



THE **CJIS** NEWSLETTER

Criminal Justice Information Services

MULES Newsletter and UCR Bulletin Become CJIS Newsletter

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

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

Communications Division

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

Information Systems Division

HELP DESK 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) 526-6257

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

If you have suggestions regarding content of the *CJIS Newsletter*, if you want to receive the *CJIS Newsletter* in electronic format rather than hard copy, or if you have a change in contact information, please contact Laurie Crawford at (573) 526-6278.

First MoAPCO MULES-CJIS Conference is a Success!

The first annual MoAPCO MULES-CJIS Conference was held September 24 - 27, 2006, at the Capitol Plaza Hotel in Jefferson City. This was the first time that the Missouri Chapter of the Association of Public Safety Communications Officials and the Missouri Uniform Law Enforcement System joined forces to provide a statewide training conference. Over 400 public safety professionals from around Missouri were in attendance during the four-day event. The conference featured more than 40 training



Missouri State Highway Patrol

sessions and presentations for dispatchers, MULES operators, communications managers and technical personnel. The hectic and diverse daily training sessions gave way to vendor receptions, afternoon soda-shop break, a real casino style “Speakeasy”, and an awards banquet followed by an evening of music and entertainment. Planning for the next conference will begin soon and dates will be announced when they are available.

(Check out a few snapshots of the 2006 MoAPCO MULES-CJIS Conference included in this publication, and at www.moapco.org)

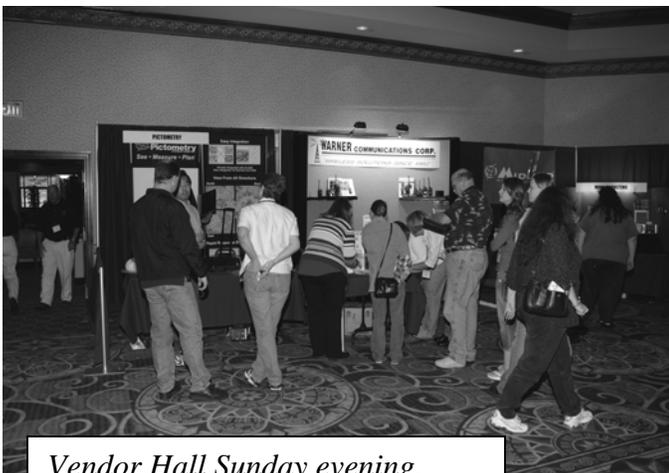
2006 MoAPCO MULES - CJIS Conference “Snapshots...”



Conference attendee's check-in on Sunday.



One of the three Sunday afternoon classes.



Vendor Hall Sunday evening.



Missouri DPS Director Mark James addresses opening session.



JCFD Color Guard presents The Colors at Monday's Opening Session.

Photos by Bob Heald



Monday's Super-Session starts with a bang!



These Soda-Jerks Look Familiar...



MoAPCO President George Major presents Nicole Linhardt with the Chapter's 2006 "Telecommunicator of the Year" Award.



Tuesday Morning Criminal History Sessions.

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2006 Training Conference
Capitol Plaza Hotel
Jefferson City, Missouri
September 24-27, 2006

MULES Missouri Uniform Law Enforcement System

File with MULES/NCIC Operations Manual

Topics Addressed In This Edition:

- Signature Block
- FBI's NCIC Audit of Missouri August 2006
- NexTEST CJIS Launch Pad Updates
- IFS Field Added to CHRI Responses
- MULES/3 Fastpath Transactions Activated
- Miscellaneous System Updates, Procedure Changes and Notes...
- MULES/3 Print and Response Screen Options Improved

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.

FBI's NCIC Audit of Missouri August 2006

The Federal Bureau of Investigation's National Crime Information Center (FBI/NCIC) conducted their triennial audit of Missouri the week of August 7, 2006 at the following agencies:

Boone County Circuit Court
 Clay County Sheriff
 Cole County Sheriff
 Greene County Circuit Court
 Greene County Sheriff
 Independence Police Department

Jefferson County Sheriff
 Kansas City Police Department
 Phelps County Sheriff
 Springfield Police Department
 St Louis County Police Department
 City of St Louis Police Department

NexTEST CJIS Launch Pad Updates

Portions of the NexTEST on-line recertification system were updated on October 3, 2006. The appearance of the testing module has changed however the procedures for logging in and taking the tests remain the same. Additional features were added to the system that allow agency TAC's to view testing

activity and status of users at their ORI. The system includes an additional option that will allow TAC's to receive monthly activity reports and expiration of training notices via e-mail. This feature, as well as a complete update of all test modules to MULES/3 standards, should be completed this fall. In the meantime, checkout the new look and features of the NexTEST CJIS Launch Pad.

On a related note, since the last CJIS Newsletter, the 2006 NLETS User and Technical Guide along with Appendix "B", and, the May 2006 version of the CJIS Security Policy Manual have all been posted and are available via the "Documents Link" contained on the CJIS Launch Pad.

IFS Field Added to CHRI Responses

In July of 2006, a new field was added to Criminal History Record Information responses. The Identification for Firearms Sales, IFS, was designed to indicate a person's status in regards to receiving a firearm. Those persons disqualified from receiving a firearm, according to **27 Code of Federal Regulations 178 Definitions for the Categories of Persons Prohibited From Receiving Firearms**, are as follows:

- Persons who are under indictment for a crime punishable by imprisonment for a term exceeding 1 year
- Persons who are fugitives from justice
- Persons who are unlawful users of or addicted to any controlled substance
- Persons who have been adjudicated as mental defectives or been committed to a mental institution
- Persons who are aliens and are illegally or unlawfully in the United States
- Persons who have been discharged from the Armed Forces under dishonorable conditions
- Persons who have renounced their citizenship
- Persons who are subject to a court order restraining them from committing domestic violence, and
- Persons convicted in any court of a misdemeanor crime of domestic violence.

The following letters will be used to code the IFS field on CHRI responses:

- "D" - which means **disqualified**, indicates that the subject's record contains disqualifying information under Federal law and the subject is prohibited from purchasing a firearm. This category will also include misdemeanor convictions of domestic violence.
- "C" - which means **clear**, indicates that the subject's record contains no disqualifying information under Federal law and the subject is qualified to purchase a firearm.
- "X" - indicates that a conviction status of a record is **pending** or unknown and the inquirer must review the entire record to determine whether the sale of firearm can take place. "X" flag records include felony and misdemeanor arrests without final disposition, pending cases or SIS's (Suspended Imposition of Sentence).

Normally special attention will be given to the IFS flag during "QNP" Purpose Code P and QID-QIDE-QH-QMH Purpose Code F inquiries, however users should be aware that the IFS field is included on all CHRI responses regardless of the Purpose Code used during inquiry.

MULES/3 Fastpath Transactions Activated

With programming added during August and September, users now have the option to make most routine inquiries from the transaction lines at the top of any MULES/3 screen, rather than using the fill-in-the-blank screens. These transactions include all person and vehicle inquiries, (QV-QVR-QW-QWR, etc.), on license plates, VIN's, name/dob, OLN's, SOC's, etc. In addition, fastpath transactions can be used to check NIC, SHP and OCA numbers, boat registration and hull numbers and others. Fastpath can also be used as a shortcut for MULES Hit Confirmations, record maintenance, and direct inquiries.

The procedure involves entering the appropriate transaction code in the upper left hand corner of any MULES/3 screen, followed by the free form inquiry in proper order.

EXAMPLE: QVR 123ABC AR 2006 PC (Arkansas License 123ABC).

A document entitled "Guide to MULES/3 Fastpath Transactions" has been posted on the CJIS Launch Pad "Documents Link" and explains in detail this enhancement to the system.

Transactions to allow inquiry on Articles, Guns, and Securities, are scheduled for this fall.

Miscellaneous System Updates, Procedure Changes and Notes...

- Programming was added on July 20, 2006, that prohibits the use of message routing group call "MNET" on all entries. Highway, lake area and state group calls can still be utilized on Vehicle, Missing and Felony Wanted person entries. Entry operators should consider alternatives to group calls that cover multiple areas of the state, when a specific area only is affected or needs notification. In some cases, a group of single agency terminal identifiers will suffice. Remember, MULES/3 Message Routing allows for entry of up to ten destinations.

- Programming added on July 12, 2006, allows users to send the "AQ" and "AR" messages via a MULES/3 map. "AQ" and "AR" are now available options listed on both the NLETS direct and Criminal History inquiry menus. Direct access to the screens is available by typing "AQ" or "AR" in the upper left hand corner of any MULES/3 screen.

- On September 3, 2006, programming was modified that will allow multiple locates on a Wanted Person Record. Before this change was implemented, receipt of a second locate on an active record automatically purged the record. Records located multiple times will still purge 5 days after the last located is placed on the record. This change does not affect Missing Person's records. Those records will still purge immediately after the first locate message is sent. These changes were mandated by NCIC.

MULES/3 Print and Response Screen Options Improved

You probably noticed during the first week of October, that all response screens on MULES/3 have new fields at the top. The new fields allow you to view a multiple page response and tell how many total pages are included; as well as indicating which page of the response you are on. A user can change the

current page number to go directly to another page of the response, or page forward using F8 and back using F7. For example, if you are on page 5 of a record and want to go to page 3, simply change the number in the current page field to “3”, press enter, and you will go directly to that page. Another related feature added at the same time is the ability to go directly to the end of a multiple page record by pressing F11, or return to the first page of the record by pressing F10.

The print functions were also greatly enhanced with this update along with the addition of the ability to distribute a response. A “Destination” field now appears at the top of all responses and users can enter one 4 letter terminal identifier or one ORI, and press F6 to send the entire response, all pages, to the terminal or ORI entered in the “Destination” field. This function works on all responses, with the exception of Criminal Record Responses. The destination field on CHRI responses is blocked. In addition, if the “Destination” field is left blank, pressing F6 will send the entire response, all pages, to the associated MULES printer for that screen session. This function will greatly enhance printing records to the MULES printer, which prior to this change, had to be done one page at a time using F16. (F16 still works if you prefer....)

And finally, at the same time the programmers were greatly improving the print functions, they added another function that allows users to call up responses with one button. Once your inquiry is sent, press the equivalent key on your system for PA2. (On most keyboards this is ALT & HOME, however keyboard mapping may be different on your system.) PA2 will allow you to retrieve the responses in the numerical order they appear in the queue at the bottom of the page. You still have the option of selecting specific responses in the order you prefer, however the PA2 function allows quicker retrieval of all responses in the queue.

UCR Uniform Crime Reporting

File with *Missouri Supplement to the UCR Handbook*

Topics Addressed In This Edition:

- Signature Block
- UCR Quality Assurance Reviews
- UCR Deadlines
- MIBRS Certification
- MIBRS Software Available
- Advance Viewing of 2005 Statistics
- 2005 Data Modification Deadline is Getting Nearer
- UCR and Warrants
- Hate Crime Reporting

Signature Block

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

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:

Warrenton Police Department

Newton 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:

St. Charles County Sheriff's Office
Weatherby Lake Police Department
Raymore Police Department
High Hill Police Department
Lincoln County Sheriff's Office
Foley Police Department
Carter County Sheriff's Office
Carl Junction Police Department
Miller Police Department
Atchison County Sheriff's Office
Moberly Police Department
Randolph County Sheriff's Office
Butler County Sheriff's Office
Gerald Police Department
Bellflower Police Department
Camden County Sheriff's Office
LaMonte Police Department
Emma Police Department
Winfield Police Department
Stover Police Department

Gideon Police Department
Ava Police Department
Fredericktown Police Department
Mansfield Police Department
Creighton Police Department
Mercer County Sheriff's Office
Maysville Police Department
Clay County Sheriff's Office
Sunset Hills Police Department
Arbyrd Police Department
Maryland Heights Police Department
Country Club Hills Police Department
Gladstone Police Department
Greenwood Police Department
Bolivar Police Department
Nevada Police Department
Liberal Police Department
Clark County Sheriff's Office
Marceline Police Department

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

UCR Deadlines

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

- All January through September Data is due by October 28, 2006.
- Police Employee Counts are Due by November 28, 2006 along with the October Report.
- November Reports are Due by December 28, 2006.
- December Reports are Due by January 28, 2007.

MIBRS Certification

The following agencies are currently working toward Missouri Incident Based Reporting System (MIBRS) Certification:

Center Police Department
Chillicothe Police Department
Bourbon Police Department
Leadington Police Department

Blackburn Police Department
Emma Police Department
Truesdale Police Department

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

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

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

MIBRS Software Available

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

Advance Viewing of Hate Crime Statistics, 2005, and Law Enforcement Officers Killed and Assaulted, 2005

In the past, the FBI has sent local law enforcement agencies and state UCR Programs advance hard copies of *Hate Crime Statistics* and *Law Enforcement Officers Killed and Assaulted* so that these agencies would have the data before the books were released to the public. Because these books will no longer be published in hard copy, the FBI had to devise an alternate way for agencies to have advance access to the information. Consequently, the FBI has constructed beta sites for *Hate Crime Statistics, 2005*, and *Law Enforcement Officers Killed and Assaulted, 2005*, to which agencies will have access. The Web site, username, and password are case-sensitive.

Hate Crime Statistics, 2005

Advance Viewing Date: Beginning Monday, October 9, 2006

Web site: <http://www.fbi.gov/ucr/hc2005/>

Username: UCRcontr

Password: look1@05

Public Release Date: Monday, October 16, 2006

Law Enforcement Officers Killed and Assaulted, 2005

Advance Viewing Date: Beginning Monday, October 23, 2006

Web site: <http://www.fbi.gov/ucr/killed/2005/>

Username: UCRcontr

Password: look1@05

Public Release Date: Monday, October 30, 2006

State UCR Program managers were asked to apprise local agencies of this information. Agencies are reminded that these data are embargoed until they are released to the public. Until then, they are for internal use only.

2005 Data Modification Deadline is Getting Near

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

UCR and Warrants

One of the confusing things when reporting UCR is how to report on warrants and warrant arrests. What warrant arrests should an agency report? When does a warrant clear an offense for UCR purposes?

1. When to report warrant arrests: The UCR handbook published by the FBI reads: “Agencies must report only those arrests **made for offenses committed within their own jurisdiction.**” *Uniform Crime Reporting Handbook, Revised 2004 Edition, page 9.* It does not matter who makes the arrest, the arrest should be reported by the agency that has primary law enforcement responsibility for the jurisdiction where the crime occurred.

For some Municipality Agencies, this may be a challenge as most all felony warrants are issued by the Circuit Court and forward to an entering agency under the County’s ORI. This makes it appear that the warrant was for criminal activity generated in the unincorporated areas of a county where a Sheriff’s Department or County Police Department would have the primary law enforcement responsibility.

If at all possible, Municipal Agencies should try to have work out a system where by a copy of the Probable Cause Statement/Affidavit is attached to the warrant that is forwarded to an entering agency.

This would allow the entering agency to know what agency's activity generated the warrant and be able to inform that agency once an arrest is made. Not only would this allow an agency to report clearances for UCR purposes, but more importantly, it would help the agency in tracking and acquiring those criminals and letting the officers involved know what is going on with their cases.

2. When to clear an offense by a warrant for UCR purposes: "Part I offenses reported on Return A can be cleared either by arrest or exceptional means." *Uniform Crime Reporting Handbook, Revised 2004 Edition, page 78.* When a subject is arrested for a crime based on a warrant in which no previous arrest for the crime has been made, then the agency should report the clearance and arrest, no matter what agency makes the warrant arrest.

There are three criteria that must be met to clear an arrest (*Uniform Crime Reporting Handbook, Revised 2004 Edition, page 80*); (1.) Suspect arrested. (2.) Officer is in the process of submitting or has submitted Probable Cause statement/affidavit to the PA for charges. (3.) And the Suspect has or will be turned over to the Court of prosecution (whether this is done after an arrest, issuing summons/citation/ticket or court notice). With these three criteria in place, a person has to be arrested based on "on-view" arrest, summons, or a warrant. These are the only ways in which law enforcement may show a clearance by arrest for UCR purposes. Therefore, a warrant issued and that is un-served cannot clear an offense by arrest for UCR purposes as it does not meet the criteria above.

The issuance of a warrant does not clear an offense by exceptional means for UCR purposes. For an exceptional clearance, "yes" must be answered to the following four questions:

1. Your investigation has identified a suspect.
2. You have enough Probable Cause to make the arrest and charge.
3. You know the exact location of the suspect.
4. There is something outside of law enforcement's control that keeps any law enforcement agency from making the arrest.

If "no" is answered to any of these four questions, then an agency cannot report the crime as exceptionally cleared for UCR purposes. In most cases with the issuance of warrant, there is nothing outside of law enforcement's control that keeps any law enforcement agency from serving that warrant. For a listing of the above four questions and examples of exceptional clearances, see the FBI's *Uniform Crime Reporting Handbook, Revised 2004 Edition, pages 80, 81.*

In short:

1. Do not report warrant arrests that are made on other agencies warrants. It is the responsibility of the generating agency to report those warrants.
2. Do not clear a crime for UCR purposes when a warrant is issued, the suspect must be arrest on that warrant or the exceptional clearance criteria has to be meet before a clearance can be reported.
3. Report all warrant arrests and any associated clearance with those warrant arrests that are generated by your agency.

Hate Crime Reporting

Beginning in January 2007, the state UCR Summary Program will require submission of Hate Crime Incident Data. Forms are available on request. The UCR Website will eventually be modified to include an electronic form for submitting Hate Crime data. In the meantime, hard copy forms should be mailed or faxed to the UCR Program Office at the address below.

Questions or comments regarding this publication may be addressed to:

***Missouri State Highway Patrol
Criminal Records and Identification Division
CJIS Section/UCR Program Office
1510 E. Elm Street
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Jefferson City, Missouri 65102-9500
(573) 526-6278***