Kansas Criminal Justice Coordinating Council

KCJIS *NEWSLETTER*

AUGUST 2000

HELP DESK NEWS

CHECK THE STATUS OF A TICKET FROM YOUR TERMINAL:

When calling the KBI Help Desk with a problem on the KCJIS network, the Help Desk will open a ticket and provide that ticket number to your agency. If the problem is not one that is resolved right away, your agency can check the status of the ticket on the KCJIS web site. To check the status of the ticket, do the following:

1. Go to www.kcjis.state.ks.us
2. Click on Help Desk
3. Click on View Help Desk Ticket Status
4. Type in the ticket number the help desk gave you.

If the ticket is still "open" it will provide you with all escalation that has taken place. If the ticket is "closed", it will only show the status of the ticket. If the ticket is "pending" it will again show all of the escalation that has taken place for that ticket. A "pending" status means that it has been escalated to someone who is taking action that has not been completed yet. For example: A vendor that would have to re-program the web or datamaxx.

Please advise all operators to get a ticket number when reporting a problem to the Help Desk. Also, if your agency is calling in with an existing problem, please provide the person answering the phone with the ticket number. This will be a much faster way for the Help Desk to assist your agency.

Kansas Browser Access Records System (KBARS)

For the first six months of 2000, KBARS, which permits Internet access for record checks of the Central Repository, logged 23,445 record checks. That is a **150%** increase over the same period of 1999. Those record checks resulted in the dissemination of 6,232 Rap Sheets. That is a 27% increase over the same period of 1999.

KCJIS Project Update

A recent review of the KCJIS Project by two consulting firms concluded that significant pieces of the project had been delivered and implemented. However, the consultants noted that completion of the central repository was behind schedule. The reviews suggested an update of the project plan as well as the completion schedule. The updated plan and schedule should take into consideration vendor resources and scope of the project.

In June the state released an RFP to acquire a consultant to assist in the revision of the KCJIS Project Plan, update the project budget, and provide short-term management to coordinate state and vendor resources on the project. The contract for services will be awarded by September 1.

What has the KCJIS Project accomplished?

- Replaced the Automated Fingerprint Identification System (AFIS)
- Replaced the statewide telecommunications switch with a high speed server that runs on TCP/IP protocol over the state's wide area information network (KANWIN)
- Installed a secure web server as a low cost alternative to the new message switch
- Installed a network security system that allows safe and efficient use of the Internet to conduct criminal justice business
- Installed web browser access to the state's criminal history records, allowing criminal justice agencies direct access to criminal histories whenever needed
- A local law enforcement case management application has been installed at 131 agencies, allowing them to electronically transmit offense data to the KBI via a secure socket connection
- The KIBRS 2000 application has been installed at the KBI and is currently supporting all KIBRS data entry
- 1999 and 2000 KIBRS data has been migrated to the new central repository for storage and retrieval
- The new KIBRS database is fully compatible with the FBI NIBRS Program
- A new document imaging system installed at the KBI has allowed the central repository to image all disposition reports and cross-reference them to arrest records

What remains in the KCJIS Project?

- The addition of "hot files" to the statewide communications system; including misdemeanor warrants, missing persons, registered offenders, and an officer safety feature known as BOLO (be on the lookout)
- Installation of the backup message switch at Salina
- Completion of the new adult and juvenile criminal history database at the KBI
- Completion of the local case management application for prosecutors, including the edit gateway and the secure socket connection to the KBI
- Interface AFIS to the FBI's IAFIS

- Interface the criminal history database to AFIS, III, and the electronic disposition reporting gateway
- Interface KCJIS with databases at DOC, JJA and OJA

Questions, or comments about the KCJIS Project? Contact KBI Assistant Director Chuck Sexson at 785-291-3029, or sexson@kbi.state.ks.us.

Legislature Approves A Full-time KCJIS Project Manager

Recognizing the need for a full-time project manager to coordinate the various KCJIS initiatives, the 2000 Legislature approved funding for a KCJIS Manager. The Criminal Justice Coordinating Council has initiated a search for the new position. The following ad will appear in a number of area newspapers: "Criminal Justice Information System project manager for State of Kansas. Criminal justice background; strong project management, budgeting, information technology and communication experience/skills; bachelor's degree required.

Unclassified position oversees continued development of multi-agency state/local criminal justice information system; communicates regularly with state elected/cabinet officers, legislators, local criminal justice agencies. Submit letter/resume to Don Heiman, DISC Director, 900 SW Jackson, Rm. 751S, Topeka, KS 66612-1275. EOE."

KIBRS Law Enforcement Case Management Application

Version 1.6.0 of the KIBRS Law Enforcement Case Management Application (KIBRSLE) along with the KIBRS Gateway Application is scheduled to be distributed to 131 Kansas law enforcement agencies. As of August 1, Business Software and Equipment (BSE) had installed the application in 22 agencies in southeast and southwest Kansas. Another 31 agencies are scheduled for installation in August.

Agencies using KIBRSLE are required to submit KIBRS data through the KIBRS Gateway as indicated in their Memorandum of Agreement with the Kansas

Criminal Justice Coordinating Council. Prior to installation of 1.6.0 and the Gateway, an agency needs to determine how they will communicate with the host KIBRS Gateway Application at the KBI. The Gateway software is designed to only work on one computer; it cannot be loaded on several different computers within an agency. Further instruction on the requirements for connecting to the KBI for KIBRS Gateway users is found in the "KIBRS Gateway Connectivity" article on page 7.

Kansas Incident Based Reporting System

Implementation of the new KIBRS program has accelerated during the summer months. Distribution and installation of the KIBRS Law Enforcement Case Management application 1.6.0 along with the KIBRS Gateway software began in July. Paradigm4 implemented the production KIBRS database on July

14, 2000. Views of the KIBRS database through the KCJIS Web server are currently being programmed, and KBI staff has begun working with the Information Network of Kansas (INK) to develop a new KIBRS statistical output for the public on the World Wide Web.

KIBRSLE Training

Training is also being scheduled for KIBRSLE users based on their scheduled installation date. Users whose applications were installed in July or that are scheduled for installation in August have been notified of their scheduled dates for training. The training for 1.6.0 and the KIBRS Gateway is being paid for through the Kansas Criminal Justice Improvement Project. In order to contain costs, three training sites have been selected; the BSE offices in Leawood, the KCJIS Computer Lab at the KHP Academy in Salina, and at the Garden City Community College Computer Lab. Training will be conducted by BSE staff with assistance from the KBI.

Since seating is limited, agencies will only be allowed to send one person. As a result, an agency should

make every effort to send a staff person who can train additional personnel in the agency, once they have completed the BSE training class. The first full day of training will be devoted to using the application. The second day will address the administrative functions such as setup and using the KIBRS Gateway. Some agencies may find it appropriate to send different staff persons to each session.

Classes are scheduled to start at 8:00 a.m. each morning, ending at 5:00 p.m. on the first day and at noon on the second day. Instructors will be available on the afternoon of the second day to provide additional instruction or to answer questions. Agencies will be notified of their training schedule by the KBI.

KIBRS Gateway Application

The KIBRS Gateway Application contains the NIBRS required edits and transfer program to the KBI. While this application interfaces with the KIBRSLE application it will also be used by agencies with their own case management applications.

The KIBRS Gateway Interfaces Control Document (ICD) has been sent to thirty-five agencies, along with a Memorandum of Agreement that must be signed by the agency head in order to receive a CD of the Gateway application and instruction manual. Once agencies receive the application they may release it to their vendor for testing. (The ICD contains the programming instructions.) However, since acceptance of the software makes the agency responsible for its distribution it is recommended that the agency sign a memorandum of agreement with their vendor stating:

- The vendor will only use the software for the development and testing of electronic transfer of KIBRS data to the KBI for their specific agency;

- The vendor will not make copies of the software or distribute the software to any other agency, vendor or third party;

- The software cannot be distributed in any form to individuals or organizations for use outside the state of Kansas;

- Any copies of the software in possession of the vendor at the completion of successful testing will be returned to the agency.

The KBI is currently setting up a second KIBRS Gateway that will allow non-KIBRSLE agencies to submit test data prior to full implementation. Further instruction on using this site will be released to the agencies once they have notified the KBI that they are ready to begin testing. Agencies only using the Gateway will also need to determine how they will communicate with the host KIBRS Gateway Application at the KBI. The Gateway software is designed to only work on one computer; it can not be loaded on several different computers within an agency.

Further instruction on the requirements for connecting to the KBI for KIBRS Gateway users can be found in the "KIBRS Gateway Connectivity" article on page 7.

NIBRS Testing

The Federal Bureau of Investigation is currently reviewing Kansas NIBRS data submissions for reasonableness. This is the final step in being certified as a NIBRS-compliant state. Prior to this step, Paradigm4 had been sending test data to the FBI for validation since February.

When test data is submitted to the FBI it is run through their validation program and then returned to the submitting agency with a report listing the errors found in the submission. Paradigm4 and BSE then reviewed the reports received on the Kansas submissions and make any needed changes to the KIBRS Gateway edit program before submitting a new test file.

At the completion of this testing phase, the Kansas error rate was 0.03%. The remaining errors were for invalid ORI numbers and submitting arrests for more individuals in a case than were listed as suspects.

Testing for reasonableness consists of comparing the reported number of Part 1 crimes for the first six months of 1999 and 2000 in order to determine if there are any large fluctuations in the numbers. A large fluctuation could indicate a programming error or reporting rule violation in the NIBRS submission. Next, the FBI reviews the data for reporting inconsistencies. For example, they called about a reported incident where a rape victim had also been listed as a suspect because this would not be a normal occurrence.

Based on recent conversations with the FBI NIBRS staff, it is anticipated that Kansas will be certified and submitting live NIBRS data by September 1, 2000. The first submissions will contain both 1999 and 2000 data. Submissions to the FBI will be made on a monthly basis.

Invalid ORI Numbers

Several Kansas law enforcement agencies are currently using invalid ORI numbers or retired ORI numbers. Many of the drug task forces have been assigned ORI numbers by the Kansas Highway Patrol for Kansas use only. If the drug task force in your area has been assigned one of these numbers, please contact Capt. Ken Justice, KHP (913) 782-8100. Any ORI numbers for drug task forces that are considered invalid by the FBI NIBRS program will be resubmitted under the Sheriff's Office ORI number until the KHP advises the KBI of the new ORI.

Also, some agencies may be using an inactive ORI number. Occasionally, a small city will decide to eliminate their one or two-man police department and contract with the local sheriff for law enforcement support. When this happens the agency's number is retired. Later, if the city decides to again support a local police department, the officers will use the same ORI number, not realizing that the ORI number has been retired. If you believe your agency falls in this category, please contact Capt. Ken Justice at the KHP. He can advise if your ORI number has been retired and if so how to get it reactivated.

KIBRS Database Web Browser Views

Kansas law enforcement agencies will be able to access the KIBRS database at the KBI for crime analysis through a series of views. In order to access the views, users will be required to use the KCJIS Web server via a web browser. Views are designed to show the logical relationship of data reported in an Incident or Arrest.

In order to maintain a responsive query program the views have been constructed to control processing time. Except for the Property View, users will be required to limit queries to one agency or all agencies within a county and by a date range that is no greater than 31 days.

Use of the system will be continuously monitored in order to determine if limitations are too restrictive, not restrictive enough or if other views of the data would be beneficial. Examples of possible queries will be provided with the description of each view.

Data will be returned in tabular format in the web browser. In order to perform analysis or limit the data further than what is provided, the user will need to copy the file to Excel, Access or some other similar application.

The availability of current data will be based on a law enforcement agency being able to support the functions of the KIBRS Gateway edit program and the frequency of KIBRS data uploads from the agency. Reports submitted for KBI data entry may not be available for several weeks. As a result, data may not be consistent or complete for any agency or county.

Eight views will be available:

V1 – OffenseMappingMO – this view contains offense location, offense type, premise, and method of operation. This view can be used to create a data file for an agency's mapping application. It can also be used to map specific types of offenses in communities surrounding a jurisdiction in order to determine crime patterns. A method of operation can also be used to filter information from this view.

V2 – OffenseWeaponActivity – this view contains the offense type, the weapons used in an offense and the associated criminal activity. Data from this view can be used to determine the types of weapons used when committing offenses. Files can also be created to define the use and types of weapons involved in a reported incident based on the activity type (i.e. Domestic Violence), if the incident was the result of a Hate/Bias towards the victim, or if the incident occurred on a campus.

V3 – Victim – this view contains information on the victims of offenses, it includes the victim's full name, demographics, and associated offense by statute and NIBRS code. This view can be used to create files by offense type in order to analyze typical victims or search for similar type victims of offenses in order to establish a pattern. Users are able to search for victims by name, including businesses.

V4 – Suspect - this view contains data on the suspects/offenders reported in an incident. This view can be used to create data files listing the suspect's name, demographics, vehicle and address.

V5 – Property – this global view contains information on all reported stolen and recovered property submitted through the KIBRS program. This view can be used to identify recovered property not entered into NCIC or to look for similar types of stolen property in order to identify a series of thefts within a community or county. This is the only view not restricted by county, agency or a time span.

V6 – Drugs – this view contains the drug offense, type and amount of drugs seized, and data on the suspect/offender including their name, demographics and address. This view can be used to determine if a suspect has been involved in other drug offenses, to locate a possible address on a suspect using the suspect's name, analysis the types and amounts of drugs being seized and to focus on specific types of drug offenses and seizures.

V7 – Arrestee – this view contains data on both juveniles and adults arrested for a violation of reportable criminal offenses. This view is not considered part of an arrestee's criminal history file. This information is to be used for investigation only or to compile arrest statistics. An agency could also use this view to determine if all their required arrest reports have been submitted to the KBI.

V8 – Clearance – this view provides a list of cases cleared by arrest or exceptional means. A user will be able to construct a monthly clearance report for their agency using this view. When developing a report the user must determine if the clearance report is being built based on the incident date of report, or based on the date of arrest and exceptional clearance date. Use of all three parameters together would be invalid. Use of incident date as opposed to arrest/exceptional clearance date will create a different response.

KIBRS Public Access

KBI staff is currently working with the Information Network of Kansas (INK) to design a new KIBRS statistical Website. A copy of the NIBRS file along with the incident activity codes will be provided to INK on a monthly basis. INK will then convert the file to a database that can be used to drill down statistical compilations.

For example, a user may see an initial screen showing the total number of Group A offenses reported by Kansas law enforcement agencies. A dialogue box would appear asking the user if they want more information on a particular offense. If the user selects "rape" a second dialogue box would appear listing the available drill-down selections which could be the total number of rape offenses reported by a county or city, or different compilations such as victim and suspect demographics, weapons involved, relationship of the victim to offender, time of day, etc. The database will be interactive with INK KIBRS file (not the KIBRS database at the KBI).

The KBI and INK will also be developing material that will be released to the news media prior to the Website being launched. The material will discuss the difference between the Uniform Crime Reporting Program (UCR) and the National Incident Based Reporting System (NIBRS). The state reporting rules will also be mentioned as well as the current status of the reporting agencies. Please note that the news media information will be forwarded to all law enforcement administrators before any release is made to the news media or the public.

If you have any questions about the KIBRS-related material, please feel free to contact Mary Ann Howerton, KBI CDIC Manager, at (785) 296-8277 or email at howerton@kbi.state.ks.us

KIBRS Gateway Connectivity

If your agency has signed up to use KIBRSLE, you must have network connectivity before BSE staff arrives on site to install the software. BSE staff will install the KIBRSLE software and, where needed, the SecuRemote software and digital certificate assigned by the KBI. Agencies that access KCJIS through a firewall will not need the SecuRemote and digital software installed on the KBIRS Gateway, as the firewall will be programmed to do the encryption and authentication instead of the individual personal computer.

The KBI has received numerous questions regarding how agencies may determine if its network connectivity is ready. Once you have identified which PC will be used for the BSE Gateway, you can check the network connectivity by ascertaining the following:

- ***Does this PC currently have access to ASTRA? If so, you are accessing KCJIS and have network connectivity.***

If you have a KCJIS router installed at your agency, adding another device to this network is preferable to paying for another Internet Service Provider. In addition to saving your agency that monthly cost for the ISP, when there is a problem that affects the BSE terminal, it may be a problem with your ISP's network which will require each agency to contact their ISP for assistance.

Each mandated agency was provided with a small 6 or 8 port hub. For those agencies that are not mandated, you may want to purchase an inexpensive hub. This hub may be connected to the KCJIS router and additional terminals connected. (Note: Additional terminals accessing ASTRA will require approval from Bob Eckhardt, State Security Officer (SSO), KHP, 785-296-5963, prior to coming up on the network.)

There were approximately 20 mandated agencies that did not receive a hub when the network conversion occurred. DISC staff is currently shipping hubs to those remaining agencies. If you are just receiving this hub or if your agency purchases one of its own, it is the agency's responsibility to connect the devices to the hub.

- ***Does this PC currently have access to KBARS? If so, you are accessing KCJIS and have network connectivity.***

If this PC uses Verisign instead of the KBI-assigned digital certificate, you will need to change and use the KBI's system.

- ***Does this PC currently have access to the Internet that works? If so, you have network connectivity.***

If you have signed the Memorandum of Understanding to use the KIBRSLE software, you will be receiving a questionnaire in the very near future. The questionnaire is designed to answer the above-noted questions for you and to assist KBI staff in preparing BSE for the installation at each site.

NEW HELP DESK SOFTWARE AND "TIDBITS":

The KBI Help Desk is now operating on a new Help Desk Software. We owe a special thanks to Stan Pfeifer, KBI for writing the software for us. This new software not only allows our user to see the status of our tickets from our internet page, but also does analysis for us. From the reports that we have been given we can come to the following conclusions:

- In the first six weeks after we implemented the new software, we opened 794 tickets.

- Of those total tickets only 3.5% of those opened were escalated to an outside resource.

Also in reviewing the busiest times of the week it looks like Wednesday and Thursday are the busiest times for the help desk.

If you are trying to call our help desk the busiest times for calls are 0800 hrs and from 1400-1500 in the afternoon. So, you might keep that in mind when calling with questions.

Our goal on the help desk is to close out a ticket as quickly as possible. In order to help us do that, please remember to keep track of your ticket number so that you can provide it to the person answering the phone. Tonya Thoman was instrumental in designing the software. Special thanks to Tonya Thoman and Stan Pfeifer.

AFIS and IAFIS News

The Kansas central site AFIS is still not completely in operation. There are remaining issues of installation, mostly now concerned with the pending interfaces with the computerized criminal history (CCH) database and with the IAFIS (the federal AFIS connection with the FBI) system at the federal level. These will sort themselves out as we put CCH and our other systems on line.

Recent Achievements and Current Activities

- Sedgwick County Sheriff's Office has joined Saline, Johnson and Lyon County Sheriff's Offices in submitting livescan bookings. As of the newsletter's publication date, Franklin County is on the verge of connectivity as well. As soon as their livescan vendor overcomes a network issue, Franklin should become the fifth county with connectivity.
- The host site AFIS received 886 livescan submissions during the month of June. This number will continue to rise as counties join the system.
- Sedgwick County also joins Saline and Johnson Counties with automated connections between their livescan devices to their local records management system (RMS) databases. This accomplishment permits text entry to be imported from the RMS program into the text message portion of the fingerprint file.
- Latent submission to the FBI. Printrak is developing their plan to connect our latent workstations to the IAFIS network. While this hasn't been accomplished, Printrak acknowledges the functionality is to be included in the host site AFIS.
- In order to work with IAFIS and take advantage of the FBI's projected 2-hour turnaround of criminal identifications, the Central Repository is currently hiring additional staff to support the 10-print Identification Unit. Once the additional technicians and clerical staff are brought on board, the Central Repository will begin 24 hour/7 day per week operations. At that point, all livescan submissions will be fully processed at the AFIS host site (the KBI) as the records are received. Once IAFIS is connected, livescan bookings will then be sent to the FBI for national identification within that 2 hour turnaround.
- Leawood Police Department is in the process of awarding a contract for the purchase of a new livescan device. Leawood intends on obtaining a fully compliant device and connecting to the host site AFIS.

BSE Prosecutor Application

Business Software and Equipment, Inc (BSE) has released the Beta version of the Prosecutor's case management application. This is the companion application to the recently released Law Enforcement case management application and the Court case management application.

The CJIS project learned from the rollout of the Law Enforcement application that it is better to be cautious with the initial release. Rather than rush Version 1.0, BSE has continued to work with the design team to catch and correct as many of the "bugs" as possible before installing the program at a prosecutor's office. This approach has resulted in a stable Beta version that is now installed for intensive testing in four counties (Riley, Allen, Chase and Pratt).

The current schedule is for the four Beta sites to test the software and report their findings to BSE on a continuous basis. At the end of a 30-day cycle, BSE will reissue the program with all fixes incorporated from the Beta site feedback. Another 30-day cycle will begin. The Beta testing will probably continue for two or three of these cycles. When the CJIS director is satisfied that the application is ready for release, BSE will schedule installation at participating prosecutors' offices. Current estimates are for release of Version 1.0 by the end of this calendar year.

Statewide, about two dozen prosecutor's offices have indicated that they will use this software package. Any other prosecutor interested in obtaining this application should contact Lee Tafanelli, BSE Program Manager, at (785) 232-4433 or at ltafanelli@bsegov.com.

Kansas Disposition Report (KDR) Gateway

As reported in an earlier newsletter, Business Software and Equipment, Inc (BSE) is designing an interface between local prosecutors and the Central Repository to process and validate electronically transmitted criminal history Kansas Disposition Reports (KDR). This interface is known as the "KDR Gateway" and it will function much as does the KIBRS Gateway. The agencies that use this gateway are those with databases that will package all the data found on the Kansas Adult Disposition Report (KADR) and the Kansas Juvenile Disposition Report (KJDR) and send the data by electronic file rather than by use of the printed forms. BSE started this project last year, but for a number of reasons it stalled. Now they have amended the original plan and begun work in earnest. The first steps involve developing the gateway's architecture and defining the business rules for the movement of data. In support of this, the KBI has developed NIST message maps that govern the conditions under which a disposition report is submitted to the Central Repository.

Conference

BSE will host a conference of programmers and interested others to discuss the details of the KDR Gateway project and to assist local prosecutors in building to the gateway. This meeting will be scheduled for one day during the last week of August, 2000. If you are interested in participating in the gateway or the conference, please contact either Wayne Dirks at wdirks@bsegov.com, or SAC Dave Sim at dsim@kbi.state.ks.us.

Public Housing Record Check (HUD Backgrounds) Update

Under provisions of the 1996 Housing Opportunity Program Extension Act (Pub. L. 104-120), Public Housing Agencies (PHA) are entitled to obtain national criminal history records of tenants and tenant applicants. To obtain a record, the PHA must go through the following steps:

- Obtain an ORI from the FBI. This is accomplished by application to the Kansas Control Terminal Officer, Captain Ken Justice (KHP, 122 SW 7th Street, Topeka, KS 66603-3847). This ORI will have the suffix "Q," which identifies a PHA.

- Coordinate with a local law enforcement agency to conduct an Interstate Identification Index (III) record check, by name, using NCIC **Purpose Code "H".** The result of this check is simply a "hit/no hit" - the response will not include record content.

- After a name check "hit," if the PHA desires to pursue the record check and obtain the complete III record, applicant fingerprint cards must be obtained by the PHA and submitted to an FBI-approved Channeling Agent (CA). The CA is an organization that will receive the applicant fingerprint cards and submit them to the FBI. The CA will then coordinate billing and payment for the FBI's processing.

- The FBI will send the national Rap Sheet directly to the PHA, using the PHA's ORI as recorded on the Applicant Fingerprint Cards.

Note that the PHA does NOT obtain a III report from the supporting law enforcement agency. The name check can ONLY result in the summary report of hit/no hit. To obtain the Rap Sheet, the PHA must submit the fingerprint cards to their supporting CA.

A PHA that desires to obtain an ORI and participate in this program should begin by coordinating with their supporting HUD office.

The FBI's "Top Ten" Reasons to Reject a Fingerprint Card Submission

(This actually isn't their top ten, it's ten of the faults that the FBI and the KBI see frequently)

10. Fingerprints out of sequence
9. Charge incomplete or not given in literal form.
8. Missing fingerprints with no reason given.
7. Descriptive data (e.g. name, DOB) or ORI incomplete or missing.
6. Poor penmanship.
5. Fingerprints on the wrong side of the fingerprint card.
4. Use of pencil or use of pen with ink color other than black.
3. (Applicant fingerprint card) Incorrect or missing "Reason Fingerprinted" block.
2. Fingerprints not rolled properly or of poor quality.
1. And the **#1** reason that the FBI rejects a fingerprint card submission is: **Fingerprints are not rolled properly or they are of poor quality.**

National Instant Check System (NICS) Update

Kansas is now current with processing NICS requests for dispositional information used by the FBI in determining qualification/disqualification of firearm purchase applications. This is the result of hard work on the part of all the local agencies to which the KBI forwards requests for criminal case disposition and domestic violence indicators. On average, the FBI is now sending over 500 requests for disposition/case information to Kansas each month. This average doubles over the Thanksgiving-Christmas holiday season.

Thank you for your continued cooperation in completing the requests for NICS information. You've done a lot of research and dug through a lot of files to answer the questions, and we appreciate your efforts.

If you have any NICS questions, please contact Bev Sage, KBI NICS Coordinator, at (785) 296-8274

Public School Employee Criminal History Record Checks

Kansas Senate Bill 432, which was signed into law on May 9, 2000, provides all Kansas public school districts access to state and national criminal history record information regarding applicants for employment. The law mandates USD Boards of Education conduct fingerprint-based searches of the Kansas and national criminal history databases, unless the applicant for employment has been a Kansas resident for the last 10 years. Volunteers and contracted workers are also excluded from mandatory records checks.

The Kansas Department of Education estimates that about 10,000 persons will require fingerprinting under this new law this year. Law enforcement agencies should anticipate requests from schools and Boards of Education to provide fingerprinting services. Such support is not mandated by SB 432; it is at the discretion of the law enforcement agency.

To implement this new law, the KBI has provided instructions to each USD. Applicant fingerprint cards (FBI form 258) have been distributed directly to the USD/Boards of Education, with the KBI ORI (KSKBI0000) imprinted. Agencies providing fingerprinting support must ensure that only the KBI-supplied Applicant cards are used so that FBI responses are properly received by the KBI, accounted for and disseminated in accordance with the new law.

Two cards must be submitted per applicant. Livescan submissions cannot be processed yet; only inked cards are to be submitted under this program. The "Reason Fingerprinted" block must contain one of the following acceptable entries (any other entry will be rejected by the FBI): "*Kansas SB 432 School employee (certified)*" or "*Kansas SB 432 School employee (non-certified)*" The local Board of Education will submit the cards to the KBI directly.

Another Means of Obtaining a National Record Check

Some schools have opted to conduct fingerprint-based record checks on employees who are excluded under the provisions of SB 432. All such additional national checks can be accomplished, but the authority cited is the **National Child Protection Act** and the **Volunteers for Children Act**. This is federal public law that has wide application for accessing the national criminal history database for a wide variety of non-criminal justice agencies in the state.

The KBI has published a Fact Sheet that explains how record checks are conducted under both SB 432 and the National Child Protection Act. For copies of either Fact Sheet, or for any other information, contact the KBI Adult Records Unit.

Fingerprint and Dispositional Reporting Resource Documents Available in Electronic Format

Agencies working on electronic data exchange within the Kansas CJIS environment may be interested in receiving a collection of message formats and reference documents to assist that work. The Central Repository has collected the record formats and business rules that govern the transmission and receipt of fingerprint records and criminal history dispositional reports. These files, along with the most recent version of the KCJIS Data Element Dictionary, are in a "zip" file that is available on request; simply e-mail SAC David G. Sim at dsim@kbi.state.ks.us and request a copy of the EFTS zip file.

Statistics of Note

As of July 1, 2000, the project to automate the criminal history database has now produced a total of 238,216 records.

During the first half of calendar year 2000 (January through June) the Juvenile Records Unit of the Central Repository received:

- 5,531 juvenile arrest fingerprint cards (an increase of 1,000 over the same time period in 1999).

- 779 Kansas Juvenile Disposition Reports (KJDR). Notably, three of the most populous counties failed to submit a single KJDR. We are working for better response in the future.

- 3,215 Old prosecutor offender reports received (green ones).

- 8,640 record check requests (all were processed).

During the first half of calendar year 2000 (January through June) the Adult Records Unit of the Central Repository received:

- 42,386 adult arrest fingerprint cards.

- 9,720 Kansas Adult Disposition Reports (KADR).

- 3,482 Applicant fingerprint card submissions (all were processed).

- 188,591 record check requests (all were processed).

FAQ

Questions Received via Mail, E-mail, Fax, Phone and Thrown Bricks

Q – What are the responsibilities of local law enforcement agencies in supporting the new law requiring record checks for Public School employment?

A – Under the provisions of the law enacted by Senate Bill 432, the public school Board of Education must cause the applicant's fingerprints to be taken and submitted for a national record check. The law doesn't indicate how the fingerprints are taken, so the responsibility falls to the Board of Education to obtain services or become self-sufficient. In some cases the Sheriff or Police

Department is providing free fingerprinting services to the schools, and in other cases the Sheriff or Police Department is charging a nominal fee. In some locations the school is not able to obtain local law enforcement support, and in others the school has opted to conduct its own fingerprinting.

Q –If our Sheriff's Office fingerprints applicants for Public School employment (under SB 432), do we use our own stock of Applicant Fingerprint Cards?

A –No. Only the Applicant Fingerprint Cards provided by the KBI are to be used for these record checks. That is because the card must have the KBI ORI and address pre-printed in the ORI block so that the FBI responses are received at the KBI. A card pre-printed with another agency's ORI will go astray and the dissemination required by law will not be accomplished properly.

Q –Every now and again the KBI Records Section calls and asks my County Attorney's Office for a disposition of an old prosecution. Usually our records show we had already sent the disposition to the KBI right after court sentencing. Why do we have to send the same information a second time?

A – The Central Repository asks for dispositional information regarding old cases when the subject's record is being automated and the information is not in the source documents at the KBI. Until recently, the Central Repository had a large backlog of dispositions that were unorganized and thus unavailable for completing an individual's criminal history record. Because of that unavailability, we were forced to ask for another report of case disposition even though the original report might have been in the backlog. However, we now have all of these forms organized and indexed as electronic images in the Central Repository's Document Imaging System. From now on, we only ask for a case disposition when we search our archives and determine that the disposition is not here.

Q –How will the Central Repository implement mug shot image technology?

A –The contract for construction of the new Central Repository database system includes a digital image library. The intention is to receive electronic image files from a booking agency, connect the images to the fingerprints and the offense data and store them in a database that all CJIS users can access. The library will support including an image (the most recent arrest mugshot) on the Kansas Rap Sheet and can be used by CJIS agencies to create a photo line-up.

Q –What kind of images will be included in the Central Repository digital image library?

A – To begin with, the standard mug shots and photos of scars, marks and tattoos.

Q –What will be the standard format for digital images?

A – JPEG.

Q - Several months ago we were told that the FBI would soon issue a new palmprint card. What's the status?

A – The FBI has begun stocking the card, which is simply a standard size fingerprint card with no printing on it. These may be ordered in the same way fingerprint cards are ordered, using the standard FBI order form. Simply write "Palmprint Cards" on the form and note the quantity you want.

Q - All criminal justice agencies in the state were given the Kansas Manual for Criminal Justice Records and Reports a couple of years ago. Isn't it about time to update this book?

A – Yes. That publication was distributed to all criminal justice agencies in Kansas to bring reporting agencies into compliance with statutory requirements and to standardize the method of creating and submitting paper reports. With the implementation of electronic data movement in the CJIS network, there is a need to include these new systems into the book. The Central Repository will rewrite the manual at some point in the future.

Q – What is the air-speed velocity of an unladen swallow?

A – What do you mean? An African or European swallow?

NCIC PROTECTION ORDER FILE – FULL FAITH & CREDIT

WAY TO GO KANSAS LAW ENFORCEMENT!

The State of Kansas is one of 31 states that are making entries into the NCIC Protection Order File. The State of Kansas has 32 of the 105 counties and two Police Departments making entries.

The NCIC POF is the key to success in regards to officer safety and assisting the victim. If all agencies were making entries into the file it would make it easier on the officer in order to comply with Full Faith and Credit.

The federal mandate to give full faith and credit to valid protection orders nationwide confronts our law enforcement agencies with new challenges. Failure to enforce a valid order of protection based on the fact that it was issued in another jurisdiction may leave officers and departments vulnerable to liability. Therefore, it is important to understand how we can reduce the risk of liability. The following are some of the areas that we need to remain aware of:

- Understand the laws of the enforcing jurisdiction related to liability
- Respond in a timely fashion
- Investigate thoroughly
- Follow arrest laws of enforcing jurisdiction
- Offer assistance and referral to victim
- Complete detailed incident reports
- Charge appropriately
- Follow up for victim protection
- Train all law enforcement personnel
- Supervise carefully to assure victim safety
- Confiscate proscribed weapons

In order to assist law enforcement agencies with questions concerning Full Faith & Credit and the NCIC Protection Order File we now have brochures available. If you would be interested in receiving one for your agency or if you have any questions please contact Tonya Thoman, Kansas Bureau of Investigation at (785) 296-8264.

Hop Along with TOADS!

The Total Offender Activity Documentation System (TOADS) is the application used by the Parole & Community Corrections staff for maintaining historical offender information to aid in case management. It was designed in Lotus Notes 4.5 (now referred to as Domino) on a NT Server platform. In the Fall of 1997 four agencies (2 Community Corrections, 2 Parole) piloted the TOADS application. In June of 1999 the Kansas Department of Corrections migrated the TOADS application from the NT platform to their AS/400 720, to take advantage of the stability, scalability, & functionality of Domino for the AS/400. Recently the Institutional Parole Officers have started training on TOADS to help streamline the pre-release process. The number of users on TOADS began with a dozen users less than three years ago and currently hosts over 700 users. Information contained in the TOADS database will interface with KASPER (Kansas Adult Supervised Population Electronic

Repository). Future enhancements will web enable TOADS to improve its availability to other criminal justice agencies.

Anyone is welcome to discuss TOADS by contacting Cathy Clayton at 785-296-0171; CathyC@kdoc.dc.state.ks.us or Tracey Ischinger at 785-296-0683; TraceyI@kdoc.dc.state.ks.us