

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 6 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 (C.J.I.S.)
- a. Determines proper use and misuse of criminal justice information systems, including L.E.I.N., N.C.I.C. 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; and
 - e. Identifies C.J.I.S. 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; and
 - 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; and
- 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; and

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 when running file check;
- c. Provides necessary information to make LEIN inquiry; and
- 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:
 - (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	January 2004
Revised	April 2006
Revised	January 2010