

THE RAP SHEET

Information from the Criminal Records Division

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Welcome!

While *THE RAP SHEET* is the newsletter for the Criminal Records Division, this issue is different in that it will be devoted entirely to one section within the division, the Law Enforcement Information Network (LEIN) Field Services Section. There have been many changes to LEIN during the past several months including system capabilities, staffing, and changes to the system application and approval processes. We have expanded our audit staff and introduced changes to our audit process which will help Michigan, our participating agencies, and our system users comply with the National Crime Information Center (NCIC) and Michigan policies. In the short time that the audit staff has been in the field, areas of concern across agencies have been identified and are being addressed.

On February 24, 2009, a hearing was held to receive public comments on the proposed Administrative Rules governing criminal justice information systems. Work continues on updates to the LEIN Operations Manual, and policy updates will be posted in the near future. Another ongoing project is the review and update of the various training programs that must be provided to system users, supervisors, and agency executives. This training will be in the field by late spring.

With this issue, we will introduce you to the people who staff the LEIN Field Services Section and let you know how to contact us. We also want to give you some basic information about new system capabilities that have been added. Our goal is to provide system enhancements that improve officer and public safety, provide the criminal justice community with improved tools, and enhance system accessibility while ensuring system and data integrity.

The system enhancements and modifications to LEIN are not and cannot be made without input from system users. The LEIN Operations Workgroup (Workgroup) has been in existence for a number of years and is charged with identifying and providing input into system operations and needs. The Workgroup membership is open to system users, supervisors, and managers. The Workgroup meets quarterly, with meetings for the remainder of this year scheduled for May 6, August 5, and November 3. All meetings will be held from 9:30 a.m. to 11:30 a.m. at the Michigan State Police (MSP) Collins Centre, 4000 Collins Road, Lansing, Michigan 48910. If you or your organization would like to participate in the Workgroup and are not already a member of this group, please e-mail Ms. Peggy Hines at hinesp@michigan.gov.

New Assistant Division Director

On March 22, 2009, Mr. Timothy Bolles was named the Assistant Division Director of the Criminal Records Division, filling the vacancy created by the retirement of Mr. Tom Evans. Tim brings significant experience and expertise to this position. He may be reached at (517) 322-5529 or [bollest@michigan.gov](mailto:bollest@t@michigan.gov).

New LEIN Field Services Section Contact Information

Peggy Hines, Manager, LEIN Field Services Section.....	(517) 636-4519
Diane Doubrava, Section Secretary.....	(517) 636-4541
Charles Hoffmeyer, LEIN Operations Analyst.....	(517) 636-4547
Liz Canfield, LEIN Policy Analyst.....	(517) 636-4542
Pam Cruz, Application Analyst (Billing).....	(517) 636-4548
Jerry Scott, Data Integrity Technician.....	(517) 636-4543
Kevin Collins, Manager, LEIN Audit and Training Unit.....	(517) 636-4544
Cyndie Miller, LEIN Auditor, Grand Rapids.....	(616) 647-0816
Suzan Clark, LEIN Auditor, Saginaw.....	(989) 758-1581
Ryan Mainz, LEIN Auditor, Livonia.....	(734) 525-4483
Vacant, LEIN Auditor, Gaylord.....	(989) 732-9836

have access along with the State of Michigan and the Federal Bureau of Investigation (FBI) CJIS policies to which the agency must adhere. These policies shall include:

- | | | |
|---------------------|--|----------------------|
| a) Audit | e) Quality Assurance | i) Training |
| b) Dissemination | f) Security | j) Use of the System |
| c) Hit Confirmation | g) Timeliness | k) Validation |
| d) Logging | h) Screening (pre-employment and employment) | |

Non-Criminal Justice Agency User Agreements

Non-criminal justice agencies designated to perform criminal justice dispatching functions or data processing information services for a criminal justice agency shall be eligible for access to the CJIS records information systems. Access shall be permitted when such designation is authorized pursuant to Executive Order, statute, regulation, or interagency agreement. All non-criminal justice agencies accessing CJIS information shall be subject to all state and federal operational policies, rules, and regulations. Security control responsibility shall remain with the criminal justice agency.

LEIN Application Approval Process

When an agency requires new access or a change in connectivity and/or devices, contact must be made with the LEIN Field Services Section Application Analyst, Ms. Pam Cruz, to complete the application process. The LFSS requires that the following documents be completed prior to approval being granted for LEIN use.

- CJIS-001 LEIN User Agreement
- CJIS-007 LASO Appointment
- Network Diagram

Upon completion, please submit the above documents electronically or via U.S. Mail to Ms. Cruz at cruzpj@michigan.gov or mail to:

MSP - LEIN Field Services
ATTN: Ms. Pam Cruz
PO Box 30634
Lansing, Michigan 48933

Upon receipt, each application packet is reviewed to determine that all necessary state and federal security requirements are in place and that the agency requesting access is an authorized user.

Missing Person Entries (Suzanne's Law and the Adam Walsh Act)

Auditors continue to find that many agencies are not in compliance with the federal requirements regarding the entry of missing persons under the age of 21 set forth in Suzanne's Law (Title 42, Ch. 72, subchapter IV, Sec. 5779(a)) and the Adam Walsh Act (Title 42, Ch. 72, subchapter IV, Sec. 5780). Some agencies are unaware of these federal statutes and others have indicated that their department policy does not support this type of entry. Regardless of an agency's local policy, federal law requires that these entries be made.

While Michigan law defines a juvenile as being under the age of 18, Suzanne's Law requires the entry of all missing persons under age 21 into LEIN/NCIC, regardless of whether the person is voluntarily or involuntarily missing. The Adam Walsh Act further requires that all missing persons under the age of 21 be entered into LEIN/NCIC within two hours of the report being taken once the agency has the minimum information required to make the entry.

Missing persons under the age of 21 should be entered in the appropriate category (Endangered, Catastrophe, Involuntary, or Disabled). If the missing person does not meet the requirements for any of the above categories, the missing person should be entered as a missing juvenile. Missing persons under the age of 21 do not require a signature prior to entry.

Criminal History Inquiries: C vs. J

There have been numerous questions regarding the use of purpose codes "C" and "J" where employment, specifically criminal justice employment, is concerned. Complicating the issue was an FBI finding on the 2007 NCIC audit of the State of Michigan, leading LEIN Field Services to distribute information contained on an FBI CJIS Technical and Operational Update, changing the way purpose codes "C" and "J" are used. The FBI CJIS has again changed the use of purpose codes "C" and "J" with respect to employment, which greatly simplifies their use.

Purpose code "J" is used for criminal background checks on all employees and applicants for employment by a criminal justice agency, no matter the job function or how it is related to the administration of criminal justice. Purpose code "J" is also used for all volunteers, vendors, and contractors of a criminal justice agency who **are** involved in the administration of criminal justice, i.e., dispatchers for a 9-1-1 center, computer technicians who work on criminal justice equipment/systems, prison volunteers involved with inmate rehabilitation, and/or interns who are involved in the criminal justice process.

In addition to being used for official duties in connection with the administration of criminal justice, purpose code "C" is also used for criminal background checks on volunteers, vendors, and contractors of a criminal justice agency who **are not** involved in the administration of criminal justice, i.e., vendors who deliver water, uniforms or office supplies, janitors and cooks, ride-along participants, and unescorted visitors to a criminal justice facility.

The administration of criminal justice is defined as detection, apprehension, detention, pre-trial release, post-trial release, prosecution, criminal adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders.

Updated LEIN Functionality

International Fuel Tax Agreement (IFTA) LEIN Transaction

The International Justice and Public Safety Network (Nlets) was recently enhanced to provide added functionality for querying commercial trucking companies that require an International Fuel Tax Agreement (IFTA) license.

The purpose of the IFTA transaction is to identify companies who are delinquent in paying state fuel taxes. Carriers or drivers operating in violation of IFTA may be cited under MCL 207.225, "Failing to Pay IFTA Fees."

Under the Motor Carrier Fuel Tax Act (Public Act 119 of 1980), a qualifying vehicle is required to obtain and display an IFTA decal. A qualifying vehicle is defined as a vehicle that has:

- Three or more axles, regardless of weight;
- Two axles and a gross vehicle weight or a registered weight exceeding 26,000 pounds; or
- A vehicle combination with a gross vehicle weight or a registered gross vehicle weight exceeding 26,000 pounds.

Public Act 119 does not apply to commercial motor vehicles used exclusively within the State of Michigan (Intrastate carriers); vehicles that are not diesel-powered; farm or recreational vehicles; and school, university, and government vehicles.

An Nlets query will search the IFTA database and return exact matches based on a company's 13-character Federal Identification Number (FEI). This number is located on the IFTA Tax Agreement License (cab card), which is required to be carried by all diesel-powered, qualifying commercial motor vehicles.

To run the query in LEIN, enter the following query format in the blank screen:

NLETS.FQC.ORI.FT.TXT
FEI/XXXXXXXXXXXXXX.

FQC EXAMPLE:
NLETS. FQC.MI0000000.FT.TXT
FEI/MI00000000000.

Users can expect to see a text response as shown below. In the following example, the carrier's status is "Revoked," indicating a violation of IFTA regulations. All IFTA violations must be confirmed by calling the contact number provided in the response.

FQC.AZNLETS22.FT.TXTFEI/806904660

FRC.FT0000000
11:24 03/04/2009 00020
11:24 03/04/2009 00087 AZNLETS22
TXT
IFTA Number: 000000000
Organization Name: TEST CARRIER
Jurisdiction: AZ
Contact Number: (000) 000-0000
Status: Revoked as of 2008-05-21

In the next example response, the carrier being queried is in compliance with IFTA regulations.

FQC.AZNLETS22.FT.TXTFEI/1234567

FRC.FT0000000
11:25 03/04/2009 00021
11:25 03/04/2009 00088 AZNLETS22
TXT
No record found. Please note that the IFTA, Inc. database returns only revoked vehicles.

Questions regarding IFTA transactions should be directed to the LEIN Field Services Section, Ms. Peggy Hines at (517) 636-4519. Additional information on IFTA enforcement may be obtained by contacting the Traffic Safety Division at (517) 336-6284.

Interpol Message Key

A new automated person inquiry to the Interpol wanted persons file has been added to the LEIN NAME/RSX/DOB inquiries. A response will only be returned from Interpol if a near match is located. If a near match is located, LEIN will return a response from Nlets similar to the following example:

TXT
Possible Interpol Matches:

Subject: FIRST MIDDLE LAST
DOB: YYYY-MM-DD
ID: #####/#####
Original Query Data:
Name:TEST,TEST
DOB:1970-0707

If the query returns an Interpol hit, and you would like detail information from Interpol, perform the following inquiry in the LEIN Blank Screen:

NLETS.FPQ.MI3399999.IP.TXT
EID/#####.OPR/TEST.

LEIN users in the MICJIN Portal may use the form "Server Forms" > "Interpol - Wanted Person Inquiry (detail)."

Interpol will follow up with the inquiring agency on all detail hits.

If you need further assistance with an Interpol hit, please contact the Michigan Intelligence Operations Center at 1-800-993-4677 or (517) 241-8000.

Jail File

A Jail/Lockup file was recently added to LEIN. The Jail/Lockup file allows for the entry and removal of an individual incarcerated in a lockup or jail. When a LEIN query is performed and a Jail/Lockup record is found, a response will be returned stating that contact should be made with the entering Originating Agency Identifier (ORI) to confirm the current incarceration status of the individual. Agencies operating the LEIN computer interface systems should direct this information to their information technology staff or vendors for implementation of these changes.

Entry

Entry into the Jail/Lockup file uses message key ELR and requires the following fields:

01: NAME	07: DATE OF BIRTH
02: RACE & SEX	55: OPERATOR NAME

Entry is made using the following format:

ELR.MI3300210.1:WARRANT/TEST/RECORD/.2:WM.7:19770707.55:TEST.

LEIN will return:

00022
A LEIN 22 3 02/23/09 1020 LEIN.
MI3300210

**** RECORD ENTERED ****
ORI:MI3300210 NAM:WARRANT/TEST/RECORD/
SYSIDNO:40264234

Inquiry

Inquiry can be made by a standard name query using Name, Race, Sex, Date of Birth:

Q.MI3300210.1:WARRANT/TEST/RECORD/.2:UM.7:19770707.10:MI.55:TEST.56:HOFFMEYER/M
SP LEIN.

Or by LEIN System ID Number:

Q.MI3300210.20:40264234.55:HOFFMEYER.56:HOFFMEYER/MSP LEIN.

At this time, this functionality is only available through the use of the blank form.

For Assistance	Contact	Number
AFIS Fees, LEIN, and LEIN Connectivity Fees	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 Application and Billing Questions	Ms. Pam Cruz	(517) 636-4548
LEIN Audit and Training Questions	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

Interested in a previous issue? Previous issues are stored at http://www.michigan.gov/msp/0,1607,7-123-1593_24055-180685--,00.html

How can we help? If you have ideas for future articles, please contact Captain Charles E. Bush at (517) 322-1665 or bushce@michigan.gov.