



# CJIS INFORMATION LETTER

June 2019

## Share missing and unidentified persons data with NamUs

Staff at the Criminal Justice Information Services (CJIS) Division reminds law enforcement agencies that they have the ability to share missing and/or unidentified persons data with the National Missing and Unidentified Person System (NamUs). NamUs is a repository and resource center that provides the nation's medical examiners, coroners, victim advocates, law enforcement agencies, and the general public with the ability to search records of missing persons and unidentified human remains to solve long-term missing and unidentified person cases.

Created in 2005, NamUs is funded and administered by the National Institute of Justice and managed through a cooperative agreement with the University of North Texas Health Science Center, Center for Human Identification, in Fort Worth, Texas.

Currently, NamUs does not have direct access to National Crime Information Center (NCIC) data. However, the CJIS Advisory Process developed an option to share information. The CJIS Division staff creates an extract of the missing and unidentified person data and furnishes it to the agency that owns the information. The record-owning agency then exchanges the data with NamUs. Local agencies are encouraged to request their records from their CJIS Systems Agency when possible.

Agencies interested in sharing their missing and unidentified persons data with NamUs should contact NamUs directly at [www.namus.gov](http://www.namus.gov).

Agencies with questions about the missing and unidentified persons files in NCIC should contact the NCIC Operations and Policy Unit by telephone at 304-625-3980.

## Inconsistencies and modifications to the Custody or Supervisory Status Start Date or Custody or Supervisory Status Literal Fields in Next Generation Identification

Recently, staff of the Next Generation Identification (NGI) System were researching the Supervised Release Notification (SRNR) Type of Transaction (TOT) when they discovered misleading statements in the *Electronic Biometric Transmission Specification* (EBTS) that led to some agencies putting disposition information into the wrong fields in criminal tenprint fingerprint submissions.

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- Share missing and unidentified persons data with NamUs
- Inconsistencies in and modifications to the Custody or Supervisory Status Start Date and Custody or Supervisory Status Literal Fields in Next Generation Identification
- Best practices for notating a pose when submitting mug shots to Next Generation Identification

### ***CJIS Information Letters available on the Law Enforcement Enterprise Portal***

*CJIS Information Letters* are available via the Internet on Law Enforcement Enterprise Portal (LEEP) at [https://leo.cjis.gov/leoContent/lesig/cjis/general\\_information/newsletters/information\\_letter/](https://leo.cjis.gov/leoContent/lesig/cjis/general_information/newsletters/information_letter/) or by clicking on:

- SIGs
- By Access Type
- Unrestricted
- CJIS
- General Information Tab
- Newsletters and Reports
- CJIS Information Letters

Users with questions concerning access to LEEP should contact the LEEP Help desk by telephone at (888) 334-4536.

In addition, this *CJIS Information Letter* will be sent to CJIS Systems Officers, State Identification Bureaus, and Compact Council members via e-mail and will be posted in the Highlights section upon its initial release.

Agencies should place disposition information in the Court Segment Literal Field (2.051 CSL) and its five components. But because of unclear verbiage in the *EBTS*, some agencies have been putting disposition information into the Custody or Supervisory Status Start Date Field (2.054 SSD) or the Custody or Supervisory Status Literal Field (2.055 SLE). These fields are not used for criminal tenprint processing, so none of the information in these fields is retained in NGI.

Agencies should use the SSD Field or the SLE Field only when submitting an SRNR TOT. Agencies should use the SRNR TOT only after coordinating with CJIS Division staff; this TOT is used to notify the supervising agency if a subject is arrested during a period of supervision.

To correctly submit disposition data, agencies should use the CSL Field and its components for the following types of criminal tenprint submissions:

- ❖ Criminal Answer Required (CAR)
- ❖ Criminal Tenprint Submission (no answer required) (CNA)
- ❖ Criminal Fingerprint Direct Route (CPDR)
- ❖ Criminal Fingerprint Processing (Non-Urgent) (CPNU)

Each component of the CSL Field has an alphabetic letter after the 2.051 CSL Field number.

- ❖ 2.051 CSLA is the Court Disposition Date (CDD)
- ❖ 2.051 CSLB is the Court Offense Literal (COL)
- ❖ 2.051 CSLC is the Other Court Sentence Provision Literal (CPL)
- ❖ 2.051 CSLD is the Court Disposition (CDN)
- ❖ 2.051 CSLE is the Court Count Number (CCT)

When an agency submits disposition data for criminal tenprint transactions using the CSL Field, the COL and CPL are always mandatory. If an agency submits disposition data for a criminal tenprint transaction and does not use the COL and CPL, the agency will receive the L0131 error message, "Required element missing: Mandatory element was omitted from message."

The CDN is mandatory only if the agency uses the Disposition File Maintenance Submission (DSPE) TOT. This TOT allows an authorized contributor to add, replace, append, or delete disposition data on an existing arrest event. The DPSE TOT uses the Event Identifier Field (2.2035 EVI) or the Date of Arrest Field (2.045 DOA) to link disposition information with an existing arrest event. The contributing agency must populate either the EVI or DOA fields to use the DSPE. The EVI Field is preferred because the DOA Field may not be unique if an individual was arrested multiple times in a single day.

Additional information about the DSPE TOT is included in *CJIS Information Letter* 18-1, dated January 8, 2018. Agencies with questions about the SRNR and DSPE TOTs should contact the CJIS Division's Customer Service Group by telephone at 304-625-5590. Future editions of the *EBTS* will clarify the correct use of the CSL Field.

## **Best practices for notating a pose when submitting mug shots to Next Generation Identification**

During the booking process, an arrestee is fingerprinted and photographed. The booking agency may capture a front-facing or mug shot photograph, a right-profile photograph, a left-profile photograph, or any combination of the three. The agency may also take angled or three-dimensional photographs. Agencies are permitted to submit up to 25 photographs (including pictures of scars, marks, and tattoos) of each subject associated with an FBI Universal Control Number (UCN) for inclusion in the Interstate Photo System (IPS) of NGI. Law enforcement agencies can then retrieve the photographs as part of a Face Recognition Search.

To ensure the best results, CJIS Division staff is asking CJIS System Agencies to program and use the optional NGI field 10.020 (Subject Pose) into their systems in order to ensure the information is marked appropriately in NGI.

The specific types of pose codes are provided in Table 73 on page 238 of the American National Standard for Information Systems/National Institute of Standards and Technology's *Data Format for the Interchange of Fingerprint, Facial, and Other Biometric Information* (ANSI/NIST-ITL 1-2011) Update: 2015 document. The pose codes are:

Pose description	Pose code
Full Face Frontal	F
Right Profile (90 degrees)	R
Left Profile (-90 degrees)	L
Angled Pose	A
Determined 3D Pose	D

A Determined 3D Pose does not imply that the image itself is a 3D image. The code of D indicates a set of 3D pose angles (angles away from the full frontal orientation).

Currently, more than 85 million photographs are in the IPS, and of those, 36 million are front facing or slightly angled and meet the quality threshold for inclusion in the IPS's "matcher." The IPS will compare a probe photo (a front-facing photograph of an individual obtained pursuant to an authorized criminal investigation) against photographs in the matcher to provide investigative leads to states that have the ability and are connected to the IPS.

Photographs are very helpful to law enforcement. If an agency has a UCN, it can conduct a criminal history query to see if a photograph is on file for a subject. However, CJIS Division staff is receiving many photographs without a pose code or an incorrect pose code, which could hamper the effectiveness of the IPS.

For law enforcement agencies currently submitting probe photos to search against the IPS, please refer to the *NGI-IPS Policy and Implementation Guide* for policy and technical requirements. Of utmost importance is the requirement that law enforcement agencies submit only probe photos that were lawfully obtained during the course of an active investigation. Photos collected in violation of an individual's First or Fourth Amendment rights **cannot** be searched against the IPS. The FBI is fully committed to the protection of the public's privacy and civil liberties in its implementation of facial recognition technology. Please also observe the requirement that candidate photos returned from an IPS query must be reviewed by law enforcement personnel who have taken approved facial recognition training. This training must comply with the *Guidelines and Recommendations for Facial Comparison Training to Competency* as outlined by the Facial Identification Scientific Working Group Standards at [www.fiswg.org](http://www.fiswg.org). For assistance, the Biometric Training Team may be contacted by e-mail at [face-trng@leo.gov](mailto:face-trng@leo.gov) or by telephone at 304-625-5279.

Agencies with questions should contact the Facial Analysis, Comparison, and Evaluation Services Unit hotline by telephone at 304-625-FACE (3223).