



# THE **CJIS** NEWSLETTER

## Criminal Justice Information Services

### 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.



## Missouri State Highway Patrol

### **CJIS Newsletter Available Online**

The CJIS Newsletters are always posted online on the same date they are released. The newsletters are available on the UCR website on the 'Downloads' page at:

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

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

### **Mo-DEx Demonstrations Available**

The Missouri Data Exchange (Mo-DEx) is now live. Mo-DEx is strictly for law enforcement use, and is available to any Missouri law enforcement agency requesting access. For information on required training and system access, or to request a demonstration, please contact Theresa Huhn at 573-526-6141 or Laurie Crawford at 573-526-6278.

### **Mo-DEX Special Interest Group Now Available on LEO**

A special interest group has been created on the Law Enforcement Online website. The MODEX SIG is a public SIG, so membership and access is open to anyone with a LEO account. The SIG contains some information on the Missouri Data Exchange, and provides all forms needed to obtain system access. Please note that MoDEx system access is limited to law enforcement personnel only. If you have questions about the SIG, or how to obtain a LEO account, please contact Theresa Huhn at 573-526-6141 or Laurie Crawford at 573-526-6278.

### **Symposiums on Missouri Sex Offender Registry Scheduled**

The Missouri Sex Offender Management and Training Symposium dates have been finalized. The symposiums are being held in five different locations to accommodate agencies throughout the state. Each symposium will be from 8:00 am to 5:00 pm. Topics will cover the Sex Offender Registration and Notification Act (SORNA) requirements, standard operating procedures, jurisdictional issues, new case law, sex offender enforcement, new statewide interfaces and programs and services available through the Missouri State Highway Patrol (MSHP) and the National Center for Missing and Exploited Children (NCMEC). Registration fees are \$20.00 per person. Training materials and lunch will be provided.

The dates and locations are as listed:

Jefferson City, MO	JCPD Conference Rm	October 1, 2009
	401 Monroe	
	Jefferson City, MO	



## Missouri State Highway Patrol

St. Louis, MO	Troop C Conference Rm 891 Technology Dr Weldon Spring, MO	October 8, 2009
Kansas City, MO	KCPD Academy 6885 NE Pleasant Valley Rd Kansas City, MO	October 15, 2009
Cape Girardeau, MO	Osage Community Center 1625 N Kingshighway Cape Girardeau, MO	October 28, 2009
Springfield, MO	Northview Center 301 E. Talmage Springfield, MO	November 10, 2009

**\*(Please note the Springfield Symposium date has changed from November 12, 2009 to November 10, 2009. The facility location and time is the same.)**

Information is posted on the Missouri State Highway Patrol's website under "Up and Coming Events". A registration form and flyer are available to view and print. Please feel free to call the Missouri Sex Offender Registry at 573-526-6348 or the Criminal History Services Unit at 573-526-6345 with any questions.

### **2009 Police Clerks' Conference - CJIS Jeopardy Winners!**

During the 2009 Police Clerks' Conference hosted by the Missouri Police Chiefs' Association in May, the 2nd annual Clerks' CJIS Jeopardy competition was held. The following people participated in the jeopardy session. Congratulations to our winners!

#### 1st PLACE

- 1) Laura Gibbons Atchison County Sheriff's Office
- 2) Anisa Curtis Festus PD
- 3) Kena Dean Jennings PD
- 4) Larry Brockmeier Maplewood PD

#### 2nd PLACE

- 1) Anne Oestreich St. Louis Community College - Florissant Valley
- 2) Caryl Adams Ozark PD
- 3) Tim Layman University of Missouri-Kansas City PD
- 4) Rosemary Ratcliff Shannon County Sheriff's Office

## Missouri State Highway Patrol



3rd PLACE

- 1) Jamie Kaylor LaGrange PD
- 2) Rhonda Mitchell Crystal City PD
- 3) Joy Brewer Canton PD
- 4) Anne Williams Troy PD
- 5) Cheryl Holloway Troy PD

### *N-DEx Update*

The National Data Exchange (N-DEx) System currently contains over 60 million reports, supports over thirteen hundred registered users, and is receiving data from fourteen contributing agencies. It is anticipated in the near future that the State of Missouri will be contributing data to the N-DEx Program. Development of increment 2 for the N-DEx system is near completion and deployment is expected during the summer of 2009. This increment will provide added data sets for incarceration data and booking data; automated processing; collaboration; subscription; notification; and connection to multiple agencies supporting 100,000 users. If your agency is interested in learning more about N-DEx system; computer based training modules and the system users manual are located on the LEO Home Page under the N-DEx logo on the lower right corner of the screen.

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

Any Missouri law enforcement agency seeking access to FBI National Data Exchange (N-DEx) program can contact the Missouri State Highway Patrol to obtain the proper forms for access to the system at the following numbers; Theresa Huhn (573) 526-6141 or Laurie Crawford at (573) 526-6278

All forms submitted to the Access Integrity Unit regarding N-DEx will be maintained on file.

# MoAPCO & MULES / CJIS

## Conference 2009

### *Rock & Roll thru the Ages*



## Join Us on the River...

as we "ROLL" through the third combined MoAPCO - MULES/CJIS conference.

"ROCK" the house at training sessions designed to provide continuing education credit for all communications professionals, specialty classes for Fire/EMS dispatchers, and current MULES/CJIS topics. Guaranteed there'll be "A WHOLE LOTTA SHAKIN GOIN ON!" SO REGISTER NOW!

**September 13-16 at Capitol Plaza Hotel, Jefferson City, MO**

**Early Registration - \$179.00**

**Early Vendor Registration - \$499.00**

**Capitol Plaza Room/Conference Rate - \$89.00/night  
(Reservations must be made before August 13, 2009)**

**[www.moapco.org](http://www.moapco.org)**

# MoAPCO MULES/CJIS 2009 CONFERENCE REGISTRATION FORM

SEPTEMBER 13-16, 2009  
Capitol Plaza Hotel, Jefferson City, Missouri

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Title \_\_\_\_\_ Agency/Company \_\_\_\_\_  
Address \_\_\_\_\_  
City and State \_\_\_\_\_ ZipCode \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax Number \_\_\_\_\_

## FULL REGISTRATION INCLUDES ALL SEMINARS, EXHIBITS, AND EVENTS

### ADVANCE REGISTRATION RECEIVED BY AUGUST 13, 2009

\_\_\_\_\_ Full Conference Advance Registration \$179.00  
\_\_\_\_\_ Spouse – Full Conference Advance Registration \$ 99.00

### LATE REGISTRATION RECEIVED AFTER AUGUST 13, 2009

\_\_\_\_\_ Full Conference Registration \$249.00  
\_\_\_\_\_ Spouse – Full Conference Registration \$169.00

### DAY PASS REGISTRATION

# Attending \_\_\_\_\_ Sunday \$ 85.00 \_\_\_\_\_  
# Attending \_\_\_\_\_ Monday \$ 85.00 \_\_\_\_\_  
# Attending \_\_\_\_\_ Tuesday \$ 85.00 \_\_\_\_\_  
# Attending \_\_\_\_\_ Wednesday \$ 65.00 \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED:** \$ \_\_\_\_\_  
**(Make Checks Payable to MOAPCO)**

**Bill my agency on Purchase Order #** \_\_\_\_\_

### CREDIT CARD PAYMENT (THERE WILL BE AN ADDITIONAL \$10 PROCESSING FEE FOR CREDIT CARD PAYMENTS)

Circle One: MasterCard VISA

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ CCV (3-digit # back of card) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Refunds will not be made for cancellations received after August 25<sup>th</sup>, 2009**

MAIL, FAX OR EMAIL REGISTRATION TO:

MISSOURI APCO

P.O. BOX 639

Harrisonville, Missouri 6701

Robin Tieman at robint@casscounty.com FAX: 816-380-8186

**HOTEL ACCOMODATIONS MUST BE MADE DIRECTLY WITH THE HOTEL BEFORE AUGUST 13, 2009**

Capitol Plaza Hotel Jefferson City, Missouri 1-800-338-8088  
\$89.00 Single or Double

# MULES

Missouri Uniform Law Enforcement System

**File with MULES/NCIC Operations Manual**

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

- Signature Block
- TAC Corner - NCIC/MULES Policy on Criminal Histories of Active Operators
- Triennial FBI Audit Scheduled for 2009
- Clarification of Extradition Codes
- MULES Inquiries
- Policy Revision Regarding Locates and DW
- MULES Sex Offender Rollout
- MULES/OSCA Electronic Warrants
- Arrest Records Not Displaying in 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.


# TAC Corner



**NCIC/MULES Policy on Criminal Histories of Active Operators**

Through MULES training and TAC meetings, all law enforcement agencies should be aware of the policy that every MULES operator must have their criminal history screened prior to

receiving initial MULES access and then checked again every two years. The initial screening consists of submission of fingerprints to the MSHP and a name-based criminal history inquiry, while the biennial check requires only the MULES/NCIC inquiry.

If an operator has a criminal record involving a FELONY CONVICTION, that operator will not be granted access to the MULES system without prior approval of the Missouri CJIS Systems Officer (currently MSHP Major Robert Bloomberg). However, if a criminal history screening results in an arrest of any kind, then a letter of notice must be sent to the CJIS Systems Officer in Jefferson City, MO. The letter indicates the name of the operator, the date(s) of arrest, the charge(s) filed, the sentence(s), and the permission of the agency's Terminal Area Administrator (TAA) to allow the operator MULES access. Please note that the MSHP has provided a sample letter of notice in the TAC folder of the CJIS Documents section on the CJIS Launchpad.

Each situation will be reviewed by the CSO on a case-by-case basis and the CSO will have the final decision on individual operator access. The regional MULES Auditors will be checking the criminal records of MULES operators as part of their pre-audit preparation work. Failure to submit a letter on an applicable employee will result in a determination of non-compliance on a portion of the audit and could result in further sanctions by the CSO. Please contact your Troop MULES Trainer with any questions.

\*CJIS Security Policy Version 4.5, Section 4.5.1 (2008); MULES 3 Operations Manual, Policy and Procedures, Section 90.10 (1998); MULES Terminal Area Coordinator Guide, Sections 5 & 10 (2009); MULES Introduction and OTJ Workbook, Pg. 4 (2009).

### **Triennial FBI Audit Scheduled for 2009**

The FBI CJIS Division has informed Missouri that the triennial audit of local agencies will take place the week of August 10-14, 2009. 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.

**Clarification of Extradition Codes**

This spring, the NCIC CJIS Audit Unit (CAU) sent a letter to all states with clarification on the extradition code 5 (PENDNG EXTRADITION). This is an allowable code for felony warrants and according to the CAU this code is often misused in warrant entries.

NCIC policy states, "... when the subject of the record has been located and extradition is pending, the entering agency may modify the record to include code 5 (PENDING EXTRADITION) in the EXL field and indicate the location from which extradition is pending in the miscellaneous field." (*NCIC 2000 Operating Manual, Wanted Person File, 3.5, 6*). Extradition code 5 was created for use when the subject has been *located* and *extradition is pending* so other inquiring agencies know the subject has been apprehended, and the modification provides information on the status of extradition.

Extradition code 5 should not be used during the initial entry. Some agencies are using code 5 when extradition cannot be determined at the time of entry. If this is the case, do not use code 5

but rather indicate in the miscellaneous field that extradition is yet to be determined if the subject is located. When the entering agency learns the extradition, be sure to modify the entry to reflect the accurate limitations.

Some other extradition codes require an explanation in the miscellaneous field. For example, code 2 is LIMITED U.S. EXTRADITION. If an agency wishes to use this code for a felony entry, be sure to type in the miscellaneous where the agency is willing to extradite (i.e. all states west of the Mississippi River). The same applies to extradition code P WILL EXTRADITE PARTIAL STATE. Explain in the miscellaneous where in the state the agency will extradite (i.e. any agency north of I-70).

Ensure the extradition codes in your agency's entries are correct! Incorrect extradition codes put the entry at risk of being located with NOEX.

### **MULES Inquiries**

Hundreds of warrants are entered into MULES weekly. The entry of the warrant alerts other criminal justice agencies of pending charges. This alert alone can be a key element in keeping our communities safe.

In the world of law enforcement, officers run warrant checks for a variety of reasons. Whether they are on scene at an incident or on a traffic stop, officers perform warrant checks for their safety and the safety of those around them. This check can give information regarding a potentially dangerous situation. If a warrant is revealed during the check, proper confirmation procedure will follow.

In the world of Department of Corrections (DOC), MULES checks are completed upon the receipt of an offender into a prison facility. Further checks are done periodically throughout an offender's incarceration for various reasons. One specific reason for DOC to do a warrant check during the incarceration would be for outside work detail clearance. If the offender does have pending charges it would be a safety and security risk to approve work release until disposition is reached.

Warrant checks are also completed on an inmate if they apply for a program. Programs, such as vocational, treatment, and educational, vary between correctional facilities and mostly depend on their level of security. If an inmate has an active warrant, they may be denied access to a program or removed if a warrant is revealed while in a program. These programs are very important to inmates because it not only gives them something to do; it also gives them a skill upon release. Furthermore, a warrant check is used in establishing routine offender custody levels, which dictates the security level of the institution that the offender will be assigned.

It is important that law enforcement and prison personnel understand each other's job duties. We all have one common goal: Keep our community and officers safe!

### **Policy Revision Regarding Locates and DW:**

Affects Law Enforcement, 911 Centers that service for Law Enforcement, and Department of Corrections

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

Department of Corrections (DOC) must confirm any warrant in MULES, whether the entering agency is within extradition or not. The reason for these confirmations is explained in the “MULES Inquiries” article in this Newsletter. If the prison is within extradition, they will send an YQ for confirmation. If the prison is outside extradition limits, they will send an MR.

Once the YQ is answered with a YR, DOC will Locate the entry with DETN per NCIC policy. The warrant entry will purge from MULES within 5 days unless the entering agency completes a DW. It is mandatory that the DW be completed after DOC Locates the entry with DETN. Again, active warrants can be held against an inmate’s custody level so it is very important for these Located entries to stay in MULES. The only way to ensure the entry does not purge is by completing the DW.

Recently there have been incidents where the entering agency will respond via YR to DOC and put in the remarks “entry is active, please do not locate”. Per NCIC policy, if the warrant is active, it must be located if the person is being held in a government facility, such as a prison.

If the entry indicates “statewide extradition” and the YR states the entering agency will not extradite, DOC will give the entering agency a reasonable time to modify their entry to the correct extradition limits before Locating with NOEX.

Please keep in mind that the word “detainer” has two different definitions. Within the terms of Department of Corrections, detainer is a legal process where a certified copy of the warrant is sent to DOC and placed in the inmate’s file. Within the terminology of MULES, a detainer is the completion of the DETN Locate and DW by the entering agency. These two processes are completely separate. The MULES process (DETN and DW) ensures the entry stays in the computer and the legal detainer (certified copy of the warrant) is how the inmate is notified they have a pending charge to take care of.

No matter the inmate’s release date, if there is an active warrant for the inmate, a proper hit confirmation, DETN, and DW must be completed. If the prison is outside extradition on the warrant, an MR will be sent to confirm the warrant. Warrants in and outside extradition can be held against their custody level. The prison will not Locate the warrant if they are outside extradition.

A Locate by DOC indicates the institution the offender is assigned to at that time. However, there are approximately 3300 transfers each month within the institutions of the DOC so once an entry is Located with the DOC, it will not be updated if the offender transfers to another institution. Please note if the offender moves in and out of the extradition limits of the warrant it will make no difference, as it will stay active as long as the entering agency has entered the DW. If the exact institutional location of an offender is needed at any time during the offender’s incarceration, a hit in MULES, similar to a P/P hit, is generated and informs the agency of the inmate’s current prison location.

DOC is very active in the Missouri Re-Entry Process (MRP). When an offender is approximately 9 months from his pending release date a warrant check is conducted. If the hit has not been Located prior, it will be confirmed and Located by DOC. Again the entering agency must enter the DW to ensure the warrant remains in MULES. The offender will be notified and given the opportunity to seek disposition of the pending case. Many times the

offender will petition the court to request speedy disposition of the case to ensure the warrant is satisfied upon release.

A warrant check via MULES/NCIC is always completed within 7 days of a **confirmed** release date to ensure “Jake’s Law” (221.510 RSMo) is followed. The entering agency will be offered custody of the offender at that time.

In conclusion, if the warrant is active and the prison is within extradition limits at the time of the confirmation, DOC will Locate the entry with DETN. The entering agency must follow with a DW to ensure the entry stays in the computer. If DOC is outside extradition at the time of the hit, an MR will be sent for confirmation and the warrant will not be Located. If the warrant is extraditable yet the entering agency says they will not extradite, DOC will give the entering agency time to modify their entry before Locating with NOEX. Additionally due to the volume of transfers, if the inmate transfers after the MULES DETN/DW, the entering agency will not be notified however they will be notified of the inmate’s location approximately 9 months prior to release. If the prison is within extradition limits, arrangements will be made but if the inmate is outside extradition limits, the entering agency must cancel their entry and re-enter unless an exception is made to pick up the inmate.

### **MULES Sex Offender Rollout**

U.S. Department of Justice statistics show that 1 in 4 women and 1 in 6 men will experience some manner of sexual assault in their lifetime. Statistics also show that 67% of sexual assaults have victims under the age of 18.

Missouri implemented its own statewide Sex Offender Registration program in January 1995 in accordance to standards set by the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. Currently, all 50 states have a registration and tracking system in place.

The Adam Walsh Child Protection and Safety Act of 2006 requires sex offenders to register within three days in the county in which they will reside upon the release of incarceration or when moving from another state that required them to register as an offender. Due to the time constraints and the extensive process involved of sex offender entry and notification, the State of Missouri was not compliant with this three-day statute.

In November 2007, the State of Missouri began the process of compliancy with the Adam Walsh Act by having sex offenders registered, entered into the MULES database, and submitted for public access on the web within three days. This new method involved training the counties in which the offenders were required to register. During the pilot stage of this training, there were only a few participating counties. Farmington and Moberly Correctional Centers began November 5, 2007 and Boone County came on later as the first CLEO on June 3, 2008. We later added Saint Charles County Sheriff’s Department, Franklin County Sheriff’s Department, and St. Francois County Sheriff’s Department on November 12, 2008.

As of June 2009, 76 of the 114 Missouri counties (not including the City of Saint Louis) are actively participating in the sex offender entry rollout. Certification began May 21, 2009 totaling

174 operators from various agencies that were trained dually by the MULES Training Unit and the Sex Offender Unit of the Missouri State Highway Patrol.

### **MULES/OSCA Electronic Warrants**

In May 2009, MULES implemented changes to the wanted person system in order to facilitate the transfer of warrants electronically from courts to law enforcement agencies. Three pilot agencies and corresponding courts are initially testing the system, and therefore changes to MULES will be in production and visible to all users during the test period. Additional agencies will be phased into the system after testing has been completed.

Eventually, certain law enforcement agencies that have a user agreement with and maintain MULES wanted person entries for a court will be affected by this change. Courts will forward basic information for the warrants to law enforcement from their JIS court system. The warrant information will not be initially visible to any other agency until it has been verified. Any additional charges sent by the court will be visible before they are verified, but will contain a statement in the MULES entry that the charge is unverified.

When a user at the law enforcement agency signs on to a MULES terminal session, a list of electronically transferred warrants waiting to be verified by their ORI will appear. The user will not be required to verify the warrant at that time, and may return to the verification screen at any time by typing 'vrfy' in the fast path, or choosing option 50 in the wanted persons main menu.

To verify a warrant, select it by inserting a '/' in the field to the left of the name, and hit enter. The user will see the warrant entry screens, and have the opportunity to begin packing the record. All fields are modifiable by the verifying law enforcement agency with the exception of the warrant number and case number. When the last screen is reached, an 'accept' field will appear in the upper right corner, with a default value of 'n'. To verify the warrant, change the value to 'y' and hit enter. The basic warrant entry will then be visible to any agency, and the operator can continue to pack the entry.

Supplemental cases for an existing warrant will appear in the 'vrfy' screen the same way. When those are selected, the operator will be taken directly to the first supplemental charge. To verify the supplemental charge, hit enter until the bond information screen appears with the approve field in the upper right corner. Change the default value of 'n' to 'y' and press enter.

If more than one supplemental charge is sent by the court, the operator will always be taken to the first supplemental charge, and will have to use 'F8' to scroll down to any additional cases that need to be verified.

### **Arrest Records Not Displaying in Criminal History**

The Criminal Records Division staff frequently receives calls about arrests that should exist in a criminal history, but for some reason are not displayed. Several different scenarios present themselves, but the explanation is usually the same: A criminal history record is based off of fingerprints. If arrest fingerprints are not forwarded to and processed by the Missouri Central

Repository, a record for the arrest will not exist. Here are some examples, and the reasons the criminal history does not exist as expected:

*Subject is incarcerated by DOC, a client of Probation/Parole, or has an arrest in Missouri, but does not have a Missouri criminal history.*

As difficult as it is to believe, it is possible for someone to make it all the way to DOC custody without generating a criminal history. Even though he or she may have been fingerprinted by the arresting agency, the agency either did not submit fingerprints to the central repository, or submitted prints that were not usable, and never re-submitted good prints. Until fingerprints are processed, the person will not have a Missouri criminal history.

*Local database (ALERT, in this case) shows an arrest for a sex offense in 1991, with an OCN number, but criminal history does not reflect the arrest.*

In this case we can be fairly sure that the person was fingerprinted, because the local record includes the OCN from the fingerprint card. However, the cards were never processed by the central repository to generate the criminal history. The only way the detective was able to charge the subject for being a repeat sex offender was to use the arrest that was in ALERT, but not in the criminal history.

*A person has a felony arrest in Missouri, but there is no FBI number/III record.*

Similar to the Missouri central repository, the FBI will not generate a III record without fingerprint cards. Even if Missouri accepts arrest fingerprints, the FBI has very high standards and may reject fingerprint cards based on quality. If this occurs, a criminal history will exist in Missouri, but will not be reflected in III. If the person does not already have an arrest in III, he or she will have a Missouri SID, but no FBI number.

*A person's QIDI response does not contain an FBI number, and their III record does NOT include the Missouri SID.*

Using this example, imagine a scenario where you are looking for all possible criminal history information. Many operators will default to using the FBI number to run a QMH, while others will use the SID. In this case, either option by itself is insufficient; the operator would have to make two separate QMH inquiries, one for the SID and one for the FBI.

# 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
- FBI UCR/IBR Audit Scheduled
- Quarterly Hate Crime Reports
- Property Classification
- New Edit in NIBRS for Justifiable Homicides
- 2009 Training Scheduled
- Crime in Missouri 2008
- 2009 ASUCRP Conference 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.


**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:

Rolla Police Department  
 Lewis County Sheriff's Office  
 Argosy Casino Gaming - Kansas City  
 New Madrid County Sheriff's Office  
 Crocker Police Department

Doniphan Police Department  
 Perry County Sheriff's Office  
 Wellington Police Department  
 Macon Police Department

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

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:

Ozark County Sheriff's Office  
Memphis Police Department  
Salisbury Police Department  
Unionville Police Department  
DeKalb County Sheriff's Office  
Ralls County Sheriff's Office  
Potosi Police Department  
Northmoor Police Department  
Parkville Police Department  
University of Central Missouri DPS  
Concordia Police Department  
Winona Police Department  
Sikeston Department of Public Safety  
Lake Tapawingo Police Department  
Dexter Police Department

Henrietta Police Department  
Ozark Police Department  
Missouri State Highway Patrol Troop I  
Portageville Police Department  
Greene County Sheriff's Office  
Bolivar Police Department  
Polk County Sheriff's Office  
Oregon County Sheriff's Office  
Orrick Police Department  
Weatherby Lake Police Department  
Liberal Police Department  
Worth County Sheriff's Office  
Birch Tree Police Department

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

### **MIBRS Certification**

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

Grain Valley Police Department  
Chillicothe Police Department  
Emma Police Department  
Blackburn Police Department  
Alma Police Department  
Wellington Police Department

Corder Police Department  
Merriam Woods Police Department  
Sturgeon Police Department  
Byrnes Mill Police Department  
Oak Grove Police Department  
Pilot Knob Police Department

The following agencies are currently working toward MIBRS Certification:

Kirkwood Police Department  
Gladstone Police Department  
St. Peters Police Department  
Laclede County Sheriff's Office

Lake Lotawana Police Department  
Kansas City Police Department  
Oakland Police Department  
Ste Genevieve County Sheriff's Office

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.

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- 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 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 interpreting national reporting rules down to the local level. If your agency was selected, the state program sent out notification letters to the affected Chief/Sheriff and UCR Point of Contact, along with a personal phone call to the agency as well. One of the agencies selected, the Columbia Police Department, was selected due to the fact that the FBI’s population estimates for that city now show it as a “Most In Population” (MIP) agency. MIP agencies are generally defined as having a population base of 100,000 or greater.

### **Paper Quarterly Hate Crime Reports No Longer Needed**

In 2007, all Missouri law enforcement agencies were required to submit paper *Quarterly Hate Crime Reports* to indicate whether or not any Hate Crimes occurred in their jurisdiction for a given three-month period. In 2008, the MoUCR Program Office changed that policy to eliminate the *Quarterly Hate Crime Report* and to require each law enforcement agency to submit a *Hate Crime Incident Report* if and only if a Hate Crime actually occurred in their jurisdiction. In turn, if an agency did not submit any Hate Crime Incident Reports for a given year, then the MoUCR Program Office would assume that there were no Hate Crimes investigated. In addition, all law enforcement agencies that submit UCR data online are currently required to indicate whether or not there was any Hate Crime Activity for the given month. This online selection of “Activity” or “No Activity” counts as the agency’s Hate Crime Reporting. Please adhere to the 2008 policy and cease mailing or faxing Quarterly Hate Crime Reports to the MoUCR Program Office or your regional UCR Trainer. If you have any additional questions on Hate Crime reporting, please contact the MoUCR Program Office at (573) 526-6278.

### **Updated List for UCR Property Classifications**

With the assistance of the FBI’s CJIS Division and the Association of State Uniform Crime Reporting Programs (ASUCRP), the MoUCR Program has developed an updated list of UCR Property Classification examples. This list includes an expanded set of items, including new electronics, which have become more common theft targets since the FBI Handbook was published in 2004. Please use this list when classifying stolen property on your monthly Supplement to Return A forms.

- (A) **Currency, Notes, Etc.** - paper currency, coins, endorsed checks, endorsed money orders, endorsed traveler’s checks, bearer bonds, bearer checks, coin collections, stamp collections, gift cards, lottery tickets
- (B) **Jewelry and Precious Metals** - watches, bracelets, rings, necklaces, earrings, decorative pins, gold bullion, silver bullion, platinum metal
- (C) **Clothing and Furs** - coats, shirts, pants, shorts, skirts, jeans, dresses, socks, sweaters, sweatshirts, suits, blazers, hats, undergarments, purses, handbags, wallets, backpacks, briefcases, fanny packs, shoes, boots, scarves, animal pelts, animal skins
- (D) **Locally Stolen Motor Vehicles** - automobiles, trucks, motorcycles, sport utility vehicles, minivans, buses, taxicabs, limousines, snowmobiles, golf carts, motor scooters, mopeds, all-terrain vehicles (ATVs), motor homes, go-carts, dirt bikes, Segways, motorized wheelchairs
- (E) **Office Equipment** - desktop computers, laptop computers, computer monitors, computer accessories, copy machines, fax machines, printers, scanners, typewriters, calculators, cash registers
- (F) **Televisions, Radios, Stereos, Etc.** - televisions, digital cameras, still picture cameras, motion picture cameras, camcorders, projectors, DVD players, DVDs, VCRs, VCR tapes, radios, stereos, stereo equipment, home theater systems, CD players, CDs, tape recorders, cassettes,

MP3 players, I-Pods, game consoles, X-Box, PlayStation, PlayStation Portable (PSP), Nintendo, GameBoy, cable receiver box, satellite receiver box , TiVo

(G) **Firearms** - all handguns, rifles, shotguns

(H) **Household Goods** - beds, sofas, chairs, desks, tables, bookcases, washers, dryers, air conditioners, furnaces, water heaters, dishwashers, stoves, refrigerator, freezers, antique furniture, utensils, broom, mop, vacuum

(I) **Consumable Goods** - foods, beer, wine, liquor, soda, juice, water, milk, sport drinks, cigarettes, cigars, tobacco, gasoline, diesel fuel, bio-diesel fuel, kerosene, propane, coal, natural gas, oil, deodorant, soap, shampoo, conditioner, facial cleanser, shaving cream, lotions, perfume, cologne, hair products, toothpaste, mouthwash, other toiletries, medicine, legal drugs/narcotics, vitamins, nutritional supplements, candy, bubble gum, firewood

(J) **Livestock** - cattle, hogs, horses, sheep, goats, chickens, turkeys, other farm stock

(K) **Miscellaneous** - cellular phones, Blackberry, I-Phone, Palm Pilot, PDA, pager, GPS devices, computer software, intellectual property, motorboats, sailboats, houseboats, canoes, jet skis, watercraft equipment, bicycles, skateboards, surf boards, water/snow skis, sporting goods, trailers, aircraft, vehicle parts/accessories, motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, installed car radios/CD/DVD players, lawn/garden equipment, tools, books, credit cards, debit cards, non-endorsed checks/money orders/traveler's checks, food stamps, stocks, bonds, pet food, cattle feed, copper wire, copper pipe, iron, aluminum, brass, steel, tin, BB guns, pellet guns, Airsoft guns, CO<sub>2</sub> powered guns, paint-ball guns, flare guns, crossbow, bow and arrow, sling shot, knives, swords, nun chucks, brass knuckles, dogs, cats, birds, fish, rodents, reptiles, pet sweaters, office furniture, building materials, camping supplies, chemicals, crops, documents, explosives, farm equipment, ammunition, firearm accessories, forklifts, bulldozers, construction equipment, law enforcement equipment, medical equipment, musical instruments, aircraft parts/accessories, art, art supplies, wigs, radar detector, sunglasses, cosmetics

### **Justifiable Homicide Edit Added in the NIBRS**

In the UCR Program, justifiable homicide is not considered a crime; therefore, it cannot be classified as a hate crime. In addition, as stated on page 76 of Volume 4: *Error Message Manual* (December 1999), "When a Justifiable Homicide is reported, no other offense may be reported in the Group 'A' Incident Report. Other offenses would be submitted on another Group 'A' Incident Report."

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

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

register for the class or to get more information on the location. *Please note that the dates and times of these training sessions are subject to change and/or cancellation!*

<u>Date</u>	<u>Time</u>	<u>Class/Location</u>	<u>Registration Info</u>
10/20/09	8:00am-5:00pm	UCR Training Class Lee's Summit PD	Bob Hanson (816) 467-7931 Dean Milne (417) 753-1079

### **Crime in Missouri - 2008 Edition**

The 2008 edition of the *Crime in Missouri* publication will be released soon. Electronic copies of the manual will be posted to the Missouri State Highway Patrol website at the following address:

[http://www.msdp.dps.missouri.gov/MSHPWeb/SAC/publications\\_crime.html](http://www.msdp.dps.missouri.gov/MSHPWeb/SAC/publications_crime.html)

### **2009 ASUCRP Conference Scheduled**

The 2009 annual conference for the Association of State Uniform Crime Reporting Programs (ASUCRP) is being held this year in Birmingham, Alabama from October 25 - 28, 2009. A tentative agenda and registration is available online at:

<http://www.asucrp.net/2008%20conference.html>

As always, we encourage Missouri agencies to attend the national conference. Discussions at the annual conference often involve changes with the UCR program at the national level, and allow agencies a voice in the decisions being made that affect them directly.

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

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Jefferson City, Missouri 65102-9500  
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