

**AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM  
AND  
CRIMINAL HISTORY RECORD INFORMATION SYSTEM  
AGREEMENT BETWEEN  
THE CJIS POLICY COUNCIL  
AND  
DEPARTMENT OF STATE POLICE  
AND**

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**Purpose:**

To establish agreement between the CJIS Policy Council, the Department of State Police, and a Live Scan Agency proposing to compile and report criminal history record information and fingerprint images electronically to the state AFIS and CHR.

**Objective:**

To provide authority for a Live Scan Agency to interface electronically with the state computerized records for the purpose of record building and quick identification while maintaining the integrity of those records.

**Definitions:**

**AFIS** is the acronym for the Automated Fingerprint Identification System maintained by the Department of State Police and is the computerized system for encoding, searching and matching fingerprints automatically. The system includes the storage and retrieval of fingerprint images.

**CJIS (Criminal Justice Information Systems) Policy Council** is the Council created by Executive Order No. 1998 - 1, combining the AFIS Policy Council, created by Public Act No. 307 of 1988, and the LEIN Policy Council, created by ACT No. 163 of 1974. This council has the authority to provide for the establishment of policy and promulgation of rules governing the use of AFIS and LEIN. In addition, it serves in an advisory capacity to the Director of the Department of State Police on issues related to the development and deployment of information management systems that facilitate the rapid exchange of accurate information between the various components of the criminal justice community.

**CHR** is the acronym for the Criminal History Record maintained by the Department of State Police. CHR contains information collected on individuals by criminal justice agencies consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges and any dispositions arising therefrom, sentencing, correctional supervision, and release.

AUTHORITY: PA 307 1988 COMPLIANCE: VOLUNTARY, however, failure to complete agreement will result in denial of request.
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**Department of State Police** is the Michigan State Police.

**FBI** is the acronym for Federal Bureau of Investigation and refers to the Criminal Justice Information Services Division.

**Live Scan** is used to electronically scan and record fingerprint images directly from the finger. The process produces fingerprint images which can be transmitted directly from the point of booking to the state and can produce multiple printed cards on multiple card formats from the one roll.

**Live Scan Agency** is the agency where the live scan device is located and is used for electronic submission to the state.

### **Responsibilities:**

#### **DEPARTMENT OF STATE POLICE**

1. Establish, publish, and distribute procedures and standards regarding electronic submission to the Michigan AFIS and CHR.
2. Perform edits, quality control, and audit of electronic submissions, reporting problems to the originator and providing training when appropriate.
3. Maintain the AFIS and CHR in support of electronic submission and fingerprint identification. Identification processes that require the Department of State Police staff support are available in accordance with departmental policies and procedures.
4. Provide fingerprint identification responses for all live scan transactions as identified in the Department of State Police procedures and policies.
5. Collect fees as established by CJIS Policy Council.
6. Report unresolved live scan issues to CJIS Policy Council.
7. Provide for printing of or electronic archiving of the original transaction that supports an entry to the automated systems.
8. Provide for submission to the FBI in accordance with the standards and rules established by the FBI and the state.
9. Receive, review, and approve all local proposals for purchase or use of live scan devices.
10. Provide technical specifications of AFIS and/or CHR system changes to the live scan agency no less than 90 days prior to implementation.
11. Establish CHR and AFIS record building system security clearances for each of the agencies serviced by the Live Scan Agency.
12. Communication links to and from the state shall be ordered and maintained by the Department of State Police.
13. Have the authority to audit the Live Scan Agency and discontinue interface service pursuant the direction of the CJIS Policy Council.

#### **CJIS POLICY COUNCIL**

1. Receive, review, and approve all applications for live scan interface.
2. Receive, review, and approve applications for live scan operators.
3. Establish rules and training requirements associated with live scan operators.
4. Establish fees to be collected by the Department of State Police.
5. Receive and review reports from the Department of State Police regarding unresolved live scan issues.
6. Has the authority to direct the Department of State Police to immediately suspend furnishing AFIS services to an agency when any rule, policy, or procedure adopted by the Policy Council or any law of this state or federal government applicable to the security and privacy of information is violated.
7. May direct the Department of State Police to reinstate the furnishing of AFIS services upon receipt of satisfactory assurance that such violations were corrected and steps were taken to prevent reoccurrence.

**LIVE SCAN AGENCY**

1. Adhere to rules, standards, and procedures established for electronic submission of record information and fingerprints to the Department of State Police.
2. Resolve AFIS or CHR quality control problems identified and reported by the Department of State Police.
3. Maintain reference to the original electronic submission within the associated local record keeping system(s), for the purpose of the Department of State Police audit.
4. Assure that all live scan operators are approved by the CJIS Policy Council.
5. Responsible for the maintenance of the live scan device and performance of quality control tests in a manner consistent with requirements for submission of high quality fingerprint images at all times.
6. Designate a coordinator as the contact for the Department of State Police and the CJIS Policy Council regarding all issues associated with this agreement.
7. When the live scan agency enters into an agreement to provide criminal record building service via live scan to an agency other than the owner of the live scan, an agreement must be established. The agreement shall identify the other agency's responsibility in regard to the rules, standards, and procedures established for electronic submission. A copy of this agreement must be forwarded to the Executive Secretary of the CJIS Policy Council.
8. Notify the Executive Secretary of the CJIS Policy Council whenever any serviced agency withdraws or is added.
9. Provide the Department of State Police with the definition of where a fingerprint identification response is to be delivered for electronic submissions processed.
10. Provide the Department of State Police with a description of the live scan equipment for approval prior to use.
11. Complete an application for interfacing to the state automated files and submit that application to the CJIS Policy Council through the Executive Secretary.
12. Responsible for all costs associated with personnel, equipment, installation of equipment, maintenance, communications, and fees established by the CJIS Policy Council.
13. May establish fees for agencies they service.

**For the Live Scan Agency:**

**Signature** \_\_\_\_\_

**Typed Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**For the CJIS Policy Council:**

**Signature** \_\_\_\_\_

**Typed Name** \_\_\_\_\_

**Title** Chair \_\_\_\_\_

**Date** \_\_\_\_\_

**For the Department of State Police:**

**Signature** \_\_\_\_\_

**Typed Name** \_\_\_\_\_

**Title** Director \_\_\_\_\_

**Date** \_\_\_\_\_