenile, aged 16 and under would be listed as "Referred to criminal or adult court" would be in the case of a 16 year old DWI arrest or if a juvenile is certified as an adult for prosecution.

It is imperative that agencies use caution when completing this portion of the report, as the state program staff will no longer flag reports for verification when this section is reported incorrectly.

If you still have questions regarding this or anything else pertaining to your Uniform Crime Reports, please contact your regional trainer.

### **Scoring Procedures Regarding Motor Vehicle Theft**

If a motor vehicle theft occurs in County A, County A would report a motor vehicle theft. If County B recovers the automobile stolen out of County A and arrests an individual for possession of stolen

property, County B would need to report an arrest for possession of stolen property. County A would need to show the recovery value of the automobile but show no arrest since no one was actually arrested for the theft of the vehicle. The investigations in County A and B determined the person stopped and arrested in County B is not the one who actually stole the automobile in County A or else the investigation did not determine conclusively that the actual thief was apprehended, thus County B would report the arrest for possession of stolen property. The vehicle theft in County A will always stay open because no arrest has been made for that offense.

If either county were to make an arrest for the motor vehicle theft that occurred in County A, County A would show their motor vehicle theft cleared by arrest and report an arrest for MVT, County B would not show a crime cleared nor report any arrest information.

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

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