

<p><b>AUTHORITY:</b> MCL 28.162, 28.214, 28.215 <b>COMPLIANCE:</b> Voluntary, however, failure to complete agreement will result in denial of request.</p>
--

# AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM AND CRIMINAL HISTORY RECORD INFORMATION SYSTEM AGREEMENT

between

**MICHIGAN STATE POLICE**

and

---

---

---

## I. PURPOSE

To establish an agreement between the Michigan State Police and a Live Scan Agency proposing to compile and report criminal history record information and fingerprint images electronically to the State of Michigan's Automated Fingerprint Identification System (AFIS) and Criminal History Record Information System (CHR).

## II. OBJECTIVE

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

## III. DEFINITIONS

- A. **"AFIS"** is the acronym for the Automated Fingerprint Identification System maintained by the Michigan State Police. It is a computerized system for encoding, searching, and automatically matching fingerprints. The system includes the storage and retrieval of fingerprint images.
- B. **"AFIS Coordinator"** is the person appointed by the Michigan State Police to oversee all AFIS-related matters. This person has the authority to establish policy and promulgation of rules governing the use of AFIS. In addition, the person serves in an advisory capacity to the Director of the Michigan 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.
- C. **"CHR"** is the acronym for the Criminal History Record Information System maintained by the Michigan 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.
- D. **"Michigan State Police"** is the Michigan Department of State Police. It is a department within the government of the State of Michigan established by Public Act 59 of 1935, as amended.
- E. **"FBI"** is the acronym for Federal Bureau of Investigation and refers to the Criminal Justice Information Services Division.
- F. **"Live Scan"** is used to electronically scan and record fingerprint images directly from the finger. The process produces fingerprint images that can be transmitted directly from the point of booking to the State of Michigan. Live Scan can produce multiple printed cards on multiple card formats from the one roll.
- G. **"Live Scan Agency"** is the agency where the Live Scan device is located and used for electronic submission to the State of Michigan.

#### IV. RESPONSIBILITIES

A. The Michigan State Police will:

1. Establish, publish, and distribute procedures and standards regarding electronic submission to 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 AFIS and CHR in support of electronic submission and fingerprint identification.
4. Identify processes that require the availability of support staff in accordance with department policies and procedures.
5. Provide fingerprint identification responses for all Live Scan transactions as identified in Michigan State Police procedures and policies.
6. Provide for printing of or electronic archiving of the original transaction that supports an entry to the automated systems.
7. Provide for submission to the FBI in accordance with the standards and rules established by the FBI and the State of Michigan.
8. Receive, review, and approve all local proposals for purchase or use of Live Scan devices.
9. Provide technical specifications of AFIS and/or CHR system changes to the Live Scan Agency no less than 90 days prior to implementation.
10. Establish AFIS and CHR record building system security clearances for each of the agencies serviced by the Live Scan Agency.
11. Order and maintain communication links to and from the State of Michigan.
12. Have the authority to audit the Live Scan Agency and discontinue interface service pursuant to the rules and direction of the AFIS Coordinator.
13. Authorize the AFIS Coordinator to:
  - a) Receive, review, and approve all applications for the Live Scan interface.
  - b) Establish rules and training requirements associated with Live Scan operators.
  - c) Establish fees to be collected by the Michigan State Police.
  - d) Receive and review reports from the Michigan State Police, agencies, and entities regarding unresolved Live Scan issues.
  - e) Direct the process to immediately suspend furnishing AFIS services to an agency when any rule, policy, or procedure or any law of the State of Michigan or federal government applicable to the security and privacy of information is violated.
  - f) Direct the process to reinstate the furnishing of AFIS services upon receipt of a satisfactory assurance that such violations were corrected and steps were taken to prevent any reoccurrence.

B. The Live Scan Agency will:

1. Adhere to rules, standards, and procedures established for electronic submission of record information and fingerprints to the Michigan State Police.
2. Resolve AFIS or CHR quality control problems identified and reported by the Michigan State Police.
3. Maintain reference to the original electronic submission within the associated local record keeping system(s) for the purpose of the Michigan State Police audit.
4. Ensure all Live Scan operators are trained.
5. Be 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 primary contact for the Michigan State Police regarding all issues associated with this agreement.

7. Establish an agreement when providing a criminal record building service via Live Scan to an agency other than the owner of the Live Scan device. The agreement shall identify the other agency's responsibility in regard to the rules, standards, and procedures established for electronic submission.
8. Provide the Michigan State Police with the definition of where a fingerprint identification response is to be delivered for electronic submissions processed.
9. Provide the Michigan State Police with a description of the Live Scan equipment for approval prior to use.
10. Complete an application for interfacing to the state automated files and submit that application to the AFIS Coordinator.
11. Be responsible for all costs associated with personnel, equipment, and installation of equipment, maintenance, communications, and fees.
12. Have the authority to establish fees for agencies they service.

**V. TERMS OF RESPONSIBILITIES**

The responsibilities are effective upon signature of both parties and remain in effect until either party terminates the agreement in writing.

**LIVE SCAN AGENCY**

Signature	Date
Print or Type Name	
Title	

**MICHIGAN STATE POLICE**

Signature	Date
Print or Type Name	
Title <b>DIRECTOR</b>	