



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

RICK SNYDER  
GOVERNOR

COL. KRISTE KIBBEY ETUE  
DIRECTOR

August 18, 2016

Office of Internal Audit Services, Director  
Office of the State Budget  
George Romney Building  
111 South Capitol, 6th Floor  
Lansing, Michigan 48913

Subject: Performance Audit – Criminal Justice Information Center  
Law Enforcement Information Network  
Final Plan and Audit Response Summary

Dear Director:

The State of Michigan, Financial Management Guide, Part VII, Chapter 4, Section 100, requires each department to submit a plan addressing audit citations and recommendations made by the Office of the Auditor General.

Attached are the final plan and audit response summary for the performance audit of the Criminal Justice Information Center - Law Enforcement Information Network of the Michigan State Police for the period October 1, 2012 through October 31, 2015.

Sincerely,

Signature Redacted

Jacqueline Reese  
Internal Control Coordinator

Attachments (2)

cc Executive Office  
Office of the Auditor General  
House Appropriations Subcommittee  
Senate Appropriations Subcommittee  
House Fiscal Agency  
Senate Fiscal Agency  
Col. Kriste Kibbey Etue  
Mr. Shawn Sible  
Ms. Dawn Brinningstaul

H:\OAG Audits\CJIC\Final Plan Cover Letter 2016

Final Plan  
To The Performance Audit  
Of The  
Criminal Justice Information Center – Law Enforcement  
Information Network  
Michigan Department of State Police  
For The Period 10/1/12 Through 10/31/15

Audit Finding:

1. **Access Controls**

A. **OAG Recommendation**

We recommend that MSP implement more complete controls over LEIN to help prevent inappropriate access and ensure data confidentiality.

B. **Agency Response**

a. MSP will implement additional controls to ensure data confidentiality of reports containing data derived from LEIN by developing an application in the MiCJIN Portal which is estimated to be completed by June 1, 2017.

b. MSP has disabled system administrator accounts which no longer require access. In addition, MSP has implemented an annual review process of system administrator accounts.

2. **LEIN Access**

A. **OAG Recommendation**

We recommend that MSP continue to work with non-criminal justice agencies to assess the nature of criminal justice records needed and determine if LEIN is the most appropriate resource to provide that information.

B. **Agency Response**

MSP has removed access to one agency. MSP will perform an analysis of access by non-criminal justice agencies to determine if LEIN is the appropriate resource to provide information by December 31, 2016.

### **3. Accuracy and Completeness of Data**

#### **A. OAG Recommendation**

We recommend that MSP improve its monitoring of records entered by local law enforcement and criminal justice agencies into LEIN to identify potentially inaccurate warrant and missing person information.

#### **B. Agency Response**

MSP has implemented an edit that will not allow the date of warrant to be less than or equal to the date of birth. Also, MSP has contacted all agencies identified entering missing person records, advising them of the requirements for record accuracy and the option of using the “unknown” code.

MSP has verified that the federal requirements do not allow an indicator of unknown height and weight fields for wanted person records. MSP will contact the agencies in question to discuss the height and weight field requirements, the record “packing” requirements, and how best to obtain and enter personal descriptor information by September 30, 2016.

MSP will provide notification and/or training on the system changes by December 31, 2016.

### **4. Sufficiency of Audits and Reviews**

#### **A. OAG Recommendation**

We recommend that MSP improve its training and instruction for local law enforcement and criminal justice agencies on completing the monthly validation of LEIN records.

#### **B. Agency Response**

Beginning July 1, 2016, enhanced record validation process and procedure instruction will be included in Terminal Agency Coordinator training. Additionally, beginning July 1, 2016, LEIN user agencies will be required to produce their written monthly validation policy and procedure, which will be an additional element within the agency’s on-site review.

MSP is in the process of updating the LEIN Operator’s Manual, which will include updated validation instructions and a sample validation procedure and is expected to be placed on the LEIN website by Aug. 1, 2016. MSP is in the process of developing a distance-learning validation training presentation, scheduled to be completed by Aug. 1, 2016.

# **Audit Response Summary**

## **To The Performance Audit Of The Criminal Justice Information Center – Law Enforcement Information Network Michigan Department of State Police**

**For The Period 10/1/12 through 10/31/15**

1. Citations the agency has complied with:

No. 1.b.

2. Citations the agency agrees with and will comply with:

No. 1.a	Target Date – June 1, 2017
No. 2	Target Date – December 31, 2016
No. 3	Target Date – December 31, 2016
No. 4	Target Date – August 1, 2016

3. Citations the agency disagrees with:

None