



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) 526-6141

MULES Training Unit  
(573) 526-6141

MULES Audit Unit  
(573) 526-6278

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

1 2 - 0 3

## 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 agency that wishes 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 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.

<b><u>MoDEX Counter:</u></b>	Number of Agencies Registered:	174
	Number of Users Registered:	1,376
	Number of Agencies Sharing Data:	110

For more information: <http://dps.mo.gov/dir/programs/ohs/modex>

**MULES Conference 2013 - Save the Date!**

2013 marks the return, by popular demand, of the MULES/CJIS Conference! The CJIS Division of the Missouri Highway Patrol will host this conference on **October 21st, 22nd, and 23rd, 2013 at The Lodge of Four Seasons in Lake Ozark, MO**. It is our hope that this will mark the return of regular conferences for MULES agencies to be held throughout the state of Missouri.

While final plans are still being made, we can tell you that you can expect informative and helpful presentations on all aspects of the MULES system and other CJIS systems. These topics will include record entry, maintenance, inquiry, auditing, and new developments in the MULES 4 system. In addition, we will be offering presentations on UCR auditing/reporting, system security, biometrics, MoDEx/N-DEEx and much more.

So who from your agency should attend? The answer is simple; send anyone and everyone you can. From the agency head to the newest operator, every attendee will learn something valuable that they can take back to work with them and apply to their job function. Not only that, but there will be many opportunities to network and meet your peers face to face.

Be watching for updates and registration information in the near future. See you in October 2013!

**STRANGE... BUT TRUE Missouri Statute of the Month!**

**10.180 - Ice cream cone, official dessert.**



The ice cream cone is selected for and shall be known as the official dessert of the state of Missouri.



### **MoDEx Success Story - MIAC**

A police department in the Kansas City area was investigating a subject accused of fraud in which the subject would solicit work for their asphalt and concrete business, force the customer to sign a contract requesting 50% payment up front, and then not complete the work as expected.

An analyst with the Missouri Information Analysis Center (MIAC) ran the subject through MoDEx and received a hit for a similar scam in 2007 that had been documented in MoDEx by a sheriff's office in the same region.

The previous history, well-documented in MoDEx's narrative, was further evidence to the recent police department's incidents that showed similar patterns and will help to file charges against the subject with the prosecuting attorney.



### **NEW CSO MAJOR TIMOTHY P. McGRAIL**

Colonel Ron Replogle, superintendent of the Missouri State Highway Patrol, announces the upcoming promotion of Captain Timothy P. McGrail to the rank of Major effective December 1, 2012. Major McGrail will succeed Lt. Col Sandra K. Karsten as the New Commander of the Technical Services Bureau and as the State of Missouri's CJIS Systems Officer (CSO). Lt. Col. Karsten will be promoted to MSHP Assistant Superintendent and Captain Larry Plunkett will be promoted to the role of Director of the CJIS Division.

Major McGrail graduated from Lincoln University in Jefferson City, Missouri, in 1995 with a Bachelor of Science degree in Criminal Justice. He is also a 1999 graduate from the Northwestern University School of Police Staff and Command.

Major McGrail is a 28-year veteran with the Missouri State Highway Patrol. He served as a road officer in Troop F from 1984 to 1997. In 1997 he was promoted to the rank of Lieutenant and served as a Troop Lieutenant in Troop C from 1997 to 2000. Major McGrail achieved the rank of Captain in the year 2000 and was transferred to the Patrol's General Headquarters in Jefferson City, Missouri, to serve in his current position as the Director for the Criminal Justice Information Services Division where he presently supervises 4 uniformed officers, 106 full-time civilian employees and 11 temporary employees. As CJIS Division Director, he oversees the Missouri Criminal History Repository, the Automated Fingerprint Identification System (AFIS), the Program Support Services Section (including the Access Integrity Section and Uniform Crime Reporting Section) and the Missouri Sex Offender Registry. Major McGrail also serves on the Child Abuse and Neglect Review Board, as Missouri's representative on the National Crime Prevention and Privacy Compact Council, and as Chairperson of the MorphoTrak Identification Users' Group.

Congratulations to newly promoted Major McGrail as he assumes his new duties as CSO for the State of Missouri!

## **MSHP becomes the 10th State in the Nation to Interface Two-Finger Fast ID Technology with the FBI's RISC Database**

On October 26, 2012, Missouri became the 10th state in the nation to develop an interface between the state's two-finger Fast ID technology and the FBI's Repository for Individuals of Special Concern (RISC) database. This interface provides access to the FBI's database of sex offenders, federal fugitives, and terrorist watchlist with a single two-finger submission from a mobile identification device.



This mobile technology debuted in Missouri in October, 2011, when the Missouri State Highway Patrol (MSHP) launched a 90 day pilot program to test the backend system that was purchased and put in place in order to provide this technology to all law enforcement agencies statewide, as well as to evaluate the effectiveness of the mobile devices themselves. The handheld mobile devices enable officers to capture fingerprints roadside and transmit them for search through the state AFIS database. With the RISC interface now in place, once the state search is complete, the search is forwarded on to the FBI for a search through RISC as well. Within an average of 30 seconds, the officer receives both the state response as well as the FBI RISC response. The state response includes any demographic information stored in AFIS: name, date of birth, sex, race, and Missouri SID number. The RISC response provides an FBI number as well as which database(s) the search hit on. In the event that one or both searches resulted in a no hit, that information is returned to the officer as well.



The MSHP has plans to implement an interface with the Kansas two-finger Fast ID database, as well as possibly other neighboring states. The possibility of interfacing this technology for search of the hot files, returning photos with the responses, and searching other systems exists as well.

The MSHP, in cooperation with the original pilot agencies (Boone County Sheriff's Office, Columbia Police Department, and St. Louis County Police Department), are now searching both state and federal databases with a single submission.

If you are interested in implementing two-finger Fast ID mobile technology at your agency, please contact MSHP Senior CJIS Manager Holly Haarmann of the Biometrics Services Section at 573-526-6264 for more information.



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# MULES

Missouri Uniform Law Enforcement System

## File with MULES/NCIC Operations Manual

### 40 years of MULES Newsletters

2012 marks the 40th anniversary of the MULES Newsletter. In that time, the MULES system has made significant changes in equipment and capability.

In upcoming newsletters, we will be sharing actual excerpts of articles from the early years of MULES. This month's selections are all from the inaugural year of MULES Newsletters.

*February 1972:*

#### WELCOME

*With this edition we welcome you to the first issue of the MULES Newsletter. The purpose of this informal monthly publication is to instruct, inform, and otherwise improve the lines of communications between the MULES Central System and the terminal operator and his (sic) supervisor. We will carry articles concerning more efficient use of the terminal, interesting results of "Hits" obtained, brief news about NCIC, and future plans. All of this will have as its objective a more efficient MULES system. We encourage "Feedback" from the local user and welcome letters containing information on "Hits", questions, or criticism.*

*May 1972:*

#### LEBANON POLICE "HIT" ON FIRST VIN CHECK

*The Lebanon Police Department is one of the new terminals that recently joined the MULES Central System. The evening following the first day of their training session on the new terminal, one of their officers observed a '71 Toyota with no license, parked on the Consumers parking lot in Lebanon. Further investigation revealed a rental receipt in the car indicating it was from Las Vegas, Nevada. The officer returned to the police department, applied his newly acquired knowledge and made an NCIC inquiry on the Toyota vehicle identification number. Within a matter of a few seconds, he received a "hit" indicating that the car had been reported stolen by the Las Vegas, Nevada police two days earlier. Lebanon had received a "hit" on their first official VIN check! While the subject was not located, the car was recovered and is being held for the owner.*

*June 1972:*

#### MULES WANTED PERSON FILE ACTIVATED

*On June 1, 1972, the MULES Central System took another large step forward with the activation of the MULES Wanted Person File.*

### Department of Revenue Restricted Records to Display with Caveat

The recent passage of Senate Bill 628 made a change to Missouri State Statute 32.506. Please note that when law enforcement runs a vehicle or driver that is marked as “restricted” within the Department of Revenue database, the record will now be displayed. In the past, MULES operators would only receive a message indicating that the record was restricted. RSMO 32.506 now states that these records can be released “for uses permitted under 18 U.S.C. Section 2721(b)(1)” referring to the Driver’s Privacy Protection act. That act allows driver and vehicle registration information to be accessed by any agency of government or representative in carrying out its function. The fact that these records are restricted is not changing. MULES users should understand that the information contained within these records is for law enforcement use only and cannot be disseminated beyond that arena. A caveat will now be displayed on these records advising the receiving operator. The following is an example of this caveat as it will appear on a DOR person entry (caveat in bold):

```
FROM-REVENUE  DATE: 09/04/2012  TIME: 10:35:29  DEST TERM: WOV0ML49
QWR.ORI/MOMHP0030.SOC/488942797.SSN/488942797
*R23 - DOR MEDIUM RESPONSE
**** CONFIDENTIAL RECORD-RESTRICTED UNDER SECTION 32-056, RSMO ****
**** FOR OFFICIAL LAW ENFORCEMENT USE ONLY - NOT FOR RE-RELEASE ****
DETAIL INFORMATION:
OPER STAT/VALID EXPIRED  CDL STAT/VALID EXPIRED
LIC EXP DATE/01 30 2011  CLASS/B
```

Additionally, anyone employed by a law enforcement agency is eligible to have their registration information restricted. Senate Bill 628 extended this eligibility to workers in the judicial system as well. For more information on restricted records, please contact the Missouri Department of Revenue at (573) 751-4450.

### Welcome Aboard!

We would like to welcome the following agencies to MULES! These agencies are connecting to the CJIS Network through the new low cost Internet-based connections.

- Pilot Knob Police Department
- Missouri Southern State University Campus Police Department
- Mountain View Police Department
- Ray County 911 Center
- Texas County Prosecuting Attorney’s Office
- Northwest Missouri State University Police Department

### Clearing vs. Canceling Ex Partes and Full Orders of Protection

Several inconsistencies have been noted in the way that Orders are being removed for routine purposes. As with any other entry, Protection Orders that are not valid or never should have been entered should be **CANCELLED**, while Orders removed for any other reason should be **CLEARED**. Orders that are recalled or made inactive by a judge should be **CLEARED** because they were valid at the time of entry. Orders where the initial entry itself was invalid or determined to be inaccurate should be **CANCELLED**, as should records which have been expunged, but this is a relatively rare occurrence. Proper clearing vs. canceling in the Protection Order file is important because Orders that are valid and cleared are maintained in the system as “inactive” for 5 years after they are cleared. A cancelled record is permanently removed from the system at the time of the cancel.

# TAC Corner



## **FBI NCIC Audit of the State of Missouri**

During August of 2012, the Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) Audit Unit conducted its triennial audit of the State of Missouri. This Audit consisted of a number of visits to both MSHP facilities and local criminal justice agencies. While local agencies were audited by the FBI, the primary purpose of those audits served more to reflect the success of the MSHP's execution of training and policy. As the CJIS Systems Agency (CSA) for the State of Missouri, the Missouri Highway Patrol bears the ultimate responsibility for the proper usage of CJIS systems throughout the state. While there are several areas of non-compliance that must be addressed, this was overall a successful audit. While the MSHP bears the responsibility to administer our CJIS systems, it is up to you, the end user, to guarantee that policy is followed and the system is used correctly. This audit showed that, overall, Missouri users do an excellent job of correctly using our systems. An area of exceptional success, mentioned specifically by the audit team, was the accuracy and completeness of Wanted & Missing Person entries. Our users are to be congratulated for their good work in this area.

The FBI Audit Team looked at 63 specific areas of policy compliance in the areas of System Administration, Training, System Integrity, Validation, Hit Confirmation, Record Integrity, Interstate Identification Index (III), Wanted Person File, Missing Person File, and Protection Order File. Out of these 63 areas, the State of Missouri was deemed out of compliance in only 5 areas. While this is considered a positive result and is better than results from previous years, it still shows that we have areas where much improvement is still needed.

The specific areas where Missouri was found to be out of compliance were Timely Entry, Logging of Secondary Dissemination, Misuse of the III system, Purpose Code selection, and proper use of Clear and Cancel transactions. The following is a listing of the FBI's recommendations for correcting each issue and a brief statement about what the MSHP and each local agency should do to guarantee that those recommendations are met:

**1. Timely Entry - Recommendation: Ensure that Missing Person File records for individuals under the age of 21 are entered within 2 hours.**

The Missouri State Statute that deals with the entry of missing persons into MULES and NCIC (RSMo 43.401) requires the "immediate" entry of all missing persons. This statute does not further define immediate, nor does it make any distinctions about the age of the victim. However, federal legislation such as the Adam Walsh Child Safety Act and the PROTECT Act, do mandate that missing subjects under the age of 21 be entered within 2 hours of the report being received. All agencies must properly prioritize their duties to see that any person under 21 be entered promptly. While complete information may not be available this soon after the initial report, there will be enough to make an entry. Additional information received can then be added when received.

**2. Logging: Secondary - Recommendation: Ensure the secondary dissemination of III information is logged. (This was a recommendation during the previous audit cycle.)**

All agencies must continue to strive to keep accurate logs of secondary dissemination. Any time Criminal History Information is shared with an agency having a different ORI than the inquiring agency, it must be logged and that log must be kept on file for a minimum of 13 months. Remember that in situations where two agencies have a user agreement with each other, the inquiring agency should use the ORI of the requesting agency when running the transactions. This is still considered primary dissemination, which is logged automatically. A good example of secondary dissemination is a police department running a criminal history for an officer who later forwards the information to a prosecuting attorney. If you or anyone at your agency is confused about secondary dissemination logging requirements, please refer to page 51 of the MULES Policy and Procedures Manual or Page 18 of the CJIS Security Policy. You are also encouraged to contact your MULES Trainer or Auditor with any questions about logging at your agency.

## **FBI NCIC Audit of the State of Missouri (CONTINUED)**

### **3. Interstate Identification Index (III): Use - Recommendation: Ensure that III is only used for authorized purposes. (This was a recommendation during the previous 6 audit cycles.)**

Misuse of III continues to be a serious and repetitive problem in the State of Missouri. While we may assume that this problem consists entirely of people running checks on themselves, friends, family, etc. (all of those checks are against policy), the truth is that in many cases this misuse isn't deliberate. One of the leading causes for this finding is agencies who use III criminal history transactions for non-criminal justice employment and license issuance. All agencies must continue to remind their operators that transactions like the QH and QMH are for *criminal justice purposes only*. Liquor license applicants and Non-law enforcement city or county employee checks do not fit within that description. If you, or your agency, have any questions about what does or does not constitute a criminal check, or about what alternatives exist for obtaining this information through proper channels for civil checks, please don't hesitate to contact your MULES Trainer or Auditor. You may also refer to Section 5 (page 47) of the MULES Policy and Procedures Manual and the Interstate Identification Index Chapter of the NCIC 2000 Operations Manual.

### **4. Purpose Codes - Recommendation: Ensure agencies use purpose codes correctly for III transactions.**

One of the leading errors in this category was using Purpose Code C (Criminal Justice Administration) for employment checks. Purpose Code J should only be used for criminal justice employment checks. Confusion between these two codes can arise when dealing with contracted staff who are not actual employees of the agency, but do have access to criminal justice information. When questions arise about which code to use for personnel, remember that the deciding factor is whether or not they are involved in the actual "administration of criminal justice." Examples of the types of volunteers who are correctly run with each purpose code are given on page 48 of the MULES Policy and Procedures Manual. Additional examples of all purpose codes and their uses can be found in the Interstate Identification Index Chapter of the NCIC 2000 Operations Manual.

### **5. Protection Order File: Clear/Cancel Transactions - Recommendation: Ensure agencies appropriately use the clear and cancel transactions to remove Orders of Protection from NCIC. (This was a recommendation during the previous audit cycle.)**

While the proper usage of the Clear and Cancel transactions are the same across all record types, it only seems to be an issue for agencies working with Orders of Protection. In all cases, the Clear transaction is to be used when an entry is removed from the system following a normal disposition to the case. An example would be clearing a stolen vehicle from the system after it is recovered by law enforcement. The Cancel transaction is used when the record is removed due to being "entered in error." An example would be the cancelling of a stolen article record when the owner advises the item was only lost and they found it. A point of confusion specific to Orders of Protection, however, is what to do when the court dismisses or rescinds the order. In those cases the record should be cleared, not cancelled. The record was entered properly and without error because it was entered based upon court documentation. Dismissal or Rescinding can be considered a lawful disposition to the case, so those records should always be cleared. It is especially important to use the correct transaction when removing orders of protection due to the fact that cleared Orders of Protection are not entirely purged from NCIC, but instead are placed into inactive status and kept on file for the remainder of the year of entry plus 5 years. Cancelled records are completely removed from the system.

These 5 points of non-compliance will continue to be addressed in MULES training and during local agency audits. The MSHP CJIS Division would like to thank the local agencies who participated in this year's FBI audit for their cooperation. We would also like to thank all of our agencies across the state for their continued hard work. As stated earlier, this audit result is an improvement over previous ones and we truly appreciate the efforts of each and every operator in helping us achieve that outcome. Please remember that the MSHP CJIS Division is always happy to address any questions or concerns you have regarding MULES, NCIC, or any other CJIS system.

## **WHAT IS AN "SVIN"??? AND OTHER HELPFUL HINTS ON VEHICLES**

- 1) A SVIN is a State-assigned Vehicle Identification Number (VIN) that is determined by the State for the owner of a vehicle that has no assigned manufacturer's VIN as this vehicle is either custom or homemade. A SVIN is considered an Owner Applied Number (OAN), therefore it will always go in the OAN field as opposed to the VIN field. Also synonymous with an OAN (SVIN) is the fact that it needs to be indicated in the MISC field by putting "SVIN" as the first four characters of the MISC field.

A SVIN is easily noticed by several characters. Missouri SVINs will always have the letters DR or DRMVB or MOTRAILER as the first few characters in the sequence followed by several zeros, depending on the year of the vehicle, and then some other numbers for ID purposes. A SVIN is either followed by MO at the end or will start with MO.

A SVIN can also refer to an automobile, motorcycle, trailer, truck, or anything considered homemade.

An OAN can also be a truck, trailer, motorcycle, or an automobile that is 1981 or newer and has a VIN that is 17 characters or less. In this case, there would not be a DR, DRMVB or MO in the VIN. This is considered a non-conforming VIN.

SVINs are not used for Farm Equipment, Construction Equipment, Golf Carts, Go Carts, Dune Buggies, motorized Wheelchairs, or motorized toys.

- 2) If a stolen vehicle has no plate on it at the time of theft, please reference this in the MISC field. If a vehicle has plates attached to it at the time of the theft that are not registered to it, please also reference this in the MISC field as well.
- 3) LIY 1999 is a "non-expire" license, (there should not be a license plate still on a vehicle that expired in 1999). The entry code for this is NX. Please don't use 1999!
- 4) Farm equipment, construction equipment, and motorized wheelchairs must have the Model Number in the MISC field.
- 5) ATVs must have the number of wheels in the MISC field.
- 6) All trucks with 4 doors are VST PK. Please do not use 4D on ANY trucks! You can, however, put "crew cab", "four doors", etc. in the MISC field.
- 7) Vehicles that are 1980 and older may have a VIN which is less than 17 digits. This "older" VIN should go into the VIN field, not the OAN field. The VIN field will accept less than 17 characters. Serial Numbers and older VIN numbers with less than 17 digits do go in the VIN field and not the OAN field.

If you have any questions about an SVIN, please do not hesitate to call the MSHP Access Integrity Unit (AIU) at 573-526-6153 ext. 2637 or 2779 and we will be happy to answer them for you.

## Purpose Code X Update

Pursuant to 210.482 RSMo, a MoDSS Children's Division (DSS-CD) employee or juvenile court officer may request a name-based criminal history record check (includes name, date of birth & social security number) through a law enforcement agency for purposes of emergency placement of a child into a private home (otherwise known as a Purpose Code X Transaction). Law enforcement has been trained in the past to only provide a "yes/no" or "hit/no hit" response to the requesting agency.

**2012 UPDATED INFORMATION: Please note that the law enforcement agency now has the ability to provide the full results of that PUR X check to the DSS-CD or juvenile court officer over the phone and/or the juvenile court or DSS-CD representative can pick up the hard-copy of the results from the law enforcement agency by showing ID. A dissemination log should also be completed. Verification of the identity of DSS-CD or juvenile court officers should still be performed. While encouraged to cooperate, law enforcement agencies are not mandated to run PUR X checks if prohibited by their own internal policy.**

For each MULES/NCIC inquiry conducted by a law enforcement agency for either emergency placement or exigent circumstances, law enforcement must use their *own ORI* and *Purpose Code X*. The Reason Field must indicate "*Emergency Placement*" and the Attention Field must identify the requesting agency and name of the requestor.

Juvenile court officers that DO NOT HAVE direct access to MULES/NCIC must contact a law enforcement agency to request a criminal history inquiry for emergency placement purposes.

Juvenile court officers that DO HAVE direct access to MULES/NCIC may conduct a Purpose Code X transaction from their terminal. For each MULES/NCIC inquiry conducted by a juvenile officer for DSS-CD for emergency placement, the juvenile officer must use the *ORI of MO026009T* and *Purpose Code X*. The Reason Field must indicate "*Emergency Placement*" and the Attention field must identify the requesting agency and name of the requester. The juvenile court will not be responsible for any fingerprint submissions on Purpose Code X transactions made on behalf of the DSS-CD. If the request is for the juvenile office under a Purpose Code X, fingerprints must be submitted within 15 days on that individual.

A juvenile officer may make a request to a law enforcement agency (or use their own ORI) for a criminal history inquiry in accordance with Section 211.038 RSMo for the "*Administration of Criminal Justice.*" Section 211.038 does not allow a juvenile to be reunited with a parent or placed in a home if anyone within the home has been found guilty or plead guilty to certain criminal offenses. This statute applies to both criminal justice and civil cases and is inclusive of any person living in the household who is over the age of 17. When conducting an inquiry for the "*Administration of Criminal Justice,*" the request should be made using *Purpose Code C* and the reason field should include a notation such as "*Home Checks*" or "*Associate Reviews.*"

The Juvenile court must maintain a dissemination log of all transactions made. MoDSS Children's Division will also be keeping a log of all Purpose Code X transactions made on their behalf.

Please contact the Non-Criminal Justice Audit Unit at (573) 526-6153 ext. 2625 (Pam Aberle), 2630 (Linda Lueckenhoff) or 2655 (Valerie Hampton) for further questions on Purpose Code X transactions and the procedure for required fingerprint submissions. For other criminal justice transactions, please continue to contact your regional MULES trainer.

## **NCIC Known or Appropriately Suspected Terrorist (KST) File**

Improper release of Known or Appropriately Suspected Terrorist (KST) information results in 'incident' at Federal building in Missouri:

During a traffic stop in September 2012, a Missouri law enforcement officer made contact with a male subject who was entered into the NCIC KST file as a Handling Code "3." While speaking with the subject, the officer questioned him about his inclusion in the KST file.

As a result, the subject entered a Federal building the following day demanding to know why he was listed as "a terrorist." The events that ensued resulted in a mistaken bomb threat, bomb team and terrorist unit responses, as well as traffic diversion and other consequences. Subsequently, the FBI became aware of the incident and has requested the MSHP perform an investigation into the occurrences leading up to the subject being made aware of his KST entry.

It must be stressed that it is the DISPATCHER'S responsibility to correctly relay the information in the header to the officer who is in contact with the individual. When a KST file hit is received, the first part of the response includes instructions on how to handle the contact, depending upon the Handling Code assigned to the subject.

The following is an example of the header from a Handling Code "3" response, with bolding added:

**\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\***

**DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST.**

**CONTACT THE TERRORIST SCREENING CENTER (TSC) AT (866) 872-9001 DURING THIS ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER CONTACT THE TSC IMMEDIATELY THEREAFTER. IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.**

**ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE ENCOUNTER, WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER, TO ASSIST THE TSC IN DETERMINING WHETHER OR NOT THE NAME OR IDENTIFIER(S)**

**YOU QUERIED BELONGS TO AN INDIVIDUAL IDENTIFIED AS HAVING POSSIBLE TIES WITH TERRORISM.**

**DO NOT DETAIN OR ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE OR LOCAL STATUTES.**

**UNAUTHORIZED DISCLOSURE IS PROHIBITED.**

**NCIC Known or Appropriately Suspected Terrorist (KST) File (CONTINUED)**

INFORMATION THAT THIS INDIVIDUAL MAY BE ON A TERRORIST WATCHLIST IS THE PROPERTY OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY ONLY FOR INTELLIGENCE AND LEAD PURPOSES. **THIS RECORD, AND ANY INFORMATION CONTAINED WITHIN IT, MAY NOT BE DISCLOSED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.**

WARNING - APPROACH WITH CAUTION

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

\*\*\***DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST**\*\*\*

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER – CAUTION  
CONTACT THE TERRORIST SCREENING CENTER 1-866-872-9001

In summary,

- **DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST.** This instruction should be self-explanatory.
- **CONTACT THE TERRORIST SCREENING CENTER (TSC) AT (866) 872-9001 DURING THIS ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER CONTACT THE TSC IMMEDIATELY THEREAFTER.** Always contact the TSC. For a Handling Code '3' hit, the TSC contact MAY be after the subject has been released. Holding the subject until TSC can be contacted, i.e. until the officer can obtain phone signal or travel to a telephone, is not justified.
- **ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE ENCOUNTER, WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER.** If a KST hit with Handling Code '3' is returned, the officer may not detain the subject any longer than he/she would have had they not received the hit. The hit is not to serve as a basis to detain the person or perform any search.
- **UNAUTHORIZED DISCLOSURE IS PROHIBITED/THIS RECORD, AND ANY INFORMATION CONTAINED WITHIN IT, MAY NOT BE DISCLOSED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.**
- **\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST\*\*\***



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) 526-6141

MULES Training Unit  
(573) 526-6141

MULES Audit Unit  
(573) 526-6278

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

## Uniform Crime Reporting

1203

File with *Missouri Supplement to the UCR Handbook*

### **National & Missouri UCR Programs Going Paperless**

The FBI is undertaking a wholesale redesign and redevelopment of the system that has supported the FBI's UCR Program for more than 30 years. The FBI's UCR Redevelopment Project (UCRRP) will provide many benefits to the state, county, and local UCR reporting agencies and provide the means and opportunity for additional value-added services for law enforcement agencies nationwide.

As part of the UCRRP, an effort is underway to migrate all submissions to an electronic interface on or before the 2013 deployment of the new system. Specifically, paper submissions or the electronic submission of printed documents will no longer be accepted on the national level beginning in 2013.

While the State of Missouri already submits UCR data to the FBI via approved electronic means, there are 13 agencies that still submit monthly hard copy UCR reports via mail or fax. These agencies will be required to register and use the MoUCR Website for monthly UCR Report submissions by February 28, 2013:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/>

### **UCR Tally Book**

The Federal Bureau of Investigations has put together an UCR Summary Microsoft Excel Tally Book that will allow agencies without a computerized records management system to more efficiently and accurately produce their monthly Uniform Crime Report. The Missouri Uniform Crime Reporting Program office has added this Tally Book to the MoUCR homepage under the "Downloads" button. From there, an agency will be able to download the MS Excel Tally Book for their own use. Instructions are provided within the Tally Book for each page. This is a free download to any agency that wishes to use this Tally Book. All current National UCR forms are contained in this Tally Book. An agency will only need to download this form once. Each month the agency should save the Tally Book under the current month and year of the UCR Report, then use the compiled data to complete their monthly UCR submission via the MoUCR Website. **Please note that a new updated Tally Book will be available after January 1, 2013 to include the new 2013 changes in UCR reporting!** If you have any questions regarding this Tally Book or any other UCR issues, please contact your regional UCR Trainer.

### **Additional UCR Training Available**

In order to supplement the classroom and one-on-one training provided by the MoUCR Program Office, the FBI has published the following nine (9) new UCR Training Presentations on their Law Enforcement Online (LEO) website:

- UCR Background Information
- Preparing of the Return A
- Classifying and Scoring Procedures
- Definitions - Part I Offenses
- Age, Sex & Race Forms
- Supplement to Return A
- Supplemental Homicide Report
- Law Enforcement Employees Report
- Human Trafficking

These training presentations can be easily accessed in both LEO's "eLearning" section, as well as within the "CJIS Training Catalog" of the FBI CJIS Special Interest Group (SIG) page. Membership to FBI LEO is open to authorized employees of all U.S. law enforcement, criminal justice, and public safety agencies. If necessary, please contact the FBI LEO Program Office at (304) 625-5555 or by email at [membership@leo.gov](mailto:membership@leo.gov) for information about how to become a new member.

### **Changing UCR Forms Selection in the UCR Website**

The MoUCR Program is receiving an increased number of zero-filled (BLANK) Under 18 ASR Forms, Over 18 ASR forms, LEOKA forms, and Domestic Violence forms on the MoUCR Website. When a monthly report contains one or more zero-filled forms, the UCR Program Office automatically questions whether data should have been submitted on those forms. This usually results in the monthly UCR report being rejected and the Regional CJIS Trainer/Auditor contacting the agency to see if there should have been data entered on the form. In most cases, the form was submitted by mistake.

To ensure that only the correct data is submitted and your UCR Reports are not rejected, please remember the only required forms to be submitted each month are the Return A, the Supplement to Return A (Property Form), and the Arson form—whether there is data to report or not. The other UCR forms are to be submitted **if and only if** there is any available data to report for that month. When a form is selected by mistake, DO NOT create/submit the form by zero filling it.

## **Law Enforcement Employee Counts**

Each year, the MoUCR Program Office is required by the FBI to retrieve the number of FULL-TIME male and female sworn law enforcement and FULL-TIME male and female civilian staff that are employed by every UCR reporting agency. This data is primarily collected via the Law Enforcement Employees Report (LEER) that is completed in November of each year and submitted with your October UCR report. This form will automatically appear when you are completing your October 2012 UCR Report on the MoUCR Website. However, all certified MIBRS and Summary hard-copy reporting agencies will have to mail or fax in their completed LEER to the MoUCR Program Office or, at least, provide your LEER totals to your Regional UCR Trainer. Please note that these totals must be submitted by November 28, 2012.

## **MIBRS Certification**

The following Missouri law enforcement agencies 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  
Oak Grove Police Department

Pilot Knob Police Department  
Ste Genevieve County Sheriff's Office  
St. Peters Police Department  
Laclede County Sheriff's Office  
Kansas City Police Department  
Lake Lotawana Police Department  
Joplin Police Department  
Gladstone Police Department  
Smithville Police Department  
St. Charles Police Department

The following agency is currently working toward MIBRS Certification:

Duquesne Police Department

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

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from Summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, Summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Current MIBRS Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

More information on agency MIBRS certification is available upon request by contacting the CJIS Division at (573) 526-6278.

## UCR Quality Assurance Reviews

Since the 12-02 *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's CJIS Division for outstanding performance and findings (100%) upon completion of their Missouri UCR Quality Assurance Review:

PERRY COUNTY SO  
BIRCH TREE PD  
ELLISVILLE PD  
DONIPHAN PD  
SIKESTON PD  
KANSAS CITY PD  
CARUTHERSVILLE PD  
ST. CHARLES PD  
CLAY COUNTY SO  
LACLEDE COUNTY SO

CREIGHTON PD  
STRASBURG PD  
DELTA PD  
CRANE PD  
HURLEY PD  
BATTLEFIELD PD  
SPRINGFIELD/BRANSON NTL AIRPORT  
WILLARD PD  
FOLEY PD

Since the 12-02 *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:

BYRNES MILL PD  
ORRICK PD  
SHREWSBURY PD  
CARROLL COUNTY SO  
HOWARD COUNTY SO  
CANALOU PD  
WORTH COUNTY SO  
MERAMEC COLLEGE PD  
BUTLER COUNTY SO  
CARTER COUNTY SO  
GERALD PD  
MOUNTAIN GROVE PD  
ST. JOE FRONTIER CASINO  
CLAY COUNTY DTF  
AVA PD  
CHESTERFIELD PD  
WINONA PD  
HENRIETTA PD  
CONCORDIA PD  
BUCKLIN PD  
WEATHERBY LAKE PD  
NEW FRANKLIN PD  
MO WESTERN STATE COLLEGE DPS  
SPARTA PD  
WELLINGTON PD

ST. PETERS RANGER DIVISION  
KIRKWOOD PD  
PASADENA PARK PD  
COOL VALLEY PD  
OZARK PD  
NEW MELLE PD  
MO DEPARTMENT OF CONSERVATION  
VANDALIA PD  
POTOSI PD  
COUNTRY CLUB VILLAGE PD  
SALISBURY PD  
FESTUS PD  
OAKLAND PD  
HARRISON COUNTY SO  
OREGON PD  
JEFFERSON CITY PD  
RAYMORE PD  
NAPOLEON PD  
CORDER PD  
HARTVILLE PD  
DEXTER PD  
OREGON COUNTY SO  
CLARKTON PD  
ASH GROVE PD

The current Audit Cycle (3) runs from January 1, 2010 through December 31, 2012.

## Hate Crime Reporting

A collaboration between the Missouri UCR Program and the Missouri Statistical Analysis Center, the *2011 Missouri Hate Crime Report* is the MSHP's 2nd study of Hate Crime incidents reported by state, county, and local law enforcement agencies in Missouri. This report examines 2011 data, as well as additional trend analysis of 2008, 2009, and 2010 hate crime data, via 18 tables that provide a visual breakdown of the incidents, victims, offenders, locations, and bias motivations examined.

Major findings of the *2011 Missouri Hate Crime Report* include:

- There were a total of 122 hate crime incidents reported in 2011, a decrease of 4.7% from 2010 (128).
- 33 Missouri law enforcement agencies, located across 22 counties, reported at least one hate crime incident.
- Hate crimes were committed against 157 victims by 138 known offenders.
- Hate crimes were most frequently committed against Individuals (95.1%).
- The most frequently reported offenses were simple assault (30.3%), property damage/vandalism (23.8%), and aggravated assault (18.9%).
- Hate crimes were most frequently committed at a residence (31.1%), on a highway/road/alley/street (28.7%), or at a school/college (10.7%).
- The most frequently reported bias motivations were race (63.1%) and sexual orientation (25.4%).
- Anti-Black was the bias motivation reported in 76.6% of all anti-racial hate crimes, with Anti-Homosexuality (gay and lesbian) reported in 51.6% of all anti-sexual orientation hate crimes.

Both this publication and the corresponding dashboards are currently undergoing final approval by MSHP Command Staff and will soon be available at the following website:

[http://www.msdp.dps.missouri.gov/MSHPWeb/SAC/index\\_960grid.html](http://www.msdp.dps.missouri.gov/MSHPWeb/SAC/index_960grid.html)

## Domestic Violence Reporting in Missouri

	<u>2010</u>	<u>2011</u>	<u>% Change</u>
Total Domestic Violence Incidents	41,507	40,613	- 2.6

### Relationship Status:

Between Spouses	8,200	7,825	- 4.6
Between Former Spouses	1,061	1,136	+7.1
Not Married, but Children in Common	5,363	5,180	- 3.4
Not Married, but Living Together	11,293	10,348	- 8.37
Lived Together in the Past	2,964	2,173	- 26.7
Blood Relatives	7,187	7,264	+1.1
Related by Marriage	1,373	1,532	+11.6

Domestic Violence Related Homicides	57	71	+24.6
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### *Use of the Comment Section of the Return A*

To help the UCR Program Office better serve local agencies and to keep an agency's return from being questioned and/or rejected, the UCR Program Office asks that agencies utilize the "Comment Section" of their Return A on the UCR website. The Comment Section should be used when an agency is reporting unusual data to the program office. This will help answer any questions the program office or more importantly, the FBI, may have about the data. The comment section is used by the UCR Program Office to explain rejection of and modification to an agency's UCR. This section is there for agencies to utilize as well. Comments made by an agency will not prevent future comments from being added.

### *Possible Increase in the Total Number of Rapes Reported in 2013*

The Federal Bureau of Investigation (FBI) has announced a revised definition of rape within the FBI's Uniform Crime Reporting (UCR) program as recommended by the FBI Advisory Policy Board and U.S. Department of Justice's Office of Violence Against Women. Rape is currently defined in the National UCR Program as the "carnal knowledge of a female forcibly and against her will." The new definition, effective 2013, is "the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." This expanded definition will allow law enforcement agencies to report more accurate rape offense data throughout the UCR program to ensure all applicable rape offenses and all victims of any gender or age are accounted for.

As a result of the revised definition, the FBI expects to see an increase in reported rape offense data once the law enforcement community makes the necessary reporting changes to collect revised rape statistics. As of January 1, 2013, the MoUCR Program Office will begin collecting the revised rape data based on the new definition. The MoUCR Program Office is willing to provide any additional guidance to law enforcement, local media, academia, municipal/county governments, legislators, and/or sexual assault advocates in an effort to combat the perception that the **ACTUAL** number of rapes, or violent crime in general, will increase within the State of Missouri in 2013.

