



KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL

# KCJIS *NEWSLETTER*

Volume 5: Issue 3; September, 2003

## **New KCJIS Governance Now Operational!**

*By Gordon Lansford*

The 2003 Legislature passed, and the Governor signed, Senate Bill 63, which restructured the governance of KCJIS. The new KCJIS governance structure went into effect July 1, 2003.

SB 63 eliminated two previous governance groups and combined them into one new group, which is called the KCJIS Committee. The KCJIS Committee, which consists of eleven members, held its first meeting on September 10, 2003 in Topeka. The new KCJIS Committee reports directly to the Kansas Criminal Justice Coordinating Council (CJCC). The two previous governing bodies that have been eliminated are the ASTRA Board and the KJCIS Advisory Board. They no longer exist.

The KCJIS Committee is the “operational management” level in the KCJIS governance model while the CJCC is the “executive steering committee”. The purpose of the new governance organization is to eliminate overlap between the governing bodies, streamline decision-making, and create a single reporting structure for the criminal justice community. Collectively, the new KCJIS Committee represents over 7000 users in over 500 criminal justice agencies across the State of Kansas.

The members of the new KCJIS Committee are:

- Amy Bertrand, Chief Counsel, Kansas Dept. of Administration, Chair
- Mike Watson, Director, Riley County Police Department (KACP)
- Ron Hoffman, President, Director, Harvey County Communications Center (911 Providers)
- Dick Barta, Shawnee County Sheriff (KSA)
- Chuck Sexson, Assistant Director, Kansas Bureau of Investigation, Vice Chair
- Capt. Ken Justice, CTO, Kansas Highway Patrol
- Steve Finch, IT Director, Kansas Department of Corrections
- Bill Burns, Court Administrator, 29<sup>th</sup> District Court (KADCCA)
- Brenda Jordan, Asst. District Attorney, Riley County (KCDA)
- Kelly O’Brien, CIO, Office of Judicial Administration
- Todd Reinert, IT Director, Juvenile Justice Authority

If you have any questions please contact your representative from the list above, Gordon Lansford, Director of KCJIS (785-291-3527), or Amy Bertrand, Chairperson of the KCJIS Committee (785-296-6000).

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## **HAZMAT Endorsement: An Update**

*By Dave Sim*

As reported in the last issue of the *KCJIS Newsletter*, federal implementation of the USA PATRIOT Act of 2001 requires the Transportation Security Administration (TSA) to conduct a background check of every commercial truck driver who is authorized to carry hazardous materials (HAZMAT). These checks are to be fingerprint-based and initiated at the state level.

The suspense date for initiating these checks is November of this year. However, TSA has not yet established the rules and procedures for gathering fingerprints, submitting them or analyzing them for disqualifying history. That processing requires substantial additional planning. While TSA has not formally requested an extension for starting the checks, it is anticipated that they will.

In Kansas, the Department of Motor Vehicles (DMV) is working on implementation plans to capture and forward fingerprints in support of HAZMAT endorsements. Once TSA has determined the process and established rules for implementation, DMV will be ready to participate.

Until such time as TSA announces the procedures and timetable for the background checks, HAZMAT fingerprinting will be planned but not executed.

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### **Livescan Purchase Contract Being Finalized**

*By Dave Sim*

The KBI and the Kansas Department of Administration's Division of Purchases have been working to create an open state contract for the purchase of livescan devices. As this issue of the *KCJIS Newsletter* is being sent to press, the contract is being finalized.

Several vendors responded to the Invitation for Bid that was released by the Division of Purchases several weeks ago. The responses are now being studied for completeness and responsiveness to KCJIS specifications. This review will determine whether or not the products are compliant with the established technical specifications and functional requirements for data exchange in the KCJIS and national IAFIS networks. Those vendors that are determined to be compliant will be included in the contract.

Once the contract is released, any governmental agency in Kansas may use the contract to purchase a livescan or any associated hardware, software or services offered by any of the included vendors. The advantage of using the state contract is the assurance of purchasing compliant livescan devices without the difficulty of crafting a Request for Proposal or negotiating the prices and terms of purchase. However, an agency is not obligated to purchase from this contract and may procure livescan from other means.

Once issued, the contract will be good for one year, with the possibility of additional one year extensions.

Before October 1<sup>st</sup>, the contract will be available on the Division of Purchases website at: <http://da.state.ks.us/purch/contracts/Contract.asp>

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## **Reno County Connects Livescan**

*By Dave Sim*

On September 2nd, the Reno County Sheriff's Office successfully initiated automated submission of fingerprint livescan records to the Kansas Central Repository at the KBI.

Reno County's livescan is the 15<sup>th</sup> livescan device that electronically transmits fingerprint records to the KBI. The other connected agencies are the Kansas Department of Corrections, Johnson County Sheriff, Johnson County Detention Center, Leawood Police Department, Lyon County Sheriff, Miami County Sheriff, Saline County Sheriff, Shawnee Police Department, Shawnee County Department of Corrections and the Topeka Municipal Court.

With this connectivity, Reno County can now book an arrestee and send the fingerprints electronically to the KBI and on to the FBI in real time. Both the KBI and the FBI can now advise the law enforcement agency of the identity of the booked subject within hours of submission. And once the subject's identity is known, the correct state and national rap sheets can be obtained.



## NLETS NEWS

*By Vicky Harris*

Kansas has recently programmed the message switch to allow use of an administrative message for law enforcement agencies only. This key (AML) will be implemented in the near future and is to be used when requesting that the message be disseminated **only** to law enforcement agencies. Please do not use this message key until you have been notified by the KBI, as there are many states that have not completed their programming and they may not receive the message. Once all programming is completed, NLETS will notify the KBI, and we will notify all users when its is available for use.

AISLE II Grant - Unfortunately, NIJ did not award NLETS with funding this year to work on the AISLE Phase II. Kansas had agreed to partner with NLETS on this grant. NIJ has asked NLETS to reapply next year.

### GQ & JQ (FAA) Transactions

Effective immediately, due to a legal issue regarding third party disseminations, GQ/JQ messages to FAA are no longer permitted through NLETS. All GQ/JQ messages to the destination "FA" will be returned to the sender.

Most the data that has recently been denied to law enforcement via NLETS is available on the internet  
- <http://registry.faa.gov/aircraft.asp>.

## NCIC MISSING PERSONS GUIDE

*By Judy Ashbaugh*

The NCIC Missing Person File Data Collection Entry Guide is now available on the KCJIS secure site. This packet is used for gathering additional information on an NCIC missing person entry. The packet is in Adobe Acrobat at: <https://www.kcjis.state.ks.us/Information/OpMans/missing/Missing%20Person%20Packet.pdf>

At the end of the packet is a release of information form which may be copied as many times as necessary to complete the packet. This release form was created by Assistant Attorney General Jane Nohr, and should be HIPPA compliant.

## Missing Persons Information

*By Judy Ashbaugh*

Use of a parent's name and DOB as an Alias for a child.

In the past, the KBI Missing Persons Clearinghouse has recommended that, in the case of a child abduction, that the abducting persons's name and date of birth be used as an alias for the child. This is used only when a warrant has not or will not be issued for the abducting parent. In speaking with a representative from the FBI/NCIC CJIS division, it has been determined that a more appropriate approach would be to enter the abducting person in the EMO category of the NCIC Missing Persons File and link the child or children and the abductor using the linking function of NCIC 2000. This will require a signed report on file for the entry of the adult. Since a car stop inquiry requires a sex in the inquiry, and NCIC does not match on the opposite sex, no match will be made if the abducted child is of the opposite sex from the abductor. If you have any questions, contact:

Judy Ashbaugh  
Missing Persons Clearinghouse  
Kansas Bureau of Investigation  
785/296-8244  
e-mail: judy.ashbaugh@kbi.state.ks.us

## FBI Deadlines for Crime in the United States and LEOKA

*By Tonya Thoman*

There were a number of messages sent over KCJIS to inform all agencies of the August 22, 2003 deadline for all KIBRS reports and LEOKA reports. In order for agencies to make plans to meet the deadlines here is the schedule that has been sent to us by the FBI.

During the month of **September** the Crime Statistics Management Unit (CSMU) will be sending letters out to all UCR Program Managers for the following:

- Letters/printouts, identifying by law enforcement contributor, any missing January-June data that have not been received by the preliminary semiannual 2003 report submission deadline.
- Letters (or telephone calls) to those from whom no response to trend letters for MIP agencies have been received.

## FBI Deadlines for Crime in the United States and LEOKA (con't)

- Trend letters, for those states in which 3 or more months data are available, requesting verification of any January-June crime totals for all contributors other than MIP agencies that show significant increases or decreases from the previous year's data and/or verification of any high/low monthly offense count during the 6-month period.

When the KBI receives information on any of the above items from the FBI; the local agency will be notified so that the data can be obtained and submitted to the FBI.

**Employee Counts** – Letters will be sent out in October requesting the completion of information on current year's police employee counts as of October 31, 2003. The deadline for submitting this data is **December 19, 2003**.

**KIBRS** – All KIBRS reports for January-December 2003 are due by **February 20, 2004**.

Please make sure that the appropriate personnel in your agency are notified of these deadlines. The KBI will also send messages over KCJIS as reminders.



## PORTAL 100 SOFTWARE DEPLOYMENT

*By Vicky Harris*

The KBI has completed its installation of a second KCJIS web server. Staff from PsPortals will be on site September 3, 2003, to begin loading the Portal 100 software on the server and establishing connectivity to the message switch. KBI and KHP staffs are scheduled to begin testing the Portal 100 software on September 5<sup>th</sup> and should be completed by October 1. Phase II of the testing will then begin with approximately 10-15 criminal justice agencies testing the software in a live environment. All testing and corrections are scheduled to be completed by late October, at which time agencies who currently use the web (mnemonics that ends in the letter "W") will be notified how to connect to the new web server. The Vendata Enforcer 5.0, currently used by the KCJIS web server, will no longer be available for use after December 31, 2003. While the functionality of the Portal 100 software is significantly enhanced over the current Enforcer 5.0 product, we do not expect users to have a major problem with using the software without formal training. However, training on the Portal 100 software will be offered in the upcoming months. Please watch for further announcements!

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## FAQ

**Q – Can a County Attorney complete the Kansas Disposition Report (KDR) on-line?**

A. Not at this time. However, there is a project underway to electronically move dispositions from the Johnson County District Attorney's Office to the Central Repository at the KBI. This is currently in testing and should be operational within the next few months. When this connection to Johnson County has been debugged, the concept will be available to other large counties.

In subsequent phases of KCJIS development, there might be a means for a prosecutor to send an individual KDR form via the Internet. While that isn't planned now, it might be added in the future.

***Q – I’m on the Kansas Offender Registry. If I’m successful in having my conviction expunged, will my name be removed from the registry?***

A - No.

***Q – When reporting an arrest to the KBI, our Sheriff’s Office creates an arrest fingerprint card, a Kansas Disposition Report (KDR) a KIBRS Standard Offense Report (KSOR) and a KIBRS Standard Arrest Report (KSAR). Does the Transaction Number need to be the same on all those documents?***

A - Yes. The Transaction Number is the glue that binds all the information together within the Kansas Central Repository. Using a different Transaction Number on any of those documents will cause the event to be disconnected within the Central Repository databases. And because of that, data will be lost.

***Q – How is the Transaction Number generated?***

A – This depends on how the reporting agency processes arrests and creates records.

- If the reporting agency has a records management system (RMS) that is connected to a livescan device, then the RMS should create the Transaction Number.
- If the reporting agency has a livescan that is not connected to an RMS, then the livescan device should create the Transaction Number.
- If the reporting agency mails inked fingerprints to the KBI, then the Transaction Number on the pre-printed KDR form is used.

***Q – What are the rules for creating the Transaction Number?***

A – The Transaction Number is a 12-digit alpha-numeric field, constructed as follows:

- The first digit defines the type of event. 1 is for custody, 3 is for adult arrest and 4 is for juvenile offenders
- Digits two through four identify the submitting agency’s county. The standard county numbering system is used. (e.g. Allen County is 001 and Wyandotte County is 105)
- The fifth digit is the “device identifier” as issued by the KBI. This can be either a number or a letter.
- Digits six and seven are for the calendar year. Currently this is 03.
- Digits eight through twelve are sequentially assigned, beginning with 00001. The sequence is reset at the start of each calendar year.

***Q – Our County Human Resources Office wants to conduct fingerprint-based record checks of all applicants for county employment. What Kansas statute requires or permits submission of fingerprints for a non-criminal justice record check?***

A – None. And none is required. Applicant fingerprints are obtained with the consent of the applicant, and are used to positively identify the applicant. The Kansas Rapsheet provided will be the same whether the identification is made by fingerprints or by name search.

***Q – Our County Human Resources Office has asked if they can show the applicant his/her Kansas Rapsheet. Can they, or is that an improper dissemination?***

A – The applicant should be shown his/her Kansas Rapsheet. That provides the applicant the opportunity to identify incomplete or erroneous entries and take action to correct them. And the Human Resources Office should provide the applicant the opportunity to do so before adverse action is taken.

***Q – Our Police Department has hired a contractor to review our network security posture. Can we run a III record check on the contractor just like we’d run a III on a police officer applicant?***

A – Yes you can, because the contractor will be working in the capacity of an employee of the PD. The contractor would be run as a purpose code J (PUR/J).

***Q – I’m a Court Services Officer and want to periodically run a record check of my clients on probation. Just to check up on them. Can I do that?***

A – Yes. That would be a purpose code C (PUR/C) check.

***Q - Has there ever been a month of the modern calendar in which there was no full moon?***

A – Yes. February, 1865.

## **IN MEMORY ...**

Many of you know and have worked with Doug Clark from Datamaxx, and some of you may know that he was diagnosed with colon cancer about five months ago. Doug underwent surgery on Monday, August 11<sup>th</sup>, but suffered complications and passed away peacefully on Friday, August 15<sup>th</sup>, with his wife and father by his side. He was truly a wonderful, kind man, as well as a great ambassador for Datamaxx, and we will greatly miss him.



## NEWSLETTER

The KCJIS NEWSLETTER is published by the  
Kansas Criminal  
Justice Coordinating Council

Kathy Greenlee, Chair  
Office of the Governor

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Kansas Bureau of Investigation

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