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# THE **CJIS** NEWSLETTER

**Criminal Justice Information Services**

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**Too Much Information: A Letter From the Division Director**



The broad spectrum of sharing information continues to be in demand. Today, criminal justice agencies input and retrieve data/information through the MULES network. The network acts as the conduit for MULES/NCIC inquiries/entries, driver/license information, criminal history/sex offender information, the transmission of livescan/mugshot photos, and in the near future MODEX. In this information technology environment, criminal justice agencies expect information to be received and delivered in real time. As the complexity and volume of data being processed continues to increase, it becomes evident that agencies must keep up with the technology. Web-based criminal justice applications are developed so that law enforcement officers, prosecuting attorneys, judges, clerks, and corrections officers will be able to retrieve critical information via secured internet, email, and standard CJIS network.

Recently, I forwarded a letter to law enforcement agencies and associations advising them of the detrimental impact on the CJIS network due to the amount of data passed through the circuit. Bandwidth of the circuit has become an issue and I realize any increase places an unexpected financial cost to agencies. Alternative solutions are being researched but any network solution is dependent on the area telephone or Internet provider service. The reliability and security of any connectivity is a requirement. Today, the state contracts with service providers for circuits continue to be the most reliable and secured. MULES availability is at 99% and the network has never been compromised. The same cannot be said for Internet service, however. As their level of service and availability throughout the state improves, the Patrol will pursue service level agreements with internet providers that will enable criminal justice agencies to share information, while not degrading its security and ensuring public and officer safety.

Sincerely,

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

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



**MULES Newsletter and UCR Bulletin Become CJIS Newsletter**

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

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

**Communications Division**

Rocky Ponder (573) 526-6107 email: [rocky.ponder@mshp.dps.mo.gov](mailto:rocky.ponder@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) 526-6141

MULES Training Unit (573) 526-6141

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

If you have suggestions regarding content of the *CJIS Newsletter*, if you want to receive the *CJIS Newsletter* in electronic format rather than hard copy, or if you have a change in contact information, please contact the UCR Unit at the phone number listed above.

**CJIS Newsletter Articles Requested/Encouraged**

If any Missouri law enforcement, REJIS, or ALERT agencies wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri law enforcement community, please feel free to do so by contacting Laurie Crawford, Senior CJIS Manager, at (573) 526-6278. Content will be subject to approval.

**CJIS Newsletter Available Online**

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

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

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



## Missouri State Highway Patrol

### Mo-DEX Pamphlets Available Online

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

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

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

### New Missouri Vehicle License Plates

Effective June 16, 2008, Missouri issued new vehicle license plates. All vehicles will be required to display the new plates by December 2010. The first character denotes the month the plate was issued, and therefore the month the plate will expire. Below is a list of the alpha characters and the months they correspond with.

ALPHA	EXPIRATION MONTH
A & B	JANUARY
C	FEBRUARY
D & E	MARCH
F & G	APRIL
H & J	MAY
K & L	JUNE
M & N	JULY
P & R	AUGUST
S & T	SEPTEMBER
U & V	OCTOBER
W & X	NOVEMBER
Y & Z	DECEMBER

### CJIS Training Available Next Quarter

The following training will be available during this quarter and the beginning of the next. Other classes may be scheduled following the printing of this newsletter, so please remember to contact your local trainer if you don't see a training date or location listed that will work for your agency. Please contact the trainer listed if you wish to register for one of the classes shown.



**UCR Training**

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October 8, 2008	UCR Basic	<b>Bank of O'Bannon - Buffalo, MO</b> Trainer: Scott Cline Register: 417-469-3726
October 30-31, 2008	UCR Basic	<b>St. Louis Co Police Academy</b> Trainer: Kyle Comer Register: 636-639-6637 Co-trainer: Pat Henton Register: 314-731-1548
November 14, 2008	UCR Refresher	<b>St. Louis Co Police Academy</b> Trainer: Kyle Comer Register: 636-639-6637 Co-trainer: Pat Henton Register: 314-731-1548
November 18, 2008	UCR Basic	<b>Cape Girardeau Co Sheriff's Office</b> Trainer: Bill Welch Register: 573-840-9562
November 19, 2008	MIBRS Basic	<b>Cape Girardeau Co Sheriff's Office</b> Trainer: Bill Welch Register: 573-840-9562
November 20, 2008	LEA Records Management	<b>Cape Girardeau Co Sheriff's Office</b> Trainer: Bill Welch Register: 573-840-9562
December 8, 2008	UCR for Supervisors	<b>St. Louis Co Police Academy</b> Trainer: Pat Henton Register: 314-731-1548
December 11, 2008	UCR Refresher	<b>Blue River Public Safety Institute Independence, MO</b> Trainer: Bob Hanson Register: 816-467-7931
December 17, 2008	MIBRS Refresher	<b>Blue River Public Safety Institute Independence, MO</b> Trainer: Bob Hanson Register: 816-467-7931



## **MULES Training**

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October 20-25, 2008	MULES Full	<b>Troop A Headquarters</b> Trainer: Jason Murray Register: (816) 622-0707 ext 252
October 22, 2008 October 27-31, 2008	MULES Recertification MULES Full	<b>Troop C Headquarters</b> Trainer: Quinette Green Register: 636-300-2700 x 3349
October 27-31, 2008	MULES Full	<b>Troop D Headquarters</b> Trainer: Shannon Peirce Register: (417) 753-3601
October 22-26, 2008	MULES Full	<b>Troop E Headquarters</b> Trainer: Sam Tuck Register: (417) 469-0076
October 28, 2008	MULES DOC	<b>Troop F Headquarters</b> Trainer: Angela Day Register: (573) 751-1000
October 28, 2008	MULES Recertification	<b>Troop G Headquarters</b> Trainer: Sam Tuck Register: (417) 469-0076
October 20, 2008	TAC Meeting	<b>Southeast University MO</b> Trainer: Sam Tuck Register: (417) 469-0076
October 27-31, 2008	MULES Full	<b>Troop H Headquarters</b> Trainer: Christina Lashmet Register: (816) 387-2344 ext 226

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# MULES

## Missouri Uniform Law Enforcement System

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### File with MULES/NCIC Operations Manual

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

- Signature Block
  - Offender Visitor Clearance Messages
  - TAC Corner - Changes in Recertification Requirements
  - Preparing for the 2009 FBI MULES Audit
  - MULES/NCIC Locates
  - \$.H Messages
  - Validation of MULES/NCIC Entries
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#### *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.


#### *Offender Visitor Clearance Messages*

An inmate within the Department of Corrections must submit a list of visitors to DOC personnel for approval. Each of these visitors is checked through MULES and NCIC for active warrants, probation or parole hits, and possible felony convictions if a criminal history exists. If a warrant hit is received, DOC personnel must confirm that the warrant entry is active since it is DOC policy that any person with an active warrant may not visit a correctional facility. Since the potential visitor is not actually at the correctional facility, DOC cannot send an YQ (hit confirmation) because that person is not in custody but rather a visitor applicant. The DOC facility will send a MR (administrative message) to the entering agency asking if the entry is active.

It is important that the entering agency respond to the DOC facility's MR stating whether the warrant is active or not because this will hinder the person's chances of visiting an inmate at the correctional facility. If the charge on the warrant is serious or if the entering agency is in great need of locating their suspect, the correctional facility may be able to forward this information to their investigators and planning could commence to arrest the subject.

If you receive an MR from a correctional facility regarding an offender visitor clearance, please remember this does not mean that person is at the facility. It is more like an application asking permission to visit the correctional facility. It is important to respond to the message because if the potential visitor does have an active warrant they are not allowed to visit the confinement facility. The proper way to respond to this request is by sending a MR (administrative message) back to the facility.

# TAC Corner



## Changes in Recertification Requirements

Recertification requirements for some MULES users will change next year. Currently, all users have the opportunity to recertify using the NexTEST system, available through the CJIS launchpad. Beginning in January 2009, MULES users with full access will be required to attend a recertification in the classroom.

While NexTEST does make recertification testing convenient, the FBI CJIS Division, as well as in-state MULES/NCIC audits have clearly indicated a need for face to face training. There are frequent changes to MULES function and policy, which can be passed along better through face-to-face communication. Also, there are persistent record quality and misuse issues that should improve if they can be addressed to the user as well as the TAC.

Understanding that it is sometimes difficult to find time for personnel to be out of the office, there will be sufficient classes scheduled to allow for several opportunities to attend. Of course, planning ahead and keeping track of recertification due dates will make it much easier to find convenient times for training. Start looking for potential training dates in HP65 soon.

Your Trainers value the opportunity to provide you with new information and review basic MULES usage and policy. Because the focus of in-class recertification is education, rather than evaluation, there will be no test following the class. Remember that even though the class is required for full users, users with any level of access are encouraged to attend.

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

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

**Preparatory Actions:**

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

### **MULES/NCIC Locates**

The NCIC Operating Manual states, “the purpose of a locate message is to indicate (until the originating agency clears the record) that the wanted person has been apprehended or the property has been located.” Placing a locate on another agency’s warrant entry protects an individual from further police action if, by chance, the entering agency does not clear their entry from MULES/NCIC. A locate message can be sent three different ways: EXTR, DETN, or NOEX.

Before an agency can locate the entering agency’s record, proper hit confirmations must be sent to verify that the entry is indeed still active and in the case of a warrant entry, hit confirmations confirm that the entering agency will extradite from the location where the suspect has been arrested. Once the entering agency has confirmed that the entry is active and that they will extradite, a locate must be placed on the warrant entry to indicate that the person has been found and taken into custody. It is best practice to place the locate once the individual has been taken to a secure holding facility (i.e. police station, Sheriff’s office, jail, etc). Locates cannot be removed from an entry therefore it is best practice to wait until the offender is in a secure location where they are less likely to flee. If an officer recovers a piece of stolen property (i.e. vehicle, article, gun, etc), hit confirmations should be sent verifying the entry is still active and just like a wanted person, the recovering agency should place a locate on the entry, which reflects that the property has been found. A locate cannot be placed by the agency that placed the record into MULES/NCIC.

There are three different locate message keys: EXTR, DETN, and NOEX. EXTR is an abbreviation for “extradition” and will be used if the agency that entered the record advises that the apprehended/located person will be extradited. EXTR would be used, for example, if an agency arrests a person and there are no local charges and the offender is strictly being held for the other agency’s warrant. When the locating agency intends to hold the subject on local charges, the locate transaction should include DETN.

DETN is the abbreviation for “detention” and must be used if the arresting agency has their own charges or if the wanted person has been found in a government holding facility, such as in prison. If a warrant is entered on an individual who is in prison, MULES certified prison personnel must located the entry with DETN so the entering agency can modify their warrant entry with DW (Enter Detainer). The DW transaction will modify the warrant entry to show this wanted person is currently being held at a correctional facility.

If an entry is located with EXTR, the record will purge in five days. This protects the subject from further police action in the matter that the entering agency failed to clear their record. If the entry is located with DETN, the record will purge in five days unless the entering agency modifies their entry with DW. After the DW transaction is complete, the record will stay in the computer until it is manually cleared.

The final locate message is NOEX meaning “no extradition”. NOEX should be used if the entering agency advises they will not extradite the apprehended person even when the entry indicates your agency is within the extradition limits of the entering agency. Consider this scenario for example: St. Louis PD has a warrant entry on Jane McDoe with extradition limits set to “Will Extradite Statewide”. Boone County apprehends Jane McDoe and sends St. Louis PD a hit confirmation and St. Louis PD

replies stating they will not extradite from Boone County. Boone County should locate the warrant entry with NOEX since the extradition on the entry is incorrect according to the hit confirmation. The purpose of NOEX is to ensure that agencies enter correct information into their warrant entries especially regarding extradition limits. NOEX may also be used if the apprehending agency has received no information concerning an extradition decision after making a concerted effort to obtain such information. The entering ORI has the responsibility of immediately advising an apprehending agency concerning extradition of the individual when contacted about the apprehension.

When an agency places a locate of NOEX on a record, the record will purge upon any second locate with NOEX. If a record has been located with NOEX once, the record may be located a second time using EXTR or DETN and the record will then purge in 5 days unless the DETN was followed-up with a DW modification. If an entry was originally located with EXTR yet the entering agency would prefer the entry was located with DETN, the entering agency can contact the locating agency and request they locate the entry using DETN, which will be accepted in the computer. Once an entry has been located with EXTR or DETN, any subsequent locate transaction with NOEX will be rejected.

It is important to remember that if the recovering agency is clearly outside the geographical extradition limits as stated on the warrant entry that the entry must not be located. When the extradition is pending, the entering agency may request that the locating agency not place a locate message when the entering agency intends to modify the Wanted Person record to indicate Pending Extradition.

### **\$.H Messages - What they are and how they will help your agency**

The \$.H message is a widely overlook tool from NCIC that can help your agency in the apprehension of wanted subjects, the location of missing people, or the return of property.

The NCIC definition of \$.H:

#### **\$.H. Delayed Inquiry Hit Notification**

A \$.H. administrative message is sent to the ORI entering or modifying a record which resulted in a hit response for an inquiry made within the last 5 days.

**The following is an example of a \$.H. message:**

\$.H.  
MD0012600  
YOUR RECORD WITH NIC/VI23456789 OCA/56789 IS A POSSIBLE DELAYED  
INQUIRY MATCH  
PLEASE ASSURE YOUR ENTRY IS A REASONABLE MATCH WITH  
INQUIRY ON 1230 EST 20040801CONTAINING: LIC/ABC123  
LIS/MD  
LIY/1999  
INQUIRING ORI/FL0130000 ATR/ANY CITY PD FL  
407 555-1313

**You will receive this notification when your agency makes an entry and an inquiry has been done by another agency within the last 5 days.**

#### **\$.H. Delayed Inquiry Hit Response Notification**

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Criminal Records and Identification Divisions of the Missouri State Highway Patrol*

A \$.H. administrative message is sent to the ORI of an inquiry transaction when a hit response is generated because of a subsequent entry or modification transaction. The inquiry transaction will potentially receive hit responses for 5 days after the initial inquiry was made.

**The following is an example of a \$.H. message:**

```
$.H.1L01HEADER
MD1012600
DELAYED INQUIRY HIT NOTIFICATION AT 1600 EST 19990830
YOUR INQUIRY: 0200 EST 19990827 HIT ON THE FOLLOWING RECORD
MKE/STOLEN VEHICLE
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED
OAN/12345678 DOT/19990803 OCA/56789
NIC/V123456789 DTE/19990904 1200 EDT
```

**Your agency will receive this hit when a entry is made 5 days after your inquiry.**

Remember both of these will hit on Wanted Persons, Missing Persons, Vehicles, Weapons, Articles, and Securities.

### **Validation of MULES/NCIC Entries**

It is the responsibility of the entering agency to periodically validate records they have entered. Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by having the court review the original entry and current supporting documents and by recent consultation with any appropriate complainant, victim, prosecutor, court, or other appropriate source or individual. Validation procedures must be formalized and maintained on file for review during an audit.

Records that cannot be validated must be removed from MULES/NCIC **unless** they are records that are in NCIC only such as guns/securities/articles. If an NCIC only record is **unable to be validated and no supporting documentation can be located**, NCIC has given the state of Missouri the option of canceling the records at the agencies request. The order of protection file is the only file in MULES that does not have the option of completing the on-line validation and this decision was made due to the re-write of the electronic entry of warrants and order of protections.

There are approximately two hundred MULES agencies that complete validations each month. It is the responsibility of the CJIS Systems Officer for the State of Missouri to ensure that all agencies complete this validation each month in a timely manner. There are several agencies statewide that have to be contacted by the Access Integrity Unit of the Missouri State Highway Patrol each month because they have not validated their records within the thirty-day timeframe that is allowed. **Please make every effort possible by your agency to meet this deadline to alleviate work on your part and our part by contacting your agency.** For those agencies that do not have a schedule of when records are received at your agency for validations we ask that you post this next to the MULES computer/printer and share this information with all employees on all shifts that utilize the MULES system. It is your agency's responsibility to assure that you receive your records for validations on the following days. If your agency does not receive these records for validations on your master printer please contact Melissa Colvin at (573) 526-6361. **Please do not rely on the MSHP to oversee if you are receiving these records on your MULES master printer.**

The **FIRST** calendar day of the month, wanted persons, sex offenders, vehicles, license plates, and parts are sent to the ORI's master printer at 05:00 a.m.

The **FIRST** State working day after the **FIRST** Saturday of the month, guns, order of protections, supervised release and securities are sent to the ORI's master printer at approximately 08:30 a.m. A message is sent shortly before these records are sent to the ORI's master printer just as a reminder that these will be sent to your ORI's master printer in a few minutes.

The agency is then given thirty days from the date of that certification document to validate all entries.

If you have any questions about the validation process, please contact Melissa Colvin at [melissa.colvin@mshp.dps.mo.gov](mailto:melissa.colvin@mshp.dps.mo.gov) or (573) 526-6361.

# 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
- Training Survey
- FBI UCR/IBR Audit Scheduled
- Clarifications of UCR Offense Definitions and Classification Matters
- Annual Association of State UCR Programs 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:

Seligman Police Department  
 McDonald County Sheriff’s Office  
 Boonville Police Department  
 Isle of Capri - Boonville  
 Fair Grove Police Department  
 Trenton Police Department

Troy Police Department  
 Aurora Police Department  
 Mountain View Police Department  
 Appleton City Police Department  
 Washington 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:

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North Kansas City Police Department  
Camdenton Police Department  
Butterfield Police Department  
St. Joseph Police Department  
Independence Police Department  
Smithville Police Department  
Pleasant Hill Police Department  
Jackson Police Department  
Campbell Police Department  
Cooper County Sheriff's Office  
Gower Police Department  
Shannon County Sheriff's Office  
Jackson County Sheriff's Office  
Webster County Sheriff's Office  
Linn Creek Police Department  
Osage Beach Police Department  
Lady Luck Casino  
De Soto Police Department  
Exeter Police Department

Camden County Sheriff's Office  
Blue Springs Police Department  
Sullivan Police Department  
Salem Police Department  
Stover Police Department  
La Monte Police Department  
Savannah Police Department  
Brookfield Police Department  
Wellsville Police Department  
Martinsburg Police Department  
West Plains Police Department  
Osceola Police Department  
Thayer Police Department  
Mexico Police Department  
Palmyra Police Department  
Lake Lotawana Police Department  
Mo University of Science and Tech DPS  
Bismarck Police Department  
Rogersville Police Department

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

### **MIBRS Certification**

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

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

Corder Police Department  
Merriam Woods Police Department  
Bourbon Department of Public Safety  
Sturgeon Police Department  
Byrnes Mill Police Department  
Oak Grove Police Department

The following agencies are currently working toward MIBRS Certification:

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

Laurie Police Department  
Clinton Police Department  
Leadington Police Department  
Greene County Sheriff's Department  
Ste Genevieve County Sheriff's Department  
Knob Noster Police Department  
Pilot Knob Police Department  
Lake Lotawana Police Department

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

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Incident-based reporting requires a minimum of one submission file each month from each agency (in order to meet the statutory requirement for monthly reporting).
- Until the new web facility changes are moved to production, local agencies will need to write their submission files for certification compliance to disc or diskette. Before processing, discs will be virus scanned and file names will be reviewed to ensure appropriate formatting.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.
- Certification will require a 96% rate of accuracy each month for three consecutive months.
- Any agency failing to maintain the 96% rate of accuracy for three consecutive months will lose their certification and will be required to submit a summary UCR report each month until certification is reestablished.

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

### **Web-Based Version of the MIBRS Software Under Development**

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

### **Training Survey**

The Uniform Crime Reporting Program Office is reviewing its current UCR/MIBRS training curriculum and evaluating statewide training needs. We would appreciate your feedback in completing a 2008 UCR/MIBRS training survey located at the following web address:

[http://www.surveymonkey.com/s.aspx?sm=Aq2g71h7VZ17HT3LwfgYgA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=Aq2g71h7VZ17HT3LwfgYgA_3d_3d)

Your participation in completing the survey is greatly appreciated and will assist our office in improving future training. In addition, your feedback will provide a great synopsis of the training that is currently being provided and point out areas where improvement is needed overall.

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

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

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

### **Verification of Hate Crime Incidents**

The FBI requests that state UCR Program managers periodically review all bias-motivated incidents with the offense type of murder or forcible rape, the bias motivation of anti-mental disability or anti-physical disability, or the victim type of society/public. Upon final verification of the 2007 hate crime data, state UCR Program managers and local agencies requested that the national UCR Program modify or delete 70.8 percent of the incidents submitted with these classifications because of submission errors. Left unverified, these errors could have resulted in the publication of inflated and inaccurate statistics.

### **Proper Classification of Anti-Mormon Hate Crimes**

The national UCR Program has received several questions about the proper classification of bias-motivated crimes against people of the Mormon faith. After research and discussions with a representative of The Church of Jesus Christ of Latter-day Saints and the UCR Program's Hate Crime Working Group, it was determined that, while Mormons are Christians, their faith does not fall into a specific category such as Catholic or Protestant. Therefore, when a hate crime against the Mormon faith occurs, agencies should classify the incident as Anti-Other Religion.

### **Reporting of Multiple Types of Larceny-theft in a Single Incident in the Missouri Incident-Based Reporting System (MIBRS)**

The staff of the Missouri UCR Program would like to provide clarification to agencies regarding the reporting of multiple types of larceny-theft within the same incident. Please note that this clarification only applies to those agencies that report their data to the national Program via the MIBRS.

In the *UCR Handbook*, NIBRS Edition (1992), on page 19, it states:

In larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, report the offense resulting in the greatest value of property loss. Report all of the property stolen.

However, that policy was amended as presented in the national program's *State Program Bulletin* dated November 30, 1998, which states:

Reporting of multiple larcenies within the same incident: It is possible to report more than one larceny per incident under NIBRS. Though multiple types of larceny can occur in the same incident, it is very rare—less than one percent of the larceny incidents reported. Agencies reporting multiple larceny offenses that fit the description for one operation of larceny will cause an inflated larceny count. If multiple larceny offenses are committed within the same incident, however, the agency should report each of them.

The purpose of this *CJIS Newsletter* article is to clarify that when multiple types of larceny-theft occur within a single incident, agencies that report their data to the Missouri UCR Program via the MIBRS should report all types of larceny-thefts involved. Multiple offenses should be reported due to the fact these offenses are not inherent.

As an example, if an individual stole an installed compact disc (CD) player (valued at \$600) and a laptop computer (valued at \$1,500) from a motor vehicle in the same incident, the agency should report both offenses—the theft of motor vehicle parts or accessories (the CD player) and the theft from motor vehicle (the laptop).

Agencies that report their data to the national UCR Program via the Summary Reporting System should continue to follow the rules and guidelines outlined in the *Uniform Crime Reporting Handbook* (2004) for the proper reporting of larceny-theft offenses.

### **Annual ASUCRP Conference Scheduled**

The Association of State Uniform Crime Reporting Programs (ASUCRP) will be holding its annual conference in Seattle, Washington from October 4-8, 2008. Many topics are slated for discussion, including changes within the national UCR program, and the implementation of the National Data Exchange (N-DEX). Watch for follow-up articles on these changes as they take place!

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

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