

Criminal History Records Working Group Meeting

Date of Meeting: July 14, 2011

Attendees: Amy Spitler, Hutchinson Municipal Court
Randy Bowman, Juvenile Justice Authority
Melanie Waters, Office of Judicial Administration
Sheri Sharp, KBI – Criminal History Records Trainer
Lisa Parrish, KBI – Identification Supervisor
Tammy Sisk, KBI – ISD Asst Manager/Criminal History Records Supervisor
Shane Hoobler, Shawnee County Sheriff's Office
Becky Spielman, Shawnee County Sheriff's Office
David Dunstan, Salina Police Department
Arlene Frederiksen, Salina Police Department
James Eickhoff, Wyandotte County Sheriff's Office
Sarah Fertig, Kansas Sentencing Commission
Leslie Moore, KBI – Information Services Division Manager
Steve Montgomery, KBI – Information Technology CSO

The meeting began at 1:30pm.

Prior meeting notes

Notes from the June meeting were approved.

Updates

Fingerprinting for warrants – Leslie Moore explained that it is the responsibility of the Courts to fingerprint and palm print upon the offender's first appearance, or in any event before final disposition if they had not been previously fingerprinted per K.S.A.21-2501.

NICS requests

The procedure of processing a NICS request from the FBI was explained. A lot of the information needed for NICS decision of issuing a gun or not, relies on information the KBI does not receive. When a request is received, the KBI staff researches every in house database available. If they do not retrieve the needed information, a request is sent to the Court Clerk. Melanie Waters stated that the Court Clerks have been instructed to not read the journal entries, therefore they are unable to assist with some of the questions that need answered. The court most of the time does not receive the drug test results or information regarding if a firearm was used or not.

KBI stated that some of the information that is needed, but rarely reported is appeal results from municipal court cases and results from remands from the court of appeals.

Transaction numbers

Arlene Frederiksen asked the question of when to assign the transaction number. The transaction number is a unique number assigned to a series of events that are related to a single arrest. This transaction number also serves to associate related events within different databases at the KBI. A

transaction number is assigned when an individual is arrested, when reporting an arrest through KIBRS or upon fingerprinting for a summons or notice to appear.

When a subject is arrested for failure to appear, a new transaction number should be assigned. It is considered a new event from the original offense and fingerprints must also be submitted.

Instructions for completing the Kansas Adult Disposition Report (KADR) and the Kansas Juvenile Disposition Report (KJDR) are now available on the KCJIS website. Also available is unbarcoded KADR form for agencies to print and use to report events relating to arrests when the transaction numbers has already been assigned.

The KBI is checking in to putting the KADR and KJDR instructions on their public website. Several agencies do not have tokens, therefore are unable to access KCJIS.

Statute file

The statute file is close to having the final release published. Until then continue using the old statutes for drug charges.

Other issues

A discussion was had regarding how to do training and how do we get the individuals in the proper training class. Amy Spitler explained about a social network (List Serve) that municipal clerks use to email questions and answers to each other. It is similar to a chat room and at times can be overwhelming. Several individuals give their opinions and suggestions on how to do particulate duties.

It was decided to have quarterly meetings. The next meeting will be **October 20th** at 1:30pm at the KBI Annex Training Room.

Please email Leslie Moore at leslie.moore@kbi.state.ks.us to suggest agenda items for the next meeting.