



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
EAST LANSING



COL. PETER C. MUNOZ  
DIRECTOR

September 22, 2009

Mr. Douglas Ringler, Director  
Office of Internal Audit Services  
State Budget Office  
P.O. Box 30026  
Lansing, Michigan 48909

Subject: Criminal History Records Database, Warrants Database, and the Traffic Crash Reporting System Within the Criminal Justice Information Center  
Final Performance Plan and Audit Response Summary

Dear Mr. Ringler:

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 Michigan State Police's Criminal History Records Database, Warrants Database, and the Traffic Crash Reporting System Within the Criminal Justice Information Center for the period October 1, 2006 through October 17, 2008.

Sincerely,

Signature Redacted

Jacqueline Reese  
Internal Control Coordinator

Attachments

cc Executive Office  
Office of the Auditor General  
House Appropriations Subcommittee  
Senate Appropriations Subcommittee  
House Fiscal Agency  
Senate Fiscal Agency  
Lt. Col. Kriste Kibbey Etue  
Capt. Charles Bush  
Capt. Jack Shepherd  
Ms. Diane Sherman

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## FINAL PLAN

Performance Audit  
Of the  
Criminal History Records Database, Warrants  
Database, and the Traffic Crash Reporting System  
Within the Criminal Justice Information Center  
Of the  
Michigan Department of State Police

October 1, 2006 through October 17, 2008

Audit Finding:

### 1. Performance Measures

**A. OAG Recommendation:** We recommend that CJIC implement a complete performance measurement process to evaluate the effectiveness and efficiency of its efforts in ensuring accurate CHR D data.

**B. Agency Response:** The Criminal Records Division will implement a process to verify that all record modifications are supported by the appropriate documentation.

- i. A peer review and an oversight review of a representative sample of all modified records in the criminal history will be performed on a quarterly basis. This sample will provide a baseline from which each quarterly sample will be compared.

**Update: Peer to Peer data review began in July 2009 on a representative sample of records. In addition, the oversight review began during July 2009 as well. To date there has been an insufficient amount of sample size to determine an error rate. The baseline will be established by utilizing the data from July, August and September.**

- ii. Data accuracy measurements from the sample data will be compared to historical norms and results will be reported. From these reports proposals to increase the accuracy of the data by systematic improvements in the computerized system or training of the data providers will be made to management.

**Update: Data accuracy measurements will be determined by the baseline information. A report will be created to track the relative change of the data accuracy from month to month and**

**determine the areas that need to be focused on. This report will be created during the first quarter of FY 10.**

- iii. External audits of the data providers will also continue with emphasis on comparing the source documentation with the data that is accessible on the CHR system. Where discrepancies are noted the appropriate remedial measures will be put in place.

**Update: Due to mileage restrictions imposed on the MSP during the last quarter of FY 2009 there have been no external audits performed. Audits will resume at the beginning of FY 10.**

## 2. TCRS Grant Awards

**A. OAG Recommendation:** We recommend that CJIC increase the emphasis on potential cost savings when evaluating grant applications from local law enforcement agencies.

**B. Agency Response:** CJIC will review the grant application process and will include additional factors regarding potential cost savings.

**Update: CJIC addressed the recommendation to increase emphasis on potential cost savings when evaluating grant applications from local law enforcement agencies by including a point value for the amount of crashes that will be involved in their proposal. The higher number of crashes, the higher the point value received in the review. This will show a potential cost savings by obtaining a larger amount of crash records for the grant funds awarded.**

**A. OAG Recommendation:** We also recommend that CJIC evaluate the effectiveness of previous grant awards results.

**B. Agency Response:** CJIC will evaluate the effectiveness of previous grant award results through an analysis of historical and current results of electronic submissions.

**Update: CJIC has evaluated the effectiveness of previous grant award results. The ECCS-1 effort significantly improved the timeliness and quality of crash data. From the ECCS 1 recipients, the average reporting days improved by nearly 75%, dropping from 46.55 days to 12.20 days. The average data edit errors per crash improved over 90%, dropping from 1.79 errors per crash to 0.16 errors. The total amount of electronic crash data received by the State increased over 6%. ECCS 2 implementation efforts are still underway, but similar data improvements are expected. Currently, the**

**State is receiving 16% of crash data electronically and it is anticipated we will reach nearly 40% with the completion of the ECCS 2 effort.**

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## **AUDIT RESPONSE SUMMARY**

Performance Audit  
Of the  
Criminal History Records Database, Warrants  
Database, and the Traffic Crash Reporting System  
Within the Criminal Justice Information Center  
Of the  
Michigan Department of State Police

October 1, 2006 through October 17, 2008

1. Audit recommendations the agency has complied with:

None

2. Audit recommendations the agency agrees with and will comply with:

No. 1: Target date – October 1, 2009

No. 2: Target date – October 1, 2009

3. Audit recommendations the agency disagrees with

None