



Criminal History Seminar For Non-Criminal Justice Purposes

The Missouri State Highway Patrol CJIS Division is hosting five (5) one-day criminal history seminars during September and October 2012. The information provided during the seminar is for non-criminal justice (civil) purposes and is for agencies that currently receive or want to receive information about obtaining fingerprint-based state and federal criminal history records on applicants for employment, volunteers, licensing or other benefit.

RECOMMENDED AUDIENCE: Law enforcement personnel responsible for Concealed Carry Endorsements (CCW); Court personnel responsible for civil background checks for conservatorship, guardian ad litem, adoption; CASA personnel; Housing Authority personnel for background checks on tenants and Purpose Code H inquiries; DSS Children's Division employees and contracted personnel responsible for Emergency Child Placement and Purpose Code X inquiries.

The seminar is *free of charge*. For attendance, registration is required in advance to ensure adequate seating and seminar materials. Please complete one registration form per person. Completed registration forms should be mailed or faxed to the MSHP CJIS Audit Unit prior to the registration deadline (see registration form for details). Topics to be presented during the seminar will include:

- Criminal history record information overview, including RAP sheet training and fingerprint submission procedures (electronic and manual)
- State and federal laws pertaining to the receipt and use of criminal history for noncriminal justice purposes and audit requirements
- CCW background checks and authorized MULES inquiries (Purpose Code 14)
- Housing Authority background checks and authorized MULES inquiries (Purpose Code H)
- Emergency child placement background checks and authorized MULES inquiries (Purpose Code X)
- Security and Management Control Outsourcing Standard
- Security Awareness Training

Seminar dates and locations:

<p><u>September 20, 2012</u> Kansas City Police Department- Regional Police Academy 6885 NE Pleasant Valley Road Kansas City, MO 64119</p>	<p><u>October 10, 2012</u> Columbia Police Department Training Center 5001 Meyer Industrial Boulevard Columbia, MO 65201</p>	<p><u>October 18, 2012</u> SE Missouri State University Show-Me Center 1333 North Sprigg Street Cape Girardeau, MO 63701</p>
<p><u>October 25, 2012</u> St. Louis County and Municipal Police Academy 1266 Sutter Avenue St. Louis, MO 63133</p>	<p><u>October 31, 2012</u> The Library Center 4653 South Campbell Avenue Springfield, MO 65810</p>	

Each seminar will begin at 8:00 a.m. and conclude at 4:30 p.m. The attendee will be responsible for his or her own lunch (lunch break is from 11:30 a.m. to 1:00 p.m.)



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REGISTRATION FORM

RECOMMENDED AUDIENCE: Law enforcement (CCW permits); Court personnel; CASA personnel; Housing Authority personnel; DSS Children's Division employees and contractors.

Please "check" the box for the location you plan to attend:

Thursday, September 20, 2012 - Kansas City

Kansas City Missouri Police Department Regional Police Academy
6885 NE Pleasant Valley Road, Kansas City, MO 64119

(Registration Deadline: September 13)

Wednesday, October 10, 2012 - Columbia

Columbia Police Department Training Center
5001 Meyer Industrial Blvd., Columbia, MO 65201

(Registration Deadline: October 3)

Thursday, October 18, 2012 - Cape Girardeau

SE Missouri State University, Show-Me Center (Front Concourse)
1333 North Sprigg Street, Cape Girardeau, MO 63701

(Registration Deadline: October 11)

Thursday, October 25, 2012 - St. Louis

St. Louis County and Municipal Police Academy
1266 Sutter Avenue, St. Louis, MO 63133

(Registration Deadline: October 18)

Wednesday, October 31, 2012 - Springfield

The Library Center, Springfield
4653 South Campbell Avenue, Springfield, MO 65810

(Registration Deadline: October 24)

(Reminder: Seminar is from 8:00 a.m. to 4:30 p.m. - Lunch is on your own from 11:30 a.m. to 1:00 p.m.)

*****Please Print*****

Last Name _____ First Name: _____

Agency Name: _____

Address: _____

City, State, Zip: _____

Phone: (____) _____ *Email: _____

(*Upon receipt, an Email will be sent confirming your registration.)

PLEASE MAIL OR FAX COMPLETED REGISTRATION FORM TO:

Missouri State Highway Patrol, CJIS Audit Unit, PO Box 9500, Jefferson City, MO 65102-9500
FAX # (573) 526-6290. For questions, please call (573) 526-6153, extension 2625, 2630 or 2655