

# LIVE SCAN START UP CHECKLIST

**LIVE SCAN AGENCY** - Complete the following:

***Application Forms:***

Live Scan Application

***Agreements:***

CJIS Agreement

Applicant Transmission Agreement (only necessary if you wish to transmit applicant fingerprints)

***Meet with Local Agencies:***

Meet/speak with local agencies (Serviced Agencies) for which your agency plans to submit fingerprints and offer them the opportunity to participate by completing the forms listed below.

Mail signed original forms to:

**Michigan Department of State Police  
Criminal Justice Information Center  
AFIS/Live Scan Section  
7150 Harris Drive  
Lansing, MI 48913**

**LOCAL SERVICED AGENCIES** – Each Local Serviced Agency should complete the following:

Live Scan Local Service Agreement

Mail signed original forms to:

**Michigan Department of State Police  
Criminal Justice Information Center  
AFIS/Live Scan Section  
7150 Harris Drive  
Lansing, MI 48913**

# CONSIDERATIONS FOR BUDGETING OR FUNDING A NEW LIVE SCAN PROJECT

## EQUIPMENT AND SOFTWARE INTERFACE CONSIDERATIONS

- ? What type of Live Scan device and equipment is available/required?
  - \* *Visit Vendor Websites:*
    - [www.crossmatch.com](http://www.crossmatch.com)
    - [www.idnetworks.com](http://www.idnetworks.com)
    - [www.identix.com](http://www.identix.com)
  - \* *Contact MSP AFIS/Live Scan Section at (517) 322-5424*
- ? Do you want your existing booking software to interface with your live scan device?
  - \* *Contact Booking Vendor for \$\$\$*
- ? Do you want your existing mugshot software to interface with your live scan device?
  - \* *Contact Mugshot Vendor for \$\$\$*
- ? How will the Prosecutor report charge information? Do you want a software interface?
  - \* *Contact Local Prosecutor and/or Prosecuting Attorneys Coordinating Council at (517) 334-6060*

## CONNECTIVITY CONSIDERATIONS

- ? Does your local network meet the State's security requirements? (ex: firewalls, routers, etc)
  - \* *Contact MSP Security Officer at (517) 336-6543*
- ? What cost is associated with the communications installation and the ongoing operation?
  - \* *Contact Department of Information Technology at (517) 336-6146*
- ? Do you have an existing LEIN workstation to receive the State's identification response? Or do you need one?
  - \* *Contact MSP LEIN Field Services at (517) 322-1956*

## QUESTIONS

For assistance with any of these considerations, please feel free to contact:

**Michigan State Police  
Criminal Justice Information Center  
AFIS/Live Scan Section  
(517) 322-5424**

# GUIDANCE FOR LIVE SCAN AGENCY APPLICATION & AGREEMENT FORMS

## I. LIVE SCAN INTERFACE APPLICATION

### Point of Presence (POP) line:

- ◆ A Point of Presence (POP) line is used to connect to the State at one central location through TCP/IP (Internet Protocol). NOTE: This line is sometimes referred to as an LGNET line.
- ◆ Two types of POP lines:
  - ◆ 56K: One-time installation fee of \$1,525  
Yearly fee \$7,200 (billed quarterly at \$1,800 per quarter)
  - ◆ T1: One-time installation fee of \$1,525  
Yearly fee \$22,800 (billed quarterly at \$5,700 per quarter)

NOTE: Yearly fees may be pro-rated or divided among the number of agencies using that POP.

- ◆ Most Counties already have a POP line established for agencies to connect to (This is the POP Owner).
- ◆ Agencies need to get permission from POP Owner to connect to their POP line. The POP Owner may also ask you to share the cost of the POP line.
- ◆ Existing POP Owners can provide guidance or recommendations on the best way for you to connect to their POP.
- ◆ The LAST MILE refers to the connection between your agency and your county's POP line.
- ◆ If your existing POP owner or your network administrator does not know how to complete the LAST MILE you can call your local phone provider and ask for "Data Connectivity from Point A (POP location) to Point B (Your location) via TCP/IP on a 56K or T1 line. (You will be billed by the phone company for this line).
- ◆ Questions about POP locations, lines, fees, etc. please call Live Scan Section at (517) 322-1665.

### Live Scan Information:

- ◆ **Device Description**
  - ◆ **Stand-alone** – single agency submitting fingerprints directly to State electronically (ex: school)
  - ◆ **Central Booking** – booking agency submits fingerprints for multiple agencies
  - ◆ **Store and Forward User** – your agency fingerprints and forwards prints to another device for transmission to State.
  - ◆ **Store and Forward Site** – multiple Live Scan devices forward prints to YOU for transmission to State.
- ◆ **Response Messages**
  - ◆ **Criminal Justice Agency** – response messages can be full Criminal History Record (CCH) or ID only. Criminal Justice agency's response messages are returned via LEIN to a designated ORI.
  - ◆ **Non-Criminal Justice Agency** – response messages are ID only and returned via US Mail to the address identified with their Requestor ID. NOTE: If you do not have an existing Requestor ID please call MSP Applicant Team at (517) 322-5265 to obtain one.

### Sample Network Diagram:

- ◆ Identify security controls such as firewalls, intrusion detection, encryption, authentication mechanisms and physical security

## II. CJIS POLICY COUNCIL AGREEMENT

- ◆ Defines responsibilities of all parties involved in the project.

(NOTE: CJIS Policy Council meets quarterly – January, April, July and October. Agreements must be submitted the first day of the previous month to be on the agenda for the Policy Council – March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, and December 1<sup>st</sup>.)

## III. APPLICANT FINGERPRINT TRANSMISSION – FEE COLLECTION AGREEMENT

- ◆ Necessary if local agency plans to transmit APPLICANT fingerprints via live scan device.

(NOTE: Local agency is responsible for the collection of State and FBI applicant fingerprint fees and forward these fees on a monthly basis when you receive a billing statement from MSP for applicant prints transmitted during the previous month.)

## IV. LIVE SCAN LOCAL SERVICE AGREEMENT

- ◆ SAMPLE agreement for use with local agencies. Helps identify responsibilities of Live Scan Agency and Serviced Agencies (Serviced Agency = local law enforcement agencies who bring defendants to be booked and expect arrest data to be reported via live scan for criminal history record.)

(NOTE: Some live scan agencies require the arresting officer to complete and submit a probable cause form or booking package at the time of arrest/lodging. This requirement is added to the local agreement)

# ATTACHMENTS

## I. GLOSSARY OF ACRONYMS

## II. STATUTES

- A. Michigan Compiled Law 28.241 et. al., governs the building of the state criminal history record. This statute defines the types of arrests that can be entered and retained on the system.
- B. Michigan Compiled Law 28.155 provides authority for the Policy Council to establish rules for the use and access of the state AFIS system.

## IV. POLICY COUNCIL RULES

- A. AFIS Policy Council Act 307 of 1988 – This Act creates an automated fingerprint identification system policy council to provide for the establishment of policy and promulgation of rules governing the selection and use of the automated fingerprint identification system.
- B. Executive Order 1998-1 – This order creates the Criminal Justice Information Systems (CJIS) Policy Council within the Michigan State Police. The CJIS Policy Council combined and replaced the AFIS and LEIN Policy Councils.
- C. Policy Council Rules for AFIS – These rules ensure the operation, security, and oversight of the AFIS system. **(ATTACHED)**

## V. AFIS POLICIES

- A. AFIS Live Scan Agency Requirements – This policy defines the requirements of local agencies and personnel necessary to achieve an interface with the State through a Live Scan Device. **(ATTACHED)**
- B. AFIS Latent Personnel Requirements – This policy defines the requirements necessary to obtain and operate a latent print terminal at a crime laboratory or local agency.
- C. AFIS Tenprint Personnel Requirements – This policy defines requirements, qualifications, training and testing specifications for AFIS Fingerprint Technicians at MSP.