



THE **CJIS** **NEWSLETTER**

Criminal Justice Information Services

Criminal Records and Identification Division Becomes CJIS Division

Effective September 1, 2009, the Criminal Records and Identification Division of the Missouri State Highway Patrol will be named the Criminal Justice Information Services, or CJIS, Division. The CJIS Section, made up of the Access Integrity Unit, the UCR/MIBRS Unit, and the MULES Training Unit, will now be known as the Program Support Services Section.

New Law Takes Effect

Effective August 28, 2009, 576.050 RSMo was revised to include misuse of any CJIS System (MULES/NCIC, REJIS, ALERT, MoDEx, or N-DEx, etc.) rather than being limited to just the MULES/NCIC system. Misuse of any CJIS system and/or its data is a Class A misdemeanor.

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

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Criminal Justice Information Services Divisions of the Missouri State Highway Patrol*



Missouri State Highway Patrol

Email: isdhelp@mshp.dps.mo.gov

Criminal Justice Information Services 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, CHS (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.

MoDEX Demonstrations Available

The Missouri Data Exchange (MoDEX) is now live. MoDEX 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.

A special interest group (SIG) for MoDEX has been created on the Law Enforcement Online (LEO) website. SIG membership and access is open to anyone with a LEO account. Please note that MoDEX system access is limited to law enforcement personnel only. If you have questions about the SIG, or how to obtain a LEO account, please contact Theresa Huhn at 573-526-6141 or Laurie Crawford at 573-526-6278.



Missouri State Highway Patrol

N-DEx Update

The National Data Exchange (N-DEx) System currently contains over 60 million reports, supports over thirteen hundred registered users, and is receiving data from fourteen contributing agencies. Missouri is currently contributing test data to the N-DEx Program, and we anticipate availability of Missouri data within N-DEx by the close of 2009.

Development of Increment II for the N-DEx system is complete and was recently deployed. This increment provides added data sets for incarceration data and booking data, automated processing, collaboration, subscription, notification, and connection to multiple agencies supporting 100,000 users.

If your agency is interested in learning more about N-DEx system, computer based training modules and the system users manual are located on the LEO Home Page under the N-DEx logo on the lower right corner of the screen.

National Data Exchange (N-DEx) Program System Access

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

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

A Major new ERA for the Patrol (MCJMP)

The Missouri State Highway Patrol recently awarded significant contracts to replace computer systems that support field operations and criminal investigations under the Missouri Criminal Justice Modernization Project (MCJMP). These include computer-aided dispatch, mobile computing (including automated field reporting), computerized criminal history, message switching / hot files, and records management.

The five systems, when fully installed, will significantly alter and improve the Patrol's operational viability. Reduced paperwork and elimination of duplicate data entry will greatly increase the time officers can devote to their primary duties. Investigators will have tools to do sophisticated data mining of record repositories. Investigative searches will be much more timely and efficient.

The Patrol has a strong interest in ensuring all parties with involvement in the new program communicate and coordinate their actions. In pursuit of this goal, the Patrol sponsored a one-day conference on September 10, 2009. This venue brought together component vendors and key Patrol personnel. Project team leaders introduced key



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representatives and described their role in the effort. Participants were able to ask questions and pursue areas of interest to them. Non-patrol law enforcement agencies were also invited with a view toward helping them acquire products and services through the Patrol's contracts.

At the end of the day, conference attendees agreed that the meeting had been successful and the vision of a cooperative and coordinated effort was strongly empathized. The Patrol anticipates a complete and integrated outcome by year-end 2011, with enhancement and expansion capabilities for years to come.

CJIS Jeopardy Champions for 2009 MoAPCO MULES/CJIS Conference

Late in the afternoon on the final day of the 2009 MoAPCO MULES/CJIS Conference, fifteen eager combatants lined up to compete in the CJIS Jeopardy competition. Three teams battled but only one would prevail to become CJIS Jeopardy champ. Two rounds of intense struggle ensued with categories such as UCR, NIBRS/MIBRS, Access and Records Entry, Criminal History, and Missouri History testing the wits of each participant.

As is often the case, the outcome hinged on the Final Jeopardy question--Where is the FBI CJIS headquarters located? Team A, comprised of Corey Sullivan (Moniteau County), Linda Brown (Pike County), Rosemary Ratliff (Shannon County), Denise Nehl (Missouri State Water Patrol), and Emilee McDonough (Henry County), was the only team to get the correct answer. Their wager of \$3800 and their answer of Clarksburg, West Virginia, netted them the win. Each winner received a Trophy to take back home as a token of his or her victory.



Jeopardy Champions 2009



File with MULES/NCIC Operations Manual

Topics Addressed In This Edition:

- Signature Block
- QIMP / QEMP Purpose Code 3 Transactions
- New Entry Checklists
- Commendation to Caldwell County Sheriff's Office
- HP65 is Option 5
- TAC Corner - MULES Log Requested

Signature Block

The blocks below should be initialed and dated by agency personnel before this document is filed with the *MULES Operations Manual*. Initialing the signature block indicates whether or not a particular person has reviewed the content. During the triennial MULES Audit conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

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QIMP/ QEMP Purpose Code 3 Transactions

Each time a QIMP/QEMP Purpose Code 3 inquiry is made; it automatically generates a \$9.00 bill to the inquiring agency's ORI. This includes when duplicate inquiries are made of the same individual or if the operator attempts a TEST inquiry.

Please remind your operators to use the QIMP/QEMP transaction only for non-criminal justice city or county governmental employment. This is not a replacement inquiry for volunteer positions or other positions that require fingerprint submissions. It is not to run with any other transactions, QW, QWR QIDE, etc. It is not to be used for hiring or periodic review of criminal justice employees as this only gives Missouri open record and the \$9.00 fee.

If you are hiring criminal justice personnel or completing the required on-line criminal history inquiry for criminal justice personnel, the correct Purpose Code is J. There is no cost to the agency and you receive all criminal history you need, not just Missouri open record.

This reminder is to help cut down on your agency's costs and to slow down the on-line searches that take place every month to determine which operator on what terminal conducted the QIMP Purpose Code 3 after an agency receives the bill for an inquiry that was not needed. The billing for the QIMP transactions is mailed out on the 7th of the month following the transactions and is payable upon receipt. Please remind your accounts payable department to submit their payments.

New Entry Checklists

The new entry checklists are now available through your local Troop Headquarters. Orders can be placed through the designated Troop supply personnel. Checklists are available for Orders of Protection, Missing Person, Warrant Entry, Vehicle Entry, and Property Entry.

Commendation to Caldwell County

Congratulations goes to the Caldwell County Sheriff's Office for scoring a 100% on the Record Packing section of their MULES audit on September 22, 2009. Their hard work is commended!



Pictured in photo from right to left are Jayme Knudsen, Kathy Shannon, Angela Lager, Sheriff Jerry Galloway, Jackie Parker, Catherine Hagedorn, Nicole Lund, Christina Lashmet-MSHP MULES Trainer, and Sarah Jones.

HP65 is Option 5

TACs - Did you know you can look up upcoming MULES classes and expiration dates of your staff in HP65? In order to do this, select option 5 (MULES Training and Certification) available from the main MULES screen.

When option 5 is selected, there are several functions that can be completed:

1. Option 2 Operator Inquiry - Enter number 2 on the fast path line and complete the operator's name and social security number or their User ID. If there is more than one person with the same name then you are able to check by social security number only. The inquiry will return the subjects User ID, Access Type, and Training Due Date.

2. Option 7 Upcoming Schools and Events - Enter number 7 on the fast path line and enter your Troop on the Training Agency line: example Training Agency: D. The inquiry will return the following classes: Full, MDT, Inquiry, DOC, Recertification, and TAC Meetings. To access a class for review place a backslash on the select line and depress F13. The response will indicate starting date, times of the class, duration of class and what the class will cover.

This is a valuable tool the TAC should use to keep track of operator's expiration dates before they go into reduced status and when upcoming schools are going to be held so their operators may be enrolled in a timely manner for training.

If you have questions please contact your local troop MULES instructor.

TAC Corner



MULES Log Requested

Recently during several MULES/NCIC audits, CJIS auditors received complaints that the MULES system occasionally kicks operators off the system. If an operator hits the "Esc" key on their keyboard, they will be directed to a blank screen where they can type "mule" followed by the Ctrl key (or whichever hot key you normally use, such as F12, etc.), and get back into the system without it generating an error that will show up on our log scan printouts used for auditing purposes. Another option is to maintain a log of all occasions when this occurs. For convenience, a log has been created and included in this newsletter that may be used for this purpose.

UCR **Uniform Crime Reporting**

File with Missouri Supplement to the UCR Handbook

Topics Addressed In This Edition:

- Signature Block
- MIBRS Certification
- Web-Based Version of the MIBRS Software Under Development
- 2009 Training Scheduled
- NIBRS/MIBRS Clarification
- NIBRS Program Begins Acceptance of Cargo Theft Data

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.

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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
 Ste Genevieve County Sheriff’s Office
 St. Peters Police Department
 Laclede County Sheriff’s Office

The following agencies are currently working toward MIBRS Certification:

Kirkwood Police Department

Gladstone Police Department

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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.

2009 UCR/MIBRS and Other Related Training Scheduled

We will now be listing all upcoming Training Sessions on the UCR Website, as well as in each CJIS Newsletter. This list will include all scheduled UCR and MIBRS classes presented by MHSP personnel statewide. Feel free to contact the instructor at the phone number provided to register for the class or to get more information on the location. *Please note that the dates and times of these training sessions are subject to change and/or cancellation!*

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| <u>Date</u> | <u>Time</u> | <u>Class/Location</u> | <u>Registration Info</u> |
|-------------|---------------|---|--|
| 10/20/09 | 8:00am-5:00pm | UCR Training Class Lee's Summit PD | Bob Hanson (816) 467-7931 Dean Milne (417) 753-1079 |
| 11/5/09 | 8:00am-5:00pm | UCR Training Class Perryville PD | Bill Welch (573) 840-9562 |
| 11/20/09 | 8:00am-5:00pm | UCR Training Class MSHP Troop C Weldon Spring | Pat Henton (314) 731-1548 Kyle Comer (636) 300-2800 |
| 12/10/09 | 8:00am-5:00pm | UCR Training Class Bootheel Education Ctr. Malden, MO | Bill Welch (573) 840-9562 |
| 12/15/09 | 8:00am-5:00pm | UCR Training Class StL Co Police Academy Wellston, MO | Pat Henton (314) 731-1548 Kyle Comer (636) 300-2800 |

Clarification regarding Data Element 26 Age (of Victim) in the NIBRS

It has come to the attention of the national UCR Program that law enforcement agencies are not reporting Data Element 26 Age (of Victim) uniformly in the NIBRS. The data value used for this element should be the age of the victim **when the crime occurred** and not the age of the victim when the crime was reported.

Some NIBRS vendors are using the date of birth of the victim to populate Data Element 26 Age (of Victim) field. Although this is feasible in most cases, agencies should not use the date of birth to calculate the age of the victim.

For example, a 20-year-old female tells police that she was raped when she was 15 years old. The correct age value for Data Element 26 should be 15. If the date of birth was used to establish the age of the victim, the victim would be reported as 20 years of age, which was not the age of the victim at the time of the offense.

In another example, a 5-year-old was reported as missing in 1998. The child's body was found in 2009. Law enforcement investigation determined that the child was a victim of criminal homicide. The correct reporting age in Data Element 26 should be 5 years of age. If the date of birth had been used to establish the age of the victim, the victim would be 16 years old, which was not the true age of the victim at the time of the offense.

As stated on page 69 of Volume 1: *Data Collection Guidelines* (August 2000), if the incident date is unknown, an agency should enter the date of the report (with the indicator R = Report) as the date of the offense. If the incident hour is unknown, the hour should be left blank.

NIBRS Program Begins Acceptance of Cargo Theft Data

Beginning January 1, 2010, state programs that contribute data to the national UCR Program via the NIBRS will be able to report information regarding cargo thefts. As background, the USA Patriot Improvement and Re-authorization Act of 2005 mandated that the FBI's UCR Program capture cargo theft data collected by local, state, and federal agencies. In response to this congressional mandate, the CJIS Advisory Policy Board approved a definition for cargo theft. It was developed, not as a legal definition for prosecutorial purposes, but to capture the essence of the national cargo theft crime problem and its negative effect on the economy of the United States. For UCR Program reporting purposes, cargo theft is defined as:

Cargo Theft is the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motortruck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air navigation facility, or from any intermodal container, intermodal chassis, trailer, container freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise.

To implement this cargo theft data collection within the NIBRS, the UCR Program recently adopted a revised record layout containing a new data element, 2A Cargo Theft. This data element is located in the Administrative Segment of NIBRS as follows:

- 1 ORI Number
- 2 Incident Number
- 2A Cargo Theft**
- 3 Incident Date/Hour
- 4 Cleared Exceptionally
- 5 Exceptional Clearance Date

Because cargo theft has been defined as “the criminal **taking of** any cargo . . .,” this data element will be mandatory for specific crimes against property that are applicable to cargo theft. The applicable crimes against property include:

- 120 = Robbery
- 23D = Theft From Building
- 23F = Theft From Motor Vehicle
- 23H = All Other Larceny
- 26A = False Pretenses/Swindle/Confidence Game

| | | |
|-----|---|--|
| 26B | = | Credit Card/Automatic Teller Machine Fraud |
| 26C | = | Impersonation |
| 26E | = | Wire Fraud |
| 210 | = | Extortion/Blackmail |
| 220 | = | Burglary/Breaking & Entering |
| 240 | = | Motor Vehicle Theft |
| 270 | = | Embezzlement |
| 510 | = | Bribery |

If an agency uses the new Data Element 2A Cargo Theft, the agency must also report at least one of the previously noted UCR Offense Codes; otherwise, the NIBRS will generate an error message. This method will flag the entire incident as a cargo theft. As a result, all applicable offenses, as well as all stolen/recovered property values within the incident, will be associated with the cargo theft. In addition to physical theft, “criminal taking” may include cyber theft as well as documentation fraud where the ownership, destination, or contents of a cargo shipment is altered. Further, incidents of cargo theft may involve employees as perpetrators; therefore, offenses such as embezzlement have also been included.

Beginning January 1, 2010, the FBI will begin accepting test data that captures this new data element. Once the national UCR Program staff validates and certifies these data, it will be processed and be available for dissemination in the NIBRS Flat File. Although the FBI is mandated to collect cargo theft data, local and state law enforcement agencies are not required to report cargo theft data to the national UCR Program. The FBI must rely on the good faith reporting efforts of its contributors that voluntarily participate in the program to make the cargo theft data collection a reality. The national UCR Program encourages all state UCR Programs and agencies submitting NIBRS data to update their software to incorporate this new data element for identifying incidents of cargo theft. The FBI anticipates that it could potentially take 18 to 24 months for state UCR Programs and agencies to implement these software changes. Participating agencies should note that implementation of the new NIBRS data element must be consistent among all reporting agencies within a state. Therefore, either all or none of the agencies that report NIBRS data within a state must report cargo theft data via the new NIBRS data element.

The national UCR Program staff has developed a technical document, *NIBRS Addendum for Submitting Cargo Theft Data* (January 2010), which defines the new data element, entry requirements, error messages, and programming changes to collect cargo theft data within the NIBRS. A copy of the document will be accessible on the FBI’s Web site at <www.fbi.gov/ucr/ucr.htm#nibrs>.

The document is also available in printed format by contacting the CJIS Division’s MPG, Module D3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306-0157; telephone (304) 625-4995; facsimile (304) 625-5394; or by e-mail <cjis_comm@leo.gov>.

The implementation of the cargo theft data collection within the UCR Program’s Summary Reporting System will be addressed at a later date. The specific requirements for reporting Cargo Theft as part of the Missouri Incident Based Reporting System will be published in future newsletters.

Questions or comments regarding this publication may be addressed to:

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