

AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS) LIVE SCAN POLICIES

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 needed for LEIN access.

REPORTING OF VIOLATIONS - CORRECTIVE ACTION

1. All agency and individual violations shall be promptly reported to the AFIS Coordinator 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 by the AFIS Coordinator, an inquiry of the violation shall be conducted by a committee that is designated by the Criminal Records Division.
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 Coordinator, 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 MSP.

Quality fingerprinting has been an issue as long as fingerprinting has been a method of identification. From ink and roll to the technology of Live Scan, quality is the primary item to be addressed. The importance of trained, dedicated and qualified personnel in all areas of fingerprint processing needs to be pursued. This policy is designed to assist with this by providing requirements, 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.

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

Live Scan Trainee: This is a person newly designated by the agency to be trained to operate a Live Scan device. This person can not operate a Live Scan without direct supervision by a Live Scan Operator or Live Scan trainer.

Live Scan Operator: This is a person that has successfully completed training to operate a Live Scan device. This person has met all requirements of the MSP trainer to 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 Trainees for their agency and has passed the train-the-trainer program. This person can be appointed by MSP to train trainers and operators. This person has gone through all the required steps, meets all requirements listed below and has been approved by Criminal Records Division.

AGENCY REQUIREMENTS

1. An application and an interface agreement will be sent to the agency which must be completed and returned to the AFIS Coordinator. 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 following requirements:
 - 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 by the agency and the Department of State Police.
4. The agency must comply with all items in the agreement.
5. The agency has to be approved by MSP.
6. Communications will be ordered by the Criminal Records Division.
7. There will be a test period 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.
8. The agency is required to staff their operation with trained Live Scan Operators.

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 LEIN and Criminal History Information.
2. Must provide structured training, developed in conjunction with the Criminal Records Division, to all Live Scan Trainees and Operators as needed.

LIVE SCAN TRAINEE REQUIREMENTS

The Live Scan trainee will go through the same structured training, as the trainer, but this will be performed by the agencies Live Scan Trainer or an approved trainer.

LIVE SCAN OPERATOR

A Live Scan Trainee can become a Live Scan Operator after successful training and proof they are able to operate the Live Scan device without supervision.

If an operator or agency is found to be submitting poor quality records, whether it be 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 and testing. 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 Coordinator can determine the need to terminate access of an agency.