



**ALASKA'S MULTI-AGENCY JUSTICE INTEGRATION CONSORTIUM**

***Helping agencies more efficiently share complete, accurate, timely information in order to enhance the performance of the criminal justice system as a whole.***

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To: See Distribution

From: Helen Sharratt  
Integrated Justice Coordinator  
MAJIC (Multi-Agency Justice Integration Consortium) Administrator

Date: October 20, 2009

Re: APSIN ID on Criminal Charging Documents

On behalf of MAJIC (Alaska's Multi-Agency Justice Integration Consortium) I am asking for your help in attaining 100% complete and accurate APSIN ID numbers for criminal defendants in court records.

This memo outlines the scope and causes of the problem of missing/inaccurate APSIN identifiers. It describes steps needed to solve the problem, including circulation of the attached ***APSIN ID Facts and Frequently Asked Questions*** document to appropriate staff, and revision of agency forms and procedures, if needed.

Court rules require the APSIN ID to be provided on criminal charging documents. Nevertheless, in June 2009, audit reports from the court's automated case management system showed that for criminal cases filed within the prior year, **the defendant's APSIN ID was missing 66% of the time**. Another audit conducted by the Department of Public Safety's criminal records repository showed that **the APSIN ID provided on criminal judgments was inaccurate 57% of the time**.

It is in the best interest of each criminal justice agency to ensure that court records contain the criminal defendant's correct APSIN ID. Assigned by the Department of Public Safety, the APSIN ID is used to link citation, arrest, fingerprint, booking, charge filing and charge disposition data to the correct person across agency record systems. Without the correct APSIN ID, it takes longer to match law enforcement and court records and there is a higher risk of mismatches (false positives and false negatives). Reliance on the APSIN ID to match records across agencies will be even more critical when the court makes bail conditions available electronically.

An interagency project team chartered by the MAJIC Steering Group found several major causes of missing and inaccurate APSIN ID numbers in court records. The team identified the following corrective measures needed to attain 100% complete, accurate APSIN IDs for criminal defendants:

- Improve understanding of the purpose and importance of the APSIN ID, especially for automated data exchanges;
- Ensure that agency forms provide separate, explicitly labeled spaces for the APSIN ID and driver's license number/issuing state;
- Ensure that those creating and processing records about defendants understand the differences between the APSIN ID and Alaska Driver's License numbers;
- Enforce court rules requiring the APSIN ID on all charging documents.

Please circulate this memo and the attached ***APSIN ID: Facts and Frequently Asked Questions*** to appropriate staff in your agency or organization to help clarify this issue.

Please also review forms and procedures and make any changes needed to support complete, accurate APSIN ID collection. It is especially important to review and redesign any agency form used in the creation of criminal charging documents if it does not explicitly label the APSIN ID, driver's license number and driver's license state. It is also helpful if forms and data entry screens convey that the APSIN ID is mandatory, not optional, and that it is a 7-digit number.

We are asking court clerks to be consistent in returning deficiency notices for charging documents that lack the APSIN ID.

We have created an audit report to identify cases in the court's automated case management system with and without an APSIN ID for the criminal defendant. The report shows rates by court location and by filing agency (state or local prosecution agency). We will use the audit report to measure monthly progress towards the goal of 100% APSIN ID compliance.

If you have questions or other ideas for improvements, please do not hesitate to contact me or any of the other project team members (shown below).

Thank you in advance for your help in improving the quality of records criminal justice agencies share with each other.

Attachment: *APSIN ID – Facts and Frequently Asked Questions*

Distribution:

MAJIC Liaisons (see list at <http://www.ajsac.state.ak.us/majic>)  
MAJIC Memorandum of Agreement Signators  
Municipal prosecutors  
Alaska Police Standards Council

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