

THE RAP SHEET

Information from the Criminal Records Division

Division Contact: (517) 322-1665

www.michigan.gov/cjic

Fax: (517) 636-4546

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July/Aug 2009



Capt. Charles E. Bush, Commander
Criminal Records Division
Michigan State Police
P.O. Box 30634
Lansing, Michigan 48913

Welcome!

The men and women of the Michigan State Police Criminal Records Division strive to provide complete, accurate, and timely information to support Michigan's criminal justice system and enhance public safety.

Many of the services provided by the Criminal Records Division are based on the capture, processing, and retention of biometric data. In this issue of THE RAP SHEET, a focus is placed on the importance of gathering and providing complete information. The value of fingerprints is known to the law enforcement community and viewers of police shows. The technology behind the ability to positively identify criminals continues to expand, however it is critical that we take advantage of the technology. With the most recent enhancement of our AFIS system, the Michigan State Police now has the ability to provide the same searches for palm prints as we have for fingerprints. Unlike our fingerprint file, however, the palm print file is limited by the comparatively small number of known records. The number of agencies who are installing palm capture capable Live Scan devices continues to increase. It is critical that these known palms be submitted along with the rolled impressions and mug shots so that the record will be complete and available for latent searches.

In this issue, the men and women of the MiCJIN Service Center are introduced and a brief overview of their areas of expertise and service is provided. The MiCJIN Service Center is your help desk for connectivity, security, and other support issues related to the MiCJIN Portal and programs behind the portal.

Last but not least, this issue also announces the resumption of LEIN training. Information is provided for classes scheduled through the end of August. For those classes, please follow the registration information provided. Approximately 85 additional LEIN training programs will be scheduled to take place statewide throughout the remainder of 2009. Please note future training classes will use a new user friendly, on-line registration program called MI-Train. It is required that all future attendees register or create a User ID and Login with MI-Train, and encouraged that attendees take a "guided tour" at: http://www.michigan.gov/msp/0,1607,7-123-1594_3550-213624--,00.html. Additional, more specific information regarding MI-Train access and registration will be provided in future training announcements.

Thank you for your continued support and feedback.

LIVE SCAN USAGE & PALM CAPTURE/MUG SHOTS

This article is being sent as a reminder, to all agencies who utilize Live Scan, of the importance of using the device for its intended purpose; the collection and transmission of demographic data, arrest data, fingerprints, mug shots and palm prints. Recently, a Live Scan device was infected with a key logger when a user accessed the internet from the Live Scan device. The key logger was able to copy, encrypt and transmit data from the Live Scan transactions. It is our recommendation that a Live Scan device be used solely for its intended purpose.

The Criminal Records Division also recommends, when the arresting agency has the capability, that palm prints and mug shots be captured and transmitted with each arrest transaction. The availability of palm prints and mug shots have proved to be an invaluable tool to law enforcement and to ensuring public safety.

If you, or your staff, have any questions on Live Scan, please feel free to contact Mr. Pete Langenfeld at: langenfp@michigan.gov.

FINGERPRINTING FOR MICHIGAN CRIMINAL HISTORY BACKGROUND CHECK

In recent months, it has come to the attention of the Criminal Records Division, that citizens are receiving inaccurate or misleading information in regards to Michigan Criminal History Background Checks. We believe this is due mainly to material that is being obtained via the Internet. Unfortunately this has caused many individuals to appear at our facility with incomplete or inaccurate documentation to complete their requests.

In order to clarify the process, we have put together the following information for law enforcement agencies that are fingerprinting on hard cards for Personal Record Review, Visa/Immigration, and Adoption. Please note that we cannot accept electronic submissions for the aforementioned fingerprint reasons.

When printing an individual for one of the reasons listed above, follow these directions:

- Use the RI-008, (Michigan State Police Applicant and Personal Identification Card)
- Fill out Sections "A" through "D" only
- In Section "E" # 28 (APPLICANT FOR), check one of the reasons listed above
- If, for some reason the applicant does not have an RI-008, (Michigan State Police Applicant and Personal Identification Card), we will accept the FD-258, FBI Applicant Card.

Note: Law enforcement agencies can obtain the RI-008 cards from the Michigan State Police Distribution Center, at no charge, by using ADM-031 (Request for State Police Forms.) This form may be accessed on the Internet by going to <http://www.michigan.gov/msp> and clicking on the "Publications, Forms & Statistics" link, then the "Forms" link, then the "Miscellaneous Forms" or by calling the State Police Distribution Center at (517) 336-6319. To obtain the FD-258 cards, please contact the FBI at (304) 625-3983 or go to their website at www.fbi.gov.

Also note that we can only process State of Michigan Criminal History Background checks for these searches. If they require an FBI Background Check they need to contact the FBI at (304) 625-5590 or check on-line for instructions at www.fbi.gov.

We **do not** accept walk-ins. Applicants need to mail their fingerprints with a check or money order for \$30 made payable to the **STATE OF MICHIGAN**. The card should be mailed to:

Michigan State Police
Criminal Records Division
P.O. Box 30634
Lansing, Michigan 48913

If they wish to expedite the process, they may overnight the fingerprints and fees. They must include a pre-paid, self-addressed U.S. Postal Service Express or Priority overnight envelope. (USPS Express and Priority overnight letters can be mailed to a post office box).

We can only send a criminal history to the individual that was printed. Even, if requested, we cannot mail it to another individual or agency. The applicant should include a return address, phone number and/or email address.

Some individuals have been requesting their Criminal Histories by using the RI-101, Request for Public Records, Michigan Freedom of Information Act Form. This form will only allow them to receive a non-fingerprint based background check. This type of background check is not acceptable for Personal Record Reviews, Visa/Immigration, or Adoptions. However, if a non-fingerprint based background check is what they are inquiring about, please refer them to the Michigan Internet Criminal History Access Tool (ICHAT), that can be accessed by going to: www.michigan.gov/ichat.

Applicants should allow about three weeks for processing. If you, or the individual printed, has any questions, please call:

Ms. Laurie Simpson (517) 322-5895
Criminal Records Division
Michigan State Police

LIVE SCAN SUCCESS STORY

On March 6, a Motor Carrier Officer (MCO) was assigned to conduct random safety checks of commercial motor vehicles at the Port of Entry at Sault Ste Marie. As the officer was making initial contact with a driver that was re-entering the United States from Ontario, he noticed a small wooden box on the truck's dash. Within the box he found one 9mm cartridge. MCO Brunet asked the driver where the weapon was. The driver stated he had none. MCO Brunet obtained consent to search that resulted in the discovery of a 9mm Glock pistol, three magazines and 37 rounds of ammunition. The driver was lodged for CCW. Prior to his being arraigned this date, it was discovered (thanks to Live Scan) that this citizen had criminal histories in four other states using four other names.

PROSECUTOR SUBMISSIONS

A new e-mail account has been created for any corrections/modifications or any changes that need to be made to the Criminal History Records (CHR) for the prosecutor/charge segment. Please submit any requests to: MSPCHR-Prosecutor-Errors@michigan.gov. An e-mail response will be returned upon completion of the request noting any changes that were made.

SecurID® REMINDERS

Does your agency utilize SecurID® tokens to access MSP applications? If so, do you have unused tokens that were issued to employees who have retired or moved on? Remember that your agency gets charged for tokens, regardless of whether they are being used. Eliminating two user tokens will save you over \$250 a year.

Have you lost your token but not reported it? You can save your agency money by reporting it. The lost token fee is \$75, but you won't incur future token fees on the lost token. Don't forget that a token is issued to an individual and should not be shared. For security reasons, all lost tokens should be reported promptly.

For SecurID® questions, please contact Mr. Bradley Rahn at the MICJIN Service Center (517) 636-5405 or rahn@michigan.gov

MiCJIN Service Center Section – How Can We Help You?

Ms. Mitzi Goldstein is the Manager of the MICJIN Service Center (MSC). She manages the day-to-day operations of the MiCJIN Portal, supervises the MSC staff, and works with the various program managers for MSP software programs behind the MiCJIN Portal. Mitzi can be reached at (517) 322-1922 or goldstem@michigan.gov.

Mr. William Timmer is a Departmental Analyst in the MSC. Bill assists local agencies in gaining connectivity to the state network and accessing MSP programs, including the MiCJIN Portal. He also serves as a back-up to the AICS Help Desk. Bill is available at (517) 322-6025 or timmerw@michigan.gov.

Ms. Leslie Wagner is a Departmental Analyst in the MSC. Leslie is currently working on the MiCJIN Portal upgrade and Admin Tool rewrite. She also manages and coordinates agency and user accounts in the EAI Directory Administration Tool. Leslie can be reached at (517) 636-4614 or wagnerls@michigan.gov.

Mr. Bradley Rahn is a Departmental Technician in the MSC. Brad handles all SecurID® token requests for MSP, as well as maintaining a token database. He can also assist you with troubleshooting your token problems, setting up MiCJIN administrators, or for general assistance in the MiCJIN Portal. Brad can be reached at (517) 636-5405 or rahn@michigan.gov.

Mr. David Bennett is a Departmental Technician in the MSC. Dave assists agencies in setting up and using APRS and assists with their APRS printing issues. Dave also troubleshoots MiCJIN connectivity issues and assists with other portal applications and computer related issues. Dave can be reached at (517) 322-1546 or bennettda@michigan.gov.

LEIN TAC TRAINING

The Michigan State Police, LEIN Fields Services Section, is proud to announce it is now registering students for **LEIN Terminal Agency Coordinator (TAC) Basic** and **LEIN TAC Basic for Courts** classes.

LEIN policy requires all agencies who have direct access to LEIN (i.e. desktop computer, mobile data computer, in-car laptop, Blackberry, etc.) designate a TAC. The TAC is required to attend a TAC Basic school, as well as all subsequent TAC Update schools. In recent years LEIN training has been limited; therefore it is mandatory for all new or existing TACs to attend either a LEIN TAC Basic or LEIN TAC Basic for Courts school. The LEIN TAC Basic for Courts school is a court specific version that is more suitable for the functions of court personnel who access LEIN.

This is FREE training. All TAC training being offered is funded by a Michigan Commission on Law Enforcement Standards grant, a Homeland Security grant, and support from the Field Service's Bureau. Classes will be offered statewide. All classes will be from 9:00 am to 4:00 pm, breaking for lunch around noon. Lunch is **not** provided.

We are proud to announce that five successful training sessions have concluded. These sessions were held at the MSP Training Academy in Lansing, with over 600 people in attendance.

FUTURE CLASS SCHEDULES AND LOCATIONS:

Location: M-TEC at Kirtland Community College-Gaylord
60 Livingston Blvd.
Gaylord, MI 49759

Capacity: 80 per class

August 11, 2009 - LEIN TAC Basic
August 12, 2009 - LEIN TAC Basic
August 13, 2009 - LEIN TAC Basic for Courts

Location: Northern Michigan University (Marquette)
University Center, Michigan Room
1401 Presque Isle Ave.
Marquette, MI 49855

Capacity: 100 per class

August 26, 2009 - LEIN TAC Basic
August 27, 2009 - LEIN TAC Basic for Courts

REGISTRATION INFORMATION

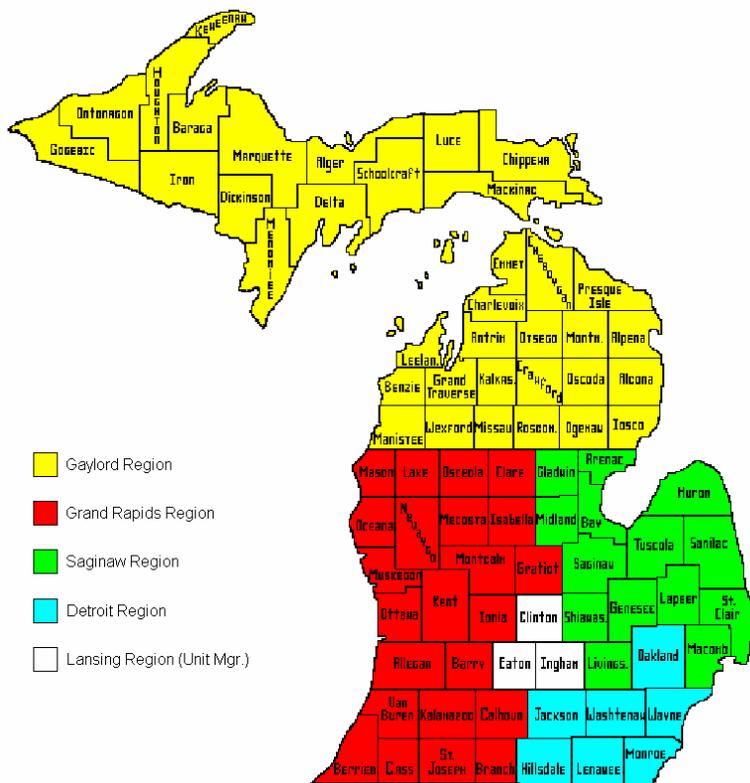
Registration: Send an e-mail to MSPLEINFSS@michigan.gov with "2009 TAC Training" in the subject line. The e-mail must indicate the following information:

Name
Agency Name
Agency ORI
MCOLES # (if applicable)
Class Date
Class Location

Registrants will receive an e-mail registration confirmation within approximately one business day.

For more information, please contact Ms. Diane Doubrava, LEIN Field Services at (517) 636-4541.

TAC Training will be instructed by MSP personnel throughout the state. Please see the following information to identify training personnel by region.



Training Personnel	Region
Sgt. Jane Pearce	Gaylord Region
Sgt. Doug Roesler	Grand Rapids Region
Sgt. Clinton Keene	Saginaw Region
Sgt. Chris Pascoe	Detroit Region
Mr. Kevin Collins	Lansing Region

FOIA REQUESTS FOR CRIMINAL HISTORY RECORDS HELD IN PERSONNEL FILES

It has come to the attention of the Criminal Records Division (CRD) that there has been increasing confusion as to what information can and cannot be shared by agencies that maintain a criminal history response. As a reminder to all of our partners that utilize criminal history information for employment or licensing checks, CRD recommends that agencies and their human resource staff look very closely at any FOIA requests for personnel or licensing files that contain criminal history information and be sure the information is redacted from the response, if appropriate.

State laws governing fingerprint reasons, such as MCL 28.221 that covers Criminal Justice Employment/Training, or MCL 28.421 and 28.425b which cover concealed pistol licenses, and Title 28, Code of Federal Regulations (CFR), Section 50.12 for an FBI response, should be consulted to determine your agency's policy on release of this information. As a general rule, the above laws limit the use of a response to the specific reason the background or licensing check was performed.

One further reminder for agencies who hold this information is that once the retention schedule has expired, care must be taken to ensure appropriate destruction of the information. The criminal history information is considered sensitive material and should be destroyed in the same manner as LEIN information.

NEED HELP?

Criminal Records Division Help

Applicant Background Check (517) 322-1956 Criminal History Records (517) 322-1956
 Fingerprints (517) 322-1956

Interested in a previous issue? Previous issues are stored at:
http://www.michigan.gov/msp/0,1607,7-123-1593_24055-180685--,00.html.

How can we help? If you have ideas for future articles, please contact Capt. Charles Bush at (517) 322-1665 or bushce@michigan.gov; or Ms. Amy DeBruler at (517) 636-6158 or debrulera@michigan.gov.