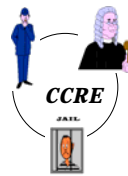


AFIS



UCR

# Virginia State Police



CCRE

DMV

NLETS



Local Law Enforcement

NCIC



Firearms

## Criminal Justice Information Services (CJIS) Division Newsletter

Volume 20, Issue 1


July 2011

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## AFIS ACTIVITIES



Please review the following documents issued by the FBI relating to Live Scan procedures.



**U.S. Department of Justice**  
Federal Bureau of Investigation  
Clarksburg, WV 26306  
February 2, 2011

TO: ALL CJIS SYSTEMS OFFICERS (CSOs) AND STATE IDENTIFICATION BUREAU (SIB) REPRESENTATIVES THAT RESIDE IN AN AGENCY DIFFERENT THAN THE CSO

The FBI's Criminal Justice Information Services (CJIS) Division houses a biometric database containing over 68.3 million criminal subjects. This database was designed for the processing of the ten rolled fingerprint images. Through research and analysis of millions of fingerprint transactions, the CJIS Division is aware transactions are submitted containing fingerprint images of multiple subjects.

There are several situations which may occur causing multiple subjects to be submitted on a single livescan transaction:

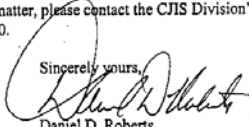
- The glass plate on the livescan machine is not being properly cleaned between the fingerprinting of subjects**
- The livescan machine screen is not properly cleared between the fingerprinting of subjects**
- The person printing places their fingerprints on the livescan machine during printing of the subject**

Although the CJIS Division continuously educates the Friction Ridge Examiners who process the tenprint transactions on how to avoid the misidentifications of a fingerprint transaction, multiple subjects printed on a single fingerprint transaction can result in an incorrect decision being made and returned to the submitting agency. In addition, master images can be corrupted during file maintenance due to updating with fingerprints from multiple subjects.

Contributing agencies are reminded to properly clean the glass plate and clear their livescan machine between the fingerprinting of each subject to avoid the submitting of multiple subjects on a single livescan.

The following is a link to the "Recording Legible Fingerprints Brochure" which outlines best practices to capture fingerprints in order to avoid rejects.  
<[http://www.fbi.gov/about-us/cjis/fingerprints\\_biometrics/recording-legible-fingerprints](http://www.fbi.gov/about-us/cjis/fingerprints_biometrics/recording-legible-fingerprints)>

For further information regarding this matter, please contact the CJIS Division's Customer Service Group at telephone number (304) 625-5590.

Sincerely yours,  
  
Daniel D. Roberts  
Assistant Director  
Criminal Justice Information Services Division

# AFIS ACTIVITIES — Continued



U.S. Department of Justice

Federal Bureau of Investigation

Clarksburg, W. V. 26306-0001

June 3, 2011

TO: ALL CJIS SYSTEMS OFFICERS AND STATE IDENTIFICATION BUREAU CHIEFS

RE: UNSOLVED LATENT FILE MAINTENANCE

The purpose of this communication is to advise that the Integrated Automated Fingerprint Identification System (IAFIS) Unsolved Latent File (ULF) is reaching capacity and will begin deleting records from the ULF before the end of this calendar year. Once the ULF surpasses its designated file size, record owners will be notified of such deletions by way of an Electronic Biometric Transmission Specification Unsolicited Unsolved Latent Delete (UULD) Notification.

As background, the ULF contains latent fingerprint images/features that have been searched against the IAFIS Criminal Master File (CMF) but remain unidentified. At the time of submission, users may request to deposit their record into the ULF to benefit from a "reverse search" process by which the IAFIS cascades a search against the file for all newly submitted criminal retain and non-retain submissions, as well as those with feature quality upgrades. This cascaded search potentially provides candidates from recent arrests/inquiries as matches to previously submitted unsolved latent fingerprint cases. The ULF was originally designed to support a maximum of 250,000 unidentified records, which was divided based on a rationale that allocated 50 percent (125,000) of the file's resources to local and state agencies, 30 percent (75,000) to the FBI, and 20 percent (50,000) to other federal organizations. As designed, once each subdivision reaches capacity and new records are added, the IAFIS will automatically delete the oldest record on file. Consequently, such record owners are notified of deletions via the aforementioned UULD Notification.

The design capabilities of the ULF have required updates to the original Concept of Operations and IAFIS technical requirements due to latent user business processes and changing priorities to focus on national security. One of the original ULF concepts required users to confirm their record deposit, through an Unsolved Latent Add/Confirm (ULAC) Request, within 14 days of the search to ensure the file only contained unsolved cases. If the ULAC Request was not received within 14 days, the record was deleted from the ULF. During the first months of operation, many agencies reported their business processes did not allow the opportunity to respond within the 14 day time period. As a result, images were being deleted from the ULF prior to examiners reviewing candidates returned within the IAFIS search response. Therefore, the CJIS Division disabled the ULAC functionality and began retaining all latent records within the ULF, if requested, during the initial submission to the IAFIS.

In 2007, the CJIS Division conducted trending and analysis studies of the ULF and discovered the file was quickly reaching its original capacity of 250,000 records. This increase in file size was attributed to a growing number of IAFIS remote latent users and a need to retain latent prints obtained from domestic and international terrorist-related incidents,



# AFIS ACTIVITIES — Continued



TO: ALL CJIS SYSTEMS OFFICERS AND STATE IDENTIFICATION BUREAU CHIEFS

especially those collected through overseas military operations. To ensure users were prepared for the possibility of ULF record deletions, the CJIS Division surveyed the latent user community. As a result, many users reported they had not programmed to support the UULD Notification. Consequently, these users would have been unaware of records deleted from the ULF. In an effort to provide affected agencies with ample time for necessary programming and to support an increase in terrorist related latent searches/deposits, the CJIS Division incrementally expanded the ULF from 250,000 to 600,000. Of the additional 350,000 in resources, 250,000 were allocated to local and state agencies and 100,000 were dedicated to federal agencies with the exception of the FBI Laboratory Division, which did not receive an increase in ULF resources.

Recent statistical and trending analysis identified the ULF is once again reaching capacity; however, to expand further would require extensive modifications to the IAFIS and a significant reduction in search accuracy. Because CJIS Division information technology personnel and financial resources are currently devoted to the development and implementation of the Next Generation Identification (NGI) System, it is not possible to dedicate additional resources to the ULF without delaying these efforts. Of importance to the latent user community, the NGI, upon implementation of Increment 3 in early 2013, will deliver a new latent matching algorithm, as well as a National Palmprint System. Upon implementation of these capabilities, users will benefit from greater latent search accuracy, an increase in penetration threshold limitations, elimination of ridge counting, and the ability to search unknown palmprints against a national repository of known palmprints.

The CJIS Division requests the latent user community, in coordination with their respective CJIS Systems Officers and State Identification Bureau Chiefs, conduct a thorough inventory of their ULF records. Records that remain in the ULF but have been identified, and those no longer actionable due to statute of limitation expiration, should be removed through electronic Unsolved Latent Delete (ULD) Messages to the IAFIS. Upon request, the CJIS Division will provide user agencies with a complete inventory of their respective ULF records. Please note each ULF inventory can be tailored to the needs of each requesting agency and will incorporate all data fields included as part of the initial latent search transaction to the IAFIS. Additionally, it is understood that current penetration threshold limitations require users to submit multiple IAFIS searches to ensure candidates are generated from the entire CMF. Consequently, the ULF contains a vast amount of duplicate records, which has also contributed to an increase in file size. When users conclude record inventories and identify the need to consolidate duplicate records, the CJIS Division will be available to assist record consolidations in a manner that will not negatively impact cascaded latent search services.

For further information, please contact Management and Program Analyst Michelle Denison of the CJIS Division Biometric Services Section, Latent Investigative Services Program Office, at (304) 625-2204 or by electronic mail at <michelle.denison@leo.gov>.

Sincerely yours,

A handwritten signature in cursive script that reads "Jerome M. Pender".

Jerome M. Pender  
Deputy Assistant Director  
Criminal Justice Information  
Services Division

## Upcoming Changes to Protective Order Laws, Means Better Protection for Victims of Personal Violence...

Virginians can expect to see a number of changes regarding the ability for citizens to petition for protective orders, effective July 1, 2011. The Governor signed into law, Senate Bill 1222 and House Bill 2063, which will greatly expand the ability for victims of personal violence to obtain protective orders. For many years, victims who were not considered to be a "family or household member" as defined in Virginia Code §16.1-228 were unable to obtain a protective order, unless they were a victim of stalking, a serious bodily

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injury inflicted by another individual, or a form of sexual assault. This protective order was commonly referred to as the "Stalking/Serious Bodily Injury/Sexual Battery Protective Order". Victims of these crimes were also required to obtain a criminal warrant, prior to petitioning for this type of protective order. In many situations, this deterred victims of personal violence from attempting to obtain a protective order because of the limited number of eligible crimes that were encompassed by the statute. The statute's requirement of obtaining a criminal warrant prior to petitioning for the protective order also deterred many victims from seeking the protective order. This was due to the amount of evidence required to obtain a warrant. Many victims wanted the ability to obtain the protective order without filing criminal charges against the assailant.

Both Senate Bill 1222 and House Bill 2063 will now allow an individual who is a non-family or household member who is a victim of an "act of violence, force, or threat" to be eligible for obtaining a protective order. They will also not be required to obtain a criminal warrant prior to petitioning for the protective order. An "act of violence, force, or threat" will be defined in Virginia Code §19.2-152.7:1 as "any act involving violence, force, or threat that results in bodily injury, or places one in reasonable apprehension of death, sexual assault, or bodily injury. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§18.2-61 et seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury".

## Upcoming Changes to Protective Order Laws, Means Better Protection for Victims of Personal Violence... - Continued

By removing the warrant requirement and adding this new definition to the statute, more individuals will have the ability to petition for the protective order. The title for this order will be changed from “Stalking/Serious Bodily Injury/Sexual Battery Protective Order” to “Protective Order”. “Family or household members” who are victims of “family abuse” as defined in Virginia Code §16.1-228, will still be eligible to petition for a “Family Abuse Protective Order”, without obtaining a criminal warrant.

In addition to the aforementioned bills, Governor McDonnell also signed into law House Bill 2089 and House Bill 1779. House Bill 2089 allows for a law enforcement officer to provide notice to an individual that he or she is subject to an emergency protective order, by completing a form that has been approved by the Supreme Court of Virginia. Once this form is completed and given to the individual subjected to the order, the individual will then have been deemed to be personally served. The officer must then ensure that the service date and time is entered into the Virginia Criminal Information Network. In addition, that a copy of the notice and service page is sent to the court responsible for issuing the order. This process will assist law enforcement officers in serving emergency family abuse protective orders and emergency protective orders.

House Bill 1779 revises the state firearms law, as it pertains to “Child Protective Orders” only. In order for an individual to be ineligible to purchase or transport a firearm under state law while subject to a “Child Protective Order”, the individual must be subject to an order issued pursuant to subsection F of Virginia Code §16.1-253, where a petition alleging abuse or neglect has been filed. Any individual subject to a “Child Protective Order”, regardless if it meets this particular condition may still be ineligible to purchase, possess, or transport a firearm under federal law depending on the order.

### Purpose Code “F” Clarification:

Recently, the VCIN office has been contacted regarding the use of “Purpose Code F” when inquiring on criminal histories through NCIC/III. The use of this purpose code is strictly regulated by the FBI and is described in the NCIC/VCIN manuals which states:

#### “Purpose Code F – Weapons-Related Background Checks

Purpose Code F is used by criminal justice agencies for the purpose of;

- Issuing firearms-related permits and explosives permits pursuant to state law, regulation, or local ordinance;
- Returning firearms to their lawful owners;
- Enforcing federal and state laws prohibiting certain persons with criminal records from possessing firearms in circumstances in which firearms have been pawned.”

# VCIN NOTES - Continued

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## **Purpose Code “F” Clarification - Continued**

The regulation prevents us from arbitrarily running a “Purpose Code F” on everyone we encounter with a firearm, but does not prevent the check if we are returning a firearm to lawful owner(s), as noted above. Therefore, if a law enforcement officer is in legal possession of a firearm and the officer is going to return the firearm to the lawful owner(s)—the officer can then run a NCIC/III criminal history with “Purpose Code F”.

When running “Purpose Code F” criminal histories, documentation supporting this inquiry should be kept just like in every other criminal history request.

## **VCIN Guidelines from the HELPDESK—”YQ” Message Information**

If you use Openfox, there is a feature that makes things easier—the “reply” button. Please, only use this function when replying to an “YQ”, because when you use this function it also sends a copy of the original message with your reply. This can tie up the system with unnecessarily long messages.

For “INSTATE” “YQ” messages, remember to use the instate four digit mnemonics instead of the nine character “ORI”, which is to be used for Out-of-State “YQ” messages. When sending a message out-of-state, do not put your “ORI” twice for the purpose of receiving a copy back. To get a copy, you must push print and include the “OLN RECEIVED” response to validate that your message was transmitted.

When sending messages, please make sure you have included the three main components; 1) Message number, 2) Body of message, and 3) your “Complete authority” which should include your agency name, your name, and the time.

Lastly, if you are calling the Virginia State Police Helpdesk because you are unable to gain access to the VCIN system, please know your “User ID”. This ID will consist of nine characters, and is a number that your agency has assigned to you. For security reasons the Helpdesk does not know or have access to your User ID. This will enable us to better assist you when you call.

## **NEW OPERATORS LICENSE RESTRICTION**

Effective July 1, 2011, the Department of Motor Vehicles will start issuing a new driving restriction. House Bill 2362 amends §18.2-271.1, of the Code of Virginia, authorizing the court to issue a restricted license to a person convicted of DUI, and certain other offenses, to travel to and from jail to serve a sentence of confinement in jail on weekends or nonconsecutive days.

The new restriction code (M) indicates (To/From Jail/Work Release). For system requirements, the new code is being added to the DMV host system in the existing court restriction code field. Therefore, programming changes will be minimal.



# UCR HIGHLIGHTS



## CRIME IN VIRGINIA

The 2010 Crime in Virginia annual report was released May 27<sup>th</sup>. This and prior reports may be viewed on the State Police website [www.vsp.virginia.gov](http://www.vsp.virginia.gov) under “Forms & Publications,” “Publications,” “Crime in Virginia.” We appreciate the ongoing effort from all contributing agencies to help ensure their data are as complete and accurate as possible. These data are the official figures for both state and national crime statistics. They are used by criminal justice personnel, policymakers, and the public to better understand the nature and extent of crime issues.

For 2010, statewide violent crimes (murder, rape, robbery and aggravated assault) declined 4.9 percent compared to the previous year. Property crimes such as burglary, larceny and motor vehicle thefts decreased 2.8 percent during this period of time. Motor vehicle theft continued to experience a large decrease with a 9 percent reduction last year and 13 percent in 2009. Drug and narcotics violations increased 5.3 percent compared to the previous year. Arrests for marijuana accounted for approximately 63 percent of all drug offenses that occurred during 2010.

**Group A Arrests:** Using the table below, there was an overall increase in arrests between 2009 and 2010 (3.5 percent). Adult arrests increased during this period of time (4.5 percent) while juvenile arrests decreased (-3.1 percent).

**Group B Arrests:** Between 2009 and 2010 adult arrests increased 5.7%. Juvenile arrests decreased (-7.4%) for the same period of time.

**Group A Arrests and Group B Arrests:** There were a total of 360,008 arrests in 2010 compared to 345,884 arrests in 2009, representing an increase of 4.1%.

| ARRESTS                     | 2010    |          | 2009    |          |
|-----------------------------|---------|----------|---------|----------|
|                             | ADULT   | JUVENILE | ADULT   | JUVENILE |
| GROUP A                     | 125,529 | 16,995   | 120,158 | 17,528   |
| GROUP B                     | 199,610 | 17,874   | 188,897 | 19,301   |
| TOTAL<br>(ADULT & JUVENILE) | 360,008 |          | 345,884 |          |

# UCR HIGHLIGHTS....CONTINUED



The table below compares reporting years 2004 through 2010 for each Group A offense. These figures are rates per 100,000 population.

|                                    | <u>Number<br/>of offenses</u> | <u>2010</u> | <u>2009</u> | <u>2008</u> | <u>2007</u> | <u>2006</u> | <u>2005</u> | <u>2004</u> |
|------------------------------------|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                    | <u>2010</u>                   |             |             |             |             |             |             |             |
| Murder/Non-negligent Manslaughter* | <b>369</b>                    | 4.61        | 4.43        | 4.75        | 5.33        | 5.21        | 6.16        | 5.26        |
| Kidnapping/<br>Abduction*          | <b>1,615</b>                  | 20.18       | 23.44       | 27.33       | 29.28       | 28.31       | 28.78       | 25.34       |
| Forcible Sex<br>Offenses*          | <b>4,981</b>                  | 62.25       | 60.63       | 67.69       | 68.94       | 71.64       | 70.12       | 69.55       |
| Robbery                            | <b>5,680</b>                  | 70.99       | 80.19       | 96.36       | 100.37      | 101.55      | 98.92       | 92.62       |
| Aggravated Assault*                | <b>9,627</b>                  | 120.32      | 125.80      | 134.33      | 144.25      | 152.61      | 154.44      | 151.67      |
| Simple Assault/<br>Intimidation*   | <b>101,700</b>                | 1271.09     | 1247.50     | 1270.37     | 1278.19     | 1243.86     | 1247.80     | 1236.76     |
| Arson                              | <b>1,234</b>                  | 15.42       | 16.63       | 18.86       | 21.54       | 22.73       | 21.84       | 21.95       |
| Extortion/<br>Blackmail            | <b>152</b>                    | 1.90        | 1.48        | 1.80        | 1.40        | 1.37        | 0.95        | 1.02        |
| Burglary                           | <b>30,293</b>                 | 378.61      | 396.33      | 408.66      | 408.85      | 412.53      | 385.13      | 373.85      |
| Larceny                            | <b>147,944</b>                | 1849.06     | 1920.66     | 1976.38     | 1921.63     | 1908.36     | 2061.95     | 2105.84     |
| Motor Vehicle<br>Theft             | <b>10,394</b>                 | 129.91      | 145.27      | 169.40      | 182.66      | 193.19      | 209.62      | 232.08      |
| Counterfeiting/<br>Forgery         | <b>7,141</b>                  | 89.25       | 94.78       | 93.27       | 96.90       | 111.15      | 114.50      | 116.89      |
| Fraud                              | <b>24,563</b>                 | 307.00      | 310.95      | 314.58      | 303.70      | 273.29      | 240.13      | 217.42      |
| Embezzlement                       | <b>2,700</b>                  | 33.75       | 36.87       | 46.90       | 50.31       | 46.06       | 42.63       | 41.20       |
| Stolen Property                    | <b>1,553</b>                  | 19.41       | 22.39       | 23.59       | 23.29       | 21.85       | 19.23       | 18.06       |
| Damage/Vandalism                   | <b>77,694</b>                 | 971.05      | 1055.03     | 1189.99     | 1223.79     | 1264.16     | 1205.40     | 1202.08     |
| Drug/Narcotic<br>Offenses          | <b>47,314</b>                 | 591.35      | 570.27      | 593.57      | 619.66      | 587.93      | 558.12      | 528.81      |
| Non-forcible Sex<br>Offenses*      | <b>204</b>                    | 2.55        | 2.71        | 2.96        | 2.83        | 3.34        | 3.53        | 4.04        |
| Pornography                        | <b>620</b>                    | 7.75        | 7.03        | 5.95        | 4.75        | 3.90        | 3.03        | 2.45        |
| Gambling                           | <b>83</b>                     | 1.04        | 1.46        | 0.76        | 0.92        | 2.11        | 0.74        | 0.52        |
| Prostitution                       | <b>989</b>                    | 12.36       | 14.51       | 9.22        | 10.70       | 13.48       | 13.12       | 13.39       |
| Bribery                            | <b>32</b>                     | 0.40        | 0.29        | 0.37        | 0.22        | 0.29        | 0.17        | 0.23        |
| Weapon Law<br>Violations           | <b>9,019</b>                  | 112.72      | 117.31      | 133.01      | 137.03      | 141.53      | 141.21      | 130.24      |

\* Crime counts are number of victims for offenses against a person and number of offenses for all other offenses.



# UCR HIGHLIGHTS....CONTINUED

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## **IBR TRAINING**

This past April, the state program, along with the FBI, conducted training sessions held in Norfolk, Richmond City, and Prince William County. These three sessions provided "Level I" IBR training to approximately one-half of the reporting agencies in Virginia. It is anticipated that additional training sessions will be held in the Bristol, Roanoke, and Lynchburg areas for the remaining agencies in the fall of 2011. These "Level I" training sessions focus on IBR concepts and definitions. Agencies will be notified as soon as we have been able to establish dates and facilities that can accommodate this training.

## **IBR QUALITY ASSURANCE - TRACKING**

During this past reporting year, the UCR/IBR office began "tracking" bias motivated crimes (aka, hate crimes) as well as, stolen and recovered property where values submitted were greater or equal to \$100,000. Tracking is done on a quarterly basis. This process begins by the UCR/IBR office extracting those case numbers submitted by agencies that meet the identified criteria. We then ask individual agencies if the data in question are correct or incorrect. If correct, nothing further needs to be done. If incorrect, the submitting agency's personnel are asked what the correct data should be, and to then resubmit these corrections with their next regular monthly file submission. The UCR/IBR office then checks to make sure that the correct data are resubmitted. If not, the agency is re-contacted and asked to once again submit the correct data. This process continues until the correct data are sent to the UCR/IBR office. As with all UCR/IBR data, the state Program cannot make data modifications for agencies; we have to rely on individual agencies to make the correct modifications. Whatever modifications are made or not made, the data recorded in the IBR database consists of the data submitted to us. Listed below are the tracking results for bias motivated crimes and for stolen and recovered property greater than or equal to \$100,000 for the reporting year 2010:

### Bias Motivated Crimes (Hate Crimes):

247 Initially Submitted:

141 (57% Correct)  
102 (41% Incorrect)

Of those Incorrect:

77 Resubmitted  
24 Not resubmitted, but should have been  
1 Had software issue & could not resubmit  
102

4 (2% - No response for agency)  
247

# UCR HIGHLIGHTS....CONTINUED



## IBR QUALITY ASSURANCE - TRACKING—Continued

### Property Values Greater or Equal To \$100,000:

259 Initially Submitted:

193 (75% Correct)

61 (23% Incorrect)

Of those Incorrect:

52 Resubmitted

9 Not resubmitted, but should have been

61

5 (2% - No response for agency)

259

What is the result of this tracking process?

\* Bias Motivated Crimes: Had we done nothing, 247 occurrences would have been reported rather than 184. This is an initial difference of 34 percent over-reporting.

\* For property values: Had we done nothing, \$62,750,231 would have been reported for these cases rather than the correct value of \$960,763. These initial figures represent an over-reporting of \$61,789,468.

To help resolve these, as well as other, data entry errors, agencies need to be vigilant in the initial data entry process as well as responding to requests from the state program personnel in a timely manner. Without a resolve to submit the most complete and accurate data possible, the value of these crime figures will be limited.

### IBR Secured Website Address

As of April 1, 2011, the secure IBR website will not be accessible through the Virginia State Police website. You must have the direct address to access the website at: <https://apps.vsp.virginia.gov/ibrweb/gotologin.do>. For easier access, you can bookmark this address. If you have any questions, please call the state program office at (804) 674-2143 or (804) 674-4655.

### 'Type of Arrest' and Unfounding Cases

While we have discussed these two topics in prior CJIS newsletters, correct coding of the field 'type of arrest' and the process for unfounding cases continue to be topics of frequent questions.

## UCR HIGHLIGHTS....CONTINUED

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### 'Type of Arrest' and Unfounding Cases - Continued

#### **Type of Arrest:**

The last audit by the FBI indicated that the 'type of arrest' field was often being coded incorrectly. While 'summoned/cited' appears to be clear (offender is not taken into custody but instead issued a summons or citation), there was confusion between an 'on-view arrest' and 'taken into custody.' An 'on-view arrest' is when an offender is taken into custody without any pre-existing papers, i.e., there is no outstanding warrant and there is no existing incident report. When an offender is arrested and taken into custody based on a pre-existing warrant and/or a previously submitted incident report exists for the offense, the type of arrest should be reported as 'taken into custody.' The distinction between 'on-view arrest' and 'taken into custody' often leads to confusion because the standard procedure in Virginia is that a warrant is obtained after an 'on-view' arrest has taken place. This type of arrest, however, should be classified as 'on-view' arrest, NOT 'taken into custody' based on a warrant, because the warrant was obtained **after** the subject was arrested.

#### **Unfounding Cases:**

Agencies often inquire about cases that they have "unfounded," were entered for "information only" or other circumstances where data have been captured by the agency, but incorrectly sent to the state IBR database as a reportable incident. When agencies become aware that this has occurred, they need to remove that particular incident by sending a command that "deletes" the case from the state IBR database. Many agencies are aware of the need for this type of procedure, but what we have found is that while agencies believe that they have initiated a procedure to remove a particular incident, their vendor software does not always send a "delete" to remove the record from the state's database. One way to make sure that any intended modification to the state IBR database has been successfully made is to logon to the IBR website and perform a query. You can easily do this by going to "Menu" and clicking "Reports" and then selecting "Search IBR." At this point, all you have to do is insert the incident number (for Group A offenses) or the arrest number (for Group B arrests) and then click the "Submit" button. The result will indicate what the state program currently has on file for this incident/arrest number. You can then determine what steps are needed to modify the case. Be careful that you type/key the incident number/arrest number in the format that is submitted in your monthly submission file (i.e., spaces, dashes, leading zeros, etc). You can verify the numbering format by viewing one of your submission files on the IBR website. If you do not enter the number in the particular format as submitted by your IBR software, your query will not be able to find the incident, and you may think that it is not in the database, when in fact, it is.

If you have any questions on how to review your submitted data, please call the staff at the state program office.





