

THE RAP SHEET

Information from the Criminal Records Division

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Welcome!

The Criminal Records Division (CRD) relies heavily on the input provided by our local criminal justice partners to continue to enhance our criminal justice systems. This issue contains information regarding the continuation of the Law Enforcement Information Network (LEIN), the Criminal History Record (CHR), and the Automated Fingerprint Identification System (AFIS) workgroups. This issue also contains valuable information from the Federal Bureau of Investigation (FBI) regarding expungement notifications.

AFIS Update

Michigan's new AFIS has been running successfully for approximately two months. Statistics for the month of August are outlined below:

- 64,673 jobs were processed, averaging over 2,000 transactions per day
- 26,000 new state identification numbers (SIDs) were assigned
- 33,000 slap prints were recorded
- 1,000 latent searches
- 500 latents were registered to the unsolved database

Michigan's AFIS latent examiners are pleased with the speed, accuracy, and hits on the system. Most latent searches are returned within 30 seconds of entry and receive hits on a regular basis.

If your agency has a Live Scan with palm print capture capability and would like to start submitting palm prints to the Michigan AFIS and the FBI AFIS, we are accepting 500 ppi image resolutions for fingerprints and palm prints. Palm prints are now being accepted electronically from Live Scan devices.

Please determine what your Live Scan needs are to allow for the capability of electronic palm printing. We want to monitor your transactions to ensure that all is configured and working properly. To schedule testing and switchover, please contact the Identification staff at MSPLIVESCAN@michigan.gov or (517) 636-0124.

FBI CJIS Discontinues Expungement Notifications

Article taken from Criminal Justice Information Systems (CJIS) Information Letter, September 2, 2008

The FBI's CJIS Division advises of a change to the expungement notification process to nonfederal agencies as approved in June 2007 by the CJIS Advisory Policy Board. Currently, the CJIS Division notifies the appropriate arresting agency and, in some cases, the State Identification Bureau (SIB) of expunged arrests via a mailed hard copy of the FBI identification record with the caveat:

"Fingerprints and related data have been expunged from this record either at the request of the contributor; response to a court order; or because of nonserious nature of arrest. Any copy of this record previously received should be destroyed.

If your agency contributed to the deleted fingerprint data and no prints are attached, the card has been deleted from microfilm and/or destroyed. Promptly review the enclosed record and advise us if further changes or deletions are necessary."

Beginning September 7, 2008, the CJIS Division will no longer mail a hard copy of the FBI identification records to the arresting agency as a result of an expungement. However, the respective SIB will continue to receive its preferred method of notification. The discontinuation of generating hard copy records as a result

of an expungement will eliminate unnecessary or unwanted notifications and will enable the FBI to continue to provide accurate and timely fingerprint and criminal history services.

Agencies with questions should contact the Biometric Services Section Customer Service Group at (304) 625-5590 or at liaison@leo.gov.

Complete and Accurate Information

Live Scan – Computerized Criminal History (CCH) Correction Form

The Michigan State Police's (MSP) CRD receives thousands of Live Scan transactions daily. When a correction is needed on a Live Scan transaction, agencies should access the CCH correction form. This form enables law enforcement agencies to submit corrections to arrest data. Once completed, fax the CCH correction form to (517) 322-6288. Verification of corrections may be confirmed by running a query history on the SID number. Corrections are normally made within 24 hours. Please note that arrest information can only be changed when the original transaction was an arrest build. When utilizing an ID only search, the response will be returned via LEIN and then the data is discarded. Without fingerprints to document an arrest, charge data cannot be added to a subject's CHR.

The CCH correction form may be accessed at CHICCHRCORR@michigan.gov or (517) 636-0124.

Criminal Justice Information Network (MiCJIN) Communities

Did you know that if you use the MiCJIN portal to access LEIN, Automated Pistol Registration System (APRS), Statewide Network of Agency's Photos (SNAP), Sex Offender Registry (SOR), or the Michigan Digital Image Retrieval System (MiDIRS), you also have access to a web-community affiliated with these applications? The last choice on the left-menu bar inside MiCJIN is Communities. The next time you access the MiCJIN portal, click and see what is available to you. Each community is available only to users who have that application assigned to him/her. The communities have documents and manuals you can download, threaded discussion boards you can participate in, and links to other sites that provide additional information. Here are just a few of the resources available:

LEIN Community

- CJIS Security Policy
- LEIN Operations Manual
- Michigan CJIS Technical Security Guidelines

Automated Pistol Registration System (APRS) Community

- National Crime Information Center Gun Data Codes
- APRS Operating Manual
- APRS Printing Tips

Statewide Network of Agency's Photos (SNAP) Community

- SNAP Operating Manuals
- Best Practice Guidelines for Mug shots

Sex Offender Registry (SOR) Community

- SOR Operating Manual
- Links to other information sites such as VINELink, Michigan MCLs, and the Social Security Death Index
- Online SOR application training

MiDIRS Community

- Operating Manual, including the Acceptable Use Policy

Questions or suggestions regarding the MiCJIN Community pages may be directed to Ms. Mitzi Goldstein at 517-322-1922 or goldstem@Michigan.gov.

FBI CJIS Triennial Technical Security Audit

In June 2007, the FBI CJIS Audit Unit conducted a triennial technical security audit of the MSP and local agencies in Michigan. The FBI's Audit Unit found areas of non-compliance. The MSP Information Security Officer (ISO) conducted follow up audits of those agencies and determined they have been brought into compliance with the CJIS Security Policy. A compact disc of policies, procedures, and manuals will be mailed to each agency that has access to the LEIN network. If you have questions regarding the CJIS Security Policy, please contact the MSP's ISO at 517-646-4545.

Password Policy

Passwords are an important aspect of computer security and the front line protection for user accounts. A poorly chosen password may result in a compromise of the entire network. All employees, contractors, and vendors with access to your network are responsible for taking the appropriate steps to select and secure their passwords.

- Each user shall be issued a unique user ID and password for system/network access. This ID will be used to authorize access and to log user activity.
- Password composition shall be a minimum of eight characters in length. Passwords shall not be a dictionary word, a proper name, or the user ID.
- Members shall change their passwords every 90 days. The new password must not be the same as the previous ten passwords.
- Members shall keep their passwords private. If written down, passwords must be stored in a secure location where others cannot gain access.
- Passwords must not be inserted into email messages or other forms of electronic communication.

If you have questions, contact Ms. Terri Smith at smithta@michigan.gov.

Internet Criminal History Access Tool (ICHAT) Update

Recently, the Criminal History Section and the Department of Information Technology undertook a project to stop the use of Social Security Numbers (SSN) and Driver's License Numbers (DLN) on ICHAT. SSNs and DLNs have commonly been used in many types of background checks, both by the MSP and other organizations. However, too many users were confused about how that data affected the search process.

During an arrest, officers are not required to obtain a SSN or DLN. Many of our criminal records do not contain a SSN or a DLN. Therefore, SSNs and DLNs are not mandatory for a MSP name based criminal history search. Also, when an identity thief steals a person's SSN and/or DLN, stolen identifiers are placed on the criminal's record in case they try to use them again. If SSNs or DLNs were a high priority in an ICHAT search, it could cause a SSN or DLN based search to result in a "false positive." Therefore, SSNs and DLNs were given low priority in the search process. In effect, the SSN or DLN field only provided a distinction in scoring to provide a tie break if there were two records that were exactly the same.

Unfortunately, many users think that SSN and DLNs were given high priority and if an ICHAT user entered either entry and no hit resulted, it meant the person had no record. Users thought that if they searched a SSN and the other identifiers didn't match, that could return "false negatives," where no record is returned even though one exists. To help conform to State of Michigan regulations on personal privacy, a project was undertaken to eliminate those identifiers from ICHAT. The changes were made early this summer and were enthusiastically received by users concerned about identity theft and users who had been using SSNs and DLNs improperly.

User Workgroups

CHR, AFIS, and LEIN User Workgroups

Effective September 21, 2008, Executive Order 2008-17 went into effect transferring the duties and responsibilities of the CJIS Policy Council to the MSP.

As the MSP moves forward under the Executive Order, we will continue to provide quality LEIN and CJIS related resources, guided by input from our local partners. Several long standing and productive workgroups, representing a cross section of agencies from across the State of Michigan, will continue to provide input and guidance.

To that end, meetings of the LEIN Operations, CHR, and AFIS Workgroups will continue to be scheduled on a quarterly basis. The CRD managers that oversee the respective systems will chair their workgroup. The existing workgroups will continue with the current members; however, if you are interested in becoming an active participant of one of the workgroups, please contact that group's chair.

- LEIN Operations Workgroup - Ms. Terri Smith at SmithTA@michigan.gov
- CHR Workgroup - Mr. Chad Canfield at CanfieldC@michigan.gov
- AFIS Workgroup - Mr. Scott Blanchard at BlanchaS@michigan.gov

The MSP, CRD looks forward to working with our criminal justice partners with the shared goal of providing quality criminal justice information systems that serve the greater good of the criminal justice community.

Criminal Records Division Help

Applicant Background Check (517) 322-1956
Computerized Criminal History (517) 322-1956
Fingerprints (517) 322-1956

How can we help? If you have ideas for future articles, please contact Ms. Marcy Best at (517) 636-6158 or bestm@michigan.gov.