

THE RAP SHEET

Information from the Criminal Justice Information Center (CJIC)

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One of the best things about Michigan is the changing of the seasons. The landscape is always evolving which keeps things exciting. Such is true for Michigan's Criminal Justice Information Systems. Information on new programming, new policies, and new training opportunities can all be found within this issue of the Rap Sheet. The Criminal Justice Information Center (CJIC) staff continues to improve upon the processes and systems that support our customers. We continuously strive to offer faster, more efficient, and higher quality service and we are not stopping there. CJIC is currently working on a new Strategic Plan that will set even higher goals for managing information and processing it faster. We are looking for improved technology and more mobile solutions to better serve the public safety community and we are determined to deliver. Continue to review the Rap Sheet to see how things here at CJIC evolve and how we will keep things exciting. Have a great spring!

Dawn Brinningstaull, Director
Criminal Justice Information Center

PISTOL SERIAL NUMBERS

The Michigan State Police (MSP) copy of License to Purchase a Pistol and Pistol Sales Record forms are forwarded to the Firearms Records Unit (FRU). In the past several months, there have been an increasing number of forms submitted without a serial number of the pistol. The Gun Control Act of 1967 requires a serial number to be stamped on all firearms.

Some of the licenses and sales records entered into the guns database by agencies using the Automated Pistol Registration System (APRS) were entered with the serial number as NONE, ZZZ, NA, etc. The serial number should not be entered in that manner, as they are invalid. An agency not using APRS should make sure a valid serial number appears on the forms prior to submitting them to this office.

Without a valid serial number, the pistol cannot be positively identified, nor put on file with the MSP. If a serial number cannot be located by the individual or by a local law enforcement agency after examining the weapon, the pistol should be submitted by the local agency to the MSP Forensic Laboratory servicing that area. Lab staff will examine it and determine if there was ever a serial number on it. Then, depending on the circumstances, they may contact the Federal Bureau of Alcohol, Tobacco and Firearms or this office for an assigned serial number which they can stamp on the pistol. This procedure will not injure the weapon and will make positive identification possible.

A common pistol that is reported as having no serial number is the Crosman Arms pellet pistol. Crosman has reassured us they stamp serial numbers on all of their pistols. However, on some models it is hard to locate. If a serial number on a Crosman is not readily visible, take the grips off. Normally, when the screw is taken out of the grips, the right side comes off. You must then pop the left side off and the serial number appears under the left grip.

Some of the old pistols also have serial numbers under the grips. Old top break revolvers may have a number under the top strap that is visible by removing the cylinder.

If you encounter a pistol without a serial number and have further questions, contact the FRU at (517) 241-1917.

FRIEND OF THE COURT LEIN POLICY UPDATE

The Law Enforcement Information Network (LEIN) Field Services Section (FSS) recently reviewed the Friend of the Court (FOC) LEIN access policy and determined the requirement for FOC workers to be deputized was obsolete and may impose an undue burden in some areas of the state. Therefore, a new procedure for FOC access was developed and became policy effective March 31, 2011. The new policy states:

***“The Friend of the Court (FOC) is permitted indirect access to Michigan hot files and Michigan SOS information when carrying out legal mandates associated with child support laws. The FOC is permitted access to Michigan only criminal history information (Purpose Code M) for purposes of child placement. FOC offices electing to utilize information obtained from the LEIN shall complete an application and LEIN User Agreement as required by the LEIN Field Services Section and receive approval by the CJIS Systems Officer. During application, the FOC shall identify a single criminal justice agency which has agreed to act as the FOC’s terminal agency. Once approved, the FOC ORI will be duplicated to the specified agency’s station for use upon request. The terminal agency shall utilize the FOC’s assigned ORI for all LEIN transactions requested by the FOC.*”**

Those FOC offices receiving information from the LEIN under the previous policy requiring deputizing by the sheriff may continue receiving information from the LEIN in this capacity until October 1, 2011, at which time the FOC office must submit an application and a LEIN User Agreement to the LEIN Field Services Section for approval by the CJIS Systems Officer, in accordance with the above policy.”

FOC offices were notified of the policy changes via letter on March 29, 2011. Questions surrounding the policy should be directed to [Ms. Liz Canfield](#) at (517) 241-0639.

COURT-ENTERED/PAPERLESS WARRANT MIGRATION TOOL

The LEIN FSS would like to announce the development of the court-entered/paperless warrant migration tool has been completed. This new tool is able to electronically convert all previous law enforcement entered warrants to court-entered/paperless warrants at one time, eliminating the time consuming task of canceling and re-entering each warrant with the court’s ORI. In addition, the tool generates a report of the converted records to assist the court with the physical transfer of the warrants from the law enforcement agency back to the court.

The entry of warrants into the LEIN system has traditionally been completed by law enforcement agencies. However, more than half of the courts in the state of Michigan are now entering warrants into LEIN. In this scenario, the warrant is entered using the court’s ORI and the associated law enforcement agency’s ORI is included as the contact bond, pickup, and court appearance information.

Court-entered/paperless warrants are considered “confirmed and valid,” allowing a law enforcement officer to make an arrest without having to wait for the traditional confirmation. Physical control of the actual warrant must be maintained by the issuing/entering court.

While the LEIN court-entered warrants process is referred to as “paperless,” the procedures for issuing warrants, or any other order cannot truly be “paperless,” as Michigan Court Rules require all orders and judgments to be in writing, signed and dated by the court. Rather, the “paperless” terminology, with respect to LEIN warrant entry, refers to the lack of paper movement between the court and the law enforcement agency.

Due to the lack of paper exchange with the law enforcement agencies, this practice has had a very positive affect on the timeliness of warrant entry. Once the warrant is signed by the court it can immediately be entered.

As the entering agency, the court is responsible for timely entry, as well as the monthly validation of LEIN records. Though courts are not required to investigate and “pack” warrant entries with all available personal identification information, they are required to enter all information in their possession at the time of entry. This includes attributes such as height, weight, eye color, hair color, operator’s license number, FBI number, SID number, scars, marks, tattoos, and any other personal identification information in their case file at the time of entry. Upon entry of the record into LEIN, the associated law enforcement agency will be notified via an automatic LEIN message, prompting the agency to “pack” the record with any additional personal identification information not already included.

For assistance in applying for paperless warrants, and/or electronic transfer of warrants previously entered under a law agency ORI, please contact [Ms. Pam Cruz](#) at (517) 241-0658. Applications require the submission of a LEIN User Agreement (CJIS-001), Local Agency Security Officer (LASO) form (CJIS-007), and a current network security diagram.

AGENCY ACCESS COORDINATOR – MiCJIN SERVICE CENTER

The Agency Access Coordinator for the MiCJIN Service Center coordinates the connectivity process between our local agencies, the MSP Information Security Officer and the State Department of Technology, Management and Budget, Telecomm Division. Due to the recent retirement of Mr. William Timmer, who held this position since 2003, we are pleased to announce Mr. David Bennett as his replacement. Mr. Bennett previously served as a Portal Technician in MiCJIN, and is familiar with portal applications, as well as the connectivity process. [Mr. Bennett](#) can be reached at (517) 241-0615.

MiCJIN PASSWORD REQUIREMENTS

Within the next year, there will be new password requirements for MiCJIN passwords. Currently the only requirements are that the password be eight characters and must have two letters and two numbers; the MiCJIN password was not case-sensitive.

The new password requirements will be:

- Cannot contain the user’s name.
- Must contain at least eight characters.
- Must contain characters from three of the following four categories:
 - Uppercase alphabet characters (A-Z)
 - Lowercase alphabet characters (a-z)
 - Numbers (0-9)
 - Non-alphanumeric characters (!, @, #, \$, %, etc.)

When we know the date of implementation, we will be sending notifications via listserv. If you have any questions, please contact [Ms. Mitzi Goldstein](#), MiCJIN Service Center Manager, at (517) 241-0693.

ALCOHOL AND DRUG REPORTING

The Traffic Crash Reporting Section (TCRS) has created an Alcohol and Drug Reporting on Fatal Crashes help guide. This guide will assist law enforcement in the proper completion of the UD-10 crash form and how to obtain BAC results. Recently, the guide was mailed to all law enforcement agencies. In addition, the guide is posted on the TCRS Web site at: <http://www.michigan.gov/crash>.

The TCRS also created a webinar called “FARS - Alcohol and Drug Reporting”, Course ID 1025575, and can be viewed at <http://mi.train.org>. If we can answer any questions or if you need additional guides, please contact our office at (517) 241-1699 or e-mail at CrashTCRS@michigan.gov.

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) / DEPARTMENT OF HUMAN SERVICES (DHS) BACKGROUND CHECK PROGRAM

In March 2011, the Centers for Medicare and Medicaid Services hosted the first National Background Check Program conference. Michigan was part of the pilot program and is now a model state. Ms. Toni Dennis from the Department of Community Health (MDCH) made a presentation on how Michigan streamlined the background check process, enhanced communication between state agencies, and significantly reduced the turnaround time for background checks.

The conditions for this change are familiar in Michigan: increasing demand, shrinking budgets, and fewer staff. Michigan does not have "a" fingerprinting law but rather three dozen laws, most of them enacted or amended in the last ten years, calling for fingerprint-based background checks of an increasing number of people. There are now more than one million criminal history checks per year on employees and licensees, more than 300,000 of them fingerprint-based. When MDCH started their project, the Automated Fingerprint Identification System (AFIS) was already operating at 125 percent of capacity, and annual hiring freezes have excluded the option of putting more people on the project.

The solution has been defragmenting and automating the process; the fewer cases requiring human intervention, the more time available to address them.

The previous process embraced the division of labor but did not have anyone overseeing the process. There were job applicants, employers, and licensing agencies; they sent applicants to fingerprinting vendors; vendors captured and sent prints to the MSP; MSP checked Michigan records and forwarded the prints to the FBI to check federal records, then sent the results back to employers and agencies. When it went smoothly, every piece did its part, and when it did not, it could be hard to even find where it went wrong.

MDCH, in partnership with Michigan State University, developed a statewide, web-based system. It provided a single point of contact for licensees, employers, and state analysts. Data was entered only once, and the same system interacted with three state departments, six online registries, and the fingerprinting vendors. One screen tracked where each applicant was in the process and what the results were at each step.

With automatic processing, there were fewer points where files could be lost or typos could send them astray; 89 percent of applications were processed automatically, untouched by human hands. Even notification is automatic.

Centralized data improved re-use of background checks and reduced system load. If someone who had been rejected at point A re-applied at point B, there was no need to repeat the entire process when his record was already on file. New legislation makes further use of the system, allowing for re-use of background checks when someone is taking a new job within the system.

How can you just re-use old results when someone might have committed a crime since he was hired? Another level of automation is called "rapback," providing notification if a current employee is arrested or convicted. The fingerprints are already on file, so if the police add to the record, notification is automatically sent to the relevant state agency, who can contact the employer(s).

Finally, we note how technological upgrades sped up the system. The AFIS system had an infrastructure upgrade, falling from a processing load of 125 percent to 65 percent even with more fingerprints being run. AFIS now receives 97 percent of fingerprints electronically, removing paper and mailings from the process. Eliminating more paper, the state criminal history database can send most results electronically, limited only by legislation.

In the 89 percent of the time that the automatic system works without a hitch, results are real-time, letting new employees get to work faster and keeping the excluded away from vulnerable populations. Is that not better than the old, manual, mostly paper-based process that could take up to six weeks?

If you have any questions, please contact [Mr. Pietro Semifero](#) at (517) 241-0829.

MICHIGAN INCIDENT CRIME REPORTING TRAINING

The Crime Reporting Section staff will be conducting MICR training sessions around the state throughout the spring and summer months. Each session is scheduled for one day and will cover all aspects of MICR use including updates to the system.

May 18 (Wayne County Community College)
 June 2 (Mt. Pleasant Department of Public Safety)
 June 30 (Petoskey)
 August 22 (Marquette)
 September 14 (MSP Training Academy)

There are still vacancies in the April 6th, June 30th and August 22nd classes. If you're interested in attending one of the sessions, please contact the instructor [Ms. Monica Jenkins](#) at (517) 241-1880 to enroll.

Criminal Justice Information Center Help

Applicant Background Check (517) 241-0606	FOIA (517) 241-1934
Criminal History Records (517) 241-0606	MiCJIN Help Desk (877) 264-2546
Crime Reporting (517) 241-1704	Sex Offender Registration (517) 241-1806
Enforcement Records (517) 241-1888	Support Services (517) 241-1953
Firearms (517) 241-1917	Traffic Crash Reporting (517) 241-1699

How can we help? If you have ideas for future articles, please contact [Ms. Stephanie Zwiker](#) at (517) 241-0604.

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

<u>TOPIC</u>	<u>EDITION(S)</u>
AFIS	Sept/Oct '07, Jan/Feb '08, Mar/Apr '08, May/Jun '08, Jul/Aug '08, Sept/Oct '08, Sept/Oct '09, Mar/Apr '10, Jul/Aug '10, Sept/Oct '10
AFIS WORKGROUP	Sept/Oct '08
ALIAS/CRIMINAL HISTORY SYSTEM	Jul/Aug '07, Mar/Apr '08, Jul/Aug '08, Jul/Aug '09, Sept/Oct '09, Nov/Dec '09, Jan/Feb '10, Mar/Apr '10, May/June '10, Sept/Oct '10
APRS	Sept/Oct '09, Nov/Dec '09
CHR WORKGROUP	Sept/Oct '08
CJIS SECURITY POLICY	Mar/Apr '08, May/Jun '08, Jul/Aug '08, Jan/Feb '09, Sept/Oct '09, Jan/Feb '10, May/June '10, Nov/Dec '10
COMPACT COUNCIL	Nov/Dec '07, May/June '10
COURT DISPOSITION REPORTING	Nov/Dec '07, Jan/Feb '08, May/Jun '08, Jul/Aug '08, Jan/Feb '09, Nov/Dec '09, May/June '10, Jul/Aug '10, Sept/Oct '10
CRASH	Sept/Oct '10, Nov/Dec '10, Mar/Apr '11
CRIMINAL HISTORY BACKGROUND CHECKS	Mar/Apr '11
CRIMINAL HISTORY AUTOMATION	Jul/Aug '07, Nov/Dec '09
FBI/CJIS AUDIT	Jul/Aug '08, Sept/Oct '08, Mar/Apr '09, Jan/Feb '11
FBI UPDATE	Jul/Aug '07, Sept/Oct '08, Jul/Aug '10
FIREARMS/NICS	Sept/Oct '10, Nov/Dec '10, Jan/Feb '11, Mar/Apr '11
HOMELAND SECURITY	Nov/Dec '09
IAFIS	Jan/Feb '11

ICHAT	May/Jun '08, Sept/Oct '08
JUDICIAL DATA WAREHOUSE	Jan/Feb '08
LEIN AUDIT	Mar/Apr '08, Mar/Apr '09, Nov/Dec '09
LEIN CONTACTS	Jan/Feb '09, Mar/Apr '09
LEIN FUNDING	Mar/Apr '09, Jan/Feb '10, Nov/Dec '10
LEIN OPERATIONS	Mar/Apr '08, May/Jun '08, Jul/Aug '08, Jan/Feb '09, Mar/Apr '09, May/Jun '09, Sept/Oct '09, Mar/Apr '10, May/June '10, Jul/Aug '10, Sept/Oct '10, Mar/Apr '11
LEIN TRAINING	Jul/Aug '09, Sept/Oct. '09
LEIN VALIDATIONS	Jan/Feb '09, Mar/Apr '10, Jul/Aug '10
LEIN VIOLATIONS	Nov/Dec '10
LEIN WORKGROUP	Sept/Oct '08
LIVE SCAN/FINGERPRINTING	Jul/Aug '07, Sept/Oct '07, Nov/Dec '07, Jan/Feb '08, Mar/Apr '08, May/Jun '08, Sept/Oct '08, Mar/Apr '09, Jul/Aug '09, Jan/Feb '10, Mar/Apr '10, May/June '10 Sept/Oct '10
MiCJIN	Sept/Oct '08, Jan/Feb '09, Mar/Apr '09, Jul/Aug '09, Nov/Dec '09, Jan/Feb '10, Mar/Apr '10, May/June '10, Mar/Apr '11
MICR	Sept/Oct '10, Nov/Dec '10, Jan/Feb '11, Mar/Apr '11
NCIC	May/June '10, Sept/Oct '10, Jan/Feb '11
NGL UPDATE	Jul/Aug '07, Sept/Oct '07, Nov/Dec '07
PAPERLESS WARRANTS	Mar/Apr '11
PPO VIOLATIONS	Sept/Oct '07
PROSECUTOR CHARGE REPORTING	Nov/Dec '07, May/Jun '09, Jul/Aug '09, Sept/Oct '10
SECURID TOKENS	May/June '10
SEX OFFENDER REGISTRATION	Nov/Dec '07, Nov/Dec '09, Jan/Feb '10, Jan/Feb '11
STATEWIDE NETWORK OF AGENCY PHOTOS (SNAP)	Mar/Apr '08, Jan/Feb '10, May/June '10, Sept/Oct '10, Nov/Dec '10