



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

**Information and Communication Technology Division**

Call Center  
1-800-877-2897  
Email:  
[isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

**Criminal Justice Information Services Division**

UCR Unit  
(573) 526-6278  
Email:  
[ucr@mshp.dps.mo.gov](mailto:ucr@mshp.dps.mo.gov)

Access Integrity Unit  
(573) 526-6153

CJIS Training Unit  
(573) 526-6141

CJIS Audit Unit  
(573) 526-6278

CJIS Information Security Unit  
(573) 522-3820

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

**If you have a change in contact information, please contact the UCR Unit at the phone number listed above or [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)**

# THE CJIS NEWSLETTER

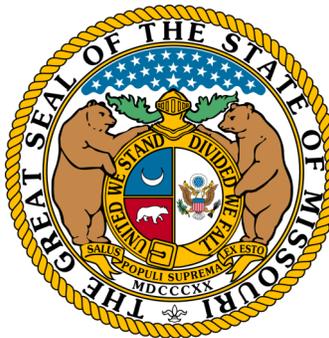
Criminal Justice Information Services

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## **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*. 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.

## **Mailbox Available for CJIS Newsletter Articles or Inquiries**

Any Missouri criminal justice agencies that wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri CJIS community, please feel free to do so by emailing articles to [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov). Content will be subject to approval.

Additionally, please feel free to submit any questions or comments regarding the content of the CJIS Newsletter to [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov). or 573-526-6278.

## **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.

# CJIS Conference 2015



September 22, 23, & 24

*Lodge of Four Seasons, Lake Ozark, Missouri*

**Featuring Peter F. Boyce**

*General Counsel for National Narcotics Officers Association  
and National Drug Enforcement Officers Association*

Registration Fee: \$200

Registration fee includes all training and organized social events including breakfast on the second and third day of the conference and lunch on the second day. Registration fee increases to \$225 after Sep. 1st.

Lodging: \$83 per night

Lodging reservations must be made directly with the Lodge of Four Seasons. Call (888) 265-5500 or follow the link on the registration website. A link can also be found on the CJIS Launch Pad.

Questions? Call Chris Parr at (573) 526-6153 ext. 2774



Featuring speakers from the Missouri State Highway Patrol, Federal Bureau of Investigation, and more, covering topics like:

- 2015 Missouri FBI Audit Review
- NLETS Help Files
- Hate Crime Reporting
- Cyber Security Audits
- Missing Person Entry Workflow
- Forgotten MULES, NCIC, and NLETS Transactions
- Human Trafficking
- Cyber Threats to Law Enforcement Agencies
- UCR Update for 2016 and Beyond
- MULES and UCR Mock Audits

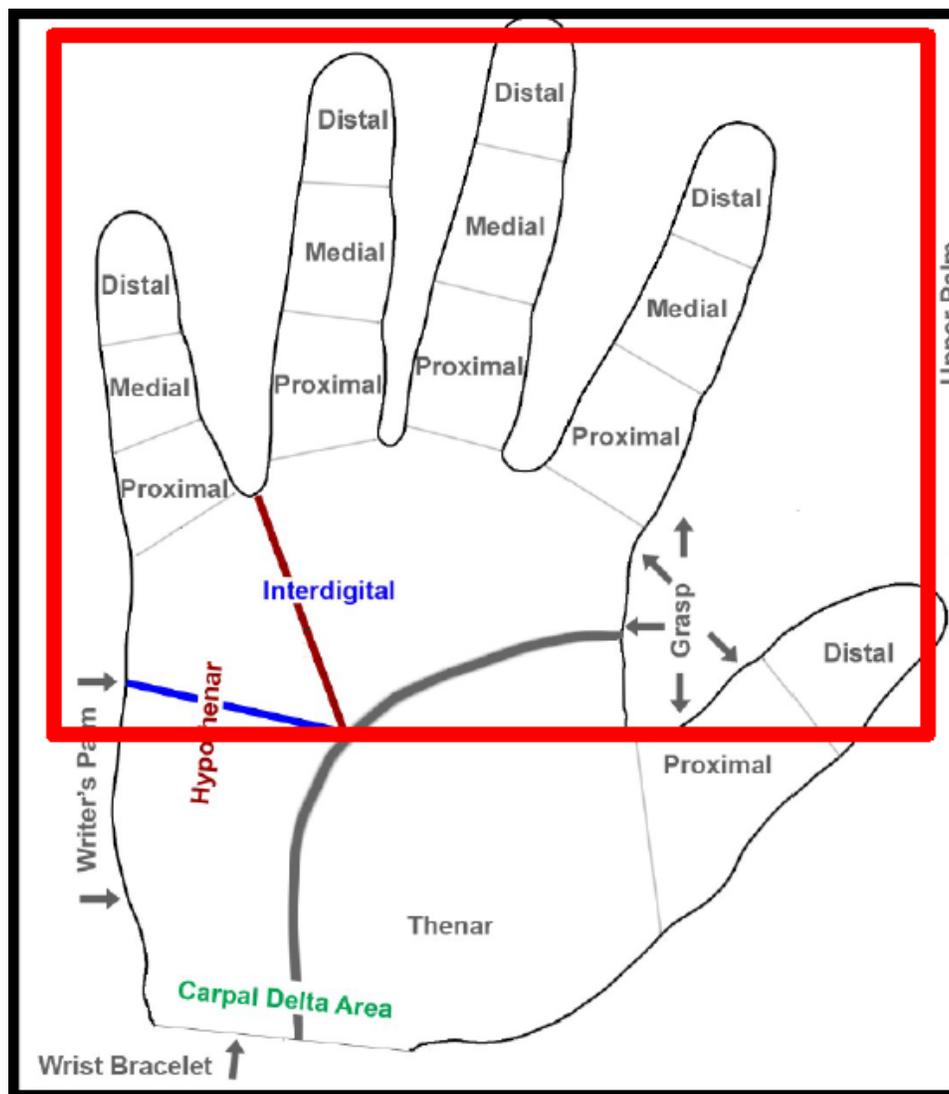
To register, visit:

[www.regonline.com/mocjisconference](http://www.regonline.com/mocjisconference)

### Upper Palm Print Submissions

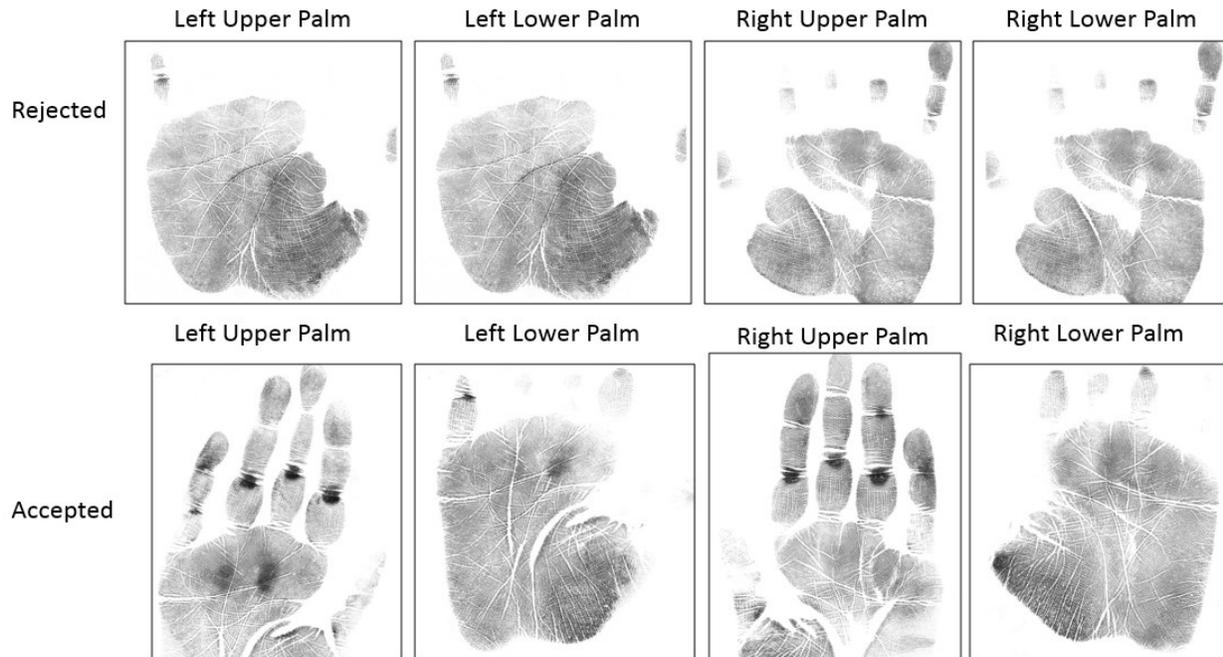
On February 23, 2015, Missouri began accepting Upper palms on several ELSA Livescan Devices. This was implemented to conform to FBI Standards. By capturing both Upper palms and Lower palms, a positive comparison can be made to ensure the submitted palm print belongs to the submitted tenprints.

The Upper palm print capturing feature is currently available on ELSA Livescan devices only. However, it will be implemented to other Livescan devices in the future. See the below example on what portions of the palm need to be captured to ensure proper submission to the FBI.



**Upper Palm Print Submissions continued...**

Failure to capture both the interdigital area along with all tenprints on the Upper Palm capture will result in a rejection from the FBI. Please note the difference below.



Should at any time your agency need any additional trainings regarding Livescan Submissions, please contact 573-526-6345.

**New CJIS System Officer Major Sarah L. Eberhard**

Major Sarah L. Eberhard has served with the Missouri State Highway Patrol since 1993. During her career, she has served as a Zone Sergeant, Undercover Narcotics Investigator, Assistant Director, and Director of the Patrol's Division of Drug and Crime Control. In 2010, Major Eberhard was selected to participate in the FBI's Executive Fellowship Program where she was assigned to the Directorate of Intelligence Fusion Center Integration Unit. She holds a bachelor's of science degree in criminal justice administration from the University of Central Missouri in Warrensburg, Missouri.

Major Eberhard is currently designated commander of the Technical Services Bureau. As commander of the Technical Services Bureau, she has oversight responsibility for the Criminal Justice Information Services Division, Information & Communications Technology Division, Patrol Records Division and is also designated as Missouri's CJIS System Officer (CSO). In addition to commanding the Technical Services Bureau, she serves as a member of the Patrol's command staff.



## National Data Exchange

# N-DEX Update

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### N-DEX Audits

The FBI's CJIS Division conducted the first-ever audit of Missouri's access and use of the National Data Exchange (N-DEX) this spring. The FBI conducted seven phone audits of randomly selected N-DEX agencies, in addition to auditing the Missouri Highway Patrol as the CJIS System Agency (CSA). Even though these first audits were considered "informational only," Missouri did exceptionally well. Going forward, the Highway Patrol's CJIS Audit Unit will now include N-DEX audits with the triennial MULES/UCR agency audits.

In preparation for the FBI N-DEX audits, Self-audit questionnaires were mailed and emailed to every N-DEX contributing agency throughout the state. These self-audits included user lists for the agency to review and to verify all listed users are still active N-DEX users for the agency.

Each N-DEX participating agency is required to appoint an N-DEX Point of Contact (NAC). The NAC maintains the list of all N-DEX users at their agency and ensures all training requirements are met.

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### Coming Soon...

N-DEX Recertification will be rolled out soon. In accordance with CJIS Policy, recertification will occur every two years for all N-DEX users to ensure everyone understands the requirements for access, proper use of the data, and security awareness training.

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### Recent Updates

N-DEX continues to enhance and improve system functionality with incremental builds.

Changes in the newest build focus on improving the usability of the N-DEX System with improvements that include how data is displayed within a record; additional default start screen options; an updated batch query interface; and the inclusion of additional information from original records. The interfaces for the *People*, *Vehicles*, and *Phone Number* targeted search screens have been updated to provide better organization of most commonly used fields.

If you have not logged on to N-DEX recently, it is recommended that you clear your browser's cache to ensure the best experience with the new system functionality.

\* Contact CJIS Trainer/Auditor Matt Owens with any questions, or to schedule on-site training demonstrations, at 573-526-6153, Extension 2628 or via email at [Matt.Owens@mshp.dps.mo.gov](mailto:Matt.Owens@mshp.dps.mo.gov)

## Redesigned Detailed Document View

Users will now see a redesigned Detailed Document View when viewing a record in the N-DEx System. In addition to improved response times, the newly redesigned view improves the way information is displayed in an N-DEx record:

- Roles within a record are more clearly identified, e.g., subject, victim, witness, etc. and, if available, pictures are associated and displayed in tandem with that information.
- Enhanced re-query feature from the Detailed Document View is available using a name, social security number, FBI ID, or Vehicle Identification Number (VIN).
- Additional information from the original records is displayed.
- Because of the improved display of the Detailed Document View, information is no longer highlighted; however, keying CTRL+F when using an N-DEx supported browser can be used to search for terms.

Helpdesk - (804) 625-4357
Messages Resources Sign Out

Search Batch Query Subscription Notification Collaboration Management Reports Preferences

FBI Test Agency
Group A Incident Report
January 01, 2000

Record POC Name: James Joseph West	Data Owner Organization: FBI Test Agency Data Owner ORI: FBI027040	Data Item Reference ID: 385a_nibrs_groupaincidentreportpackagewithflag
Record POC Phone: 123-444-1213 x15 N-DEx POC Name: Ellen Thomas	Data Item Category: Group A Incident Report	Report GUID: a2efb727-2014-4ab8-8414-e1f0d1972348
N-DEx POC Phone: 301-925-0003	Data Item Date: January 01, 2000	

👤
People (4)

👤

Mr. John James Doe Sr.

**Subject / Arrest Subject / Registered Offender**

**DOB: August 13, 1967**

Identifiers	
Social Security # <span style="border: 1px solid #ccc; padding: 1px;">111-22-3333</span>	Driver's License <span style="border: 1px solid #ccc; padding: 1px;">DL12345</span> <small>Issuer: Georgia Expires: Aug 13, 1968</small>
Driver's License <span style="border: 1px solid #ccc; padding: 1px;">DL12344</span> <small>Issuer: California Expires: Oct 15, 1972</small>	Passport <span style="border: 1px solid #ccc; padding: 1px;">PP12345</span>
FBI Identification <span style="border: 1px solid #ccc; padding: 1px;">fbi123</span>	State Fingerprint <span style="border: 1px solid #ccc; padding: 1px;">GA12345</span> <small>Issuer: Georgia</small>
State Fingerprint <span style="border: 1px solid #ccc; padding: 1px;">CA12345</span> <small>Issuer: California</small>	Alien Number <span style="border: 1px solid #ccc; padding: 1px;">AN123</span>
USMS Number <span style="border: 1px solid #ccc; padding: 1px;">USMS1234</span>	Concealed Firearm <span style="border: 1px solid #ccc; padding: 1px;">W4B789908</span> <small>Issuer: Alaska</small>
DEA <span style="border: 1px solid #ccc; padding: 1px;">12345678</span>	Identifier <span style="border: 1px solid #ccc; padding: 1px;">77-A 4329117</span>

Associated Activities	
Activity Responsible Person <span style="border: 1px solid #ccc; padding: 1px;">Missing Person Occurrence</span>	Activity Involved Person <span style="border: 1px solid #ccc; padding: 1px;">Service Call</span>
Activity Supervisor <span style="border: 1px solid #ccc; padding: 1px;">Missing Person Occurrence</span>	Arrest Subject <span style="border: 1px solid #ccc; padding: 1px;">Arrest</span>
Incident Subject <span style="border: 1px solid #ccc; padding: 1px;">Incident</span>	Involved Person Driving <span style="border: 1px solid #ccc; padding: 1px;">Incident</span>

**Offense Data**

Statute Id: 311  
 Jurisdiction: The jurisdiction for the statute  
 Description: j walking  
 Offense Bias Motivation Cause: This nationality historically does not like the other.  
 Bias Motivation: Anti-Islamic Bias Or Hate Crime  
 Bias Motivation: Anti-female Homosexual Or Anti-lesbian Bias Or Hate Crime  
 Offense Code: Abduction With No Ransom Or Assault  
 Offense Completed Indicator: A  
 Domestic Violence Indicator: Domestic Violence  
 Home Invasion Indicator: Home Invasion  
 Identity Theft Indicator: Identity Theft  
 Offense MO Crime and Motive: Broke Into House To Steal Tv  
 RICO Indicator: Racketeer Influenced And Corrupt Organizations Act

Locations	
Arrest <span style="border: 1px solid #ccc; padding: 1px;">655 Main St., Atlanta, Ga, 30332</span>	Birth <span style="border: 1px solid #ccc; padding: 1px;">123 N. Main St. Sw Atlanta, Georgia 12345</span>
Current	Detainment

Born: August 13, 1967 in Atlanta, Georgia  
 Height: 72 inches Weight: 160-180 pounds Age: 20  
 Hair Color: Black Eye Color: Black Gender: Male  
 Race: White Occupation: 01  
 Occupation: Computer Programmer

## Batch Query Interface Updates

The Batch Query interface was updated with some new features to improve the ease of use:

- The fast queue for batches has increased to 499 allowing results to be returned more quickly;
- New processing indicator for validation and template screens provide users with a status;
- New batch query sharing indicator informs users of how batches are being shared;
- Batch query buttons have been relocated to the top of the screen increasing visibility for users.

Helpdesk - (304) 625-4357 Messages Resources Sign Out

Search Batch Query Subscription Notification Collaboration Management Reports User Feedback Preferences

Batch Queries Batch Query Templates

### Batch Queries

User ID:  Find User... Status: All From:  To:  Clear Filter(s) Apply Filter(s)

New Query Setup Delete/Unsubscribe Batch Query Tips Total Batch Queries: 0 Showing: 0 - 0

Query ID	Query Name	Created Date	Last Run Time	Status	% Complete	Owner	Owner Info	Shared	Action	Edit	View Results
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## User Feedback

Users now have the ability to provide specific feedback to the N-DEX Program Office. From the *User Feedback* tab, a user can provide general comments or suggestions, report a problem, share a success, or request additional information. All submissions will be routed directly to N-DEX staff, who will reach back out to the user (if applicable) at the contact information provided (if you would prefer to be contacted at a number or address that is different than what is in the system, please provide that in the *Alternative Phone Number* or *Email Address* fields).

Helpdesk - (304) 625-4357 Messages Resources Sign Out

Search Batch Query Subscription Notification Collaboration Management Reports User Feedback Preferences

### User Feedback

User ID: LEO108682  
Name: Matthew Owens  
Agency: A User Agency  
Phone Number: 5735266153  
Alternate Phone Number:   
Email Address: matthew.w.owens@leo.gov  
Alternate Email Address:   
Feedback Purpose: I would like to provide general comments.  
Feedback: 4000 characters remaining  
I would like to provide general comments.  
I would like to provide suggestions for improvements to the N-DEX system.  
I would like to report a problem or issue with the system.  
I would like to request additional information on system features.  
I would like to share feedback on how N-DEX has been useful to me/my agency.

Submit Feedback

## **Charge Code Manual**

On January 1, 2016, the current 8 digit Missouri Charge Code will be replaced with a new charge code format as the existing format has exceeded the design of its numbering convention. The new charge code format was approved by the State Judicial Records Committee on January 17, 2014 following numerous planning and design meetings that included representatives from the criminal justice community.

Currently, the Missouri State Highway Patrol, the Office of State Courts Administrator (OSCA), the Missouri Office of Prosecution Services (MOPS), the Department of Corrections (DOC), and the Department of Revenue (DOR) are in the process of modifying their respective criminal history reporting systems to accept and process the new format.

To date, a complete conversion of all existing charge codes from the current 8 digit code to the new format has been completed. The conversion encompasses all felony, misdemeanor, infractions, and local ordinances and includes both active and inactive codes. The new charge codes have been approved for use by the State Judicial Records Committee and the Missouri State Highway Patrol will be posting the criminal charge code datasets in CSV files on the Highway Patrol's website. When complete, the files will be posted under the Missouri Charge Code Manual link on the left hand side of the web page at [www.mshp.dps.mo](http://www.mshp.dps.mo). This will enable agencies with RMS systems to access the data sets to modify their systems to accept the new code format for final conversion on January 1, 2016.

### Implementation timeline:

- June 2015 - The Central Repositories Computerized Criminal History (CCH) system and the Automated Fingerprint Identifications System (AFIS) will be testing the new code format.
- July - August 2015 - The Charge Code Committee will meet and create new charge codes for any changes that occur as a result of the 2015 legislative session.
- August 2015 - The Patrol will publish both electronic versions and hard copy versions of the 2015-2016 Missouri Charge Code Manual. This publication will include a column for the new format allowing for a 1 to 1 comparison between the old and new charge code.
- August 2015 - The Patrol will post the 2015-2016 charge code datasets on the Patrol's website.
- August 28, 2015 - The CCH system will begin accepting both the old and new charge code formats, however, the CCH system will only display and forward the old format until January 1, 2016.

...continued

### **Charge Code Manual continued...**

- September - December 2015 - All Livescans will receive updated software configured for the new charge code format. NOTE: Once the Livescan software is updated, all charge codes entered into the device must be in the new format. During this transition period, operators must also manually enter the old charge code format for each charge into the comments field. This process will end at conversion on January 1, 2016.
- January 1, 2016 - The Office of State Courts Administrator (OSCA), Judicial Information Services (JIS) system, the Prosecutors Karpel system, and all Livescans that interface with the Central Repository will switch to the new format. The CCH system will display and pass the new format through all interfaces.

Updates to the Livescan software at each agency will likely require an onsite visit by a Morpho Trak engineer. Once a Livescan has received the software update, the Charge Code Field will only accept the new charge code format. Since there are more than 300 Livescans in use statewide, the rollout is anticipated to take 8-10 weeks. The interim period between the time all Livescans have been updated and January 1, 2016 will require Livescan operators to input the new format Charge Code in the Charge Code Field and then enter the existing format Charge Code into the charge Comments field. This will assist the Prosecutor and the Courts in processing the charges through the system using the existing format. To facilitate this temporary process, each updated Livescan will display a link on the entry screen that provides access to the 2015-2016 Missouri Charge Code Manual, which will contain both new and old charge code format for each active charge code.

Agencies with a Record Management System (RMS) that interface with their Livescan will need to update their RMS system to process the new format. Additionally, it is important to understand that any newly created Charge Codes after January 1, 2016 will only be in the new format. Any system that contributes to the Central Repository, the Prosecutors, or the State Courts will be required to submit the new format as of this date.

### **New MoDEX Program Manager**

**Mr. David Fitzgerald** is the new Program Manager for the Missouri Department of Public Safety's Missouri Data Exchange (MoDEX). This task entails working with stakeholders from the State and Local criminal justice communities towards improving capabilities for information sharing across various networks and systems. Mr. Fitzgerald holds both BA and MBA degrees and has over 20 years of project management experience in both private industry and public service. MoDEX is a statewide data warehouse developed for Missouri law enforcement to share criminal justice information such as incident reports, incarceration data, computer aided dispatch, photos, citations, collisions, and pawn data. MoDEX conforms to the National Information Exchange Model (NIEM) and interfaces with the National Data Exchange (N-DEX), a nationwide initiative administered by the FBI. Mr. Fitzgerald can be reached at (573) 526-4697 or [David.Fitzgerald@dps.mo.gov](mailto:David.Fitzgerald@dps.mo.gov).



## SEX OFFENDER REGISTRY SPOTLIGHT

Both State and Federal Law mandate that Sex Offender Registration information be submitted to the State Registry within **three days** of an offender's registration date. The following agencies are recognized for meeting/exceeding the three day requirement from January 1, 2015 through June 1, 2015:

<b>Gold Medal Agencies (One Day or less Avg.)</b>	<b>Silver Medal Agencies (Two Day Average)</b>	<b>Bronze Medal Agencies (Three Day Average)</b>
MO0020000 - Andrew County	MO0010000 - Adair County	MO0030000 - Atchison County
MO0050000 - Barry County	MO0330000 - Dent County	MO0100000 - Boone County
MO0060000 - Barton County	MO0450000 - Howard County	MO0160000 - Cape Girardeau County
MO0080000 - Benton County	MO0460000 - Howell County	MO0200000 - Cedar County
MO0130000 - Caldwell County	MO0490000 - Jasper County	MO0210000 - Chariton County
MO0140000 - Callaway County	MO0500000 - Jefferson County	MO0220000 - Christian County
MO0150000 - Camden County	MO0530000 - Laclede County	MO0270000 - Cooper County
MO0170000 - Carroll County	MO0600000 - McDonald County	MO0300000 - Dallas County
MO0180000 - Carter County	MO0650000 - Mercer County	MO0370000 - Gasconade County
MO0240000 - Clay County	MO0750000 - Oregon County	MO0410000 - Harrison County
MO0260000 - Cole County	MO0780000 - Pemiscot County	MO0430000 - Hickory County
MO0280000 - Crawford County	MO0790000 - Perry County	MO0570000 - Lincoln County
MO0320000 - Dekalb County	MO0820000 - Pike County	MO0580000 - Linn County

## SEX OFFENDER REGISTRY SPOTLIGHT

Gold Medal Agencies (One Day or less Avg.)	Silver Medal Agencies (Two Day Average)	Bronze Medal Agencies (Three Day Average)
MO0350000 - Dunklin County	MO0922400 - St. Charles County	MO0800000 - Pettis County
MO0360000 - Franklin County	MO0930000 - St. Clair County	MO0840000 - Polk County
MO0380000 - Gentry County	MO0940000 - St. Francois County	MO0860000 - Putnam County
MO0390000 - Greene County	MO0970000 - Ste. Genevieve County	MO0880000 - Randolph County
MO0400000 - Grundy County	MO0980000 - Saline County	MO0890000 - Ray County
MO0440000 - Holt County	MO0990000 - Schuyler County	MO1010000 - Scott County
MO0470000 - Iron County	MO1020000 - Shannon County	MO1030000 - Shelby County
MO0480000 - Jackson County	MO1050000 - Stone County	
MO0510000 - Johnson County	MO1060000 - Sullivan County	
MO0610000 - Macon County	MO1090000 - Vernon County	
MO0640000 - Marion County		
MO0690000 - Monroe County		
MO0710000 - Morgan County		
MO0730000 - Newton County		
MO0740000 - Nodaway County		
MO0870000 - Ralls County		
MO0900000 - Reynolds County		
MO0950000 - St. Louis County		
MO1000000 - Scotland County		
MO1140000 - Worth County		
MO1150000 - Wright County		

# **SEX OFFENDER REGISTRY SPOTLIGHT**

## **Sex Offender Jurisdiction Transfer**

If an offender decides to relocate, 589.414 RSMo requires an offender to appear in person within 3 days to make those changes with both the registering official of their current jurisdiction, as well as the registering official of their new jurisdiction.

When using MULES4 to relocate an offender, you will need to select a registration type of JURISDICTION TRANSFER. This transaction will place the offender in a PENDING status until registration occurs at the new jurisdiction.

Sometimes an offender does not follow the rules and instead registers directly with his or her new jurisdiction while neglecting to first notify the previous jurisdiction. When this occurs, the new jurisdiction should select a registration type of IN PERSON VERIFICATION. MULES4 will then send the previous jurisdiction an informational message indicating that the offender has relocated.

For complete step by step instructions, please refer to the CLEO's SOP Manual on the CJIS Launch Pad.

### **Clearing the Cache**

If you are using the Sex Offender module and you receive repeated desktop errors or have signature pad issues, one item that you can try is clearing your system cache. By clearing your cache, this will cause the SOR application to be downloaded and re-installed so that you can be sure you are using the most up-to-date version. It also acts as a system reset and will correct any corrupted system files or processes.

To clear your cache follow these directions:

Go to START

Click on Control Panel

Click on JAVA (which will open up Java Control Panel)

Click on the General tab

Click on Settings

Click Delete Files.

Close all windows and re-launch the Open Fox application

...continued

## **SEX OFFENDER REGISTRY SPOTLIGHT**

You can also use the following path:

C:\Documents and Settings\xxxxxx\Application Data\Sun\Java\Deployment\cache  
Where xxxxxx is the user ID signed onto the machine

Delete the java folder located in the cache folder  
Re-launch the application

Close all windows and re-launch the Open Fox application

If you have questions or need further guidance on clearing the Java cache please contact the MSHP Helpdesk at: [1-800-877-2897](tel:1-800-877-2897)

Please note: clearing the Java cache will result in a re-download of the SOR application upon the user's next log-in. Agencies with slow connection speeds should plan accordingly.

### **Facebook for SOR entry**

589.407 RSMo. requires a sex offender to provide any online identifying information that he or she uses. This includes the registration of social networking sites like Facebook. In order to correctly register, the offender must also provide the e-mail associated with their Facebook account. The e-mail should be entered along with the Facebook account information under the Website Membership Detail of the registration form.

In addition, Facebook currently has a policy that bans sex offenders from using their social networking service. If the offender provides their Facebook Account URL (known as the Facebook Vanity URL), then Registration Agencies may provide this URL to Facebook using the following web address:

<https://www.facebook.com/help/contact/207005222725325>

Once submitted, Facebook will review the offender's profile page and remove the profile pursuant to Facebook operating rules.

# Enhanced Customer Service of the NICS Liaison Unit

The NICS Liaison Unit (NLU) is in the midst of an exciting transformation that will change the look and daily functions within our teams. First, the NLU will now be known as the NICS Business Unit (NBU). Second, this transformation will allow us to better serve our customers and ensure we adhere to our Mission of providing exceptional support and customer service.

## What does this mean to you?

To provide the best customer service possible, we now have more experts available to address your questions and issues in the most expeditious manner. For your convenience, a central e-mail address and phone line for contacting these experts is now available. As a current or potential customer of the NICS Index Liaison services, please utilize this new contact method for the services described below.

**Available Now!**  
**Effective Monday, February 23, 2015**

### *NICS Index Liaison Services*

*<NICS Liaison@ic.fbi.gov> (preferred contact method)*

*or*

*Toll Free Number: 844-265-6716*

- Assistance with frequently asked questions pertaining to the NICS Index
- Assistance with state-to state related issues pertaining to the NICS Index
- Assistance with determining if an individual meets the requirements for submission to the NICS Index
- Guidance related to state prohibitors in the NICS Index
- Guidance with the electronic submission process including data entry, modifications, and interpretation of reject messages
- Guidance with making an emergency submission
- Guidance and basic education for law enforcement, families, physicians, and other interested parties
- Guidance related to processing a firearm background check with a match to a NICS Index entry including, but not limited to, assistance in determining a valid match
- Guidance with general questions related to appeals and audits pertaining to the NICS Index

**Important Note:** This new contact does not replace the current contact you utilize for legal- or statute-related support. Please continue to contact our legal services team at [NICS\\_legalresearch@ic.fbi.gov](mailto:NICS_legalresearch@ic.fbi.gov).



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

**Information and Communication Technology Division**

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[CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)

# MULES

15-01

Missouri Uniform Law Enforcement System

## File with MULES/NCIC Operations Manual

### Stop Orders: The Do's and Don'ts

Over the last few months, the MSHP CJIS Division has been fielding calls and concerns about the use of Stop Orders. Many agencies are unsure of the procedure for not only issuing them, but also what the requirements are when it comes to detaining a subject based solely on a stop order.

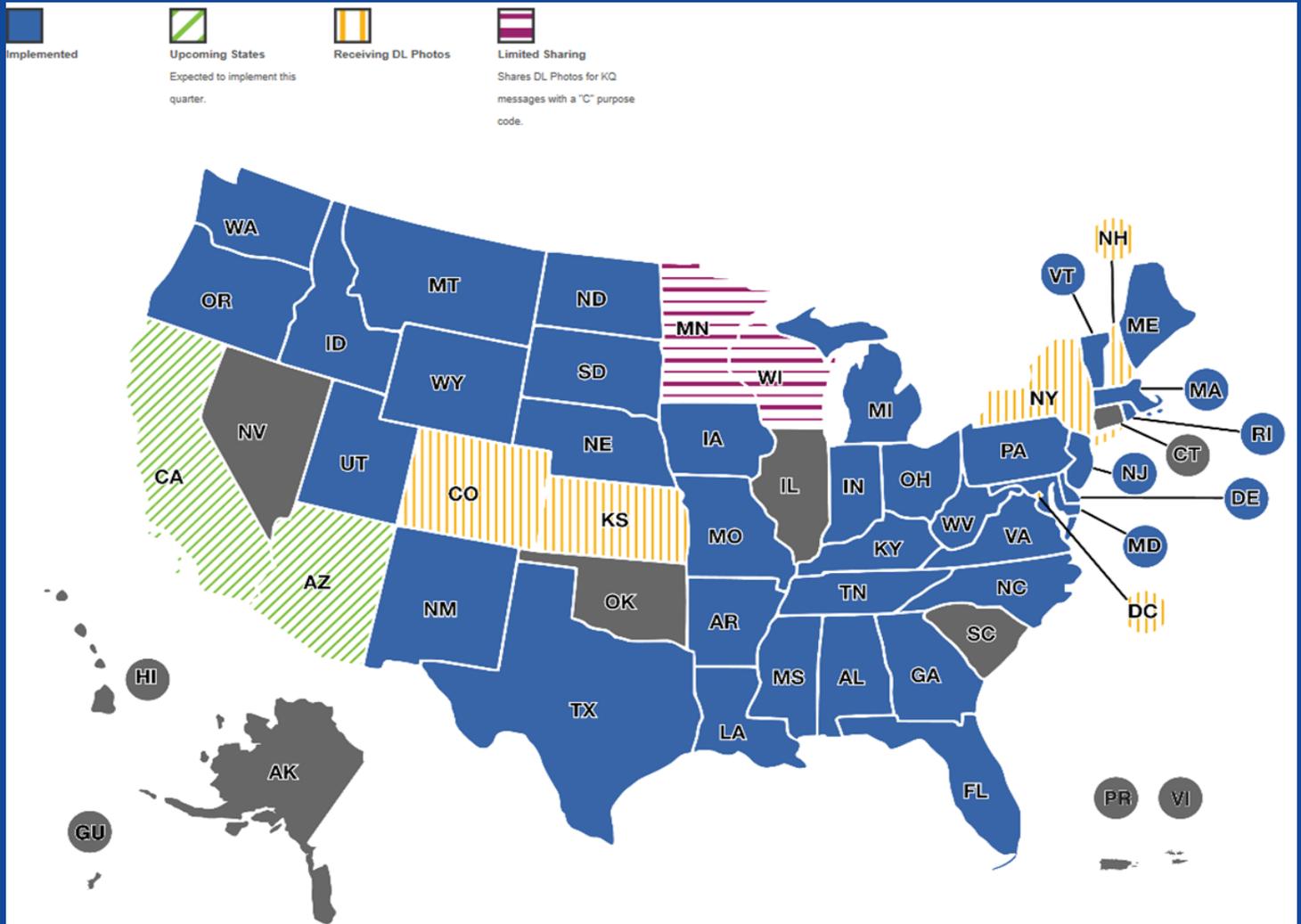
The MULES Policy and Standards Manual states that a Stop Order is used as a "notice that a person is wanted for questioning or a person of interest in a crime." A Stop Order should be issued when the investigating officer has probable cause to believe a person has been involved in a crime, but is unable to obtain a warrant until further information can be derived from the said individual. A Stop Order can be entered for any type of crime, no matter if it is a local, misdemeanor or felony charge. Only one Stop Order per ORI may be issued on an individual and if an agency has multiple charges those should be listed in the miscellaneous section of the entry to identify the various charges and officers needing to speak with that subject.

It is important to remember that a warrant will always supersede a Stop Order entry in MULES. If an ORI already has a warrant in the MULES database on a subject and wishes to add a Stop Order, that newly issued Stop Order should be added to the warrant entry as a supplemental charge. In the event of a warrant being issued after a Stop Order has already been entered into MULES, the entering agency will be required to remove the stop order, enter the warrant and add the Stop Order as a supplemental charge.

Agencies should know that there are no guidelines in place as to how another agency must handle a Stop Order hit received. It is encouraged that if the agency is within the extradition limits of a Stop Order, a hit confirmation request is sent. This way, the entering agency can advise on how they wish to proceed. There are no requirements in place stating that an agency must hold or detain on a Stop Order and each agency can establish their own policy on these matters.

Stop Orders should only be used when an agency has exhausted all other investigative methods to contact the individual involved in a crime. Stop Orders should not be issued for any witness of a crime, nor can an agency require a bond be paid on a Stop Order. If your agency has any questions on how to issue or detain on a Stop Order, be sure to contact your local CJIS trainer.

## NLETS Photo Sharing Map



### Pre-entry inquiries before entry

Prior to person entries into the MULES/NCIC database, it is best practice to conduct pre-entry checks for entry and validations. The following transactions should be completed - the QWRT, QH and QMH.

The QWRT checks MULES, NCIC, DOR and possibly NLETS (if out of state) for any information that can be packed into the record. The TAS/DWITS records are available and can be used to get address information. The QH (also generates a QIDE transaction) will provide the SID/FBI numbers and possible alias information. If the subject does not have a SID or FBI number, then the QMH is not needed. The QMH (also generates a QIDI transaction) will provide a full criminal history and alias information. Review any possible arrests/prosecution/court actions in the criminal history that would indicate a caution that could be added.

Pre-entry checklists, available on the CJIS Launchpad, have the required transactions not only for entry/validation but also locate, detainer and removal transactions.

## **Gun Entry Tips**

As with any item, to meet the criteria for entry into NCIC, the report must contain a serial number or owner applied number that appears on the gun. If the owner doesn't know the serial number, and the gun was purchased from a licensed dealer, the dealer will maintain a record of the sale which contains the serial number. If the dealer is out of business or can't be located, the record of the sale can be accessed by contacting the ATF (ATF National Tracing Center, 800-788-7133 x1580) or using the ATF's eTrace online system (<https://www.atfonline.gov/etrace/>). eTrace is only available to law enforcement uses, and requires the creation of a user account.

Before entering a stolen or recovered gun, query the serial number. This pre-entry query could reveal that the gun has already been entered as stolen by another agency/BATF, or that it has been entered as a recovered gun. ATF will often create an NCIC entry if a gun was stolen from a dealer, and the dealer reports the theft to ATF. If a previous stolen entry is found, contact the agency of record and coordinate your investigation with them; a redundant entry isn't necessary.

If it appears that gun has already been entered multiple times this could be an indicator that the number used in the entry is a model or patent number, rather than a serial number. This occurs when the owner writes down the wrong number from the gun, or provides the wrong information to the entering agency. In this case, contact the owner to determine if they have a record of the actual serial number.

Also, pre-1968 .22 rifles and all shotguns were not required to have a unique serial number. When those weapons are entered, the number that is being used is usually the patent number. Querying or entering a number with a pre-1968 patent number will result in a caveat from NCIC warning that the number is not unique.

One way to determine if the number you have is a patent number is to use Google's patent number search function, [google.com/patents](http://google.com/patents). For example, using 2094577 using this method quickly reveals a result for a firearm. Also, in many instances NCIC will return a caveat notifying the entering operator that the number is not unique.

Some gun manufacturers have multiple possible make codes. This could be because there are different manufacturers with similar names, or because a particular make of gun has been manufactured by multiple companies at different times. An internet search can be helpful to find clues to narrow down the correct manufacturer, or eTrace has a robust search function that will provide details about the possible codes by searching names, make and caliber.

If no definite determination can be made regarding the correct make code, the most important thing is to enter the one that will be most recognizable. If the correct code is determined and it's not obviously related to the make of the gun, include the make of the gun in the miscellaneous field.

If no manufacturer can be determined, use the code of the country of origin as the manufacturer.

Enter recovered guns in NCIC. A recovered gun is defined as an abandoned, seized, or found weapon for which no stolen or lost report is on file. In short, if your agency has a gun in its possession, and the owner of the gun is unknown, it should be entered as a recovered gun.

Much information in this article is distilled from a presentation by E.J. Turner, of the ATF Stolen Firearms Program, given at the 2015 NLETS STARS conference.

# TAC Corner



## **Don't Forget the VRFY Transaction!**

The Missouri Office of State Courts Administrator (OSCA) may utilize MULES to electronically submit Orders of Protection to agencies in Missouri. Each county has a responsibility to regularly monitor the VRFY transaction in MULES to accept and modify those entries for submission to NCIC and to provide full and complete records for agencies in Missouri. The Verify transaction is available by typing VRFY in the fast path/command line and hitting enter or via the Forms Tree: Forms -> MULES/NCIC -> Verification -> Verification for OSCA Records.

## **What does OSCA submit to MULES?**

OSCA will submit an electronic Protection Order directly to MULES with a name and a limited number of identifiers. OSCA may or may NOT submit a paper copy of the entry to the originating agency. There is no requirement in the Missouri State Statutes for a paper copy of a Protection Order for entry if an electronic option is available.

## **What is the Agency Responsibility?**

Agencies will monitor the electronic submissions via the VRFY transaction in MULES. Upon receiving an electronic submission from OSCA, the agency will conduct all regular pre-entry checks (QWRT, QH, QMH) and add any additional available identifiers to the record. Once the regular pre-entry checks are submitted, accepting the entry submits the completed, packed record to MULES and NCIC.

## **What if VRFY isn't utilized?**

- Electronic submissions from OSCA will not be forwarded to NCIC, which will prevent other states from seeing the record.
- The record will not be included in a NICS firearms check, which may allow a subject who should be prevented from purchasing a firearm due to a "Y" Brady Indicator to purchase firearms.
- There may be duplicate entries in MULES...one submitted by your agency and one submitted by OSCA that hasn't been verified. OSCA can only work with the record they submitted. If OSCA submits a cancellation or clear electronically, it will not modify the record entered solely by the agency. This will then show a valid entry (entered by the agency) until the agency manually cancels/clears their own entry.
- Liability issues for agencies: It could result in a respondent being arrested for a protection order that is no longer valid.

It is critical for agencies to monitor electronic Protection Orders from OSCA via VRFY. Utilizing VRFY to accept records from the Missouri Courts can save agencies time as well as decrease potential liabilities. If you have any questions about VRFY, contact your local MULES trainer.



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

**Information and Communication Technology Division**

Call Center  
1-800-877-2897  
Email:  
[isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

**Criminal Justice Information Services Division**

UCR Unit  
(573) 526-6278  
Email:  
[ucr@mshp.dps.mo.gov](mailto:ucr@mshp.dps.mo.gov)

Access Integrity Unit  
(573) 526-6153

CJIS Training Unit  
(573) 526-6141

CJIS Audit Unit  
(573) 526-6278

CJIS Information Security Unit  
(573) 522-3820

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

**If you have a change in contact information, please contact the UCR Unit at the phone number listed above or**  
[CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)

# UCR

15-01

## Uniform Crime Reporting

File with *Missouri Supplement to the UCR Handbook*

### **FBI Recommendation to Stop Accepting Summary Data from States**

Following several high-profile events that have resulted in a public examination of the role of policing in society, there have been numerous academic and professional committees formed to study the data collected and used by law enforcement. These groups, such as the Presidential Task Force on 21st Century Policing, the Bureau of Justice Statistics' Crime Indicators Working Group, and the National Academy of Sciences' Panel on Modernizing the Nation's Crime Statistics, have all explored the national need to uniformly collect more accurate, granular, and timely crime statistics. The Director of the Federal Bureau of Investigation (FBI), James B. Comey, also personally stated earlier this year that current Uniform Crime Reporting (UCR) Summary Reporting System (SRS) data is "incomplete and therefore, in the aggregate, unreliable."

In turn, the FBI National UCR Program has recommended beginning a mandatory national conversion of the over 12,000 SRS reporting law enforcement agencies to the National Incident Based Reporting System (NIBRS). There are currently 29 states that report either full SRS or dual SRS and NIBRS. While a dual reporting state, Missouri only has 14 of its 640 agencies certified for NIBRS reporting. As proposed, the FBI would stop accepting SRS data from State UCR Programs in approximately three (3) calendar years and federal grants would likely change to require NIBRS reporting. This policy change will be sent through the CJIS Advisory Policy Process, seeking approval from the Regional Working Groups (SEPT 2015), then the UCR Subcommittee (OCT 2015), then the Advisory Policy Board (DEC 2015). While the MSHP will keep all agencies informed, we advise beginning discussions with your records management system vendor(s) on what steps would be needed to report UCR data pursuant to the technical specifications of the Missouri Incident Based Reporting System (MIBRS).

### **Embezzlement or Shoplifting Scenario**

An employee of a local Walmart store goes into a Walmart store located in another jurisdiction and steals merchandise.

#### **Larceny/Shoplifting or Embezzlement?**

This would be a Larceny/Shoplifting. Even though the offender is an employee of the Walmart Corporation, they are only employed at the local store, thus they are not entrusted to the care of merchandise in any other store they enter.

### **FBI UCR Redevelopment Project**

The FBI National UCR Program staff continues to work on the UCR Redevelopment Project. Development of the “New UCR” system is taking place in five phases. Staff in the CSMU have reviewed the first two phases. A release date has not been established, but the “New UCR” system will be deployed in a two-step rollout process: an initial operational capability, to be followed by a fully operational capability.

Once fully operational, the “New UCR” system will feature:

- A centralized, searchable data repository at the CJIS Division in Clarksburg, WV
- Capability to receive data submissions in a modern data specification
- An internal, web-based interface for States and Direct Contributing Agencies to access their data
- An external, web-based portal to provide UCR data dissemination to law enforcement agencies and the public
- Hardware and software to support, integrate, and comply with other CJIS systems

Benefits of the “New UCR” system are:

- Electronic error reports sent directly to State UCR Programs
- Real-time intake of data and less manual entry for States and Direct Contributing Agencies
- Updated hardware and software for greater efficiency

### **Return A Comment Field**

<b>Comments:</b>	Special circumstances are reported in this space
<b>Audit Trail:</b>	Automated record of record entry, rejection notification, modification, and approval

#### **What is the comment field on the Return A Form?**

A free text area to communicate special circumstances of submitted reports.

#### **What are some examples of special circumstances?**

- When an Attempted Property Crime (Robbery, Burglary, Larceny, or Motor Vehicle) is reported, there will not be a value reported on the Supp A Property Form. The comment section should state the reported (name offense) is an Attempted (name offense) and your report will be approved without additional information required.
- When reporting clearances for offenses reported in previous month(s).
- Motor vehicle theft taken in conjunction of a burglary or robbery
- Report of a LEOKA when assault occurred outside of jurisdiction

\*This is not an all inclusive list

#### **Why is it important to me?**

A comment from the program office will contain questions directed to the UCR POC (Point of Contact) when questionable submissions have been made or when additional information is required prior to approval.

#### **Why has my report been rejected?**

In the even a record has been rejected, the comment section will state the error required for review and correction.

#### **Why is my report incomplete?**

There are 3 forms required for submission each month:

Return A, Supplemental to Return A (Supp A), and Arson

In the event there is zero activity to report, select the NO ACTIVITY button and submit the 3 required forms with zero values and your status will remain in Pending Status prior to Approval. If your report status is Incomplete, all forms have not been submitted.

Please contact your Regional UCR Trainer/Auditor for questions and assistance.

### Updated Hate Crime Codes

The FBI National UCR Program has updated the UCR hate crime data to include data collection of all self-identified religions in the United States that are listed in both the United States Census Bureau's *Statistical Abstract* (2012) and the Pew Research Center's *Pew Forum on Religions and Public Life* (2008).

Effective January 1, 2015, agencies will be able to report these additional religious bias categories:

28 = Anti-Mormon

29 = Anti-Jehovah's Witness

81 = Anti-Eastern Orthodox (Greek, Russian, etc.)

82 = Anti-Other Christian

83 = Anti-Buddhist

84 = Anti-Hindu

85 = Anti-Sikh

The national UCR program has also updated the collection of race and ethnicity biases to include:

31 = Anti-Arab

### New LEOKA Exceptions

In order to report a Law Enforcement Officers Killed or Assault (LEOKA), an agency must consider the following requirements of what a 'Law Enforcement' officer is defined as before reporting:

- Ordinarily wear or carry a badge
- Ordinarily carry a firearm
- Are duly sworn and have full arrest powers
- Are paid from government funds set aside specifically for payment of sworn law enforcement representatives
- Are acting in an official capacity, whether on or off duty, at the time of the incident
- Include deaths that are directly related to injuries received during the incident

On September 9, 2014 FBI Director James B. Comey approved adding an exception to the criteria of information collected for LEOKA purposes.

Effective immediately an agency may report a LEOKA incident if the individual is, "Serving in the capacity of a law enforcement officer at the request of a law enforcement agency whose officers meet the current collection criteria. The individual must be under the supervision of a certified law enforcement officer from the requesting agency at the time of the incident but is not required to be in the physical presence of the officer while he/she is working an assigned duty." This new exception will now include reserve officers, correctional officers, and campus officers who do not already meet the current requirements.

If you have any questions or concerns, please contact your local UCR Trainer/Auditor.

## **MIBRS Animal Cruelty**

Pending approval from the Office of Management and Budget (OMB), beginning January 1, 2016, the FBI National UCR Program will add the offense of Animal Cruelty (720) to the NIBRS as a Group A offense and as a Crime Against Society.

Data Element 12 (Type Criminal Activity/Gang Information) will expand to include four data values about the type of abuse. The four types of abuse will be:

- A = Simple/Gross Neglect (failure to provide food, water, shelter, veterinary care, or intentionally or knowingly withholding food or water)
- I = Intentional Abuse and Torture
- F = Organized Abuse (dog fighting and cock fighting)
- S = Animal Sexual Abuse (bestiality).

The definition of Animal Cruelty will be:

*Intentionally, knowingly, or recklessly taking an action that mistreats or kills any animal without just cause, such as torturing, tormenting, mutilation, maiming, poisoning, or abandonment. Included are instances of duty to provide care, e.g., shelter, food, water, care if sick or injured; transporting or confining an animal in a manner likely to cause injury or death; causing an animal to fight with another; inflicting excessive or repeated unnecessary pain or suffering, e.g., uses objects to beat or torture an animal. This definition does not include proper maintenance of animals for show or sport; use of animals for food, lawful hunting, fishing, or trapping.*

The FBI National UCR Program staff will implement these changes to the NIBRS Technical Specification and User Manuals during the 2015 calendar year and Missouri NIBRS agencies may report Animal Cruelty data on January 1, 2016. The MIBRS Technical Specifications Manual will be updated accordingly. Please contact your local UCR trainer if you have any questions.

### **Fraud or Shoplifting Scenario**

1) Individual brings a basket of 5 items to self-checkout lane. Individual intentionally scans and pays for only 4 of the 5 items, then leaves the store with all 5 items.

**Larceny/Shoplifting or Fraud/False Pretenses?**

2) Individual brings cart of 5 items to regular cashier lane, but intentionally hides 1 smaller item inside/underneath a larger item. Cashier scans all 4 visible items and individual leaves the store with all 5 items.

**Larceny/Shoplifting or Fraud/False Pretenses?**

**Both of these scenarios should be reported as FRAUD.**

The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses.

# **2015 ASUCRP Conference**

## **October 5 - 8, 2015**

### **Park City, Utah**

The 2015 Association of State Uniform Crime Reporting Programs (ASUCRP) National Conference will be held in Park City, Utah during October 5-8, 2015.

This conference is designed to assist all State UCR Program managers, UCR staff, and representatives from local law enforcement agencies with the opportunity to stay updated on the latest developments within the FBI National UCR Program. The agenda for this year's conference will include speakers from the Federal Bureau of Investigation, the Bureau of Justice Statistics, the Justice Research and Statistics Association, the IJIS Institute, the National Research Council, Research Triangle Institute, Utah Statistical Analysis Center, Tennessee Bureau of Investigation, Wisconsin Statistical Analysis Center, Rocky Mountain High Intensity Drug Task Force, Nashville Police Department, Philadelphia Police Department, and the Missouri State Highway Patrol. There will also be a number of records management system and data analytics vendors onsite to demo their UCR products.

The Registration Fee includes 5 meals, 2 evening receptions, all breaks, hotel WiFi, and parking (if necessary).

**PLEASE NOTE THAT THIS ANNUAL CONFERENCE IS OPEN TO ALL MISSOURI LAW ENFORCEMENT PERSONNEL AND THEIR VENDORS!**

The conference will be held at the Hyatt Escala Lodge:  
<http://escalalodge.hyatt.com/en/hotel/home.html>.

The Attendee & Vendor Registration forms and tentative Agenda can be found at:  
<http://www.asucrp.net/Conference.html>

More information about Park City can be found here:  
<http://www.visitparkcity.com/>

