



**In This Issue...**

**Technology Commentary  
AFIS and Live Scan Projects**

AFIS 21  
Live Scan  
Live Scan Success Story  
Digital Mug System  
Investigative Resource Tool Project  
CHR Improvement Project  
LEAMS Project  
MIDIRS  
**Firearms Records**  
Pistol Sales Record & Query Gun Response  
Thompson Center Encore Conversions  
Document ORI Numbers on Safety Inspection Certificate  
NICS Checks for Individuals with CCW Licenses  
Changes to the Confiscated Firearms Disposition Sheet RI-54 (rev. 10-01)  
**Crime Analysis and Statistics**  
2000 Uniform Crime Report  
Domestic Homicides  
Services Provided by the Crime Analysis Unit  
**CJIS Policy Council**  
CJIS Policy Council Meeting October 18, 2001  
**Identification Issues**  
Notice of Fee Increase for State Fingerprint Processing  
Sex Offender Registration Verification Period  
Training for Sex Offender Registration  
Juvenile Court Mentoring Program  
Applicant Fingerprints/Fee for CCW

Renewal  
CRR Training Notice  
**LEIN**  
LEIN Training  
No LEIN Printout to CCW Gun Board  
Michigan CJIS Security Policy  
**UCR**  
MICR Data Corrections  
New Arrest Codes  
Listserv Service  
Reminder  
FSG Meeting a Success  
**UD-10 and CRASH**  
Correct Arrest Codes for Breathalyzer Entries  
Traffic Safety Summit  
28<sup>th</sup> International Forum on Traffic Records & Highway Information Systems  
Crash System Training  
Reporting Date of Birth on UD-10  
Legibility of UD-10  
Fatal Crashes  
Tracking System Implemented  
Crash Facts Book  
**Important Dates**  
**Fingerprint training** to be held in Lansing at the General Office Building, on the following Wednesdays, from 1:00 p.m. to 4:00 p.m. Contact Diane Crandell at (517) 322-1957 for reservations.  
February 6, 2002                      April 3, 2002  
June 5, 2002                              August 7, 2002  
**Program Contacts / Services**  
**AFIS and Live Scan**  
(Automated Fingerprint Identification System, AFIS21, Live Scan information)

(517) 322-5173                      (517) 322-6326 FAX  
**Applicant Identification**  
(Personal record checks, employer/licensee background checks, law enforcement clearances)  
(517) 322-1956                      (517) 322-0635 FAX  
**AICS**  
(Automated Incident Capture System, a record management system, training, help desk)  
(517) 322-4940                      (517) 322-5232 FAX  
**CHR Improvement Project**  
(Rewrite of the Criminal History Record database)  
(517) 322-5517                      (517) 322-6326  
**CJIC Internet Home Page**  
[www.state.mi.us/msp/cjic/index.htm](http://www.state.mi.us/msp/cjic/index.htm)  
**CJIS Policy Unit**  
(CJIS Policy Council responsibilities, criminal justice integration, interpretation of legislation, policy rules for LEIN/AFIS)  
(517) 322-5259                      (517) 322-6326 FAX  
**Crime Analysis and Statistics**  
(517) 322-6025                      (517) 322-5929 FAX  
**Criminal Identification**  
(PACC codes, criminal tracking number (CTN) information, arrest codes)  
(517) 322-1165                      (517) 322-6288 FAX  
(Expungements, return prints, set aside convictions, dispositions)  
(517) 322-1959                      (517) 322-6288 FAX  
(Copies of manuals *The Bench Guide, Criminal Record Reporting*)  
(517) 322-1957                      (517) 322-0635 FAX  
**Document Processing**  
(Keying and processing of UD-10, UCR

and MICR forms)  
(517) 322-5507                      (517) 322-5232 FAX  
**Firearms Records**  
(APRS system, License to Purchase, Safety Inspection Certificate, Concealed Pistol License, forfeiture of firearms and weapons)  
(517) 322-5518                      (517) 322-5929 FAX  
**Freedom of Information**  
(MSP incident reports and other information)  
(517) 322-5509                      (517) 322-5350 FAX  
**Investigative Resource Tool Project**  
(Web-based application that will query several databases with a single entry)  
(517) 322-5459                      (517) 322-6326 FAX  
**LEIN**  
(Administration of the Law Enforcement Information Network, training, auditing)  
(517) 336-6166                      (517) 336-6421 FAX  
**LEAMS**  
(Law Enforcement Agency Management System Project)  
(517) 322-5018                      (517) 322-5232 FAX  
**Sex Offender Registry**  
(517) 322-4939                      (517) 322-6288 FAX  
**Traffic Crash Data**  
(UD-10 submission and FARS)  
(517) 322-6910                      (517) 322-5385 FAX  
(CRASH statistics)  
(517) 322-6025                      (517) 322-5929 FAX  
**UCR**  
(Uniform Crime Reporting, MICR training, crime data submission questions)  
(517) 322-1150                      (517) 322-5385 FAX

**NEWS AND UPDATES**

**Technology Commentary**

**AFIS and Live Scan Projects**

**AFIS21**

MSP is in the final stages of testing and accepting the new Automated Fingerprint Identification System (AFIS21). Final steps are also being taken to install the last of the new remote AFIS terminals.

Both the Ottawa County Sheriff and Pontiac Police Department now have AFIS terminal sites. Pontiac Police Department is waiting for final connectivity of their terminal and Ottawa County Sheriff is being trained at Wyoming Police Department while waiting for their terminal to be installed. There are now 20 remote AFIS sites (7 MSP labs and 13 local agencies).

**MSP Labs**

Lansing Crime Lab  
Bridgeport Crime Lab  
Grand Rapids Crime Lab  
Grayling Crime Lab  
Northville Crime Lab  
Sterling Heights Crime Lab  
Marquette Crime Lab

**Local AFIS Terminal Sites**

Dearborn Police Dept      Oakland Co Sheriff (Southfield)  
Detroit Police Dept              Ottawa Co Sheriff  
Flint Police Dept                  Pontiac Police Dept  
Grand Rapids Police Dept      Redford Township DPS  
Lansing Police Dept              Taylor Police Dept  
Livonia Police Dept              Wyoming Police Dept  
Oakland Co Sheriff

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## Technology Commentary (*continued*)

These sites have extensive access to the MSP AFIS. AFIS terminals are primarily used to search AFIS with unknown latent prints from crime scenes. Sites have full-time latent examiners and crime scene technicians.

### Live Scan

There are about 80 agencies with approximately 110 terminals approved by the CJIS Policy Council to connect and transmit fingerprints electronically to AFIS. About 60 of the live scan terminals are connected. MSP is currently processing approximately 300 live scan transactions daily.

MSP live scan staff is currently working with Barry County Sheriff, Bay City PD, Berrien County, Calhoun County, Clinton County, Crawford County, Detroit PD, Flint Township PD, Ingham County, Isabella County, Jackson County, Kalamazoo County, Kalkaska County, Mason County, Midland County, and Otsego County in an effort to achieve connectivity to the AFIS.

Oakland County is in the final stages of testing to be completely paperless including prosecutor data to the state. MSP and the Detroit Police Department are diligently working to connect Detroit's 20 live scan terminals. Kalamazoo County, which includes the Sheriff, City Police Department and Portage Police Department, has started connectivity testing. Several other agencies are working with MSP on a regular basis to determine their next steps.

### Live Scan Success Story (Forwarded from Oakland County Sheriff)

On August 8, 2001 a person was arrested and taken to the Oakland County Jail on a charge of CCW. Deputies at the jail received a tip that this person may not be who he said he was. The deputy was instructed to run an AFIS check on the inmate on the receiving live scan machine. Within 30 minutes, a CCH response came back from MSP records via LEIN. The CCH had a different name with SID and FBI number. A LEIN check was run on the secondary name, with the following information from the Detroit Police Department: 2 counts of murder, 2 counts of felony cocaine possession, 1 count fleeing to avoid prosecution FBI, 1 count bench warrant for probation violation and 1 count possession of a firearm. The Detroit Police Department confirmed all warrants.

Even without the tip, the subject would have been fingerprinted with a "Subject Identification" request being performed and the arrested person being identified. However, without live scan, he would have been taken to court, given a high personal bond and released, never to be seen again.

For questions regarding live scan connectivity to the MSP AFIS please contact Scott Blanchard, AFIS and Live Scan Manager at (517) 322-5173.

### Digital Mug System

Michigan State Police has selected a vendor for a State Repository Digital Mug System and will start the installation early next year.

This system will allow for statewide access to mug shots (including scars, marks, and tattoos). Available for a criminal line-up, addi-

tional assistance for positive identification, facial recognition (actually search the database by facial picture), and future picture retrieval through the Criminal History Record (CHR).

The system is to be a state repository for criminal mug shots. Each mug will have a positive fingerprint identification and will be assigned a state identification number (SID) linking it to the Criminal History Record. Mugs will be submitted via the live scan transmission with the fingerprint.

In addition, we will be working with agencies to convert several existing local mug shot databases.

There will be three levels of access for criminal justice users: simple searches by name, SID, or other identifiers, creating lineups based on physical feature information, and entering an unknown facial image for a search. Details regarding implementation have not yet been completed.

The goal of the MSP is to create and populate the database. It is extremely vital that live scan users who also have mug systems work with their vendor(s) and prepare to add mugs to the electronic submission to AFIS. AFIS will then forward the demographic information and mugs to the Digital Mug System.

Contact Jeremy Slavish, AFIS and Live Scan Section, at (517) 322-5908 or SlavishJ@state.mi.us for assistance or with questions regarding the mug shot project.

### Investigative Resource Tool Project

The Criminal Justice Information Center has received a grant to develop a product that is key to the state's integration efforts. This tool will be a web-based application that will query several databases with a single entry. It will be invaluable to investigators looking for information on individuals. The project is in the planning stages. The CJIS Integration Committee is assisting in developing the concept more fully. Chad Canfield has been hired as the project manager.

### CHR Improvement Project

MSP received a total of four proposals from software vendors located throughout the United States. The Joint Evaluation Committee (JEC) held a series of meetings to evaluate the proposals. Three of the four vendors were invited to participate in oral presentations. Presentations were held at the MSP Training Academy on October 9-11, 2001. JEC members and MSP staff were in attendance. The JEC selected a vendor and forwarded the recommendation to the State Administrative Board (SAB) for approval. Review and approval by the SAB is scheduled for December 4, 2001.

MSP is currently in the negotiation phase with the selected vendor. It is expected that if the SAB approves the JEC selected vendor a contract will be signed by mid-December. The project kick-off is scheduled for January 8, 2002.

For additional information, contact Tracy Varano, CHR Project Manager at (517) 322-5517 or at [varanot@state.mi.us](mailto:varanot@state.mi.us)

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## Technology Commentary (*continued*)

### Law Enforcement Agency Management System (LEAMS)

The Law Enforcement Agency Management System (LEAMS) project, after careful consideration and analysis, has selected Megg Associates, Inc. as the vendor. Megg Associates is based in Salt Lake City, Utah and has over 16 years of experience in developing, delivering and supporting advanced records management systems which include law enforcement, fire, jail, corrections, and court record management. Megg has deployed similar LEAMS-type systems with the Port of Seattle Police Department, the Utah County Sheriff Department, the Provo Police Department (Utah), the Tennessee Valley Authority five state consortium, and the Knoxville Police Department.

The LEAMS project will move forward in the planning and implementation phases with the overall objective of delivering five major components: incident reporting (replacing AICS), intelligence reporting (replacing STATIS), electronic citation generation, electronic crash reporting, and officer activity reporting. Megg's CRISNet with ActivePaper™ product provides the comprehensive, turnkey solution to deliver these modules. CRISNet is a browser-based (Internet technology) system with component architecture that allows for open extension and flexibility for the future. CRISNet's technology is based on thin bandwidth connectivity (mobile feature), off-line functionality (product functions when connectivity is not possible), version-less client software (eases maintenance of client PCs in the field) and features a patented form replacement technology called ActivePaper.®

CRISNet has the ability to interface with end user devices such as PocketPC hand-held devices for capturing information. CRISNet software in conjunction with these types of end user devices can provide the capability for mobile data transmission, address validation, and Global Positioning Systems (GPS) to capture coordinates for citations, crash, and incidents. CRISNet software can also accept bar codes and magnetic stripes for driver's licenses and vehicle registration validation. CRISNet will also allow LEAMS to collect video, audio, and pictures as part of an incident. The product will include routing logic to provide e-mail alerts and notifications of reports to supervisors, billing departments, or other work sites needing real-time information. CRISNet will include CAD and LEIN interfaces; automatic warrant generation, and informant tracking.

The LEAMS project team is working closely with Megg to produce a contract. Contract features will include the CRISNet and ActivePaper™ software source codes and a deliverable-based payment method. The contract will also feature three on-site Megg personnel to work out of MSP Criminal Justice Information Center (CJIC). It is anticipated that the contract will be in place by December 2001.

For further information, contact LEAMS Project Manager, Dawn Brinningstaull, at (517) 322-5018.

### Michigan Digitized Information Retrieval System (MIDIRS)

MIDIRS, a new investigative tool available to 200 law enforcement agencies or work sites, is currently being tested at a select number of sites for troubleshooting purposes. When this testing phase is complete, a systematic roll out to the remainder of our pre-selected agencies and work sites will begin, as the two-year pilot project becomes fully operational.

This automated system permits work sites to use standard web browser software to access and retrieve digitized information. TCP/IP connectivity is required for MIDIRS. Each site is permitted up to six (6) operators. One operator will act as Field Administrator, much the same as a LEIN TAC, and eventually will be responsible for user training, reviewing use logs and liaison with the MSP LEIN Field Services Section. Law enforcement agencies will continue to be able to obtain digital images by contacting the MSP Special Operations.

Agencies and work sites have been selected for potential participation based on the volume of requests for Department of State images in 2000 through MSP Special Operations.

When testing is concluded, agencies and work sites will be invited to participate as TCP/IP connectivity and related programming changes are achieved. Upon issuance of access, LEIN Field Services will monitor and reassign access in order to maximize use of the system.

If you would like additional information, please contact Pat Mort, Imaging Project Technician, at (517) 336-6150 or by email at [mortp@state.mi.us](mailto:mortp@state.mi.us). ■

## Firearms Records

### Pistol Sales Record and Query Gun Response

When the Firearms Records Unit receives a Pistol Sales Record (RI-60), an entry is made into the gun database through LEIN. The entry gives the gun description, the date the gun was sold and the CCW number.

On a QG (query gun) LEIN is programmed to first check the automated system. Then if there is no record, a message prints to the Firearms Records Unit for a search of the manual files. The entry of the Pistol Sales Record will prevent the query information from being forwarded for a manual search. If owner information is not complete on the automated system record and it is needed, send an administrative message to MI3300800 or GUNS, or call (517) 322-5518 to request a manual search of the files.

### Thompson Center Encore Conversions

If a Thompson Center model Encore is purchased with a shoulder stock and a long barrel on it, it is a violation of state law to replace the stock with a pistol grip and/or the barrel with a short barrel. Michigan law defines a rifle as "a firearm ... intended to be fired from the shoulder ..." and a short-barreled rifle as "a rifle having 1 or more barrels less than 16 inches in length or a weapon made from a rifle, whether by alteration, modification, or otherwise, if the weapon as modified has an overall length of less than 26 inches."

If a Thompson Center Encore comes into this state with a pistol grip on it, all license and safety inspection requirements apply. An Encore pistol may legally be converted from a pistol to a rifle; however it cannot be converted back.

Although the Encore is the most common Thompson Center that has been encountered where individuals have attempted to convert a rifle into a pistol, these same restrictions apply to a Thompson Center Contender if it has been assembled as a rifle.

### Document ORI Numbers on Safety Inspection Certificate

Information from Safety Inspection Certificates and Licenses to Purchase is entered into the gun database via LEIN. They are entered immediately at the time of registration at agencies using the Automated Pistol Registration System. All others are entered by the Firearms Records Unit personnel. In order to provide all information needed for entry, the agency's ORI number must appear on the face of the Safety Inspection Certificate in the "city/county/township" field.

### NICS Checks for Individuals with CCW Licenses

Michigan law now allows a person with a Concealed Pistol License issued after July 1, 2001, to purchase a pistol without a License to

Purchase. NICS is reviewing Michigan law and will make a determination on whether the CCW license will serve in lieu of the NICS check. Until that determination is made, it is necessary for an FFL dealer to check with NICS before completing a sale of a firearm to a CCW licensee.

### Changes to the Confiscated Firearms Disposition Sheet RI-54 (rev. 10-01)

As a result of PA 381 of 2000 (the revised CCW law), some policies for disposing of forfeited firearms to the Michigan State Police (MSP) Firearms Records Unit have changed. **All of these changes affect only pistols confiscated after July 1, 2001.**

The revised CCW law places new responsibilities on the MSP regarding forfeited firearms. Therefore, the RI-54 was updated in order to fulfill those responsibilities. **When completing the Confiscated Firearms Disposition Sheet RI-54 (rev. 10-01), you must now indicate whether or not the weapon was forfeited to the state under Michigan's Firearms Act (MCL 28.421 to 28.435).** Violations of the Firearms Act that authorize forfeiture include:

- Carrying a concealed pistol under the influence of alcohol or a controlled substance *MCL 28.425k*
- Carrying a concealed pistol in a "pistol free zone" *MCL 28.425o*
- Failing to disclose to a peace officer that one is in possession of a concealed pistol *MCL 28.425f(3)*

Please note: a violation of MCL 28.425f (2), failing to produce both a CCW license and a drivers license or Michigan ID card, requires a different process for forfeiture. If firearms are forfeited under this section, a written statement that the firearm was properly seized and forfeited according to MCL 600.4701 to 600.4709 must also be provided prior to the weapon being accepted by the MSP.

As before, MCL 750.239a requires that a police agency return recovered stolen firearms to their owners if possible. This section has not been repealed or amended. Each submitting agency is still required to submit a letter with the RI-54 stating that any stolen entries have been investigated and the weapons are clear for disposal. Any firearm seized under a violation of the penal code may be submitted for destruction after all evidentiary needs are met.

A copy of the new RI-54 Confiscated Firearms Disposition Sheet is available by faxing a request to (517) 322-5929, or from the MSP web site at [www.msp.state.mi.us](http://www.msp.state.mi.us). The RI-54 must be completed and forwarded to MSP CJIC Firearms Records Unit, 7150 Harris Dr., Lansing MI 48913 **prior** to turning over confiscated weapons to the MSP. ■

## Crime Analysis and Statistics

### 2000 Uniform Crime Report

The 2000 edition of Crime in Michigan, Uniform Crime Report is now available. The report is available on the Internet at [www.state.mi.us/msp/cjic/crimestat.htm](http://www.state.mi.us/msp/cjic/crimestat.htm). Print versions are available upon request from the Crime Analysis Unit at (517) 322-6025. The 2000 edition of Crime in the United States, published by the FBI is also available on their web site at [www.fbi.gov/ucr/ucr.htm](http://www.fbi.gov/ucr/ucr.htm).

### Domestic Homicides

The 2000 Uniform Crime Report shows 42 victims of domestic violence homicide. However, due to problems with agencies not submitting domestic violence reports, many domestic incidents are being left out of the count. Agencies that report crime data through the MICR system are automatically submitting domestic incidents with the regular crime reports. However, agencies that are still reporting on the old summary UCR system must submit a supplemental domestic report in addition to the regular crime reports. There is no way to determine which crimes in the summary UCR system are domestic unless the supplemental domestic report is completed.

The importance of accurate reporting for domestic violence data cannot be overstated. The Michigan Domestic Violence Homicide Prevention Task Force, led by Lt. Governor Dick Posthumus, recently released a report on homicide prevention. This report stated that "no accurate or uniform system for reporting and standardizing data collection for domestic violence crimes and homicides currently exists, making it nearly impossible to track and study the incidents of abuse." The current reporting system is designed to provide much of this vital information, but the data is not useful unless all domestic incidents are included.

An examination of the supplemental homicide data shows that at least 98 homicide victims should have been included in the domestic violence reports. The following data shows a breakdown of these homicides:

<b>Offender Information</b>		<b>Victim Information</b>			
Age:	00-19	08	Age:	00-19	23
	20-39	56		20-39	39
	40-59	30		40-59	26
	60-79	04		60-79	07
	80+	00		80+	03
Sex:	Male	82	Sex:	Male	36
	Female	16		Female	62
Race:	Asian/Pac Isl	02	Race:	Asian/Pac Isl	02
	Black	39		Black	31
	Unknown	01		Unknown	01
	White	56		White	64
<b>Relationship of Victim to Offender</b>					
Boyfriend/girlfriend					23
Brother/sister					04
Other family					12

### Services Provided by the Crime Analysis Unit

#### Purpose of the Crime Analysis Unit:

Provides information, written reports, and referrals for crime and traffic crash statistical data to law enforcement, policy makers, and others to assist with public safety efforts.

#### Available Crime Data:

**MICR:** The Michigan Incident Crime Reporting (MICR) system provides a valuable source of detailed incident crime data. In 2000, 85% of all Michigan law enforcement agencies representing 78% of the state population submitted data to the MICR system. The majority of counties (70%) have complete participation, allowing for regional crime analysis. All MICR data can be queried by the Crime Analysis Unit to create reports on request (see MICR code card for a list of all available fields). Data is available for annual totals, monthly totals, or by specific date of the incident.

**UCR:** The Uniform Crime Reporting (UCR) system provides summary crime data for the entire state of Michigan. All data can be broken down by county and individual law enforcement agency. The UCR data is compiled annually into both statewide and national reports. Both reports are available on the Internet. Michigan UCR at [www.state.mi.us/msp/cjic/crimestat.htm](http://www.state.mi.us/msp/cjic/crimestat.htm), national UCR at [www.fbi.gov](http://www.fbi.gov). Data is available for annual totals.

**Domestic Violence Data:** Detailed incident data on domestic violence is available that can be broken down for state totals, county totals, or by individual law enforcement agency. Details provided for domestic violence data include the relationship between the victim and offender, identifying characteristics of both the victim and offender (race, sex, age), injury sustained by the victim, weapon used in the incident, and criminal offense type. Data is available for annual totals (domestic data submitted through MICR is available more frequently).

**Hate/Bias Crime Data:** Detailed incident data on hate crime is available that can be broken down for state totals, county totals, or by individual law enforcement agency. Details provided for hate crime data include offense type, bias motivation, and location type. Data is available for annual totals (hate crime data submitted through MICR is available more frequently).

**Crime Analysis Reports:** Periodic reports are published that provide summary analysis on specific crime topics for entire state by county and State Police district.

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## Crime Analysis and Statistics *(continued)*

### Available Traffic Crash Data:

**FARS:** The Fatality Analysis Reporting System (FARS) provides detailed statistical information on fatal traffic crashes. Details provided for fatal crashes include the date of the crash, the crash type, alcohol or drug involvement, number of people killed in the crash, restraint use, blood alcohol content, and victim age. All FARS data can be queried by the Crime Analysis Unit to create reports on request. Data is available for annual totals, monthly totals, or by specific date of the crash.

**Crash Statistics:** The Crash Statistics program provides detailed statistical information on all traffic crashes as reported on the UD-

10 report. All Michigan law enforcement agencies contribute to this data system. All Crash data can be queried by the Crime Analysis Unit to create reports on request (see UD-10 for a list of all available fields). Data is available for annual totals, monthly totals, or by specific date of the incident.

**Reference Source for Law Enforcement:** The Crime Analysis Unit provides assistance in finding sources of statistical information useful for law enforcement. The unit maintains a wide array of resources and contact information. Simply call or email with your question, and the Crime Analysis staff will work to either provide the information or refer you to someone who can. ■

## Criminal Justice Information Systems Policy Unit

### CJIS Policy Council Officers:

- Chair: Sheriff Stephen DeBoer, Barry County Sheriff Department
- Vice-Chair: Chief James Valentine, Lowell Police Department
- Executive Secretary: Ms. Katherine Rector, Michigan State Police

### CJIS Policy Council Meeting October 18, 2001

The CJIS Policy Council took the following actions:

- Election of Officers:
  - Sheriff Stephen DeBoer – Chair
  - Chief James Valentine – Vice Chair
- Appointment of Chairperson of the Committees
  - Prosecutor Jeff Sauter – Administration Committee
  - Ms. Rosemarie Pifer – Integration Committee
  - Chief James Valentine – Operation & Technical (O&T) Comm.
  - Prosecutor Charles Sherman – Security & Privacy (S&P) Comm.
- The new NCIC missing person category of “other” will not be added for use in Michigan at this time. Due to all of the problems Michigan has had with the missing person file, the Council voted in July to eliminate the Voluntary Missing File from LEIN. The O&T Committee will re-evaluate the need for this category after the voluntary missing file has been deleted from LEIN for 6 months.
- Approved the new Michigan CJIS Security Policy. Copies of the policy are being distributed to all criminal justice agencies. There are several changes in the Policy including:
  - Recommends that once a person has been approved they must be re-certified with a background check every 5 years.
  - Requires a thorough personnel background screening including a state and federal fingerprint based background check that must be conducted within 30 days of employment or assignment of personnel.
  - Commercial dissemination of state and federal “hot files” records is prohibited. The wholesale marketing of data for profit is not permitted.
  - All users must provide a reason for all III inquiries.
  - Each criminal justice agency authorized to access CJIS information must have a standard written disciplinary policy for violations of CJIS policies and rules.
  - Encryption requirements have changed for all wireless and dial-up connections.
  - A “public network” has been specifically defined in the new policy as “a telecommunications infrastructure that supports a variety of users.” The usage of such a network by a non-criminal justice entity dictates that it be considered a non-secure network.
  - User level authentication for all users is required by September 30, 2002. The date has been revised from January 1, 2001, to September 30, 2002 by documented agreement extension from the FBI ISO.
- Each agency must assign a Local Agency Security Officer (LASO).
- The CJIS Policy Council rescinded the LEIN Personnel Security Policy of July 1, 1996 as the personnel security requirements were revised and are part of the new CJIS Security Policy.
- Approved Michigan’s participation with the Office of Inspector General’s Fugitive Felon Project. The program would require Michigan to provide a copy of the felony warrants in LEIN to be matched against the Supplemental Security Income (SSI) beneficiary roles. Once a SSI record was verified as a match with an active warrant, Social Security Administration (SSA) would share address information with the reporting law enforcement agency and suspend SSI benefits.
  - The project will allow the SSA to electronically receive approximately 26,000 Michigan felony warrant records per month from the Law Enforcement Information Network (LEIN) for matching with Social Security records.
  - The following actions will be taken when SSI recipients are identified as fugitive felons:
    1. The FBI will be notified of the matches and it will generate letters to the agencies that hold warrants 30 days prior to any SSA action to rescind SSI benefits.
    2. If the fugitive is not apprehended, the SSA will stop SSI benefits.
    3. The applicable state social service agencies will be notified that the recipient is ineligible for benefits so that state housing, food stamps, medical or welfare benefits may be halted.
- Approved the retention of non-violation and violation files for a minimum of 5 years after the case has been closed.
- Discussed the Driver Privacy Protection Act (DPPA) and determined it would be good to publish information to criminal justice agencies. Officers and civilian staff who access license plate or driver license records for personal use can be prosecuted for a Driver Privacy Protection Act (DPPA) felony. The offense would be in addition to any LEIN misdemeanor (for first violation) that might have been committed under the LEIN Policy Act. DDPA-type felony provisions also appear in the State’s Personal ID Card Law, and in the watercraft, ORV and snowmobile chapters of Michigan’s Environmental Protection Act. LEIN can be the conduit for the violation. An article will be published in the LEIN News Bulletin and the Prosecutor’s Bulletin.

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## Criminal Justice Information Systems Policy Unit (*continued*)

- The Sheriff's Office is obligated to complete a background investigation for the CCW board and advise the board on whether or not they have found any disqualifiers in the LEIN, NCIC or NICS databases. Clarification was requested from the Federal CJIS regarding use of the NCIC and NICS printouts.
  - Past practice of LEIN is not to allow the LEIN printout to be given to the CCW Board.
  - The printouts of the federal records can not be handed over to the Board.
  - The sheriff department is to compile a report indicating why the CCW license should be denied.
  - There is also no provision for the secondary dissemination of information derived from a NICS check.
  - The criminal history information received in response to the submission of the fingerprint card can be provided to the Board.
- Endorsed the MSP to move forward with the Criminal Justice Information Network (CJIN) proposal as long as there is crafted language that stipulates criminal justice will have priority in the use of the network and also pending the result of the communication line study.
- Endorsed the following three CJIS Integration Operational Requirements as priority to expend resources as they become available over the next year:
  - Every Michigan public safety agency shall be able to obtain a record through an inquiry by name and date of birth, of a person who has one, within 1 minute and to the officer within 2 minutes, with history currency of 24 hours. The records received should include all those records available in the current LEIN, Criminal History, SOS, NLETS, NCIC and III files.
  - Every public safety agency shall have access to a newly created, centrally held image repository. This repository shall maintain mug shots, palm prints and images of scars, marks and tattoos. This information shall be returned to a search request as a supplement to the Criminal History Record Information System (CHRIS).
  - Every public safety agency should be able to determine pre-adjudication information including pending charges, bail and bond release, and conditions within 24 hours accuracy. ■

## Identification Issues

### Notice of Fee Increase for State Fingerprint Processing

A recent Executive Order issued by the Governor's Office has increased the state applicant fingerprint processing fees to \$30. This increase will be effective January 1, 2002.

Any applicant fingerprints received by CJIC after January 1, 2002 without the correct processing fee, will be rejected from processing and the check returned. This change does not affect the fee amount paid to the county clerk for a CCW application.

If you have a prepaid account from which fees are collected, fingerprints processed on or after January 1, 2002 will be processed at the rate of \$30.00 for each fingerprint. Please submit adequate payment to your prepaid account to ensure there will be no shortages and subsequent rejects when fingerprints from your agency are being processed.

The following identifies the type of applicant fingerprint processing affected by this increase.

Applicant Type	State Fee	FBI Fee	Total Fee
Personal Record Check	\$30	NA	\$30
CCW License Renewal	\$30	\$24	\$54
Horse Racing License	\$30	\$24	\$54
Debt Management License	\$30	NA	\$30
Application to Set Aside Conviction	\$30	NA	\$30
Liquor License	\$30	NA	\$30
Visa/Immigration Application	\$30	NA	\$30
Securities License	\$30	NA	\$30
Adoption Application	\$30	NA	\$30
State Bar License	\$30	\$24	\$54
School Teacher, Administrator, etc	\$30	\$24	\$54
Insurance Company Director, etc	\$30	\$24	\$54
Petition for Name Change	\$30	\$24	\$54
Private Security Guard License & Employment	\$30	NA	\$30
Private Detective License	\$30	NA	\$30
Casino Gaming License, etc	\$30	\$24	\$54
Driver Trainer School License or Instructors	\$30	\$24	\$54
Salvage Dealer License, etc	\$30	\$24	\$54
HUD Public Housing	\$30	\$24	\$54
FIA Employment	\$30	NA	\$30
National Child Protection Act-Employment	\$30	\$24	\$54
National Child Protection Act-Volunteer	\$30	\$18	\$48

Authority: Rosemarie Pifer, Director • Criminal Justice Information Center.

### Sex Offender Registration Verification Period

January 1-15, 2002 marks the address verification period for both **FELONY** and **MISDEMEANOR** offenders in Michigan. Taking into

account the sex offenders who have died, moved out-of-state, or are currently incarcerated, law enforcement faces over 16,000 sex offenders who must verify their current address in person at the local law enforcement agency having jurisdiction over the area in which they reside. Currently over 11,000 sex offenders are incarcerated and not required to verify their address.

This overwhelming number can make the quarterly verification period a challenging time for law enforcement. Here are some tips to remember to help agencies through address verification:

1. Complete the DD-4 *Michigan Sex Offender Registration* Address Verification section, and give the yellow copy to the offender.
2. Juveniles must have a parent/guardian present to verify the address and sign the DD-4 *Michigan Sex Offender Registration* Address Verification section.
3. Offenders must present a current valid Michigan driver's license or personal ID card with a digitized photograph—**no exceptions**.
4. Query LEIN to check the sex offender registration record. If the following are **NOT** present, they **MUST** be entered by the verifying agency in order to comply with **FEDERAL** and **STATE** mandates:
  - A. FBI number
  - B. SID number
  - C. SSN number
  - D. Driver's License or Personal ID card #
  - E. "Notification has been made to offender" (This indicates that the DD-4A form has been signed and mailed to Sex Offender Registry Unit. If this is **NOT** noted on the LEIN record, a DD-4A *Explanation of Duties to Register as a Sex Offender* **MUST** be completed and mailed to the MSP, Sex Offender Registry Unit, 7150 Harris Drive, Lansing, MI 48913).
  - F. Aliases, if applicable (married/single names of female offenders may be placed in this category).
5. Enter the ADDRESS VERIFICATION into LEIN by applying the address verification flag. An ADDRESS UPDATE is a change of address only and will not activate the address verification flag.
6. Discard the DD-4 after entry into LEIN. They are a "worksheet" only document for the agency. All signed DD-4A *Explanation of Duties to Register as a Sex Offender* should be mailed to the MSP, Sex Offender Registry Unit, 7150 Harris Drive, Lansing, MI 48913.
7. After the verification period has ended, request certified copies of Sex Offender Registration Records and DD-4A *Notification of Duties to Register As a Sex Offender* from the MSP, Sex Offender Registry Unit, 7150 Harris Drive, Lansing, MI 48913 by submitting the following:
  - name and date of birth of the sex offender
  - name of official requesting the information
  - mailing address of agency

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## Identification Issues *(continued)*

You may submit by mail to the MSP Sex Offender Registry Unit, 7150 Harris Drive, Lansing, MI 48913, e-mail PSORS@state.mi.us, FAX (517) 322-6288, or telephone (517) 322-4939. Allow 3 days to process the paperwork. Prosecutors usually want the documents with the warrant request.

### TRAINING for Sex Offender Registration

Training for criminal justice agencies in sex offender registration law and procedures is available by contacting Charlotte Gray, MSP SOR Analyst, at (517) 322-4939 to make arrangements. Class size of approximately 20 participants is preferred. Classes consist of a one-hour Power Point presentation and include a training manual.

### Juvenile Court Mentoring Program

The NCIC Access Integrity Unit has alerted the Michigan Control Terminal Officer that there may be some misunderstanding in regard to the court or prosecutor use of LEIN and purpose code "J" to query NCIC records when screening volunteers for the Attorney General's youth mentoring program. This NCIC access must be limited to screening of volunteers once they are actually reporting to the court or the prosecutor as volunteers assigned to youths in the criminal justice system.

If the court or prosecutor uses a non-criminal justice agency as a pre-screen facility for these volunteers, they must not provide that agency with the criminal record available from LEIN and a purpose code "J" inquiry. This type of inquiry is only for criminal justice agency use. However, the Michigan criminal conviction record is available to the non-criminal justice agencies by other means. The pre-screen facility should contact the Michigan State Police applicant help desk at (517) 322-1956 for alternatives.

### Applicant Fingerprints/Fee for CCW Renewal

Reminders when submitting applicant fingerprint cards for CCW renewal.

- The card must be submitted together with the required fee (\$39 fee if received prior to January 1, 2002; \$54 fee thereafter). If the fee is not attached to the card marked as a renewal when

received by the CJIC, processing of the fingerprint card will stop and the submitting agency will be contacted requesting the fee.

- The fingerprint card (RI-8) must indicate the submission as a CCW renewal.
- On the RI-8 (rev. 1/2000) this is accomplished by writing "CCW Renewal" on the "Other" line of the of the applicant card.
- On the RI-8 (rev. 9/2001) there is a box to check that indicates the prints are for a CCW renewal.
- Fingerprint cards not properly marked and no fee provided are processed as new applications.
- If it is discovered that fingerprints were mailed without the fee attached do not send the fee separately without contacting the applicant help desk first at (517) 322-1956.
- To avoid delays in processing of CCW applicant renewals, remember to properly mark the cards and attach a check to the fingerprint card before mailing.

### CRR Training Notice

In March 2002, the CJIC will mail out a notice for criminal records reporting (CRR) training. All persons who fill out criminal records reporting forms (e.g.; fingerprint cards, court forms, etc.) used to build the state criminal history record are encouraged to attend training. Classes will be held in the Lansing area in April and May. Class size is limited and training dates will be added if there is demonstrated interest.

This CRR training does not include training in fingerprinting techniques. **Fingerprint training** is held in Lansing at the General Office Building, on the following Wednesdays, from 1:00 p.m. to 4:00 p.m. Contact Diane Crandell at (517) 322-1957 for reservations.

February 6, 2002

April 3, 2002

June 5, 2002

August 7, 2002 ■

## LEIN – Law Enforcement Information Network

### LEIN Training

The CJIC LEIN Field Services Section is offering the following training during January, February and March of 2002.

#### Three-day Basic LEIN Hands-on

This class includes basic LEIN information and policies. LINXX terminals are used to teach inquiry and record entry techniques. Operators who do not enter records may attend the first two days. LEIN trainers recommend that attendees have 2-3 months experience prior to attending this class. These classes are offered in Lansing on the following dates: February 4-6, February 11-13, February 25-27, and March 25-27. The cost of this class is \$27.00 per person. Meals are provided.

#### One-day Terminal Agency Coordinator (TAC)

This is a one-day class for TACs at query-only agencies such as courts, prosecutors, or correctional facilities. The class utilizes overhead presentations, handouts, and LINXX screen displays to provide an overview of the responsibilities of the TAC. Topics include training and testing of operators and practitioners, audit procedures, access to LEIN information, plus rules and regulations regarding the operation of LEIN. This class will be held in Lansing on January 10. There is no cost for this class; attendees are responsible for their own meals.

#### Two-day Terminal Agency Coordinator (TAC)

The two-day TAC training is directed at agencies that perform record entry and modification and includes data quality and validations in addition to the material covered in the one-day TAC class. This class will be offered in the second quarter of 2002. The cost of this class is not determined at this time.

#### Train the Trainer

This training is designed to provide agency personnel with the skills and knowledge to provide biennial LEIN training to fulfill the training requirements for operators and practitioners. Agency personnel who have knowledge of LEIN and will provide LEIN training within their own agencies are encouraged to attend this class. This one-day class will be held in Lansing on January 7. There is no cost for this class; attendees are responsible for their own meals.

To register for the above classes, submit the name of the class, the name of the student(s), and the agency name and originating identifier (ORI) to the MSP LEIN Field Services Section. Registrations will only be accepted by administrative message to ELIT or by e-mail to [MSPLEINFSS@STATE.MI.US](mailto:MSPLEINFSS@STATE.MI.US). Please note "Training Registration" in the e-mail subject line. Specific training locations will be included with the confirmation from the LEIN Field Services Section.

### No LEIN Printout To CCW Gun Board

The July 2001 LEIN News Bulletin outlined that no LEIN/NCIC printout could be disseminated to the county CCW licensing board. MCL 28.425b, Sec. 6 requires the sheriff to verify specified licensing requirements through LEIN and report findings to the concealed weapon licensing board. The report which the sheriff provides to the licensing board may include the reason for the requirements not being met, but the actual LEIN printout shall not be provided, per the LEIN Administrative Rules 28.5201 and 28.5208 (printed below). An example would be the sheriff verifying a personal protection order on the applicant and then reporting to the licensing board that the applicant does not meet the requirements based on the order. The report may include the name of the issuing court.

The National Crime Information Center (NCIC) confirmed this LEIN policy of no printouts to the licensing board by recently responding to questions from the Michigan Control Terminal Officer:

1. Can the Sheriff's Department provide the gun board with the NCIC printout from the name search inquiry?

**No.** If the Sheriff's Office was the entity that issued the license, that office, as a law enforcement agency, could use the NCIC for the licensing determination, however, the sheriff cannot redisseminate the NCIC results to the gun board for them to make the licensing determination. While the gun board is governmental, it is not a criminal justice law enforcement entity. An indication of whether or not there might have been a possible hit may be provided, but without the submission of fingerprints there is no way to positively confirm the existence of a record based on an NCIC name check. In fact, a fingerprint comparison may not confirm the possible hit.

2. If not with the initial report, can the printout be provided to the gun board if the applicant should appeal a decision to deny the license?

Rather than provide an NCIC printout that may or may not be identical to the subject, it would be better to provide the record received as a result of the submission of fingerprints. As a governmental entity, the gun board would be entitled to both first-hand and secondary dissemination of the fingerprint check results. Because the fingerprints are submitted for a national background check prior to the gun board making its final decision as to whether a license may be issued to an applicant, the results of that fingerprint check should be the determining factor and the documentation used to issue or to deny the issuance of a license. If the applicant appeals a decision to deny, then the gun board is assured that the record used is actually the record of that applicant, confirmed through the submission of fingerprints.

Regarding the NICS check [National Instant Criminal Background Check System], there is no provision for the secondary dissemi-

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## LEIN – Law Enforcement Information Network *(continued)*

nation of information derived from a NICS check, so that information cannot be passed along to the gun board.

### Applicable LEIN Rules

#### R 28.5201. LEIN Access Authorized Agencies

- (a) A criminal justice agency.
- (b) A nongovernmental agency that is statutorily vested with arrest powers and whose primary function is the administration of criminal justice.
- (c) A regional or local organization which is established pursuant to a statute, ordinance, resolution, or executive order, which has as its primary function the collecting and processing of criminal justice information, and whose governing board has, as a majority of its members, persons who represent criminal justice agencies.
- (d) A governmental agency that maintains vehicle registration and driver records as 1 of its primary functions.

#### R 28.5208. LEIN data dissemination generally

##### Rule 208.

- (1) Except as outlined in R 28.5210 and R 28.5211, data received through the LEIN shall only be disseminated to a criminal justice agency or an agency that is statutorily authorized to have access to such data.
- (2) Data, either computerized or manually processed, that are received by a user agency through the LEIN shall be used for criminal justice purposes only. This includes data received from any of the following systems:

- (a) The LEIN.
  - (b) The NCIC.
  - (c) The Michigan department of state.
  - (d) The national law enforcement telecommunications system.
  - (e) Any other agency or system from which information is received and forwarded to a user agency through the LEIN.
- (3) The LEIN, or information received through the LEIN, shall not be used for personal reasons.
  - (4) A user agency shall not sell or disseminate any information obtained through the LEIN to any individual, group of individuals, organization, governmental agency, or corporation which is not legally authorized to have access to this information.

### Michigan CJIS Security Policy

On October 18, 2001, the Criminal Justice Information Systems (CJIS) Policy Council approved a new release of the Michigan CJIS Security Policy. This is a 50-plus page document of security requirements for the exchange of criminal justice information over the CJIS network. LEIN interface users are required to be in compliance with portions of this new policy, such as for dial-up, Internet, and wireless access. Other portions of the policy, such as encryption and authentication, allow until September 30, 2002 to meet the new requirements. In December, this document will be mailed in full to all LEIN users. Any questions concerning this document should be address to Dan Dahlgren, Security Administrator, Michigan Department of State Police, telephone (517) 336-6346. ■

## Uniform Crime Reporting

### MICR Data Corrections

The Michigan State Police, Statistical Information Section, in cooperation with the Federal Bureau of Investigation, are reviewing and correcting data problems before year-end. There appears to be a potential problem with incidents reported as larcenies from motor vehicles and larcenies of motor vehicle parts or accessories. The validity of these incidents is being questioned.

Definitions read:

**Theft From Motor Vehicles: The theft of articles from a motor vehicle, whether locked or unlocked.** This type of larceny includes thefts from autos, trucks, truck-trailers, buses, motorcycles, etc. and includes thefts from any area in the auto or other vehicle such as trunk or glove compartment. Items such as cameras, suitcases, packages, etc. should be included.

**Theft of Motor Vehicle Parts or Accessories: The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation.** This includes motors, transmissions, radios, heaters, tape decks, CD players, CB radios, radar detectors, etc.

Agencies may be receiving a report detailing incidents of theft from motor vehicles (23005) with a property class of 38 (vehicle parts/accessories) or theft of motor vehicle parts and accessories (23006) with a property class 26 (radios/TVs/VCRs/cameras) along with the quarterly mailings of incidents to be verified.

#### Other incident information to be verified:

The number of motor vehicles stolen/recovered if greater than one.

The dollar values stolen/recovered if higher than \$100,000.

The number of premises entered if greater than one.

Aggravated assaults with no weapon.

Non-aggravated assaults with an injury and no weapon.

All bias codes entered other than "none".

Age of offender, victim or arrestee entered as 99.

Offender suspected of using a computer.

Please review each of the reports and resubmit all necessary corrections with your next monthly submission. Contact your UCR representative with any questions or concerns regarding the data.

### New Arrest Codes

File class 52001 Weapon Offense, Concealed

5287 Weapon, Carry in Prohibited Zone

5288 Concealed Pistol Permit Violation

### Listserv Service

The updated MICR Arrest Code cards and MICR Valid Code cards are out on the MSPCRIMEANDCRASH listserv. It is not too late to sign on. E-mail [listserv@listserv.state.mi.us](mailto:listserv@listserv.state.mi.us), leave the "subject" box blank, type *subscribe mspcrimeandcrash* in the message body.

### Reminder

- A Law Enforcement Officers Killed or Assaulted (LEOKA) form must be submitted each month.
- MICR/UCR data is due by the 10<sup>th</sup> of the following month.
- Full time law enforcement employee counts due no later than **December 10, 2001**.

### FSG Meeting a Success

Thanks to FSG for inviting the MSP Statistical Information Section Uniform Crime Reporting Unit to the FSG user group meeting in Clare in October. It presented a wonderful opportunity to meet with agencies and update them on projects and plans at the state level.

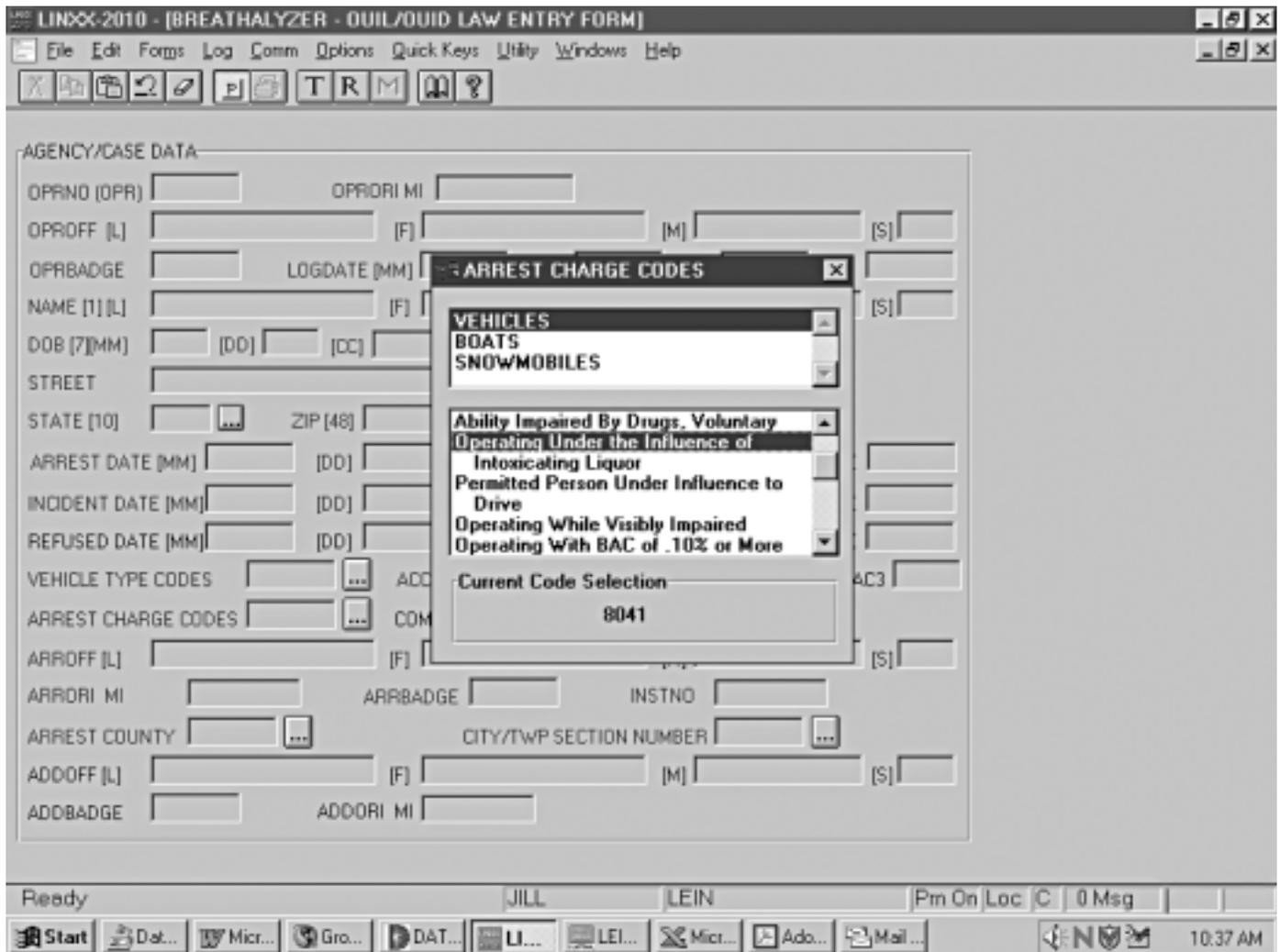
User group meetings offer a forum to address vendor-specific concerns. The UCR Unit would gladly attend any other vendor/user group meetings. To make arrangements please contact Bernadette Scarborough at (517) 322-5547 or [scarborb@state.mi.us](mailto:scarborb@state.mi.us). ■

# UD-10 and Crash

## Correct Arrest Codes for Breathalyzer Entries

Changes have been made to the Arrest Charge Codes in the Breathalyzer-OUIL/OUIL Law Entry form on the LEIN LINXX-2010 Workstation. Previously under arrest charges, the full description of the various OUIL charges were not displayed. This caused a false

increase in arrest code 8046 – OUIL felony death by drunk driving - vehicle, instead of the correct charge being entered with the arrest code 8041 – OUIL Operating under the influence of intoxicating liquor. The revised arrest charge section clarifies these two codes. This form is shown below:



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## UD-10 and Crash (continued)

### Traffic Safety Summit

The annual Michigan Traffic Safety Summit will be held April 30 – May 1, 2002 at the Holiday Inn South in Lansing. For further information visit the Office of Highway Safety Planning web site at [www.ohsp.state.mi.us](http://www.ohsp.state.mi.us).

### 28<sup>th</sup> International Forum on Traffic Records & Highway Information Systems

The 2002 Forum will feature sessions on the use of traffic records to address traffic safety issues at the national, state, and local level. This conference is being held on August 4 – 8, 2002 at Disney's Coronado Springs Resort. For further information visit the National Safety Council's web site at [www.traffic-records.org](http://www.traffic-records.org).

### Crash System Training

Sharon Saites has joined the Crash system as the UD-10 trainer. She is currently benchmarking other state training programs and is looking forward to scheduling crash training in the near future. Training requests should be directed to Sharon at (517) 322-5418 or [saitess@state.mi.us](mailto:saitess@state.mi.us).

### Reporting Date of Birth on UD-10

The date of birth on the UD-10 is being reported incorrectly or being left blank by many agencies. This is a serious issue. Without the date of birth, the accident will not be posted to the driver's record on the Secretary of State system. Only the Secretary of State driver record can be used in court.

**The data of birth must be reported legibly, correctly and completely.**

Example: Month=01, Day=01, Year=1980

0	1	0	1	1	9	8	0
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### Legibility of UD-10

- All information must be entered within the boxes, not touching any lines and staying within the bubbles to be processed accurately. For example, if the zip code is entered below the line, one of the **Driver Condition** bubbles may be scanned to show an inaccurate condition.

#### Bubble Examples

- correct = 
- incorrect = 
- incorrect = 

Crash data, when collected correctly, will help to reduce the work all law enforcement personnel are required to do. Crash information is very important, not only for statistical purposes, but also to federal and state agencies such as the Department of Transportation, Secretary of State, Office of Highway Safety Planning, Motor Carrier, Department of Community Health, county road commissions and insurance companies, just to name a few. Many agencies, such as Michigan Department of Transportation and the county road commissions, use the data supplied by officers to make necessary safety upgrades to the highways, roads and streets, ultimately reducing the number of crashes that occur.

Department of Transportation also uses the UD-10 to locate trunkline crashes and track state property damages. This allows the State to recover taxpayer dollars by billing the driver's insurance company for reimbursement.

The Secretary of State uses the data collected to update driving records, track drivers that have multiple crash offenses and take those drivers off the road that pose a danger to public safety. The traffic safety community wishes to thank the officers for their efforts in capturing accurate and legible information.

### Fatal Crashes

With year-end approaching, remember that all outstanding fatal crashes are due as soon as possible. Fatal crashes require additional processing. It is important to timely processing for both the "fatal" bubble under the **Special Checks** section and the "K" bubble under the **Injury** section to be marked.

### Tracking System Implemented

A tracking system for incoming UD-10 crash data has been implemented. Data is being compiled by agency to look for delinquent reports and/or show significant increases or decreases in crashes being reported. Agencies will be contacted and training provided, if necessary.

### Crash Facts Book

The University of Michigan Transportation Research Institute (UMTRI) personnel are working in conjunction with the Office of Highway Safety Planning and the Criminal Justice Information Center to publish the annual "Traffic Crash Facts" book. This year a condensed version of the book will be featured along with more extensive information being included in the CD and on the Internet. Books will be mailed only to those who responded to the survey conducted this past summer. ■



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