

# THE RAP SHEET

## Information from the Criminal Records Division

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## Welcome!

The primary focus of the women and men of the Criminal Records Division is to provide complete, accurate and timely information to improve public safety. There are several articles in this issue of THE RAP SHEET which address steps which users of the various systems must take to assist in this effort. An upgraded criminal history system interface is also introduced in this issue. The interface will provide for improved reporting of dispositions on criminal history reports.

The Identification Section is requesting volunteers to participate in a workgroup that will explore improvements in capturing arrest and biometric information which will lead to improvements in criminal history records. Additional information about this opportunity can be found on page four.

The Criminal Records Division is pleased to announce the selection of Mr. Tim Bolles to serve on the National Crime Prevention and Privacy Compact Council. Tim was elected by Compact Council member states to fill one of 15 Council seats.

### LEIN HIT CONFIRMATION

The Law Enforcement Information Network (LEIN) Field Services Section (LFSS) has been requested, by the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division, to remind agencies that the Department of State's (DOS) Passport Services is currently confirming hits on Wanted Person File records and to remind agencies of the hit confirmation procedures specific to this initiative.

In 2007, the FBI authorized access to the National Crime Information Center (NCIC) Wanted Person File records for the DOS's Passport Services in order to support passport screening and the referral of fugitive information to law enforcement agencies. Both the DOS's Passport Services and the record's originating agency are required to adhere to the NCIC Hit Confirmation Policy for Priority 2, Routine Hit Confirmations. This policy requires that the record's originating agency provide hit confirmations within one hour.

### NCIC RECORD CANCELLATION

The LFSS is often contacted by agencies regarding records still active in the National Crime Information Center (NCIC) system, when the record has been canceled in LEIN. The NCIC and LEIN systems are configured to work in conjunction with each other, but in certain situations there are exceptions. When these exceptions occur, records will stay in NCIC even when they are canceled in LEIN. In these instances an NCIC-LEIN mismatch occurs, and requires intervention to correct it. System outages, programming issues, or retention differences between the two systems are examples of situations that could cause a mismatch to occur.

When an operator cancels a record previously entered into both the LEIN and NCIC systems, the operator should ensure they see a cancel response from both systems. An operator may also query the record after canceling it to determine if it is still active in the LEIN and/or the NCIC systems.

If it is determined a record does exist in the NCIC system, but not in the LEIN system, and the record should have been canceled from both systems, the record will need to be canceled from the NCIC system. To cancel the record in this situation, please use the procedure noted below.

In Talon, use a free-text format by going to:

- *Forms*
- *Blank Form*
- *Enter the required free-text format to cancel the record*

The table below shows the different *Record Types* and examples of how each *Record Type* should be formatted using the *Blank Form*.

Record Type	
Article	NCIC.CA.MI3300203.NIC/A123456789.OCA/09-123456.20090806
Boat	NCIC.CA.MI3300203.NIC/A123456789.OCA/09-123456.20090806
C	This is not used frequently
G	NCIC.CG.MI3300203.NIC/G123456789.OCA/09-123456.20090806
L	NCIC.CL.MI3300203.NIC/L123456789.OCA/09-123456.20090806
H	Protection Order file has three types
Temp Order	NCIC.CTO.MI3300203.NAM/DOE, JOHN JR .NIC/H123456789.
Protection Order	NCIC.CPO.MI3300203.NAM/DOE, JOHN JR .NIC/H123456789.
Modify Order	NCIC.MPO.MI3300203.NAM/DOE, JOHN JR .NIC/H123456789.
M	NCIC.CM.MI3300203.NAM/DOE, JOHN RALPH .NIC/M123456789.20090806
P	NCIC.CP.MI3300203.NIC/P123456789.OCA/09-123456.20090806
V	NCIC.CV.MI3300203.NIC/V123456789.OCA/09-123456.20090806
W	NCIC.CW.MI3300203.NAM/DOE, JOHN .NIC/W123456789.OCA/09-123456.20090806
U	NCIC.CU.MI3300203.NIC/U123456789.OCA/09-123456.20090806

**Example: Cancellation Format for each *Record Type* in the *Blank Form*.**

The screenshot shows a window titled "Blank Form" with a text area containing the following LEIN formatted messages:

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NCIC.CA.MI3300203.NIC/A123456789.OCA/09-123456.20090806
NCIC.CA.MI3300203.NIC/A123456789.OCA/09-123456.20090806
NCIC.CG.MI3300203.NIC/G123456789.OCA/09-123456.20090806
NCIC.CL.MI3300203.NIC/L123456789.OCA/09-123456.20090806
NCIC.CTO.MI3300203.NAM/DOE, JOHN JR .NIC/H123456789
NCIC.CPO.MI3300203.NAM/DOE, JOHN JR .NIC/H123456789
NCIC.MPO.MI3300203.NAM/DOE, JOHN JR .NIC/H123456789
NCIC.CM.MI3300203.NAM/DOE, JOHN RALPH .NIC/M123456789.20090806
NCIC.CP.MI3300203.NIC/P123456789.OCA/09-123456.20090806
NCIC.CV.MI3300203.NIC/V123456789.OCA/09-123456.20090806
NCIC.CW.MI3300203.NAM/DOE, JOHN .NIC/W123456789.OCA/09-123456.20090806
NCIC.CU.MI3300203.NIC/U123456789.OCA/09-123456.20090806
  
```

At the bottom of the window, there are four buttons: "Transmit", "Clear Form", "Cancel", and "Help".

## MICJIN PORTAL – YOUR AGENCY’S ACCOUNTS

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. For audit purposes, it is imperative you disable accounts of users no longer employed with your agency. Failure to do so is considered a security violation. By not disabling these accounts, you are potentially allowing continued access for those users, and accepting responsibility for their actions.

### **TO VIEW YOUR ROSTER AND DISABLE ACCOUNTS:**

**Local Agencies:** on the ‘Select User By Name’ option, leave the first and last names blank and click ‘Search’. Select a name from the list, on the “General” tab click on “Disable Account”.

**MSP Work Sites:** on the ‘Select User By Name’ option, leave the first and last names blank and click ‘Search’. To disable an account, please contact the MiCJIN Service Center using the contact information below.

For assistance cleaning up your users’ accounts, please contact [Ms. Leslie Wagner](#) at (517) 241-0813, or to become a member of the MiCJIN ListServ, please send an email to [MiCJINmail@Michigan.gov](mailto:MiCJINmail@Michigan.gov).

## SECURID TOKEN SUPPORT

Due to recent changes, the Michigan Department of Technology, Management and Budget (DTMB) is requiring all SecurID users who experience trouble to call the DTMB Client Service Center direct at (517) 241-9700, or (800) 968-2644. This procedure is limited to users who have forgotten their PIN number, have accidentally disabled their token, or for similar problems with their device. Users having issues with their password or MiCJIN account should continue to contact (877) 264-2546 for primary support.

## CRIMINAL HISTORY SYSTEM INTERFACE UPGRADE

The Michigan Department of State Police (MSP), Criminal Records Division (CRD) is pleased to announce the programming necessary for Michigan to report daily criminal history dispositions to the Federal Bureau of Investigation (FBI) has been completed. On March 3, 2010, the State of Michigan implemented the III Disposition Reporting Message Key. This programming allows the State of Michigan to electronically report criminal history disposition information to the FBI on a near real time basis (nightly) for every disposition received during that day. Michigan follows Arizona as only one of two states sending data to the FBI on a daily basis. The road to electronic reporting is a long one, some interesting facts and history follows.

Since 2003, the MSP had looked for a way to report court disposition information to the FBI in some type of automated manner. Since the early 1920’s, when Michigan began the process of recording criminal history information and reporting the data to the FBI, there had been a close working relationship between the two organizations. The process, which began originally involving agencies reporting information to the state in paper form, and providing duplicate copies of that same paperwork to the FBI, has changed. Part of this change began in the early 1980’s, when Michigan became a single source state. Single source meant any Michigan agency processing a criminal would only send one copy of that information to the MSP, and then the MSP would forward that information on to the FBI, as appropriate, as opposed to the Michigan agency sending multiple copies to not only the state, but also to the FBI.

Over the last three decades, much of the information shared between the FBI and the MSP became automated and could be transmitted back and forth in that manner. However, one area that still relied upon paper being passed from Michigan to the FBI was that of Michigan criminal history disposition information. This information was first sent to the MSP from the courts, entered into the system, and then the paperwork was bundled up and sent to the FBI so operators could key the information into their system. As Michigan’s court systems became more and more automated in disposition reporting to the MSP, there was less and less paper information being sent to the FBI.

At the beginning of the millennium, the FBI created a process where disposition data could be uploaded via a mainframe computer tape and sent to them for processing once or twice a year. This idea was something the State of Michigan looked to implement, however starting in 2002, any type of system enhancement was prohibited due to Michigan’s process of moving off of the mainframe computer, to a new Criminal History Records (CHR) system.

When the Automated Law Enforcement Information Access System (ALIAS) went live in November of 2005, it was time to begin the discussions of automatically sending CHR disposition data to the FBI. At that time, the FBI was still expecting the disposition data to be sent once or twice a year in a bulk upload from a mainframe computer tape. Michigan once again looked to implement this process but realized it was really taking a step back. We would have had to output our data from our new relational database into some type of flat file format and would have had to create an interface from the brand new CHR application to an old fashioned mainframe computer tape reader. Instead of taking a step back, the MSP, as well as several other states, lobbied the FBI for a better way to transmit the data. The FBI discussed two processes at that time. The first was an update to the mainframe tape process to CD and/or DVD, which would be implemented by the FBI in 2007. The second was the creation of an automated message key to report criminal history disposition data that was estimated to be ready to use in 2008. The automated message key had a number of advantages, including the ability to report dispositions in real time (as opposed to just once or twice a year with the bulk load process) and it also offered the ability to modify a record instantly if something on the record changed (think deferred and dismissed non-public records).

What ultimately came to be called the "III Disposition Message Key" was the approach Michigan chose to implement. The ALIAS programming staff worked closely with the FBI CJIS personnel and consulted closely with the programmers from the Arizona Department of Public Safety. The Michigan programmer spent approximately five months working on the development, programming, testing and implementation of the message key.

On March 3, 2010, the first few records were sent to the FBI. During the first few weeks, the process was slowly ramped up until all of the judicial transactions in a single day were being sent to the FBI. On April 20, 2010, the FBI came to visit Michigan to examine our process, and at that time requested two additional data elements be added to the output. Those changes have been made. The process averages about 1,100 updates per day. Michigan is currently working with the FBI to determine a method of which to send older dispositions to them as well.

#### ATTENTION LIVE SCAN ADMINISTRATORS/BOOKING OFFICERS

The MSP Identification Section is seeking out all agencies interested in participating in a professional work group focused on the improvement of capturing ten-prints, palm prints, identification data, arrest information, and mug shots including scars, marks and tattoos. The capture of arrest and biometric data is an extremely important part of the arrest process and critical to the success of future criminal identifications.

The first meeting would take place at the new MSP Headquarters in downtown Lansing. The group members would then determine the name/structure of the work group, location of future meetings, as well as develop a mission statement. It would also be a goal of the group to provide training to its members and stay abreast of the emerging technologies in the biometric field.

If your department would like to participate in the work group, please e-mail interest to the [MSP Identification Section](#).

#### TIM BOLLES APPOINTED TO COMPACT COUNCIL



In January 13, 2009, Michigan became the 28<sup>th</sup> state to ratify the National Crime Prevention and Privacy Compact (Compact). The Compact provides for a Council to recommend guidelines and policies for the non-criminal justice use of criminal history information. The goal of the Compact Council is to facilitate the showing of complete, accurate and timely records for non-criminal justice purposes.

Mr. Tim Bolles, Assistant Division Director of the Michigan State Police, Criminal Records Division, was named as Michigan's Compact Officer following ratification of the Compact last year.

Each state that has ratified the Compact may attend Compact Council meetings, however, under the Bylaws of the Council, only Compact Council members may vote or hold office. The Compact Council is

composed of 15 members, each of whom is appointed by the Attorney General. Nine of the members are selected from among the Compact Officers of the Compact states.

At the Compact Council meeting on May 13, Mr. Bolles was selected by the Compact Officers of the 28 states to fill one of four open seats. Mr. Bolles' appointment is for a two year term. Congratulations Tim! With his appointment, Michigan not only has a voice, but a vote in the deliberations of the Compact Council.

### TOP SIX TECHNICAL SECURITY FINDINGS

The FBI Criminal Justice Information Services (CJIS) Audit Unit conducts triennial audits of state and local criminal and non-criminal justice agencies that have access to state systems in order to ensure compliance with the FBI CJIS Security Policy.

The FBI CJIS Audit Unit has identified the following top 6 findings of non-compliance:

**Section 4.3, Awareness and Training:** Four (CJIS System Agency) CSAs (28.57%) and 39 (Local Agency) LAs (34.82%) were in noncompliance. The most common problem was Information Technology (IT) personnel at the LA or servicing agency had not received any security awareness training.

**Section 4.5.1 Personnel Background Screening for Systems Access and Computer Terminal/Records Storage Areas Access:** Twenty-five LAs (22.32%) were in noncompliance. The LAs did not ensure all appropriate personnel were fingerprinted in accordance with the policy requirement. The most common finding was custodial personnel at the LA and IT/vendor personnel at servicing agencies had not been fingerprinted.

Difficulty in achieving compliance was commonly attributed to the following:

- 1) Unfamiliarity with the policy
- 2) Political issues with other governmental agencies

**Section 4.7 Media Reuse:** Compliance improvement noted. Twelve LAs (10.71%) were in noncompliance. The LAs did not document steps taken to sanitize media before reuse by another agency.

**Section 6.6 Private Contractor User Agreements and 6.7 CJIS Security Addendum:** Two CSAs (14.29%) and 23 LAs (20.54%) were in noncompliance. The most common problems were agencies not ensuring the CJIS Security Addendum was incorporated into contracts and security addendums were signed by all appropriate personnel.

**Section 7.4.2.3 Passwords:** Four CSAs (28.57%) and 38 LAs (33.93%) were in noncompliance. The most common problems were with a) eight character passwords and b) ten password history.

**Section 7.12 Encryption:** Fifteen LAs (13.39%) were in noncompliance. The LAs did not ensure public network and dial-up network segments were encrypted. This was mostly due to lack of funds.

The FBI CJIS Audit Unit will be conducting Technical Security Audits in Michigan June 28-30, 2010. If you have any questions with regards to the audit or the CJIS Security Policy please contact MSP Information Security Officer [Ms. Terri Smith](#).

### SNAP SUCCESS STORY

As most everyone knows, SNAP is mainly utilized to view and use mug shot images. However, there is also arrest data stored with each mug shot that can also be helpful to investigators. Troopers from the Niles Post were able to locate a subject using the SNAP Program's address field for a B&E case. Credit goes to the trooper and/or officer who had previously processed the subject, entering the suspect's address into the system while capturing fingerprints and mug shots. SNAP has been storing and displaying the address field since October 16, 2007. It pays to take the time when processing an arrest to include accurate data and quality images for future investigations.

## NEED HELP?

### Criminal Records Division Help

Applicant Background Check (517) 241-0606  
Fingerprints (517) 241-0606

Criminal History Records (517) 241-0606

**How can we help?** If you have ideas for future articles, please contact either [Capt. Charles E. Bush](#) at (517) 241-0602, or [Ms. Amy L. DeBruler](#) at (517) 241-0604.

## TITLE OF TOPIC INDEX/ARCHIVED EDITIONS

Looking for an archived article? If so, select a topic and edition below, than visit our [archived editions](#) to find the article you need.

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