

THE RAP SHEET

Information from the Criminal Records Division

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Welcome!

The RAP SHEET is the newsletter of the Criminal Records Division (CRD) of the Michigan State Police (MSP). The focus and intent of this division and this newsletter is to provide timely and accurate information to enhance criminal justice and public safety. It is not good enough to only make information available. The information must be accurate and timely. Criminal justice information and personal identifying information must also be maintained and communicated in a secure environment. The information provided in this issue is focused on information accuracy, systems access, and security.

MSP Judicial Correction Worksheet

The Criminal History Section (CHS) of the CRD receives a large number of dispositions daily. When a court requests a modification to a disposition that has already been submitted, they no longer have to send it by mail. The CHS has recently compiled a worksheet that can be e-mailed or faxed directly to the individual who will update the information. The MSP Judicial Correction Worksheet was sent via e-mail to all the courts in Michigan. Even if courts are unable to submit dispositions electronically, they can still use this worksheet to update or correct disposition information. Once the worksheet is completed, it can be e-mailed to MSP-CRD-JUDICIAL@michigan.gov or faxed to (517) 322-6288.

To obtain a copy of the MSP Judicial Correction Worksheet, or if you have any questions, please contact Ms. Diane Sandborn at (517) 636-0121 or sandbord@michigan.gov, or Ms. Sherry Rosin at (517) 636-4443 or rosins@michigan.gov.

Connectivity to the MSP Network

Local agencies can connect to MSP programs or to the Michigan Criminal Justice Information Network (MiCJIN) portal using one of the methods listed below:

- Local police departments, federal units, and county clerks can connect to the MiCJIN portal using a SecurID token. The SecurID token allows a user to connect to the state system using his or her local Internet access. Using a token, a local user can access Michigan Incident Crime Reporting, Statewide Network of Agency's Photos, Michigan Image Digital Retrieval System, Sex Offender Registry (SOR), and the Carrying Concealed Weapon program. The SecurID tokens are charged on a quarterly basis per token and are issued to an individual. They cannot be shared between users.
- The second method of connecting to the MSP network is using a Client Virtual Private Network (VPN). A client VPN consists of software that is loaded on the user's personal computer or Live Scan device and a SecurID token. Agencies use the Client VPN connection to access the Live Scan application. The Client VPN token is issued to an individual and cannot be shared between users. A Client VPN token is charged on a quarterly basis per token.
- A Gateway-to-Gateway VPN offers a connection that is always "turned on" and eliminates the need for a SecurID token. This type of connection uses an agency's broadband Internet access with a managed router/firewall at the state end and an unmanaged router/firewall at the local agency site. Multiple users can access all of our applications by using this type of connection.
- The most dependable connection to the state system is through a local government network (LGNET) circuit. This method uses secure lines and circuits between most counties and the state. These connections are monitored 24 hours a day, seven days a week by AT&T and the state. Agencies can access all MSP programs via an LGNET connection. This connection option is priced depending on the speed and capacity of the line. Most counties share the cost between several agencies to make it more affordable.

If you would like to discuss your connection options or pricing for any of the above methods, please contact the MiCJIN Access Administrator, Mr. William Timmer, at (517) 322-6025 or timmerw@michigan.gov.

Law Enforcement Information Network (LEIN) Clarification – Animal Control Officers

Animal Control Officers (ACO) must be under the direct jurisdiction and control of a law enforcement agency to receive information from LEIN. Being deputized is not sufficient management control under LEIN policy. ACO's who report to a unit of government other than an authorized law enforcement agency are not entitled to LEIN information. Questions may be directed to Mr. Kevin Collins at (517) 636-4544 or collinsk@michigan.gov.

Pop-Up Blocker

You've logged on to the MiCJIN portal and clicked on an application like SOR, but nothing happens. Chances are a pop-up blocker is in use. All the portal applications run as pop-ups.

To temporarily override pop-up blockers, hold down a **Ctrl** key and click on the link or application icon.

For a more permanent solution, you can turn off the pop-up blocker in Internet Explorer.

- Click on **Tools** in the Internet Explorer Windows menu.
- Roll the cursor over **Pop-up Blocker** and select **Turn Off Pop-up Blocker**.

To keep blocking pop-ups except for MiCJIN applications, do the following:

- Click on **Tools** in the Internet Explorer Windows menu.
- Roll the cursor over **Pop-up Blocker** and select **Pop-up Blocker Settings**.
- Add **micjin.state.mi.us** to the list of sites to allow.

If the portal applications still do not run, there may be additional pop-up blockers enabled. Check all custom toolbars like Google or Yahoo and disable all pop-up blockers.

LEIN Validations

The LEIN Administrative Rules require that each agency periodically validate the accuracy of entries into LEIN and the National Crime Information Center (NCIC) files. The following types of records may appear in these listings.

PERSONS:

Warrants	Unidentified Persons
Missing Persons	Gang and Terrorists
Injunctive Orders	Sex Offenders
Material Witnesses	

PROPERTY:

Vehicles	Guns
License Plates	Securities
Parts (Vehicle and Boat)	
Boats and Boat Add-on Parts	

Asterisks:

- * Records appearing for the first time.
- ** Records appearing for the second time.

All records appearing on validation lists with or without an asterisk must be validated with the exception of the stolen gun, vehicle, and boat parts records.

- Gun records are validated twice -- three months after entry and again 15 months after entry. There are no validation requirements after these validation periods.
- Vehicle and boat parts records are validated once when the record is 60 to 90 days old. There will be no subsequent validation of the record.

INSTRUCTIONS FOR VALIDATIONS:

- Do an inquiry on the LEIN/NCIC Record.
- Check the court file or contact the complainant and determine if the LEIN/NCIC record is still valid.
- Check the Original/Supplement document to support the LEIN/NCIC record.
- Compare documentation with the LEIN/NCIC record for accuracy.
- Accuracy of all records in LEIN must be verified by a second party check.
- Correct by modifying and/or canceling the LEIN/NCIC record.

On-Line Certification for Monthly Validations:

All monthly validations are to be done using LEIN with the following format:

- Message Key VLN.
- ORI of records to be certified.
- Date of Records.
- Name of Person Validating records (field 55).

Non-Terminal Agencies:

Agencies that do not have a LEIN station must contact their LEIN service provider to certify the records on-line.

Monthly Validation Listing is Mailed to Agencies

Month Records Were Entered

January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

October
 November
 December
 January
 February
 March
 April
 May
 June
 July
 August
 September

Monthly Notification Reminders:

LEIN Field Services Section reminds agencies about validations with an All-Terminal Message, as well as Criminal Justice Information System (CJIS) Listserv messages. If you are not a subscriber on the listserv, please send an e-mail to MSPLEINFSS@michigan.gov requesting to be added.

If you have any questions on monthly validations, please contact Mr. Jerry Scott at (517) 636-4543 or ScottJL@michigan.gov.

Local Agency Security Officer (LASO)

The NCIC Advisory Policy Board (APB) has required that each state local terminal agency head designate an individual within their agency to act as LASO. The LASO shall be responsible for ensuring compliance with LEIN and NCIC security policies, rules, and regulations.

The LASO will work directly with MSP's Information Security Officer (ISO) by being the point of contact to resolve matters as they relate to system security, security training, security violations, operation of local security programs, communication issues, Michigan CJIS Security Policy issues, and distribution of security

and training materials. The LASO should be a person conversant with communications, along with standard operating systems, and security. The LASO can be the same person as your Terminal Agency Coordinator or someone else who has the ability to perform the duties of this position. If this person subsequently is transferred, promoted, retired, etc., a replacement is to be named and CRD notified.

Since system security is an ongoing process and new vulnerabilities are discovered every day, the LASO is expected to subscribe to alert services such as Law Enforcement On-line and Community Emergency Response Team to keep abreast of current security advisories. The LASO should coordinate the securing of agency systems against intrusion by ensuring that agency personnel follow standard security practices and apply vendor patches when possible.

If you have any questions, please contact Ms. Terri Smith, ISO, at (517) 636-4545 or smithta@michigan.gov.

Background Screening for Systems Access and Computer Terminal Records Storage Areas Access

Under the Michigan CJIS Policy and the Federal Bureau of Investigation (FBI) CJIS policy, all personnel accessing criminal justice information systems or facilities are required to have a thorough background check.

Any employee, vendor, contractor, or temporary employee who will have unescorted access to CJIS and/or facilities must go through the background screening process, including criminal history and fingerprinting.

To verify identification, state of residency and national fingerprint-based record checks shall be conducted within 30 days upon initial employment or assignment for all personnel who have authorized access to FBI CJIS systems and those who have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS systems. Federal entities bypassing state repositories in compliance with federal law may not be required to conduct a state fingerprint-based record check. All requests for systems access shall be made to the CJIS Systems Officer (CSO).

If a felony conviction of any kind exists, the hiring agency shall deny systems access. If a record of any other kind exists, systems access shall not be granted until the CSO reviews the matter to determine if systems access is appropriate. If the person appears to be a fugitive or to have an arrest history without conviction for a felony or serious misdemeanor, the CSO shall review the matter to determine if systems access is appropriate.

Support personnel, contractors, and custodial workers who access computer terminal areas shall be subject to a state of residency and national fingerprint-based record check, unless these individuals are escorted by authorized personnel at all times.

If you have any questions, please contact Ms. Terri Smith, ISO, at (517) 636-4545 or smithta@michigan.gov.

Let Us Help

LEIN Field Services Help

LEIN Help Desk – 1-877-2-MICJIN

For assistance with:	Contact Name:	Contact Number:
AFIS fees, LEIN, LEIN connectivity fees, and paperless warrant requests	Ms. Peggy Hines	(517) 636-4519
Technical, operational, and ORI questions	Mr. Charles Hoffmeyer	(517) 636-4547
Validations and control terminals	Mr. Jerry Scott	(517) 636-4543
Queue dumps, violations, and policy questions	Ms. Liz Canfield	(517) 636-4542
LEIN audit and training question	Mr. Kevin Collins	(517) 636-4544
LEIN support staff	Ms. Diane Doubrava	(517) 636-4541

Criminal Records Division Help

Applicant Background Check (517) 322-1956

Criminal History Records (517) 322-1956

Fingerprints (517) 322-1956

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.