



THE **CJIS** **NEWSLETTER**

Criminal Justice Information Services

Letter from the CJIS Staff

The intent of this letter is to address two issues that continue to come to the attention of the MSHP Criminal Justice Information Services (CJIS) Section, and have been plaguing the user community with lawsuits.

The first is to remind users of the policy regarding the dissemination of data in the National Crime Information Center (NCIC) Violent Gang and Terrorist Organization File (VGTOF). The VGTOF should be afforded the same security and dissemination controls as Criminal History Record Information. The policies regarding the dissemination of the data in the VGTOF are provided in full in the NCIC 2000 Operating Manual (December 1999) and the CJIS Security Policy (December 2008, Version 4.5).

Unauthorized dissemination of NCIC VGTOF terrorist records and information can result in legal action by the individual whose private information was released. Legal action can be taken against the state or local agency that disseminated the information, as well as the federal government. Additionally, the unauthorized dissemination of NCIC VGTOF terrorist records and information can compromise ongoing federal investigations. On August 3, 2008, the caveats that precede terrorist records in the NCIC VGTOF were modified to clearly advise recipients of terrorist records that unauthorized disclosure of the information is prohibited. For copies of the new caveats, please see the All CSO letter, dated August 8, 2008.

The second issue being addressed in this letter is the retention of NCIC VGTOF terrorist records within the database of state and local agencies. The Terrorist Screening Center (TSC) is the owner of all NCIC VGTOF terrorist records, and these records should not be retained within the databases of the state and local agencies. Maintaining NCIC VGTOF terrorist records within state and local databases is problematic. Since the TSC is the only contributor to the terrorist portion of VGTOF, the TSC is the only entity that can update the records and is unable to do so for records residing in a state or local database. Consequently, inquiries into a state or local database based upon information derived from VGTOF may result in an encounter with an individual that the TSC has since removed from the VGTOF because they were determined to have no nexus to terrorism. Moreover, retention of VGTOF information in a state or local database can raise jurisdictional problems with regard to information requests under state Freedom of Information Act laws for the federal data.



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

Criminal Records and Identification Division

UCR Unit (573) 526-6278 email: 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 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 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

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

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

The forms for obtaining access are:

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

Instructions:

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

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

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



Missouri State Highway Patrol

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

Vetting/Verification:

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

All completed forms should be mailed to:

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

Important: Illegible applications will not be processed. As with all CJIS systems, N-DEx is a criminal justice information system to be accessed by authorized LE personnel only and each CSO and the CJIS Division Authentication Office must be notified immediately upon separation of a user from an agency or department. The Cancellation of Access form (also available on LEO) may be used at the CSO or agency level and allows multiple termination requests with one signature.

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

Symposiums on Missouri Sex Offender Registry Scheduled

Beginning in October 2009, the Missouri Sex Offender Registry (SOR) will be hosting regional Sex Offender Registration Management and Training Symposiums. Symposiums are planned for Jefferson City, St. Louis, Kansas City, Cape Girardeau and Springfield. Each symposium will focus on all aspects of sex offender registry management. The goal is to educate all agencies on new legislation, local and federal, and its effect on the method of tracking offenders in Missouri. Law enforcement agencies, state prosecutors, court officials, department of corrections officials and other agencies that manage the tracking of sex offenders will be invited to attend. If anyone has any concerns or issues to submit as a discussion item, please feel free to contact Tammy Byrd, SOR Supervisor, at 573-526-6347. We will continue to post more articles in the *CJIS Newsletter* relating to the symposiums as information becomes available.



Missouri State Highway Patrol

AFIS Search Capabilities Includes Palm Prints

In August 2003, the Central Repository began accepting palm prints via Livescan. At first, manual comparisons were made, however, a palm print database was added in 2008, which allows palm prints to be searched electronically. The specifications for Missouri livescan devices include the ability to capture palm prints with any format of fingerprint transaction.

Even though the submission of palm prints by law enforcement personnel is voluntary, the patrol encourages each agency to take advantage of every opportunity to capture palm prints. There are approximately 100,000 sets of palm prints on file at the Missouri Central Repository. To date, 104 latent palm prints lifted from crime scenes have been searched through the database and fourteen identifications have been made by the Central Repository.

New enhancements to Sex-Offender Registry

The state Sex Offender Registry as maintained by the Missouri State Highway Patrol's Criminal Records and Identification Division has recently undergone two important program enhancements.

The first of these enhancements involves changes to the Sex Offender Registry website which can be accessed at:

<http://www.mshp.dps.mo.gov/CJ38/search.jsp>

Changes to the website include a new listing of absconders (sex offenders listed as non-compliant that do not have a current home address on file), enhanced mapping features, and allowing searches by alias names. Future enhancements are scheduled to include a statistics reporting program that will allow users to generate statistics based off of the sex-offender registry, as well as a Law-Enforcement only portal that will allow officers and enforcement personnel to access and share sensitive sex-offender information within a secure environment. Watch for future updates concerning the progress of these expected developments.

The second enhancement that has recently been implemented by the Sex Offender registry is an address verification system. This system is currently set to send out address verification letters to all Missouri sex-offenders prior to their registration date. Offenders are to bring these letters to the Chief Law-Enforcement Officer (CLEO) of their county at the time of their registration. If letters are returned to the Missouri State Highway Patrol as undeliverable to the address that the offender has listed, then the information will be passed on to the CLEO and Prosecutor of the county showing that the address is invalid. Furthermore, if a sex-offender fails to register within 45 days of their registration date, delinquent letters will be sent to the designated CLEO as well as the County Prosecutor showing non-compliance.

It is hoped that the utilization of this address verification system will accomplish two goals. The first goal is to ensure that the home addresses being provided at registration are valid addresses at which the offenders do reside. The second goal is to assist CLEO's and County Prosecutors with enforcing non-



Missouri State Highway Patrol

compliance laws. Questions about this new process can be directed to the MSHP Sex Offender Registry Unit by electronic mail at msor@mshp.dps.mo.gov or via telephone at 1-888-767-6747.

New Computerized Criminal History Contract Awarded

Computer Projects of Illinois (CPI) has been awarded the contract to implement a new computerized criminal history system within the Missouri State Highway Patrol's Criminal Records and Identification Division. CPI is based out of Bolingbrook, Illinois and has previously implemented criminal history systems for the states of Vermont, New Hampshire, West Virginia, Iowa, Alabama, and Colorado. The implementation is expected to be complete within two years and will involve a variety of enhancements such as allowing background checks via the Internet, Rapback capabilities, and a wide array of interfaces. Watch for future updates concerning the progress of this implementation.

MoPCA Hosts Several 2009 Conferences of Interest to CJIS Agencies

There are several conferences coming up this year that will be of great interest to Missouri law enforcement agencies, including those being hosted by the Missouri Police Chiefs' Association (MPCA). Information needed such as tentative agendas, registration forms, etc. may be obtained by going to the following web address: <http://www.mopca.com/mpca/conf-annual.html>

The MPCA Law Enforcement Clerks Conference

May 11-15, 2009

Tan-Tar-A Resort at Osage Beach

Registration cost is \$175 for the entire week or \$65 for a day pass

The MPCA Law Enforcement Combined Conference

June 28-July 1, 2009

Tan-Tar-A Resort at Osage Beach

The Missouri School Resource Officers Association (MSROA) Annual Training Conference

June 29 - July 2, 2009

Tan-Tar-A Resort at Osage Beach

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

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 _____
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: _____

Signature: _____ Date _____

Refunds will not be made for cancellations received after August 25th, 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
- Laptops for MULES Training
- MULES Inquiries for Dealer Information
- TAC Corner - Triennial FBI Audit Scheduled for 2009
- Electronic Warrants and Protection Orders

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.

Introducing.... LAPTOPS!

You've asked for it and now we've got it! The MULES Training Unit now has laptop computers! We can now offer the hands-on training that many MULES operators have been asking for. Each Troop MULES trainer has been issued 10 laptops; therefore class size must be limited to 20 people (only two people per computer). Limiting class size gives each student an equal opportunity to utilize a laptop. A few of the trainers have had the opportunity to use the computers in Full Certification classes prior to this *CJIS Newsletter* being published. During these weeks, class went till 5:00 pm nearly each day and early evaluations have been positive from those in attendance. Time seemed to fly by for some students because of the hands-on experience! The Trainers are very excited about our new feature and we hope the laptops will enhance and greatly improve our training!

****MULES Inquiries for Dealer Information****

Department of Revenue Files using the GR80 transactions that indicate the dealer is revoked may be inaccurate due to some data conversion issues. When querying the status of a dealer license, be sure to use the GR81 query. The violation showing on the first line of the GR81 or GR80 query in the 'DEALER LICENSE DEALER IS: ' field may have been released. Operators can find the release date

for that violation at the bottom of the GR81 query in the 'Released Description field "REL DESC". Ensure all operators are conducting the proper transactions and reading all the fields for the updated information.

TAC CORNER



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.

Electronic Warrants and Protection Orders: Helpful Hints

MSHP and the Office of State Courts Administrator (OSCA) received a grant from the Violence Against Women Act (VAWA) and are currently developing the necessary programming to electronically transfer warrants from the courts to MULES and to enhance the current transfer of adult abuse ex parte orders of protection, to include courts sending full orders, modifications, service information, early terminations, etc., electronically to MULES. The transfer process will incorporate the courts sending all required data elements for warrants and adult abuse protection orders to their appropriate MULES serving agency. Some of the concerns MULES Operators have with the current adult abuse ex parte transfer process will be rectified when the new ex parte process is implemented to all MULES agencies.

In anticipation of this functionality, we thought it befitting to provide some 'Helpful Hints' to ensure seamless implementation of the new processes:

Court Case Number/Warrant Number Entry

The Court Case Number should be entered into the Court Case ID field exactly as it is on the warrant or protection order from the court.

The Warrant Number should be entered into the Warrant Number field (WNO) without any extraneous characters, such as hyphens.

If a current case and/or warrant number is found to be incorrect in MULES, please modify the record to match the court record documentation (or if the warrant number, remove extraneous characters).

Protection Orders

Child protection orders are NOT currently sent electronically to MULES and WILL NOT be sent to MULES with the enhancement to the adult abuse ex parte or full order process. The enhancements to

the adult abuse ex parte order transfer process will be deployed statewide to all court locations. The adult abuse full order process will be piloted in specific court locations only and then deployed statewide. Child Protection Orders will eventually be incorporated when funding and time to develop, test and implement permit.

Electronically transferred records can be verified in MULES based on the Protected Person's identification and numeric identifiers and not the Subject/Respondent's. This is currently allowed pursuant to NCIC Rules and will also be allowed under the enhancements to the process. However, a record verified using the Protected Person's identifiers will not be returned when queried using the Subject/Respondent's identifiers.

The new process will transfer the protected person address information to the appropriate address fields in MULES, instead of the address information being transferred to the MISC field for updating by the MULES Operator prior to verifying the record.

Up to ten protection order conditions will be transferred with the court record to MULES, to appropriately update the protection order conditions and will appropriately default the Brady Indicator, which is also determined by the relationship indicator of the parties involved.

Request to Line Officers

It would be greatly appreciated if line officers would manually add the drivers license 'year of expiration' on the uniform citation and any other reports that are referred for prosecution. Since the drivers license number, state and year of expiration are conditional fields in MULES and NCIC, the courts will also need all three to send any of these elements to MULES with a warrant or protection order record. The courts have added these fields to all applicable court forms and if the data is provided to the court, it will print on auto-generated forms from the JIS Court Case Management System. The warrant forms were deployed to the courts on March 10, 2009, and the protection order forms are expected to be deployed in the near future. However, in order for the court staff to transfer this information electronically to MULES, the line officers need to include it on the initial documentation referred to the prosecutors and courts for filing.

Implementation Schedule

The plan is to implement the statewide adult abuse ex parte process to MULES courts, and pilot warrants and adult abuse full order processes in Cole, Henry and Boone Counties by July 1, 2009. Those courts served by ALERT or REJIS will pilot the adult abuse ex parte process shortly thereafter. It is anticipated that statewide implementation of the adult abuse full order and warrant transfer process will begin following a successful pilot term. The exact dates for specific court locations to implement have not yet been determined but will be coordinated between the Missouri State Highway Patrol CJIS Trainers and OSCA to ensure that MULES operators and court users can be trained simultaneously - ensuring that all agencies involved in a court location will know the expectations for successful transfer of a record.

Please watch for further information regarding implementation in your location!

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
- Clarifications of UCR Offense Definitions and Classification Matters
- 2009 Training Scheduled

Signature Block

The blocks below should be initialed and dated by agency personnel responsible for UCR reporting before this document is filed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook* publications. During the triennial UCR Quality Assurance Review (QAR) conducted at each agency, the signature block will be checked to verify the information was received and reviewed.

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:

Poplar Bluff Police Department
 Southeast Mo State University DPS
 Jasper County Sheriff’s Office
 Stone County Sheriff’s Office
 Indian Point Police Department
 Mo Southern State University DPS

Webb City Police Department
 Byrnes Mill Police Department
 Strafford Police Department
 Anderson Police Department
 Audrain County Sheriff’s Office
 Vernon County Sheriff’s Office

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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St. Louis County Police Department
 Park Hills Police Department
 Howell County Sheriff's Office
 Gasconade County Sheriff's Office
 Shrewsbury Police Department
 Monroe County Sheriff's Office
 Ellisville Police Department
 Mo State Hwy Patrol - Troop F
 Warson Woods Police Department
 Vandalia Police Department
 St. Joseph Frontier Casino
 Clever Police Department
 Bonne Terre Police Department
 Washburn Police Department
 Country Club Village Police Department
 Holcomb Police Department
 St. Louis Community College -Meramec DPS
 Willow Springs Police Department
 Hartville Police Department

Carroll County Sheriff's Office
 Kirkwood Police Department
 Montrose Police Department
 El Dorado Springs Police Department
 Oakland Police Department
 Bellflower Police Department
 Winfield Police Department
 Peculiar Police Department
 Warrenton Police Department
 Grain Valley Police Department
 St. Charles County Sheriff's Office
 Isle of Capri Casino - Kansas City
 St. Peters Rangers
 St. Peters Police Department
 Freeman Police Department
 Chesterfield Police Department
 Madison County Sheriff's Office
 Village of Merriam Woods Police Department
 St. Charles County Park Rangers

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
 Calverton Park Police Department
 Cleveland Police Department

Greene 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.
- 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 this 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 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

Assault Information Reported on LEOKA

The state program is required to verify information reported via the LEOKA Report Form any time an assault with personal injury is reported and no aggravated assault is recorded on the corresponding Return A Report Form for that month. This situation is certainly possible. For example, the assault might have occurred in a different jurisdiction, and may have been reported by the agency with primary jurisdiction at that location. It is also possible to have injuries resulting from a simple assault reported on a LEOKA Report Form, as long as the agency is again careful to explain that no aggravated assault took place in that circumstance.

For convenience, and to save time for local agencies, the state program requests that any explanation or comments be added to the “Comments” section of the Return A Form in the UCR Web Repository, or add a note to any hard copy reports submitted any time this occurs to prevent their agency’s report from being rejected due to a need to validate the reported information.

Case Scenario

A man took an overdose of pills and wrote a suicide note, telling his wife he wanted to die. His medical condition deteriorated all day and the wife refused to call for help or to let her son call for help. The husband died of the overdose, and the wife was charged with involuntary manslaughter.

This should be reported as non-negligent manslaughter for UCR summary purposes, as well as for Missouri Incident Based Reporting System (MIBRS) purposes because she chose to actively participate in the death by preventing her son from calling for help.

Classification of Gift Cards

When a gift card is stolen during an offense, they should be reported under “Currency, Notes, etc.” for UCR Summary since they are considered a negotiable instrument as any possessor can obtain cash or property with them. In MIBRS, they should be reported as “Negotiable Instruments”.

2009 UCR/MIBRS and Other Related Training Scheduled

April 16, 2009	UCR Training	Harrison County Sheriff’s Department Bethany, MO Instructor: Linda Maurer To Register: (660) 385-7238
May 21, 2009	UCR Training	Hollister Police Department Hollister, MO Instructor: Scott Cline To Register: (417) 469-3726
June 8, 2009	UCR Training	St. Louis County Police Academy

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

Wellston, MO
Instructor: Pat Henton
To Register: (314) 731-1548

June 12, 2009

UCR Training

St. Charles County Law Enforcement Academy
Defiance, MO
Instructor: Pat Henton
To Register: (314) 731-1548

Questions or comments regarding this publication may be addressed to:

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