

Basic Training Module Specifications

<u>Functional Area:</u>	II. Patrol Procedures
<u>Subject Area:</u>	A. Patrol Operations
<u>Module Title:</u>	2. CRIMINAL JUSTICE INFORMATION SYSTEMS; RADIO/TELEPHONE COMMUNICATIONS
<u>Hours:</u>	Not less than 8 hours

Module Objectives:

- II.A.2.1. Observes Laws, Administrative Rules and Policies Governing Access, Use, Disclosure, and Dissemination of Nonpublic Information in Criminal Justice Information Systems (CJIS)
- a. Determines proper use and misuse of criminal justice information systems, including LEIN, NCIC and other criminal justice information systems related to criminal justice or law enforcement.
  - b. Complies with user agreements.
  - c. Defines “access” as “the authorized right to enter or use LEIN/NCIC information.”
  - d. Complies with software requirements, including the use of appropriate “user-level authentication” protocols.
  - e. Identifies CJIS violations, sanctions, and criminal penalties under law (MCL 28.214).
- II.A.2.2. Distinguish Between the Computer Systems that Make Up the Law Enforcement Information Network (LEIN)
- a. Identifies the various computer systems that make up LEIN.
  - b. Recognizes each computer system’s nuances and capabilities.
  - c. Determines proper computer search criteria utilized by each computer system.
  - d. Utilizes proper terminology compatible with the respective computer system being accessed.

II.A.2.3. Access the LEIN System to Support Patrol and Investigative Operations

- a. Obtains specific information required (i.e., search criteria) for LEIN query, search, or entry, for:
  - (1) stolen status on property (e.g., make, model, serial number, type);
  - (2) wants/warrants on persons (e.g., name, date of birth, race, sex);
  - (3) vehicle registration and ownership information (e.g., license plate number, VIN, make, serial number, brand, etc.);
  - (4) status of operator's license (e.g., name, DOB, operator's license number, etc.); and
  - (5) missing persons.
- b. Utilizes information obtained to access LEIN for queries, searches, and entries to:
  - (1) determine if property is stolen (vehicles, guns, etc.);
  - (2) determine if person is wanted or has record;
  - (3) determine ownership (title, registration);
  - (4) determine if person has valid operator's license;
  - (5) appropriately document missing persons; and
  - (6) transmit appropriate law enforcement messages.

II.A.2.4. Interpret the Response from the LEIN System

- a. Reads and correctly interprets the system return.
- b. Differentiates between responses that authorize legal action (e.g., arrest) and those that do not.
- c. Takes appropriate action based on the totality of the circumstances.
- d. Recognizes the civil liability associated with the interpretation of LEIN responses and subsequent officer action.

II.A.2.5. Receive and Evaluate Telephone Requests for Police Service

- a. Answers telephone using proper agency procedures, including:
  - (1) identifying dispatch center and operator;
  - (2) being courteous;
  - (3) listening carefully (e.g., obtains accurate information);
  - (4) obtaining caller's name, address, and telephone number; and
  - (5) obtaining and recording all pertinent information about the request for service (who, what, when, where, why, and how).
- b. Determines seriousness of call based on nature of crime/complaint.
- c. Informs dispatcher of details about call and that information should be transmitted to appropriate field officers, when necessary.

II.A.2.5. Receive and Evaluate Telephone Requests for Police Service (continued).

- d. Speaks clearly, concisely, and calmly (e.g., keeps questions simple and to the point).

II.A.2.6. Utilize Police Radio to Communicate with Dispatcher, LEIN Operator, and Other Officers

- a. Operates radio using proper procedures (e.g., makes sure transmission is brief and concise, discusses official business only, and complies with FCC regulations).
- b. Utilizes phonetic alphabet.
- c. Provides necessary information to make LEIN inquiry.
- d. Speaks clearly, concisely, and calmly.

II.A.2.7. Inform the Dispatcher of Status and Needs

- a. Informs dispatcher as to his/her status (e.g., out-of-service, in-service, type of call, situational up-date, etc.).
- b. Evaluates a situation to determine the nature of assistance needed, such as:
  - (1) type (e.g., officer in trouble, officer needs assistance, citizen assistance, etc.);
  - (2) number of personnel needed; and
  - (3) degree of urgency.
- c. Notifies dispatcher of the type of assistance needed (e.g., officer in trouble or officer needs assistance), exact location, and route to location.

**Module History**

Revised	01/04
Revised	04/06
Revised	01/10
Reviewed	08/22