

# THE RAP SHEET

## Information from the Criminal Records Division

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[www.michigan.gov/cjic](http://www.michigan.gov/cjic)

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## Welcome!

Welcome to THE RAP SHEET, the newsletter of the Criminal Records Division (CRD) of the Michigan State Police (MSP). Criminal justice and other governmental agencies across the state continue to face significant budget challenges. For State of Michigan agencies, under Executive Order 2009-22 that reduces state spending, please note that the Criminal Records Division offices will be closed on the following days:

June 19	July 6
July 24	August 7
August 21	September 4

Division offices will reopen on the next regularly scheduled business day. To meet the immediate needs of public safety, approval has been obtained to provide minimum staffing of the fingerprint processing sub-unit within the Identification Section. For additional information, please visit the State of Michigan's Web site at [www.michigan.gov](http://www.michigan.gov)

We appreciate the feedback and suggestions for articles for future issues of The Rap Sheet. Your suggestions and input are critical as we continue to provide you with timely and accurate information to enhance criminal justice and public safety.

### LEIN FIELD SERVICES SECTION

Two issues related to the National Crime Information Center (NCIC) Violent Gang and Terrorist Organization File (VGTOF) have been brought to the attention of the LEIN Field Services Section by the FBI Criminal Justice Information Services (CJIS) Division.

First, the unauthorized dissemination of NCIC VGTOF records and information can result in legal action against the state or local agency that disseminated the information, as well as the federal government. The FBI CJIS advises this has already led to several lawsuits within the user community and reminds agencies that VGTOF information should be afforded the same security and dissemination controls as Criminal History Record (CHR) information.

The second issue is to remind agencies the retention of NCIC VGTOF terrorist records within the databases of state and local agencies is prohibited. The Terrorist Screening Center (TSC) is the owner of all NCIC VGTOF terrorist records, the only contributor to the terrorist portion of VGTOF, and the only entity able to update the records. As a result, inquiries made into state and local databases may potentially be outdated or contain invalid information. In addition, retention of these records in state and local databases can raise jurisdictional issues in regard to Freedom of Information Act (FOIA) requests.

### MICJIN PORTAL ACCOUNTS – SPRING CLEAN-UP

The MiCJIN Service Center would like to remind all MiCJIN Administrators to periodically review user accounts in the portal. A periodic review of all accounts is a fundamental part of security controls. Some things you want to check for include:

**Multiple Accounts** – Every user on the system should only be assigned one account. If a user has more than one account, all but one account should be disabled.

**Sharing Accounts** – Please be sure all users have his or her own account. Sharing accounts between users is a security violation. If you are unsure how to add user accounts, please contact Ms. Leslie Wagner at 517-636-4614.

**User's Account Information** – All user accounts should include a first and last name. Please update all accounts accordingly.

**Account Login ID** – The account's Login ID should be a unique identifier. The ID can be in the form of a full name, badge number, serial number, or other alphanumeric identifier in the e-mail format.

**Inactive Accounts** – Any user that has not accessed his/her Portal Account within a 12 month time period should have their applications removed by the agency's administrator. Accounts that will be used in the future should not be disabled due to inactivity.

**Agency Roster** - Coordinators, please check your agency roster for any retired or terminated employees with active accounts. These accounts should be disabled. To view your roster, on the Select User By Name option, leave the first and last names blank and click Search.

**Applications** – The MiCJIN portal has multiple applications available for our users. If you would like more information on applications available for your use, please request a brochure by calling 517-636-4614.

For any questions regarding these instructions, please contact Ms. Leslie Wagner at 517-636-4614 or by email [WagnerLS@Michigan.gov](mailto:WagnerLS@Michigan.gov). To become a member of the MiCJIN ListServ, please send an email to [MiCJINmail@Michigan.gov](mailto:MiCJINmail@Michigan.gov).

## PROCESSING FINGERPRINTS FOR THE 2010 CENSUS

The FBI CJIS Division has been working with the U.S. Census Bureau in developing a plan and procedure to conduct name-based searches and to process fingerprint submissions for the 2010 Census.

The focus of the CJIS Division's plan is the processing of 484,000 non-criminal justice fingerprint submissions from the U.S. Census Bureau over a three-day period in April 2010. During the week of April 26, 2010, the U.S. Census Bureau will culminate the hiring process for nearly one-half million field workers for the 2010 Census. These new six-week employees will be fingerprinted as part of the training process and will subsequently be in the field and in citizens' homes the following week. The training week is the first opportunity the U.S. Census Bureau has for personal contact with the temporary workers and therefore, the first opportunity to fingerprint the individuals. During the preceding application process, all applicants are subject to a preliminary name-based check.

In order for the CJIS Division to meet the deadline in processing of the U.S. Census Bureau fingerprints, the Integrated Automated Fingerprint Identification System (IAFIS) capacity issues have been addressed and personnel resources will need to be adjusted. Therefore, non-criminal justice fingerprints submitted during the period of April 28-30, and May 1-2, 2010, will be held in a queue until completion of processing the U.S. Census Bureau fingerprints. At this time, the CJIS Division anticipates that fingerprints submitted for criminal justice purposes will not be affected. However, after a final review of system capacity, available personnel resources, and U.S. Census Bureau final volume estimates, response time for criminal justice fingerprint submissions may be affected during this three-day period, particularly for the Criminal Print Non-Urgent Type of Transaction.

In preparation for the submission of extremely high volume of fingerprints from the U.S. Census Bureau, IAFIS contributors are being notified that non-criminal justice fingerprints submitted during April 28-30, and May 1-2, 2010, will be processed after May 3, 2010. It will take approximately one week to complete the back log of fingerprints for all contributors. In early 2010, a letter will be disseminated to CJIS System Agencies reminding the users about the suspension of processing non-criminal justice fingerprint submissions during April 29-30, and May 1-2, 2010.

## PROSECUTOR SUBMISSIONS

A new email account has been created for any corrections/modifications or any changes that needs to be made to the Criminal History Records (CHR) for the prosecutor/charge segment. Please submit any requests to: **MSPCHR-Prosecutor-Errors**. An email response will be returned upon completion of the request to notify of the changes that have been made.

Any questions regarding the Adult Case Tracking (ACT) or the Juvenile Case Tracking (JCT) database should be directed to: Mr. Dan Barnette at PACC/PAAM – (517) 334-6060 or email [barnetted@michigan.gov](mailto:barnetted@michigan.gov)

Thank you in advance for your cooperation and efforts to ensure complete, timely and accurate criminal history records. Any other questions regarding the prosecutor portion of the CHR, please contact Ms. Paula Campbell at: (517) 322-5940 or email [campbepa@michigan.gov](mailto:campbepa@michigan.gov)

## LEIN FIELD SERVICES ORIGINAL OFFENSE CODE (OOC)

The Original Offense Code (OOC / Field #97) was added to the Wanted Person File and Supervised Release File Records in July 1999. Prior to implementation, only the 4-digit code was returned in the record. In the summer of 2005, an enhancement provided that the literal translation of the code was also returned with the record.

The OOC is required, and permitted only, when the Offense Code (OFF / Field #17) is one of the following:

- 4901 — Escape
- 4999 — Flight/Escape
- 5001 — Bail/Secured Bond
- 5002 — Bail/Personal Recog
- 5011 — Parole Violation
- 5012 — Probation Violation
- 5013 — Condit Release Violation
- 5014 — Mandatory Release Violation
- 5015 — Failure to Appear
- 8100 — Escape From Custody
- 8101 — Abscond While On Parole
- 8102 — Abscond While On Probation

Note: 8100, 8101, and 8102 can only be used when the Message Key (MKE) is EWJ.

The purpose of the OOC Field (#97) is to have the record reflect what criminal charge is the basis for the above listed offenses. For example, if a warrant has been issued for an individual for a parole violation in Field #17, it is necessary to enter the offense that resulted in the person being placed on parole in Field # 97.

The screenshot shows a data entry form with the following fields and values:

- Warrant Date: 16: [ ] (mm) [ ] (dd) [ ] (ccyy)
- Charge Code: 17: [ ] ... Explain: [ ]
- PACC Code:(CIT): 220: [ ] ... Law ORI: 80: [ ] OOC: 97: [ ] ...

Arrows point to the Charge Code field (17) and the OOC field (97).

Although entry of the OOC code is mandatory if the above listed OFF codes are used in the record, NCIC system edits did not enforce the requirement. Technical Operational Update (TOU) 06-2 dated 10-2-2006 advised that, effective April 1, 2007, system edits were being modified to ensure that the OOC Field # 97 is used in accordance with its intended purpose.

TOU 06-02 included an edited version of the OOC portion of the NCIC Operating Manual, Section 1.8 MESSAGE FIELD CODES AND EDITS. The edited version is incorrect and should read:

“Must be a valid code from the list of Uniform Offense Codes, found in the NCIC 2000 Code Manual. Entry of OOC is required (and permitted only) when OFF is 4901, 4999, 5001, 5002, 5011, 5012, 5014, 5015, 8100, 8101, or 8102.”

The OOC Field #97 cannot equal 4901, 4999, 5001, 5002, 5011, 5012, 5014, 5015, 8100, 8101, or 8102.

If you have any questions please contact Mr. Jerry Scott, Data Integrity Technician, at 517-636-4543 or [ScottJL@michigan.gov](mailto:ScottJL@michigan.gov).

#### AFIS – SUCCESS STORY

While on directed patrol in Flint, two troopers tried to stop a vehicle for operating without headlights activated. The suspect vehicle fled, and after a short pursuit, the occupants ran from the vehicle. The passenger was caught and the driver got away. The patrol car video revealed that the driver grabbed the door frame area as he exited the vehicle. One trooper utilized his evidence tech skills to lift prints from the area of the door the driver touched upon exiting the vehicle. The prints were submitted to the Bridgeport lab where a match was made in AFIS. The suspect is on parole.

#### 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](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 E. Bush at (517) 322-1665 or [bushce@michigan.gov](mailto:bushce@michigan.gov).