



The CJIS Newsletter

MSHP

Issue 24-4
December, 2024

Information in this newsletter is considered MULES policy and may rescind information that is currently shown in the MULES Manual and other state level policy publications until those publications can be updated. Please ensure that all CJIS systems operators at your agency review this newsletter.

Missouri CJIS Staff

CJIS Systems Officer:

Major Christopher Jolly

CJIS Division Director

Captain Gara Howard

CJIS Division Assistant Director

Kerry Creach

Operations Section

CJIS Division Assistant Director

Tim Schlueter

*Technical Systems/Training &
 Auditing Section*

CJIS Division Assistant Director

Steve White

*Cyber Security & Technology
 Section*

CJIS Division Assistant Director

J.D. Reece

*Application Development &
 Support Section*

CJIS Division Assistant Director

Valerie Hampton

Administrative Support Section

317 Attendees Enjoy the CJIS Conference

Chris Parr, CJIS Program Coordinator



In October, 317 users from municipal, county, state and federal criminal justice agencies gathered at Margaritaville Resort at the Lake of the Ozarks for the 11th annual CJIS Conference. Attendees enjoyed presentations related to stolen vehicle investigations, wanted person entry, general MULES functions, NIBRS, MACHS, Rap Back, N-Dex, Cybersecurity and more. Plus, it was a good opportunity to put faces with names or meet new people from the agencies we work with. Thanks to everyone who made this year a great one! We're starting the process of coming up with ideas for next year, so if you have ideas feel free to let your trainer or auditor know.

We'll be back at Margaritaville for the 2025 CJIS Conference on October 28th, 29th, and 30th, so mark your calendars now.

We look forward to seeing both familiar and new faces then!

Inside this issue:

DOR Updates	2
New Temporary Operator Documents	4
Updated Missouri License Plates	6
Annual Purge	6
MULES Training Updates	7
Non-Criminal Justice "Z" ORIs	8
Emails requirement on user requests	8
TOU 24-4	10



The CJIS Newsletter

MSHP

Issue 24-4
December, 2024

Missouri Department of Revenue Updates in MULES

Chris Parr, CJIS Program Manager

Users have undoubtedly noticed the new responses from the Missouri Department of Revenue (DOR) on Missouri operators. This is part of DOR's universal upgrade to all of their systems. The primary change is that users now receive what was formerly known as the "long" response. This is good, because it gives you all information currently available on the subject of inquiry. However, it means a slightly different look, which will be somewhat challenging at first. Here's a brief guide to help you get your bearings:

**** THIS RECORD RESTRICTED UNDER DRIVERS PRIVACY PROTECTION ACT ****

DETAIL INFORMATION:

1

OPER STAT/VALID CDL STAT/
LIC EXP DATE/06 08 2026 CLASS/CLASS F - OPERATOR LICENSE

2

CURRENT NAME MSHP , TRAINING I SEX MALE
DOB/06 08 1970
OLN/X218159500

3

ALIAS INFORMATION:
MSHP , TRAINING I
DOB/06 08 1970
OLN/X218159500 STATE/MISSOURI
MSHP , TRAINING I
DOB/06 08 1970

4

OLN/02815211MA STATE/MISSOURI
SOC/ HGT/600 WGT/190 EYE/GREEN
RESIDENT ADDR/301 W HIGH ST JEFFERSON CITY MO 65105

1. Status, expiration and class. Includes a plain language description of the class.
2. Name, DOB and OLN. DOB has been moved down a line to make room for longer names
3. Alias info. If any information is different, the entire block will be shown (Name, DOB, OLN)
4. Social Security number, personal descriptors and address

5

ISSUANCE INFORMATION:
LIC PROC CDE/R - REGULAR
LIC REAL ID/N LIMIT/N
LIC SEQ NUM/112181590010 LIC TRAN TYPE/NEW
LIC PROC DATE/06 01 2017 LIC MAILED DATE/06 09 2017 LAST UPDATED/06 09 2017

6

MEDICAL CERTIFICATION:
NOT CERTIFIED

5. License issuance information. How the license was issued, whether it's Real ID compliant, whether it's new or a reissue and dates
6. Medical certification information. For CDL operators this will be populated with information related to their medical certification, required for operating a commercial motor vehicle

(continued)



The CJIS Newsletter

MSHP

Issue 24-4
December, 2024

ACTION INFORMATION:

7

1) CASE TYPE/30 DAY POINT SUSPENSION
CASE NO/PT11027413
STAT/SANCTION REINSTATED
STAT DT/06 09 2013 EFFECT DT/06 10 2011
STATE OF OFF/MO OFFENSE DT/01 12 2011 ELIGIBLE REIN DT/07 10 2011
TICKET NUMBER/345244588

POINTS INFORMATION:

8

1) VIOL/CARELESS & IMPRUDENT
PTS/2 ASSESS DT/06 09 2011
TYPE/CONVERTED IN-STATE CONVICTION: M84 - RECKLESS DRIVING
CONVIC DT/06 05 2011
CMV IND/N HAZ IND/N ORI/CIR CRT-ASSOC DV-JEFFERSON CY
DIP/N DIP COMPLETED/ TICKET NUMBER/345888112

7. Action information. Details of any suspensions or revocations
8. Conviction information. Details of any traffic convictions

(Note the enhanced information on both actions and convictions to include ticket numbers, dates and issuing courts.)

We know this is an adjustment and we at the Patrol will continue to seek ways to make the information easier to read as long as it doesn't detract from the quality of the information.

The next phase of DOR's modernization project is slated for 2026 and will focus on automobile registration records. We'll be involved in the project and will strive to make the information complete for MULES users. We've already been told that **vehicle color** will be an included data field! We appreciate your patience. Change is difficult but more information is always better!

Changes to NLETS Responses

Deirdre Carter, Troop F MULES Trainer

Recently, NLETS made some system changes that effect responses in MULES. First, the destination NL no longer works for the NLETS Direct Person Query (DQ). The destination Z1 will still work for checking all 50 states. NL is still valid for the time being on NLETS Direct Vehicle Inquiries (RQ).

Second, you may have noticed responses from other states looking a little off and think they may be missing data. Unfortunately, this is how the information is being relayed from the state queried through NLETS. The original response will now display at the bottom of the updated response with the information. You can also run a NLETS Direct Person Extended History (KQ) for additional information if what you see isn't on the first response. If you find that vital information like driver status or expiration is indeed missing from the response, please submit a helpdesk ticket. This allows us to update NLETS so they can work with those states on a solution.

As always, if you have any questions, please reach out to your trainer.



The CJIS Newsletter

MSHP

Issue 24-4
December, 2024



New Temporary Driver Document from the Missouri Department of Revenue

The Department of Revenue recently implemented a modernization of the driver license system as phase one of an integrated Motor Vehicle and Driver License system.

Upon implementation Department of Revenue contract license offices will be issuing a new, “receipt like”, Temporary Driver License (TDL) and Money Receipt Only (MRO) document to be issued to driver license, permit and nondriver identification card applicants at the time of processing in any license office. This new format will be generated on an 8½” x 11” plain white paper. The MRO will be identified as such for all nondriver “ND” class types and the header information will change based on the classification and type of document issued. The last date of issuance for the previous TDL and MRO formats that were printed on a smaller secure material, with a perforated wallet sized detachable document, was November 5, 2024. The latest date any such document may be valid would be 90-days from November 5th.

This interim document is not intended as a stand-alone document for identity verification purposes beyond the singular purpose as proof of issuance and temporary driver privileges for a limited period until the physical card is received by mail. Law enforcement and other entities utilizing these temporary documents should ensure, as per current policies, verify the data and license status, through electronic verification systems for the most current driver record information.

Per current policies, when a previous license, permit or nondriver ID holder applies for a new, renewal or duplicate transaction, their prior physical card of that type will be punched as VOID and will be returned to the individual. They may, but are not by law, required to carry both the prior physical card, marked with VOID punch due to surrender, and the interim document until their new physical card has been received.

The Department may generate other temporary driving privilege (TDP) document types from the central office that will have a different format reflecting primary license information, and any provisions specific to that document. A central office issued TDP may be printed on standard paper, faxed, or emailed to the driver based on release provisions of the Driver Privacy Protection Act, and state law.

Please see the sample of the new format on the following page. For enforcement contacts, send any questions regarding data from our new driver license system records or about our new interim documents to DOR.DLBMASProjects@dor.mo.gov .



Temporary Driver License

Class F

VALID FOR DRIVING

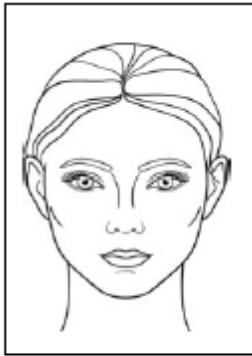
NOT FOR REAL ID PURPOSES

DL NO. 275G083264
END NONE
RES A
ISSUED 11/08/2024
EXPIRATION 12/23/2024

NAME SAMPLE, SAMPLE SUE

Mailing Address
 SAMPLE, SUSIE SUE
 16356 SAMPLE St.
 ANYTOWN MO 65432-4543

Residence
 P.O. BOX 1234
 ANYTOWN MO 65432-4543



SIGNATURE



DHH

DOB 08/25/1978
EYE BRO
HEIGHT 5' 0"
SEX F
WEIGHT 117lbs
DD 301438924800

TRANSACTION INFORMATION

OFFICE NO.	151011
CLERK	68
TRANSACTION ID	V4KJHTNP47
OFFICE FEE	12.00
TRANSACTION FEE	15.00
ORGAN DONATION	0.00
BLIND DONATION	0.00

END NONE

RES A - Corrective Lenses

- If you do not receive your permanent card in the mail in 30 days, you may call (573) 526-2407 for assistance or you may chat live with DORA by visiting dor.mo.gov.
- If your driving privilege becomes suspended, revoked, disqualified or cancelled, this document is no longer valid.
- This temporary license is valid for 45 days from the issuance date printed on the front of this interim license. Your new license will be mailed to you.
- This document becomes invalid and should be destroyed once you have received your permanent card or on the expiration date, whichever occurs first.
- If this document is lost, stolen, or destroyed, the applicable duplicate license replacement and processing fees will be charged.
- Your license will be mailed in an unmarked envelope. **IT WILL NOT BE FORWARDED.**
- Donor Sticker- If you did not elect to add the symbol to your driver license, nondriver license, or permit as part of your recent application, you may visit www.donatelifemissouri.org.

Letter ID L0000055768



The CJIS Newsletter

MSHP

Issue 24-4
December, 2024

New Plate Design Reflecting Show-Me State to replace Missouri Bicentennial Design

The Department of Revenue has modified the Missouri bicentennial license plate design originally implemented in 2019.

The words "SHOW-ME STATE" will replace the word "BICENTENNIAL" and the years "1821 * 2021" reflected on the current bicentennial plate design will be removed. The Department began selling passenger and truck plates with the new design in October of 2024.



The Annual Purge is Coming!

No, it's got nothing to do with The Hunger Games. MULES will be purging records based on the retention limits in the MULES Policy and Standards manual. The purge will occur on December 27th at 0300. Messages will be sent when it begins and ends and agencies will receive individual notifications letting them know which records have been removed from the system.

Likewise, NCIC will soon be conducting a purge of article, security and recovered gun records. Operators working the night shift should be watching for \$.P. messages from NCIC, letting them know which records have been removed.

All messages regarding purged records should be forwarded to the person or persons responsible for your agency's validations so local records can be updated accordingly.



The CJIS Newsletter

MSHP

Issue 24-4
December, 2024

Some Training Updates for 2025

Deirdre Carter, Troop F MULES Trainer

We have a couple changes coming to our MULES classes in 2025. First, users not on the roster from nexTEST will not be allowed to stay for a certification or recertification class. (see TOU 24-4 at the end of this newsletter) This change stems from changes implemented in September 2023 regarding Security and Privacy. In the past, if we had the space, we would let users stay for class. We are no longer able to facilitate this. TACs should make sure that students are on the roster if they're coming to class and take them off the roster if schedules change so someone else can have that spot.

You may have also noticed an error screen when trying to register a user for a class:



This error means that the user you are trying to enroll has not completed the security and privacy training and test via nexTEST. Why is this important? This lets us know the user has met the requirements set forth by the FBI in the most recent edition of the CJIS Security Policy. It also lets us know the user has had the opportunity to log into MULES under their user ID and use the system prior to attending a certification class. The Security and Privacy training can be taken online by all users and is brief. You can get instructions from your MULES trainer if needed.

The other change coming in 2025 is virtual options for some of the classes we host. Online training can be offered for the following classes if requested and the trainer determines it meets your needs and is feasible:

- RAP Sheet Reading
- Criminal History Reporting
- New TAC training
- Remedial training

We will not be able to offer an online option for certification or recertification classes or TAC meetings.

If you have any questions about the changes mentioned here, please reach out to your MULES trainer.



The CJIS Newsletter

MSHP

Issue 24-4
December, 2024

Non-Criminal Justice “Z” ORIs

Chris Norton, Senior Program Specialist

With proper FBI-approval, certain non-criminal justice (NCJ) agencies can also obtain an Originating Agency Identifier (ORI) number like criminal justice agencies. As a reminder, an ORI is a nine-character identifier, assigned by the FBI, and is used to identify authorized agencies and control access to various law enforcement and criminal history systems. To qualify for an ORI assignment for non-criminal justice purposes, an agency must be authorized under Public Law 92-544 with an FBI approved state statute, or authorized through federal legislation. Missouri public school districts and state governmental agencies are two examples of non-criminal justice agencies that have ORIs.

Every assigned ORI is unique to that agency. In Missouri, all ORI’s begin with the letters “MO” and is followed by seven characters. A non-criminal justice agency ORI will contain the letter “Z” in the ninth position. The letter “Z” is used specifically to identify agencies receiving criminal history for non-criminal justice purposes such as employment, licensing, or a different authorized benefit according to state statute or federal law. Missouri Public Housing Authorities ORIs, who also receive criminal history for non-criminal justice purposes, contain the letter “Q” in the ninth position.

Your criminal justice agency may already have an additional “Z” ORI that is utilized for non-criminal justice purposes. All Missouri sheriff’s offices have an additional “Z” ORI for the issuance of CCW permits. Some municipal police departments may also have an additional “Z” ORI if they conduct background checks on behalf of city or county governments for the issuance of liquor, peddler, taxicab, or other licensing. If you are unsure, check with your TAC or contact the CJIS Non-Criminal Justice training and auditing unit at (573) 526-6153 ext. 5098.



Email Addresses to be Required for User Requests Starting in 2025

Trevor Dunn, Troop C MULES Trainer

Starting January 1st the email address field will be required when submitting a new user request in the MULES user portal. There are several benefits to having an email on file with the user portal, such as when the user submits a helpdesk ticket, they can be contacted with questions or information to help resolve that problem. The user will also receive the formula that is used to generate their default password when their access has been processed. Agencies that don’t have official email can have personnel sign up for a Law Enforcement Enterprise Portal (LEEP) account, which comes with a free leo.gov email or, since no criminal justice information will be sent, public email addresses like Gmail and Yahoo will be accepted.

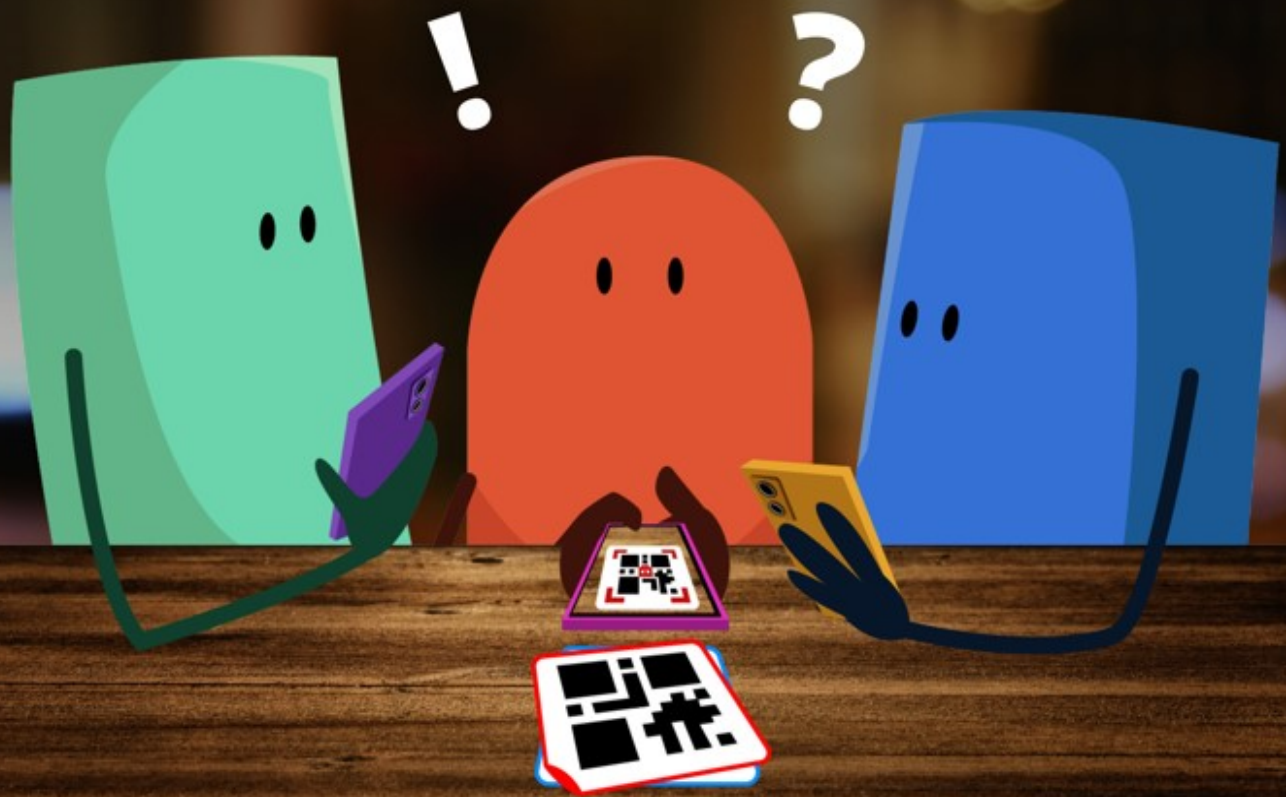
With this change, the trainers will stop accepting the paper SHP-292 forms. Submitting requests in the user portal makes sure that the request is done in a timely manner. If you were to email the shp-292 to your trainer and they are out on leave or have a heavy class schedule the request could be delayed. By submitting all requests through the portal, it is visible to all trainers who can help. Submitting through the portal is also a way to make sure the TAC is the one submitting the request and helps to make sure the user is not circumventing the TAC.

The user portal should be used for new user requests and user deletions along with any type of access changes that may need to occur. User deletions should be submitted immediately when someone leaves to guarantee the user is removed from your agency’s roster. This is checked on audits.

Please reach out to your trainer if you have any questions!

THINK Before You SCAN

It's impossible to know where a QR code will take you before scanning it.



**Always check for physical tampering.
When in doubt, don't scan!**

KnowBe4

© 2023 KnowBe4, Inc. All rights reserved. | www.KnowBe4.com

MULES System Technical and Operational Update

TOU 24-4

- Change to class attendance policy under TAC Responsibilities, 3.3.2
 - Correction of vehicle record validation information, 7.4

3.3.2 Terminal Agency Coordinator

Each Terminal Agency Administrator shall designate an individual within their department to function as a Terminal Agency Coordinator (TAC). The agency must provide the CSA with MSHP form SHP-130, signed by the TAA, which designates the agency's TAC. The TAA may serve as TAC.

TAC Qualifications

The TAC should preferably be a full-time employee of the agency who is an experienced operator able to make or influence management decisions regarding MULES.

A TAC at an agency who maintains a user agreement with a serviced agency may also perform TAC functions for the serviced agency.

TAC Responsibilities

The TAC is the primary field contact for the terminal agency and provides operational liaison with MULES and NCIC staff. Duties include, but are not necessarily limited to:

- Ensure new operators are provided security awareness training and on-the-job training
- Submit appropriate and properly completed forms to acquire access for new operators
- Attend a TAC meeting organized by the CJIS Training staff at least once per calendar year
- Disseminate all MULES and NCIC procedures and changes to the agency's authorized operators
 - These changes may be received by letter, administrative messages, the quarterly CJIS Newsletter or other official channels
- Arrange for the agency's operators to attend the required MULES training and periodic recertification
- Supervise or certify the validation of all records entered by the agency into MULES or NCIC
- Attend MULES Policy Compliance Reviews and NCIC Audits

All course registrations must be completed by the agency TAC in NexTEST. To attend an initial certification course, recertification course or TAC Meeting, the user must be up to date on their Security and Privacy training (see section 3.4.2 of this manual) and must be registered for the class in NexTEST. If the user is not registered for the class in NexTEST, they will not be permitted to attend.

7.4 Vehicle Record Validation

Stolen vehicles are validated 90 days after entry and annually for the life of the record. Towed ~~and stored~~ vehicles are only validated 90 days after entry. Record validation consists of contacting the owner of the vehicle to verify the vehicle is still missing and updating owner information to reflect an insurance company if the owner has received a theft settlement. If owner of the vehicle cannot be contacted, the entry should be removed from MULES and NCIC unless the entering agency has an investigative purpose for keeping the entry active.

