



For

# MINNESOTA

January 2009

**January 2009**

Management Advisory Committee for  
Community Supervision and Services (MACCSS)  
Technology Subcommittee

Introduction .....	i
Quick Reference - Criminal Justice Information Systems Resource Guide .....	1
Integrated Search Services (ISS).....	2
Minnesota Criminal Justice Statute Service (MNCJSS).....	3
Computerized Criminal History (CCH).....	4
DNA Database .....	5
Level 3 Predatory Offender Search .....	6
Minnesota Court Information System (MNCIS).....	7
Minnesota Court Web Access (CWA) .....	8
Minnesota Repository of Arrest Photos (MRAP).....	9
Minnesota Sentencing Guidelines Commission (MSGC) .....	10
Offender Locator .....	11
Predatory Offender Registration (POR).....	12
Public Safety Driver and Vehicle Services (DVS) .....	13
Statewide Supervision System (S <sup>3</sup> ).....	14

## Introduction

The purpose of this guide is to promote awareness of and provide contact information for information systems that are available to federal, state and local criminal justice agencies/professionals. The featured systems and information contained in this guide are available using the internet. The following pages contain summaries of each system and provide information for obtaining access to the system.

**Please note** that each system may have additional requirements and/or restrictions not listed; for specific details, please contact the respective representative for each system.

## Quick Reference - Criminal Justice Information Systems Resource Guide

To request access see system-specific information below.

SYSTEM NAME	CONTACT	PHONE	EMAIL
BCA – Integrated Search Services	MNJIS	(651) 793-2700	<a href="mailto:crimnet.support@state.mn.us">crimnet.support@state.mn.us</a>
BCA – Minnesota Criminal Justice Statute Service	MNJIS Legal Analyst	(651) 793-2722	<a href="mailto:crimnet.legal.analyst@state.mn.us">crimnet.legal.analyst@state.mn.us</a>
BCA – Computerized Criminal History (CCH)	BCA CJIS Help Desk	(651) 793-2500	<a href="mailto:bcacjis.helpdesk@state.mn.us">bcacjis.helpdesk@state.mn.us</a>
DPS - Driver and Vehicle Services (DVS)	Help Desk	(651) 201-7777	<a href="mailto:Tech.sppt.team@state.mn.us">Tech.sppt.team@state.mn.us</a>
BCA - Predatory Offender Registration (POR)	POR Unit Staff	(651) 793-7070	<a href="mailto:mnregistry@state.mn.us">mnregistry@state.mn.us</a>
BCA - Minnesota Repository of Arrest Photos (MRAP)	Mark Blissenbach	(651) 793-2425	<a href="mailto:mark.blissenbach@state.mn.us">mark.blissenbach@state.mn.us</a>
BCA - DNA Database	Jim Iverson	(651) 793-2970	<a href="mailto:jim.iverson@state.mn.us">jim.iverson@state.mn.us</a>
DOC - Statewide Supervision System (S <sup>3</sup> )	DOC IT Services	(651) 361-7363	<a href="mailto:infosvcs@co.doc.state.mn.us">infosvcs@co.doc.state.mn.us</a>
DOC - Offender Locator	DOC IT Services	(651) 361-7363	<a href="mailto:infosvcs@co.doc.state.mn.us">infosvcs@co.doc.state.mn.us</a>
DOC - Level 3 Predatory Offender Search	DOC IT Services	(651) 361-7363	<a href="mailto:infosvcs@co.doc.state.mn.us">infosvcs@co.doc.state.mn.us</a>
Minnesota Court Web Access (CWA)	CWA Staff		<a href="mailto:MJCCourtSearch@courts.state.mn.us">MJCCourtSearch@courts.state.mn.us</a>
Minnesota Court Information System (MNCIS)	MNCIS Staff		<a href="mailto:MJCMNCISGovtAccessProcedural@courts.state.mn.us">MJCMNCISGovtAccessProcedural@courts.state.mn.us</a>
Minnesota Sentencing Guidelines Commission (MSGC)	Linda McBayer	(651) 296-0144	<a href="mailto:sentencing.guidelines@state.mn.us">sentencing.guidelines@state.mn.us</a>



**The following data is available:**

The ISS application currently allows users to search a number of statewide databases, including:

- **Court Web Access (CWA)**  
Non-confidential, court disposition information on adult felony and select misdemeanor convictions
- **Minnesota Repository of Arrest Photos (MRAP)**  
A central database, hosted by the BCA, of non-public booking and arrest records
- **Predatory Offender Registration (POR)**  
A central repository, hosted by the BCA, for collecting and maintaining information for every registered sex offender (more than 18,000) in Minnesota
- **Statewide Supervision System (S<sup>3</sup>)**  
Information, maintained by the Department of Corrections, on juvenile and adult offenders on probation, in detention, imprisoned or jailed
- **Prison Data**  
More than 50,000 unique records, including information on names, aliases and photographs from the Department of Corrections
- **Law Enforcement Data (for certified personnel)**  
Information available through five select queries to Minnesota and federal person and vehicle records databases, including: Minnesota and federal wanted person and vehicle records; Minnesota driver's license, driver's record and vehicle information; predatory offender information; and Minnesota criminal history information



**Information URL:**

<http://www.bca.state.mn.us/IntegratedSearchServices.htm>



**Support Contact:**

MNJIS

Tel: (651) 793-2700

Email: [crimnet.support@state.mn.us](mailto:crimnet.support@state.mn.us)



**Access Requirements:**

CJDN Approved IP Address

User Agreement

Registration form signed by the head of the criminal justice Appointing Agency.

**Minn. Stat. §299C.65**

## Integrated Search Services

Formerly known as CrimNet Search, the Integrated Search Services (ISS) allows users to access multiple statewide databases of information through one access point. The application is a project supported by the Minnesota Justice Information Services (MNJIS) at the Minnesota Bureau of Criminal Apprehension (BCA). ISS is focused on providing accurate and comprehensive data to criminal justice agencies throughout Minnesota.

ISS is only available to criminal justice agencies. The service is different from each of the source systems in that it allows the user to search multiple source systems from a single web interface. Users are granted access to systems based on their roles in the organizations and how those roles line up with pre-determined user profiles.

The technology supporting ISS is undergoing an update that will allow agencies to tailor access to information and query available systems from their own records management systems. In addition, a single user interface for all BCA-based systems is being examined and may be available in the future. This will allow users to access all available BCA systems through a single username and password.





**The following data is available:**

MNCJSS contains information about all state criminal justice statutes. Information is available for integration into local systems. Users may also search the database via the internet.

Users may search information according to numerous factors including:

- Function (charge, penalty, etc)
- Offense level (targeted misdemeanor, gross misdemeanor, felony)
- Effective date
- Chapter
- Section
- Keyword



**Information URL:**

<https://webservices.crimnet.state.mn.us/statute/arch.jsf>



**Support Contact:**

MNJIS Legal Analyst

Tel: (651) 793-2722

Email: [crimnet.legal.analyst@state.mn.us](mailto:crimnet.legal.analyst@state.mn.us)



**Access Requirements:**

This website is accessible by the public – there are no special requirements to access this information.

## Minnesota Criminal Justice Statute Service

The Minnesota Criminal Justice Statute Service (MNCJSS) allows users to access criminal justice statute information in a searchable format. It replaces the Minnesota Statute Table and is a project supported by the CriMNet Program Office at the Minnesota Bureau of Criminal Apprehension (BCA). The focus of MNCJSS is to provide accurate and comprehensive data to criminal justice agencies throughout Minnesota.

Users can search on a number of different factors – including the statutes in effect on a certain date, which is a key to charging crimes according to the laws in effect at the time a crime was committed. Users can also receive notifications regarding changes in the system. A Legal Advisory Board oversees the statute service and changes to how statutes are displayed.

Information in MNCJSS is public information and is publicly accessible. Username and password are not required.





**The following data is available:**

Minnesota criminal history records contain information on all arrests and convictions.

- Juvenile felony and gross misdemeanor arrests
- Adult felony, gross misdemeanor, enhanced gross misdemeanor and targeted misdemeanor arrests
- Courts and corrections report information regarding convictions, court dispositions, probation and custody actions



**Information URL:**

<http://www.bca.state.mn.us/bca.asp>



**Support Contact:**

BCA CJIS Help Desk

Tel: (651) 793-2500

Email: [bcacjis.helpdesk@state.mn.us](mailto:bcacjis.helpdesk@state.mn.us)



**Access Requirements:**

Joint Powers Agreement

CJDN Approved IP Address

User ID & Password Form

## Computerized Criminal History

The Computerized Criminal History (CCH) system is the state central repository for data on persons arrested for felony, gross misdemeanor, enhanced misdemeanor and select misdemeanor offenses.

Agencies are not required to report select misdemeanor arrests, but they may report them if they choose.

Law enforcement agencies send a copy of each arrest fingerprint card to the BCA. The information from each card is recorded in the CCH record.

The system is used by the criminal justice community for decisions regarding investigations, arrests, bail/bond, criminal charges, plea bargains, convictions, probation, and placement in correctional facilities. It is used during mandated background checks on individuals seeking employment or licensing for various positions. CCH also contains valuable information for researchers.



Other law enforcement systems available through the BCA include:

- Department of Public Safety, Driver and Vehicle Services (*DVS*)
- National Crime Information Center (*NCIC*)
- NCIC data on wanted persons, missing persons, stolen vehicles/articles/guns/license plates/securities and boats (*Hot Files*)
- National Law Enforcement Telecommunications System (*NLETS*)



## DNA Database

### BCA Forensic Science Service

The DNA Profiling Section compares the DNA profile obtained from blood and semen stains from evidence samples to the DNA profiles of suspects and victims. The section determines the DNA profile of convicted sexual assault offenders. These profiles are stored in a database and compared with profiles obtained in criminal cases where no suspect has been identified.

***The following data is available:***

DNA profiles of suspects and victims.



**Information URL:**

<http://www.bca.state.mn.us/bca.asp>



**Support Contact:**

*Jim Iverson*

Tel: (651) 793-2970

Email: [jim.iverson@state.mn.us](mailto:jim.iverson@state.mn.us)



**Access Requirements:**

Joint Powers Agreement

CJDN Approved IP Address

User ID & Password Form





***The following data is available:***

Information regarding level 3 predatory offenders is posted on this site according to Minn. Stat. §244.052. The Department of Corrections posts offender information no later than 48 hours after receiving it from law enforcement.



**Information URL:**

<http://www.doc.state.mn.us/level3/Search.asp>



**Contact:**

DOC IT Services

Tel: (651) 361-7363

Email: [infosvcs@co.doc.state.mn.us](mailto:infosvcs@co.doc.state.mn.us)



**Access Requirements:**

This website is accessible by the public – there are no special requirements to access this information.

**Minn. Stat. §244.052**

## Level 3 Predatory Offender Search

As of August 1, 2000, the public has had the ability to access information about level 3 offenders. The Minnesota Legislature, as part of the passage of Katie's Law (named after Katie Poirier) in the 2000 legislative session, directed the Commissioner of Corrections to establish a website that contains information about the level 3 offenders living in the community. The Department of Corrections (DOC) posts information, and maintains the changes in location that may occur with the offenders. This site does not contain information about level 1 or level 2 offenders. Please review the information contained on this site carefully. The intent of the law and the actions of law enforcement officials and the DOC is to provide information that will improve public safety.

Level 3 offenders have been determined to be at the highest risk for re-offense out of all of the three risk levels. Law enforcement may notify all individuals and agencies included in level 1 and level 2 notifications, and may also distribute information about the offender to everyone in the community. In addition, officials may use the media and other distribution methods to get this information to the public. According to law enforcement policy, enforcement officials hold public meetings in the areas where level 3 offenders will reside. At those meetings, information about the notification process, the registration of predatory offenders, and the general population of these offenders is distributed and discussed. In addition, information about a specific offender or offenders is released. The information includes a general area of residence, a description of the offender (with photograph), and a description of the pattern of behavior that this offender has been known to display. This disclosure does not apply to offenders that are in licensed residential facilities where staff have been trained to manage sexual offenders (halfway houses) nor does it apply to offenders in secure hospital facilities operated by the Department of Human Services (hospitals at Moose Lake and St. Peter, Minnesota).



## Minnesota Court Information System

***The following data is available:***

MNCIS contains cases that originated as felonies, gross misdemeanors (95%), and limited traffic and non-traffic misdemeanors.

Also included are misdemeanor cases that originated as more serious offenses but were later reduced.

MNCIS contains data for courts from all 87 counties.



**Information URL and**



**Contact:**

<http://www.mncourts.gov/?page=1676>



**Access Requirements:**

Complete an access request form through the District Court Administrator

There are two Minnesota Court Information System (MNCIS) access options: public access via the internet and direct MNCIS inquiry access. Currently, justice partners have access to the public access. The inquiry access will require capable hardware and connections, and is still being tested.



## Minnesota Court Web Access

### ***The following data is available:***

Court Web Access (CWA) data includes adult criminal (felony and gross misdemeanor) and adult misdemeanor convictions contained in the Criminal Juvenile Analytical Database (CJAD).

No juvenile data is available on CWA.

The Supreme Court has deemed all data as public data on this website. However, the data is currently only available to court personnel and criminal justice partners within Minnesota.



### **Information URL:**

<http://cws.courts.state.mn.us/>



### **Contact:**

Email: [MJCCourtSearch@courts.state.mn.us](mailto:MJCCourtSearch@courts.state.mn.us)



### **Access Requirements:**

To gain access, a potential new user must fill out the access request form and submit it through the web site.

If the potential new user meets the criteria of being a court employee or criminal justice partner within Minnesota, they will be approved. All other requests are being denied at this time.

Court Web Access (CWA) enables access to court conviction data on a statewide basis. This allows all trial and district court staff to access information quickly and accurately.

CWA is available to court staff, which means anyone who is currently on the statewide court network, as well as Hennepin County court employees. CWA is also available to select criminal justice partners.

Minnesota Court Information System (MMCIS) data will be available one day after being entered. Hennepin and Scott County systems data will be available two days after being entered.



***The following data is available:***

Arrest and booking photos submitted from Minnesota law enforcement agencies.



**Information URL:**

<http://www.bca.state.mn.us/MRAP/Documents/index.html>



**Contact:**

*MRAP Coordinator*

*Mark Blissenbach*

Tel: (651) 793-2425

Email: [mark.blissenbach@state.mn.us](mailto:mark.blissenbach@state.mn.us)



**Access Requirements:**

Joint Powers Agreement

CJDN Approved IP Address

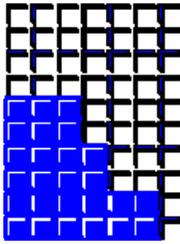
User ID & Password Form

## Minnesota Repository of Arrest Photos

The Minnesota Repository of Arrest Photos (MRAP) is an effort by the State of Minnesota to develop a central database of digital arrest photographs to support Minnesota's criminal justice agencies.

The State of Minnesota seeks to identify and implement a solution that will operationally support the reception of photos transmitted by jails and booking facilities throughout the state. MRAP will accept photographs meeting the statewide standards, including mug shots, composites, scars, marks, or tattoos, and the corresponding descriptive and demographic data collected at the time of the arrest. MRAP will support all functions of a full-service digital imaging arrest photo system for the purpose of assisting Minnesota criminal justice agencies in solving crimes and identifying suspects and criminals. Such a system must provide full inquiry/investigation features, i.e. lineups, boolean searches, etc.





## Minnesota Sentencing Guidelines Commission

The Minnesota Sentencing Guidelines Commission (MSGC) is an on-going policy making body created by the Minnesota Legislature in 1978. The guidelines are effective for crimes committed on or after May 1, 1980. The Commission developed and now maintains a model for rational and consistent sentencing standards for felony offenders. The MSGC also collects and analyzes information on actual sentencing practices compared to the sentences recommended by the guidelines. The MSGC, which typically meets monthly, consists of 11 members representing the criminal justice system, the public, and victims. The MSGC modifies the guidelines each year in response to legislative changes, case law, problems identified by the monitoring system and issues raised by various groups.

The sentencing guidelines embody the goals of the criminal justice system as determined by the citizens of the state through their elected representatives. This system promotes uniform and proportional sentences for convicted felons and helps to ensure that sentencing decisions are not influenced by factors such as race, gender, or the exercise of constitutional rights by the defendant. The guidelines serve as a model for the criminal justice system as a whole to aspire to and provide a standard to measure how well the system is working.

### **The following data is available:**

All Minnesota sentencing worksheets statewide since August 2000 are available on the system.



#### **Information URL:**

<http://www.msgc.state.mn.us/>



#### **MSGC Contact:**

*Linda McBrayer*

Tel: (651) 296-0144

Email: [sentencing.guidelines@state.mn.us](mailto:sentencing.guidelines@state.mn.us)



#### **Access Requirements:**

Accessible on the Statewide Supervision System (S<sup>3</sup>). Contact DOC IT Services for access.



#### **Access Contact:**

DOC IT Services

Tel: (651) 361-7363

Email: [infosvcs@co.doc.state.mn.us](mailto:infosvcs@co.doc.state.mn.us)

Link:

<https://search.s3.state.mn.us/s3/logon.aspx>



The following data is available:

Public information regarding adult offenders who have been committed to the Commissioner of Corrections, and who are:

- In Prison, or
- Released from prison and still under supervision



Information URL:  
<http://info.doc.state.mn.us/publicviewer/main.asp>



Contact:  
DOC IT Services  
Tel: (651) 361-7363  
Email: [infosvcs@co.doc.state.mn.us](mailto:infosvcs@co.doc.state.mn.us)



Access Requirements:  
This website is accessible by the public – there are no special requirements to access this information.

## Offender Locator

This website can be used to retrieve public\* information about adult offenders who have been committed to the Commissioner of Corrections, and who are still under Department of Corrections jurisdiction (i.e. in prison or released from prison and still under supervision).

\*All government data collected, created, received, maintained or disseminated by a state agency, political subdivision, or statewide system shall be public unless classified by statute, or temporary classification pursuant to section 13.06, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.



**The following data is available:**

- Primary residence and secondary residences of offenders, including all addresses used for residential or recreational purposes
- The addresses of all property owned, leased, or rented by the registrant
- Employment addresses
- All addresses where the registrant resides while attending school
- All motor vehicles owned or regularly driven, including the year, make, model, color, and license plate numbers

## Predatory Offender Registration

Predatory Offender Registration (POR) is the central database for collecting and maintaining information on every registered offender in Minnesota. The new POR system has been fully implemented within the Bureau of Criminal Apprehension (BCA).

In November 2001, the BCA began the process of issuing user IDs and passwords to enable state, federal and local law enforcement and corrections officials to access POR information over a secure web site.



**Information URL:**

<http://www.bca.state.mn.us/Invest/Documents/Page-07.html>



**Contact:**

POR Unit Staff

Tel: (651) 793-7070

Email: [mnregistry@state.mn.us](mailto:mnregistry@state.mn.us)



**Access Requirements:**

Joint Powers Agreement

CJDN Approved IP Address

User ID & Password Form



**Forgot Password?**

BCA Help Desk

651-793-2500



## Public Safety Driver and Vehicle Services

### ***The following data is available:***

Driver records, motor vehicle registration records, driver's license photos and signatures.



### **Information URL:**

<http://www.dps.state.mn.us/dvs/>



### **Support Contact:**

DVS Enterprise Support

Tel: (651) 201-7777

Email: [tech.sppt.team@state.mn.us](mailto:tech.sppt.team@state.mn.us)

### ***DVS Technical Support Help Desk***

Tel: (651) 297-1714

Email: [dvstechsupport@state.mn.us](mailto:dvstechsupport@state.mn.us)



### **Setup Contact:**

DVS Data Requests

*Penny Blaeser*

Tel: (651) 201-7775

Email: [penny.blaeser@state.mn.us](mailto:penny.blaeser@state.mn.us)



### **Setup /Access Requirements:**

DVS data request business partner web agreement

DVS business partner employee access agreement

Intended use statement

User set up processing form

Submit initial setup applications/requests by

US Mail to:

DVS Data Requests

445 Minnesota Street, Suite 191

St. Paul, MN 55101-5191

**Minn. Stat. § 171.07**

Driver and Vehicle Services (DVS) establishes the user access level based on the specific authority and intended use.

A large amount of users may have access to the driving and motor vehicle registration records and a smaller group will have access to the photo and signature due to the differences in authority and permissible/intended usage.

The photo is confidential and access is granted based on Minn. Stat. § 171.07, subd. 1a.



## Statewide Supervision System

### The following data is available:

Detention, probation, and prison data for adults and juveniles

Detention Data:	All jails and workhouses
Probation Data:	87 counties
Prison Data:	All Minnesota Correctional Facilities
Level of Service Inventory (LSI):	Statewide summary data available
Youth Level of Service (YLS):	Not accessible across agencies
Sentencing Guidelines Worksheet:	100% of jurisdictions

The Statewide Supervision System (S<sup>3</sup>) is a secure, centralized website with over 4,000 users accessing the system. S<sup>3</sup> contains information on anyone under supervision (probation or supervised release), or in jail, prison or a detention facility. Additional components include electronic sentencing worksheets and automated offender risk assessment tools.

### Search Function

S<sup>3</sup> enables criminal justice professionals to perform a single web based person search and return individual records from detention, supervision, and prison.

Not all individuals in S<sup>3</sup> are offenders; i.e. detention individuals who were *charged* but not *sentenced*.



### Information URL:

<http://www.doc.state.mn.us/>  
<https://search.s3.state.mn.us/s3/Logon.aspx>



### Contact:

DOC IT Services  
Tel: (651) 361-7363  
Email: [infosvcs@co.doc.state.mn.us](mailto:infosvcs@co.doc.state.mn.us)



### Access Requirements:

Contact your agency user administrator.  
A list of user administrators can be found at:  
<https://search.s3.state.mn.us/S3/mainnsf.aspx?frmto=UserAdminSearch>

If you do not have one, contact DOC IT Services at the above phone number or use the web self-help site to request access.

**Minn. Stat. §241.065**

