



# Michigan State Police - LEIN Field Services

## LEIN News Bulletin

April 2014

To welcome back the LEIN News Bulletin, this first edition will be dedicated to providing the results of the 2013 National Crime Information Center (NCIC) Audit of Michigan. The Michigan State Police (MSP), as the Criminal Justice Information Services (CJIS) Systems Agency (CSA) for the state of Michigan, is audited every three years. As part of the audit, roughly a dozen local agencies were selected to participate in a local agency review. Michigan had the most successful audit we've had in years, with only five NCIC findings!

### **2013 NCIC Audit of Michigan**

The FBI's CJIS Audit Unit (CAU) is responsible for conducting triennial audits of each CSA to verify compliance with the FBI CJIS Division's policies and regulations and to ensure the integrity and reliability of information maintained in FBI CJIS systems. The audit is designed to assess NCIC policy compliance through a review of administrative policies and data quality procedures at the CSA and local agencies within the jurisdiction of the CSA. Below is a list of the areas of non-compliance found in Michigan, including the trends/findings.

#### **Ensure second-party checks are conducted on NCIC records.**

*Policy: The accuracy of a record must be double-checked by a second party. The verification of a record should include assuring all available cross checks (e.g. VIN/LIC) were made and that the data in the NCIC record match the data in the investigative report.*

Findings/Trends:

- Not second party checking Wanted Person records
- Not second party checking Missing Person and Protection Order records

#### **Ensure Missing Person records, for individuals under 21, are entered within two hours.**

*Policy: A record for a missing person who is under the age of 21 must be entered into NCIC within 2 hours of receipt of the minimum data required to enter an NCIC record.*

Findings/Trends:

- Delayed entries, not compliant with Adam Walsh Act/Suzanne's Law

#### **Ensure NCIC records are modified in a timely manner.**

*Policy: Timely modification of a record is that which occurs as soon as possible following the detection of erroneous data in an existing record and as soon as possible following the receipt of data not already stored in the record.*

Findings/Trends:

- Extradition Limitations (EXL) field not being modified to show extradition limitations

**Ensure III is used only for authorized purposes.**

*Policy: Information obtained from the III is considered Criminal History Records Improvement (CHRI). Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed.*

Findings/Trends:

- Unauthorized use of III for county commissioner candidate
- Unauthorized use of III for personal challenge of criminal history record

**Ensure purpose codes are correctly used for III transactions.**

*Policy: The Privacy Act of 1974 requires that the FBI's CJIS Division maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, all III QH and QR transactions must include the purpose for which the criminal history record information is to be used.*

Findings/Trends:

- Used purpose code C for Domestic Violence/Stalking cases; should have used D
- Routinely used purpose code C for firearms permits; should have used F
- Routinely used purpose code J for contractors who were not involved in the administration of criminal justice; should have used C

MSP LEIN operations, auditing, and training staff would like to extend a huge thank you to the agencies selected for a visit from the FBI and all LEIN user agencies in the state of Michigan for a job well done! Thank you for your efforts in providing accurate, complete, and timely information to your fellow criminal justice partners.

Future editions of this publication will contain information as to how these audit findings will be addressed. Future training classes will also emphasize these findings and other steps agencies must take to be in compliance.

**Upcoming Events:**

- May 1 – LEIN Advanced Operator class (Grand Traverse)
- May 2 – LEIN Packing the Record class (Grand Traverse)
- May 14 – LEIN Basic Operator class (Clinton Township)
- May 15 – LEIN Advanced Operator class (Clinton Township)
- May 15 – Validations are due!
- May 16 – LEIN Packing the Record class (Clinton Township)
- May 20 – LEIN TAC for Law Enforcement (Kalamazoo)
- May 22 – LEIN TAC for Courts (Kalamazoo)
- May 28 – LEIN Basic Operator class (Paw Paw)
- May 29 – LEIN Advanced Operator class (Paw Paw)
- May 30 – LEIN Packing the Record class (Paw Paw)

June 3 – LEIN Basic Operator class (Detroit)  
June 4 – LEIN Advanced Operator class (Detroit)  
June 5 – LEIN Packing the Record class (Detroit)  
June 9 – LEIN Packing the Record class (Mason)  
June 10 – LEIN Basic Operator class (Mason)  
June 10 – LEIN TAC for Law Enforcement (Marquette)  
June 11 – LEIN Advanced Operator class (Mason)  
June 11 – LEIN TAC for Courts (Marquette)  
June 17 – LEIN Basic Operator class (Big Rapids)  
June 18 – LEIN Advanced Operator class (Big Rapids)  
June 19 – LEIN Packing the Record (Big Rapids)  
June 23 – LEIN TAC for Law Enforcement (Clio)  
June 25 – LEIN TAC for Courts (Clio)

**Reminders:**

- For all validation inquiries, contact LEIN Field Services at [mspleinfss@michigan.gov](mailto:mspleinfss@michigan.gov)
- This publication can be found on the LEIN Field Services Web site at [www.michigan.gov/lein](http://www.michigan.gov/lein)
- All operator and TAC training schedules, along with registration instructions, can be found on the LEIN Field Services Web site at [www.michigan.gov/lein](http://www.michigan.gov/lein)