

**LIVE SCAN START UP
CHECKLIST**

LIVE SCAN AGENCY should complete the following:

Application Forms:

- RI-032 Live Scan Application

Agreements:

- RI-031 AFIS Agreement
- RI-029 Applicant Transmission Agreement (only necessary if you wish to transmit applicant fingerprints)

Meet with Local Agencies:

- Meet/speak with local agencies (serviced agencies) for which your agency plans to submit fingerprints and offer them the opportunity to participate by completing the forms listed below.
- Mail signed original forms to:

**Michigan Department of State Police
Criminal Records Division
Identification Section
P.O. Box 30634
Lansing, MI 48913**

**CONSIDERATIONS FOR BUDGETING OR
FUNDING A NEW LIVE SCAN PROJECT**

EQUIPMENT AND SOFTWARE INTERFACE CONSIDERATIONS

? What type of Live Scan device and equipment is available/required?

- * Visit Vendor Websites:
www.crossmatch.com
www.idnetworks.com
<http://www.l1id.com>

- * Contact MSP Identification Section at (517) 241-0723

- ? Do you want your existing booking software to interface with your Live Scan device?
 - * *Contact Booking Vendor for \$\$\$*

- ? Do you want your existing mug shot software to interface with your Live Scan device?
 - * *Contact Mug Shot Vendor for \$\$\$*

- ? How will the prosecutor report charge information? Do you want a software interface?
 - * *Contact local prosecutor and/or Prosecuting Attorneys Coordinating Council at: (517) 334-6060*

CONNECTIVITY CONSIDERATIONS

- ? Does your local network meet the state’s security requirements? (ex: firewalls, routers, etc)
 - * *Contact MSP Information Security Officer at: (517) 241-0607*

- ? What cost is associated with the communications installation, and the ongoing operation?
 - * *Contact Department of Information Technology at: (517) 241-9700*

- ? Do you have an existing LEIN workstation to receive the state’s identification response? Or do you need one?
 - * *Contact MSP LEIN Field Services Section at: (517) 241-0667*

QUESTIONS

For assistance with any of these considerations, please feel free to contact:

**Michigan State Police
Criminal Records Division
Identification Section
(517) 241-0723**

GUIDANCE FOR LIVE SCAN AGENCY APPLICATION & AGREEMENT FORMS

I. LIVE SCAN INTERFACE APPLICATION

Point of Presence (POP) line:

- ◆ A Point of Presence (POP) line is used to connect to the state at one central location through TCP/IP (Internet Protocol). NOTE: This line is sometimes referred to as an LGNET line.
- ◆ Two types of POP lines:
 - ◆ 56K: One-time installation fee of \$1,525
Yearly fee \$7,200 (billed quarterly at \$1,800 per quarter)
 - ◆ T1: One-time installation fee of \$1,525
Yearly fee \$22,800 (billed quarterly at \$5,700 per quarter)

NOTE: Yearly fees may be pro-rated or divided among the number of agencies using that POP.

- ◆ Most counties already have a POP line established for agencies to connect to (this is the POP Owner).
- ◆ Agencies need to get permission from POP Owner to connect to their POP line. The POP Owner may also ask you to share the cost of the POP line.
- ◆ Existing POP Owners can provide guidance or recommendations on the best way for you to connect to their POP.
- ◆ The LAST MILE refers to the connection between your agency and your county's POP line.
- ◆ If your existing POP owner or your network administrator does not know how to complete the LAST MILE you can call your local phone provider and ask for "Data Connectivity from Point A (POP location) to Point B (your location) via TCP/IP on a 56K or T1 line. (You will be billed by the phone company for this line).
- ◆ Questions about POP locations, lines, fees, etc. please call Bill Timmer at (517) 241-0798.

Internet Connections:

- Gateway to Gateway connections.
- Secure ID token connections.
- Questions about connections, please contact Bill Timmer at (517) 241-0798.

Live Scan Information:

- ◆ **Device Description**
 - ◆ **Stand Alone** – single agency submitting fingerprints directly to state electronically (ex: school)

- ◆ **Central Booking** – booking agency submits fingerprints for multiple agencies
- ◆ **Store and Forward User** – your agency fingerprints and forwards prints to another device for transmission to state.
- ◆ **Store and Forward Site** – multiple Live Scan devices forward prints to YOU for transmission to state.
- ◆ **Response Messages**
 - ◆ **Criminal Justice Agency** – response messages can be full Criminal History Record (CCH) or ID only. Criminal Justice Agency's response messages are returned via LEIN to a designated ORI.
 - ◆ **Non-Criminal Justice Agency** – response messages are ID only and returned via US Mail to the address identified with their Requestor ID. NOTE: If you do not have an existing Requestor ID please call MSP Applicant Team at (517) 241-0617 to obtain one.

Sample Network Diagram:

- ◆ Identify Security controls firewalls, intrusion detection, encryption, authentication mechanisms and physical security.

II. MSP AGREEMENT

- ◆ Defines responsibilities of all parties involved in the project.

III. APPLICANT FINGERPRINT TRANSMISSION – FEE COLLECTION AGREEMENT

- ◆ Necessary if local agency plans to transmit APPLICANT fingerprints via Live Scan device.

(NOTE: Local agency is responsible for the collection of state and FBI applicant fingerprint fees and forwards these fees on a monthly basis when you receive a billing statement from MSP for applicant prints transmitted during the previous month.)

IV. LIVE SCAN LOCAL SERVICE AGREEMENT

- ◆ SAMPLE agreement for use with local agencies. Helps identify responsibilities of Live Scan Agency and Serviced Agencies (Serviced Agency = local law enforcement agencies who bring defendants to be booked and expect arrest data to be reported via Live Scan for criminal history record.)

(NOTE: Some Live Scan agencies require the arresting officer to complete and submit a probable cause form or booking package at the time of arrest/lodging. This requirement is added to the local agreement)