AUTOMATED FINGERPRINT
IDENTIFICATION SYSTEM (AFIS)
LIVE SCAN USE POLICY

PURPOSE

These policies are to define all requirements for access to AFIS, whether it be through an AFIS terminal, Live Scan or other means.

GENERAL REQUIREMENTS

All personnel that access AFIS through an AFIS terminal, Live Scan device or other means, must meet the same background check requirements as required by the Criminal Justice Information System (CJIS) Security Policy.

REPORTING OF VIOLATIONS - CORRECTIVE ACTION

1. All agency and individual violations shall be promptly reported to the AFIS Manager at the Michigan State Police.   The written notice shall include all of the following information:

    a. The nature of the violation.
    b. The agency, operator or administrator who is responsible for the violation.
    c. The place, time, and date or date range of the violation.

2. Upon notification, the AFIS Manager will oversee an investigation of the violation.

3. Corrective measures for violations may include any of the following:
    a. A letter of reprimand that mandates corrective action.
    b. Required training or retraining for administrators, officers, or operators.
    c. Suspension of an offender from access.
    d. Removal of the access rights of that agency terminal.

4. Any action or corrective measures that are taken by an agency shall be reported to the AFIS Manager, in writing.

AFIS LIVE SCAN AGENCY REQUIREMENTS POLICY

PURPOSE

The purpose of this policy is to define the steps and requirements of an agency and personnel to be approved to receive and maintain an electronic Live Scan interface with the Michigan system. Both the agency and the operators of Live Scan must meet and maintain requirements and standards, as defined by the Michigan State Police (MSP).

This policy is designed to assist with training and testing procedures for agencies and persons that take fingerprint images.   This policy addresses electronically interfaced Live Scan agencies but should be a guide for all fingerprint acquiring systems, inked or Live Scan.

DEFINITIONS

Live Scan Agency: This is an agency that has been approved by the AFIS Manager to have a Live Scan electronic interface to the state system.

Live Scan Operator: This is a person that has successfully completed training to operate a Live Scan device. This person has met all requirements listed below and can operate a Live Scan without supervision.

Live Scan Administrator: This person is designated by the agency as the point of contact between the agency and MSP on all Live Scan related issues. This person has clear understanding of the system and requirements.

Live Scan Trainer: This person is designated by the agency to train all Live Scan operators for their agency. This person has gone through all of the required steps, meets all requirements listed below.

AGENCY REQUIREMENTS

1. An application and an interface agreement will be sent to the agency which must be completed and returned to the Biometrics and Identification Division. Communications information, including a network diagram, must also be submitted.   This must include routers, firewalls, modems and internet access information. Security is important for the agency, state, federal and entire criminal justice community. Communications must be secure and approved.

2. The agency must have an installed and operational Live Scan device that meets the State of Michigan Requirements listed below. Please see this website for a list of approved vendors that will assist you with following these standards.

   a. Image Quality Standards (IQS) and is certified by the FBI to meet these standards.
   b. Must be capable of creating Michigan NIST records.
   c. Must be capable of meeting the Michigan Interface Specifications.
   d. Must be capable of doing WSQ compression.

3. An agreement must be signed and approved by both the agency and the Department of State Police.

4. The agency must comply with all items in the agreement.

5. Connectivity will be requested by the agency and approved by the Security and Access Section within MSP.

6. The agency must work with MSP and the vendor to determine if all data and communications are in compliance.   This will end when both MSP and the local agency agree that all phases have been tested and are performing adequately. All parties must ensure the Live Scan ID, ORI's, and directory information are all correct and functioning.

7. The agency is required to staff their operation with trained Live Scan Operators.

8. All users must maintain their own login and unique password. All login and password information must follow the most current version of the CJIS Security Policy. Each user must logon using their credentials prior to each use. This allows for accurate data entry and statistic capturing, security of the systems, and maintains a proper chain of custody.

9. Each agency is required to participate in Live Scan training at intervals determined by the Michigan State Police. The need for training will be based on these factors; last date trained quality of data entry, and fingerprint quality. The Live Scan Analyst will provide this training, onsite and free of charge. Each agency is welcome to participate in training more frequently, and on an as needed basis.

LIVE SCAN ADMINISTRATOR RESPONSIBILITIES

1. The Live Scan Administrator is the point of contact between the department and the agency with all Live Scan related issues.

2. Must be part of the procedures in assigning persons to fingerprint capturing tasks.

3. Must have the authority to handle or forward all administrative issues.

4. Must identify quality and misuse problems.

5. Must have authority to initiate corrective actions on quality and misuse.

6. Must be knowledgeable on Live Scan administration.

7. Must have understanding of AFIS, CHR, Live Scan and what the interfaced systems can deliver.

LIVE SCAN TRAINER REQUIREMENTS

1. This person must meet all background check requirements of law enforcement personnel that access the Law Enforcement Information Network (LEIN) and Criminal History Information.

2. This person must also provide structured training, developed in conjunction with the Biometrics and Identification Division, to all Live Scan operators as needed. Must also provide updated copies of the Live Scan User Reference Guide, Live Scan- AFIS Policy documents, and any other necessary training information.

LIVE SCAN OPERATOR

If an operator or agency is found to be submitting poor quality records, whether it is fingerprint images or data, the agency will take corrective action in an expeditious manner. If training is required, the agency will submit the person(s) for training. The agency or personnel can request training from the Michigan State Police at any time and this training will be free of charge. Failure to follow subscribed actions could cause the agency to lose its interface rights. Access rights can be denied at two levels, 1) the operator(s) or 2) the agency. The AFIS Manager can determine the need to terminate access of an agency.

LIVE SCAN/LEIN/AFIS REQUIREMENTS

All agencies utilizing a Live Scan device and accessing the Automated Fingerprint identification System (AFIS) must have a policy requiring their users to review the LEIN responses prior to releasing any subject. The policy must include:

- Verifying the associated Law Enforcement Information Network (LEIN) response to the Live Scan transaction and ensure the identity of the person in custody. This step shall be completed prior to the release of the suspect in custody.
- When LEIN responses are forwarded to another location, users shall verify the LEIN response with that location.
- Unless otherwise indicated in the booking agency's policy, the booking officer is responsible for reviewing the LEIN response.
- After reviewing the LEIN responses, use your local policy to ensure all warrants are address/cleared prior to releasing your subject.
- If a subject does not have DNA on file, DNA must be collected for all felony arrests at the time the arrest occurs. The LEIN response must be reviewed to determine if DNA needs to be collected on the individual.