



TAC Responsibilities

TAC Conference 2019





New Hire

- Name and DOB search
 - Optional
 - MIL transaction
- ADD Transaction
 - What type of user are they?
 - Login ID



Step One- ADD Transaction

UCJIS Utah Criminal Justice Information System

ADDL New Broadcast Message

Close All ▲ (40) UTAH SILVER ALER...

UCJIS Home ADDL x

Add

Add UCJIS User

User Details

NOTE: Complete the below information to add the user or non-user to your agency. Then email or fax the appropriate forms to the BCI CIC Help Desk.

User Type: * User ID: *

Agency: *

Person Information

Last Name: * First Name: *

Middle Name: Suffix:

Date of Birth: * Gender: *

Identifying Information

SSN: * Personal ID: *

City: *

Contact Information

Phone Number: * E-mail: *

Comments

Comment:



Before Granting Access



UCJIS USER SECURITY AGREEMENT

Per Utah Administrative Rule R722-900, a USER means a person working for or with an agency who has direct access to UCJIS or a NON-ACCESS USER who obtains UCJIS records from a person who has direct access.

UCJIS USER SECURITY STATEMENT

Dissemination, Privacy, and Security of Information: All of the information acquired from any file accessed in UCJIS, which includes Palantir and the Public Safety Alerts and Notifications System (PSANS), is governed by regulations and policies of the FBI and the State of Utah. Dissemination, along with the privacy and security of any information acquired from any file in UCJIS, is for criminal justice purposes only. This information should be used for criminal justice investigations and criminal justice employment only. Printed copies must be destroyed by shredding or burning when no longer needed. Per the Administrative Office of the Courts, local agencies may NOT generate a hard copy of a juvenile's rap sheet or record summary.

Misuse of UCJIS information: Violation of dissemination, privacy, or security regulations may result in civil and/or criminal prosecution of the person(s) involved and loss of state computer access for the user and his/her agency. BCI maintains an automated dissemination log of all UCJIS file transactions to help ensure this information is being accessed for authorized purposes. Any unauthorized request or receipt of this information could be considered misuse. Utah Code Annotated 53-10-108(12) (a) states:

(12) (a) It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

User ID: Each UCJIS user must have his/her own user ID that must never be shared even for training purposes. Each user will be held accountable for each transaction in UCJIS under his/her user ID.

Criminal Background Checks: All UCJIS users, including those who are POST certified or who have a Utah Concealed Firearm Permit (CFP), must undergo a criminal background check prior to having direct access to UCJIS information or receiving UCJIS information from a user with direct access. The criminal background check contains both a name and fingerprint search of UCJIS files and the FBI RAP Back System. The FBI RAP Back System retains prints for the purpose of being searched by future submissions including latent fingerprint submissions. The existence of a criminal conviction, outstanding warrant, or a new criminal arrest may result in loss of access to UCJIS or UCJIS information.

UCJIS USER SECURITY AGREEMENT

I, _____, have read and accepted the *UCJIS User Security Statement* and understand that I must abide by this agreement to have access to any information acquired through UCJIS.

Signature: _____ User ID: _____

Date: _____ Agency ORI: _____ Agency Name: _____

This agreement must be signed prior to accessing UCJIS or receiving any UCJIS information.

This form does not need to be signed for biennial re-certification.

Please submit this agreement to BCI Field Services by e-mail at bcifs@utah.gov or fax to 801-969-7065 per Utah Administrative Rule R722-900-4.

Revised March 2017

- Submit:
- Fingerprints
- User Setup Form
- User Security Agreement
- Fingerprint background check **COMPLETED**




User Setup Form

- Filled out by TAC
- Submitted to UCJIS Help Desk
- Links fingerprints to user
- Requests access for user



User Setup Form



Utah Department of
Public Safety - TAC

Welcome!

TAC

Forms

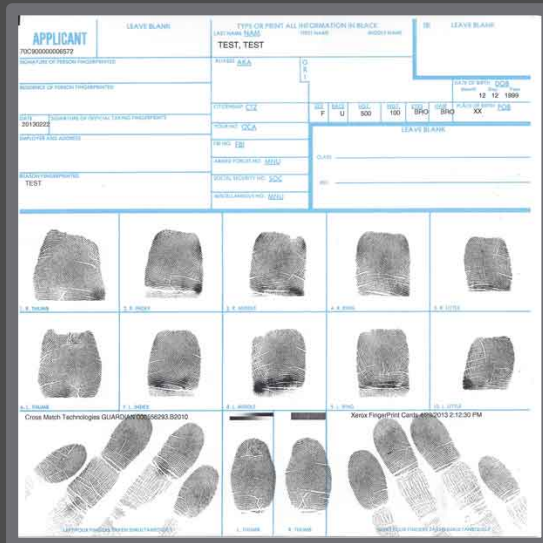
The fingerprint submission and login activation forms have been combined and are now called the User Setup Form.

- [ORI Validation 2019](#)
- [Criminal Justice Agency Agreement 2019 \(formerly the Agency User Agreement\)](#)
- [User Security Agreement](#)
- [User Training and Testing Agreement](#)
- [Non-User Security Agreement](#)
- [Authorization for Livescan](#)
- [User Setup Form \(physical card\)](#)
- [User Setup Form \(Livescan\)](#)
- [Dissemination Log Request Form](#)
- [NCIC Hit Confirmation Agreement](#)
- [User Type Change](#)
- [User Deletion](#)



Ten-print Card

Submitted to UCJIS
Help Desk through
mail or hand delivered



User Setup Form

3888 W 5400 S - Salt Lake City, Utah - 84129

Phone: 801-965-4446 Email: DPSCIC@UTAH.GOV



<p>NOTE: This form must be MAILED to BCI in the same envelope as the fingerprint card(s).</p> <p>All requests must include one set of fingerprints on the blue applicant card. Incomplete forms and/or fingerprint cards will be returned without being processed.</p>	Date of request	
	Agency	
	TAC's Name	
	TAC's Phone	
	TAC's Email	

User Number One		User Number Two	
User's name		User's name	
AKA's		AKA's	
Login ID		Login ID	
SSN and DOB		SSN and DOB	
User Type:	User <input type="checkbox"/> Non-Access User <input type="checkbox"/> Non-User <input type="checkbox"/>	User Type:	User <input type="checkbox"/> Non-Access User <input type="checkbox"/> Non-User <input type="checkbox"/>

If user type is **USER**: Select Option 1, 2, or 3. **Access Not needed for Non-Users or Non-Access Users**

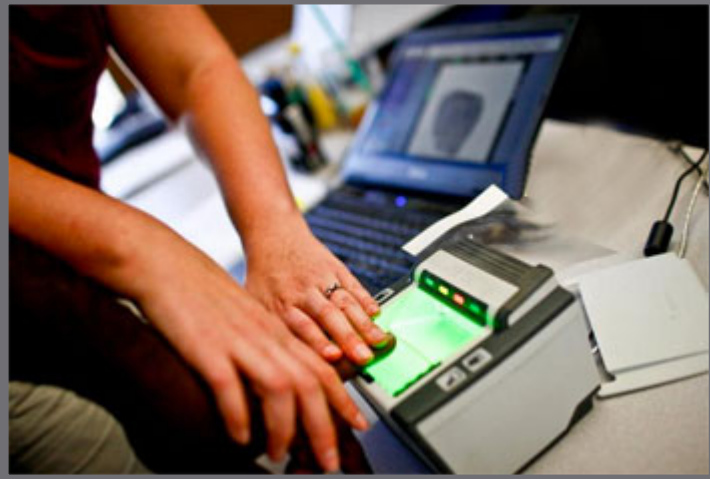
<input type="checkbox"/> Option 1. Default Agency Access User is granted access to all file that agency accesses	<input type="checkbox"/> Option 1. Default Agency Access User is granted access to all file that agency accesses
<input type="checkbox"/> Option 2. Other Access Request User is granted access to the indicated types of access. NCIC: <input type="checkbox"/> 1F <input type="checkbox"/> II <input type="checkbox"/> None III: <input type="checkbox"/> 2F <input type="checkbox"/> None NLETS: <input type="checkbox"/> MF <input type="checkbox"/> MLIM <input type="checkbox"/> None Local: <input type="checkbox"/> LF <input type="checkbox"/> LLIM	<input type="checkbox"/> Option 2. Other Access Request User is granted access to the indicated types of access. NCIC: <input type="checkbox"/> 1F <input type="checkbox"/> II <input type="checkbox"/> None III: <input type="checkbox"/> 2F <input type="checkbox"/> None NLETS: <input type="checkbox"/> MF <input type="checkbox"/> MLIM <input type="checkbox"/> None Local: <input type="checkbox"/> LF <input type="checkbox"/> LLIM
<input type="checkbox"/> Option 3. Special Instructions	<input type="checkbox"/> Option 3. Special Instructions

Fingerprints (Fill out for all user types)

User Number One	User Number Two
Submitted by mail (with this form) <input type="checkbox"/>	Submitted by mail (with this form) <input type="checkbox"/>
Retained prints on file <input type="checkbox"/>	Retained prints on file <input type="checkbox"/>

Livescan

Prints submitted through Livescan



User Setup Form

For incoming Employees in an agency using UCJIS

ONLY USE THIS FORM IF YOU'RE SUBMITTING LIVESCAN

1. Enter user/non-user/non-access user into UCJIS using the ADD transaction.
2. Fill out this form and BCI CIC will process your request.
3. Fingerprints required for ALL User types!

TAC Email Address in Email address field.

* Required

Email address *

Your email

Agency Name *

Your answer

Requesting Agency ORI *

Your answer

TAC's Name *

Your answer

User's Name *

Your answer





True or False

When submitting new prints, you do NOT have to submit the fingerprints with a User Setup form.

False



REPT



REPTL

New Broadcast Message

Close All

⚠ (40) UTAH SILVER ALER...

UCJIS Home REPTL ✕

Query Results ✕

TAC Report Request

Report Options

ORI: *

View By: *

Sort By:

Agency: *

Report Columns

User ID: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Full Name:	Status: <input type="checkbox"/>	Status Literal: <input type="checkbox"/>	UCJIS User Type: <input type="checkbox"/>	Disable Reason: <input type="checkbox"/>
Disable Date: <input type="checkbox"/>	Default Ori: <input type="checkbox"/>	Personal ID: <input type="checkbox"/>	Password Expired Date: <input type="checkbox"/>	Date Created: <input type="checkbox"/>	Training Expiration Date: <input type="checkbox"/>
Background Status: <input type="checkbox"/>	Criminal Record: <input type="checkbox"/>	Rap Back: <input type="checkbox"/>	<input checked="" type="checkbox"/> Fingerprint Date	E-mail Address: <input type="checkbox"/>	Comments: <input type="checkbox"/>
<input checked="" type="checkbox"/> User Security Agreement:	<input checked="" type="checkbox"/> User Testing Agreement:				

✔ Check All ✕ Clear All

🔍 Submit



REPT



REPTL

New Broadcast Message

Jessica f

Close All

(40) UTAH SILVER ALER...

UCJIS Home REPTL x

Query Results x

User List Report Results

Created by jpattot on 06/27/2019 12:19:34

User ID	View UCJIS Permissions	View Transaction History	Full Name	Rap Back	User Security Agreement	User Testing Agreement
asmith	UCJIS Permissions	Transaction History	ALEX, SMITH		No	
al arson	UCJIS Permissions	Transaction History	ALISA NICHOL LARSON		No	
posty	UCJIS Permissions	Transaction History	AUSTIN MALONE		No	
blite	UCJIS Permissions	Transaction History	BUD LITE		No	
cbakert	UCJIS Permissions	Transaction History	Chauntay Baker	RAPBACK	Yes	
dmonagot	UCJIS Permissions	Transaction History	Diana Monago		No	
gmcneilt	UCJIS Permissions	Transaction History	Gina McNeil		No	05-05-2018
hlee	UCJIS Permissions	Transaction History	HEATHER LEE	RAPBACK	No	05-05-2016
jdunnt	UCJIS Permissions	Transaction History	JACOB DUNN	RAPBACK	No	
jrobison	UCJIS Permissions	Transaction History	Jan robison		No	06-01-2018
jpattot	UCJIS Permissions	Transaction History	Jessica Patton		No	
killpack	UCJIS Permissions	Transaction History	JOE KILLPACK	RAPBACK	No	
killtest	UCJIS Permissions	Transaction History	JOE, KILLPACK	RAPBACK	No	
kkener	UCJIS Permissions	Transaction History	KAREN KENER	RAPBACK	No	
kkenert	UCJIS Permissions	Transaction History	karen serena kener	RAPBACK	No	
mbiesint	UCJIS Permissions	Transaction History	Mandy Biesinger		No	
mmartint	UCJIS Permissions	Transaction History	MARIA MARTINEZ		No	
mcurtist	UCJIS Permissions	Transaction History	Mary Ann Curtis	RAPBACK	No	
ovaisima	UCJIS Permissions	Transaction History	Ofa Vaisima	RAPBACK	No	
zztechgy	UCJIS Permissions	Transaction History	TECH GUY		No	N/A
ttest	UCJIS Permissions	Transaction History	TESTER MCTESTY	RAPBACK	No	
wthomsen	UCJIS Permissions	Transaction History	Whitney Terese Wilson		No	
ybear1	UCJIS Permissions	Transaction History	Yogi Bear 1		No	
ybear10	UCJIS Permissions	Transaction History	Yogi Bear 10		No	
ybear2	UCJIS Permissions	Transaction History	Yogi Bear 2		No	
ybear3	UCJIS Permissions	Transaction History	Yogi Bear 3		No	



True or False:

The TAC is responsible for running the REPT **often** to ensure accuracy and completeness.

True



How do I know if my user has been approved?

The screenshot shows the UCJIS (Utah Criminal Justice Information System) interface. At the top, there is a header with the UCJIS logo, a search bar containing 'REPTL', and buttons for 'New Broadcast Message' and 'Close All'. A red alert banner indicates '(40) UTAH SILVER ALER...'. Below the header, there are tabs for 'Query' and 'Results'. The main section is titled 'TAC Report Request' and contains two main areas: 'Report Options' and 'Report Columns'.

Report Options:

- ORI: * (Dropdown menu: UTBCI0000-BCI - FIELD SERVICES)
- View By: * (Dropdown menu: ALL)
- Sort By: (Dropdown menu: FULLNAME)
- Agency: * (Dropdown menu: BCIFS)

Report Columns:

User ID:	<input checked="" type="checkbox"/>	Full Name:	<input checked="" type="checkbox"/>	Status:	<input type="checkbox"/>	Status Literal:	<input type="checkbox"/>	UCJIS User Type:	<input type="checkbox"/>	Disable Reason:	<input type="checkbox"/>
Disable Date:	<input type="checkbox"/>	Default Ori:	<input type="checkbox"/>	Personal ID:	<input type="checkbox"/>	Password Expired Date:	<input type="checkbox"/>	Date Created:	<input type="checkbox"/>	Training Expiration Date:	<input type="checkbox"/>
Background Status:	<input checked="" type="checkbox"/>	Criminal Record:	<input type="checkbox"/>	Rap Back:	<input type="checkbox"/>	Fingerprint Date:	<input type="checkbox"/>	E-mail Address:	<input type="checkbox"/>	Comments:	<input type="checkbox"/>
User Security Agreement:	<input type="checkbox"/>	User Testing Agreement:	<input type="checkbox"/>								

Buttons:



Background Status

UCJIS Utah Criminal Justice Information System

REPTL

New Broadcast Message

Close All

(40) UTAH SILVER ALER...

UCJIS Home REPTL x

Query Results x

User List Report Results

Created by jpattot on 06/27/2019 12:23:31

User ID	View UCJIS Permissions	View Transaction History	Full Name	Background Status
asmith	UCJIS Permissions	Transaction History	ALEX, SMITH	
alarson	UCJIS Permissions	Transaction History	ALISA NICHOL LARSON	COMPLT
posty	UCJIS Permissions	Transaction History	AUSTIN MALONE	
blite	UCJIS Permissions	Transaction History	BUD LITE	DENIED
cbakert	UCJIS Permissions	Transaction History	Chauntay Baker	
dmonagot	UCJIS Permissions	Transaction History	Diana Monago	COMPLT
gmceilt	UCJIS Permissions	Transaction History	Gina McNeil	
hlee	UCJIS Permissions	Transaction History	HEATHER LEE	
jdunnt	UCJIS Permissions	Transaction History	JACOB DUNN	COMPLT
jrobison	UCJIS Permissions	Transaction History	Jan robison	
jpattot	UCJIS Permissions	Transaction History	Jessica Patton	
killpack	UCJIS Permissions	Transaction History	JOE KILLPACK	
killtest	UCJIS Permissions	Transaction History	JOE, KILLPACK	
kkener	UCJIS Permissions	Transaction History	KAREN KENER	BLANK
kkenert	UCJIS Permissions	Transaction History	karen serena kener	
mbiesint	UCJIS Permissions	Transaction History	Mandy Biesinger	
mmartint	UCJIS Permissions	Transaction History	MARIA MARTINEZ	BLANK
mcurtist	UCJIS Permissions	Transaction History	Mary Ann Curtis	COMPLT
ovaisima	UCJIS Permissions	Transaction History	Ofa Vaisima	
zztechgy	UCJIS Permissions	Transaction History	TECH GUY	
ttest	UCJIS Permissions	Transaction History	TESTER MCTESTY	
wthomsen	UCJIS Permissions	Transaction History	Whitney Terese Wilson	COMPLT



True or False

CERT is the transaction to update the date that the individual was trained and tested.

True

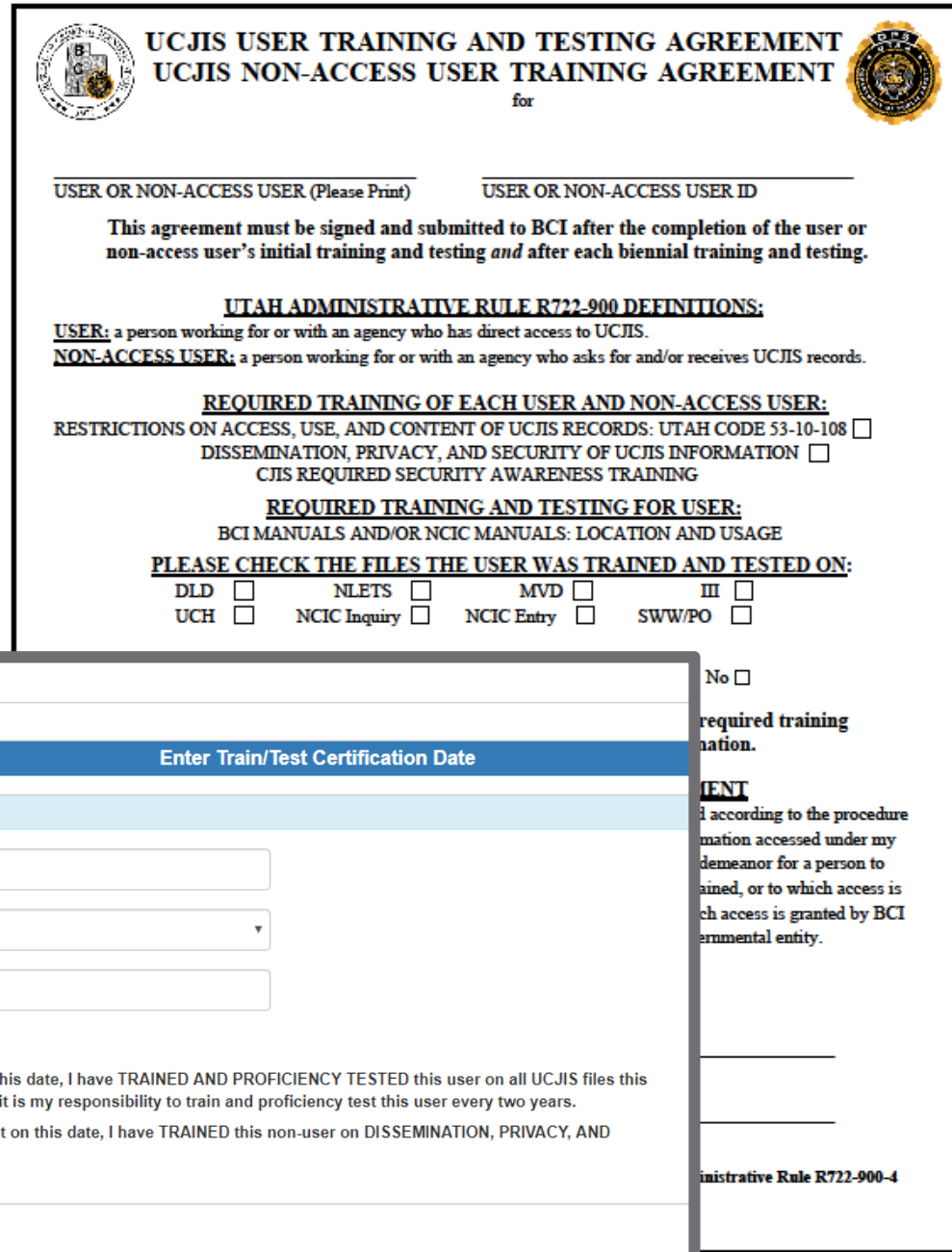


Training and Testing

- Train and test within

6 months

- User Testing Agreement



UCJIS USER TRAINING AND TESTING AGREEMENT
UCJIS NON-ACCESS USER TRAINING AGREEMENT
for

USER OR NON-ACCESS USER (Please Print) _____ USER OR NON-ACCESS USER ID _____

This agreement must be signed and submitted to BCI after the completion of the user or non-access user's initial training and testing *and* after each biennial training and testing.

UTAH ADMINISTRATIVE RULE R722-900 DEFINITIONS:
USER: a person working for or with an agency who has direct access to UCJIS.
NON-ACCESS USER: a person working for or with an agency who asks for and/or receives UCJIS records.

REQUIRED TRAINING OF EACH USER AND NON-ACCESS USER:
RESTRICTIONS ON ACCESS, USE, AND CONTENT OF UCJIS RECORDS: UTAH CODE 53-10-108
DISSEMINATION, PRIVACY, AND SECURITY OF UCJIS INFORMATION
CJIS REQUIRED SECURITY AWARENESS TRAINING

REQUIRED TRAINING AND TESTING FOR USER:
BCI MANUALS AND/OR NCIC MANUALS: LOCATION AND USAGE

PLEASE CHECK THE FILES THE USER WAS TRAINED AND TESTED ON:

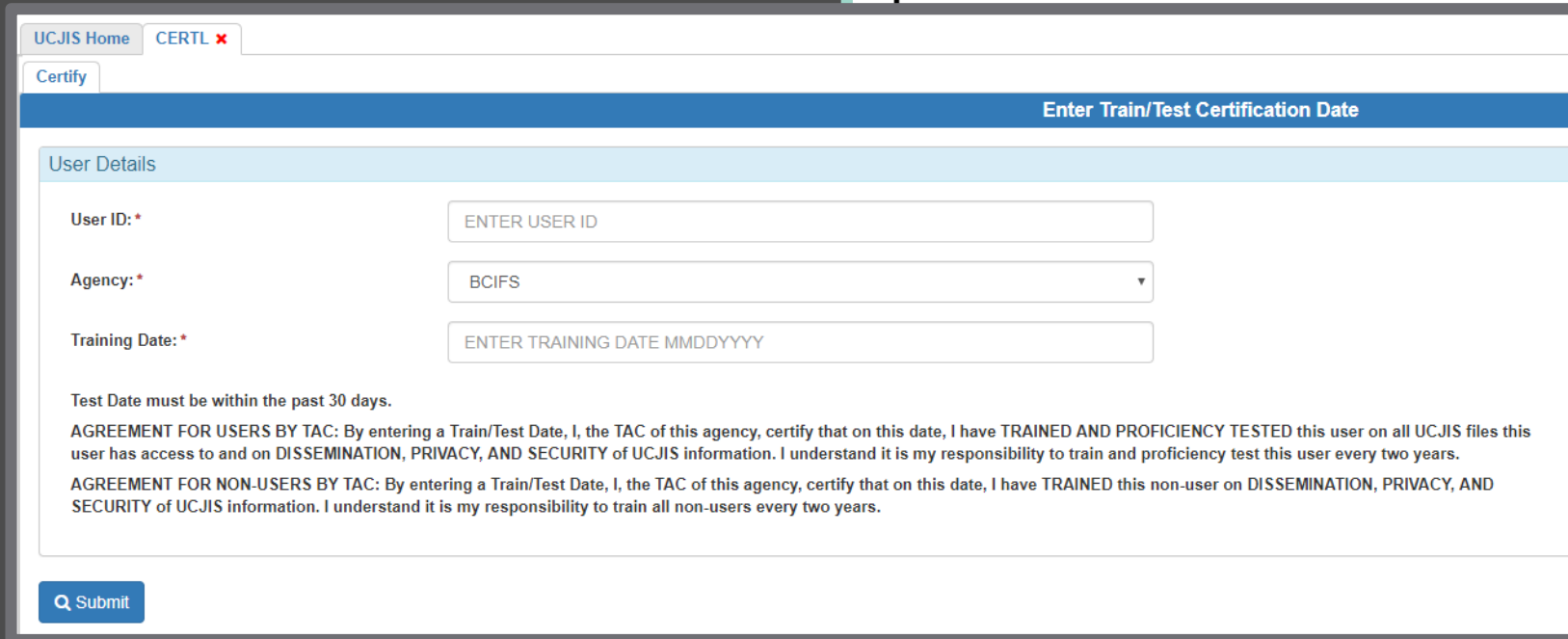
DLD	<input type="checkbox"/>	NLETS	<input type="checkbox"/>	MVD	<input type="checkbox"/>	III	<input type="checkbox"/>
UCH	<input type="checkbox"/>	NCIC Inquiry	<input type="checkbox"/>	NCIC Entry	<input type="checkbox"/>	SWW/PO	<input type="checkbox"/>

No

required training
nation.

SENT
d according to the procedure
mation accessed under my
demeanor for a person to
ained, or to which access is
ch access is granted by BCI
ermental entity.

Administrative Rule R722-900-4



UCJIS Home CERTL x

Certify

Enter Train/Test Certification Date

User Details

User ID: *

Agency: *

Training Date: *

Test Date must be within the past 30 days.

AGREEMENT FOR USERS BY TAC: By entering a Train/Test Date, I, the TAC of this agency, certify that on this date, I have TRAINED AND PROFICIENCY TESTED this user on all UCJIS files this user has access to and on DISSEMINATION, PRIVACY, AND SECURITY of UCJIS information. I understand it is my responsibility to train and proficiency test this user every two years.

AGREEMENT FOR NON-USERS BY TAC: By entering a Train/Test Date, I, the TAC of this agency, certify that on this date, I have TRAINED this non-user on DISSEMINATION, PRIVACY, AND SECURITY of UCJIS information. I understand it is my responsibility to train all non-users every two years.

Submit



Training and Testing

What do you do if you forgot to update the CERT date and it has been longer than 30 days?

Email your Field Service representative



Training must include:

- Security awareness
 - CJIS Security Policy
- Misuse, privacy and security of UCJIS
 - UCA 53-10-108
 - R722-900
- BCI Operating Manual and NCIC Manuals
- File specific





True or False:

Janitors, facility personnel,
vending machine fillers, etc.
must be **TRAINED** by the TAC.

True



Testing

- Users only
- Determined by TAC
 - Paper test
 - Verbal test
 - Proficiency test

User Certification Test

Run a full multi inquiry on Yogi Bear DOB 02/11/1950 for a suspected DUI, case number 17-test1234.

Is Yogi Bear's drivers license active? Y/N

How many warrants does Yogi Bear DOB 02/11/1950 have?

UCJIS passwords must be and can only be _ characters.

A) 8

B) 10

C) As many as you want

Submit Clear

Training and testing must happen every 2 years

* If BCI already has a Security Agreement for your user, don't send another with the Training and Testing Agreement.

TAC Test

Due every year by October 31st



Modifying user information - MUSR

UCJIS Home MUSRL ✕

Modify

Modify User

User Details

User ID: * [🔍 Lookup](#)

Agency: *



Changing a user type

User Type Change Form

Changing any user type to a different user type

TACs Email

*** Required**

Email address *

Your email

Contacting Utah Bureau of Criminal Identification

Communications and Information Center - (801)965-4446

Agency Name *

Your answer

Requesting Agency ORI *

Your answer

TAC's Name *

Your answer

NEXT

User's Information

User's Name *

Your answer

User ID *

Your answer

Preferred New ID *

Your answer

Last Date Trained *

Date

mm/dd/yyyy

User Type Change *

Non-User or Non-Access User TO User

User TO Non-User

User TO Non-Access User

Non-User TO Non-Access User

Non-Access User TO Non-User

BACK **NEXT**

Never submit passwords through Google Forms.





True or False

By completing the RU transaction, or “Remove User” transaction, this will completely delete someone from your agency.

False



Temporarily “removing” someone from your agency

UCJIS Home RUL x

Remove

Remove User's UCJIS Access

Account Information

User ID: *

Agency: *

Removal Reason: *

Removal Type * Temporary Permanent

NOTE: By submitting this transaction, this agency is disabling this user from accessing any UCJIS file, it will not delete them from your REPT. If this user is no longer with this agency, please submit the User Deletion Form found on the TAC website.

Submit

- Military leave
- Maternity leave
- Extended leave



Deleting a user from your agency

UCJIS Home RUL ✖

Remove

Account Information

User ID: *

Agency: *

Removal Reason: *

Removal Type * Temporary Permanent

NOTE: By submitting this transaction, this agency is disabling this user from accessing any UCJIS services. Please contact the TAC to submit the User Deletion Form found on the TAC website.

Deletion Request Form

Removing Users from the system.
Complete this form after running the RUL transaction.
BCI CIC will email you once your request has been completed.

* Required

Email address *

Contacting Utah Bureau of Criminal Identification

Communications and Information Center - (801)965-4446

Agency Name *

Requesting Agency ORI *

TAC's Name *





LOGS

UCJIS Home LOGSL ✕

Query

Message Parameters

Query Parameters

View Messages By: * USER

Sort By: * DATE DESC

Time Frame

Timeframe: TODAY

Start Date Time: 06/20/2019 0 0

End Date Time: 06/21/2019 0 0

Query Parameters

ORI:

User ID:

Agency ID: ENTER AGENCY

- Runs LOGS for user for the last 21 days
- LOGS transaction

*Recommended to run the LOGS transaction at least once a week, even if you are the only user.



LOGS

What if you need to run logs that are past 21 days?

Dissemination Log Request Form		
From:	Agency Name:	ORI:
	Contact Person:	Telephone:
	E-mail:	Fax:
To:	BCI FIELD SERVICES gmcneil@utah.gov (cc mbiesinger@utah.gov)	
RE:	BCI Dissemination Log Request	Date:
Reason for search:	Date range for search:	
Search Criteria: provide all that apply		
Name/User ID:		
Information searched (DL #, name, license plate, etc.):		
Other:		
<small>Note: Dissemination logs can be searched on all UCJIS queries. List the transaction type in the "Other" column. Please note that TACs and Alt TACs have the capability to view all user logs (last 21 days) using the "LOGS" transaction in UCJIS. Dissemination log requests are only to be requested for cases of misuse and/or investigations. Any misuse of UCJIS files MUST be reported to BCI per Utah Code Annotated 53-10-108(12)(b).</small>		
<small>*The chief administrator of the requesting agency must sign all dissemination log requests.</small>		
_____ SIGNATURE OF CHIEF ADMINISTRATOR		
BCI USE ONLY		
DATE RECEIVED:	INFORMATION FOUND: <input type="checkbox"/> YES <input type="checkbox"/> NO	
ASSIGNED TO:	DATE MAILED TO REQUESTOR:	

Revised November 2018



Gina McNeil
gmcneil@utah.gov



What do you look for when running the LOGS transaction?

- Purpose codes
- File types
- Unusual dates & times
- Famous names
- Family names
- Etc.



RSPW – Reset Password

UCJIS
Utah Criminal Justice
Information System

RSPWL

New Broadcast Message

Close All

⚠️ (40) UTAH SILVER ALER...

UCJIS Home CP1 × CPWL × RSPWL ×

Reset

RESET PASSWORD

Account Information

After 30 days you will need to contact the BCI CIC Help Desk as the account has been locked.
Enter a Password OR Select Enable to Enable a Password.

User ID:

Agency: *

Password:

Enable Password:

Submit

BCI Audit

BCI is required to audit each agency at a minimum of once every three years





Policies & Procedures

- Misuse
- Privacy and Security
- Validations
- Warrants
- \$.P. and \$.F.
- BMSG





Transactions

- ADD – Add someone in UCJIS
- MUSR – Modify personal info
- RU – Remove someone
- RSPW – Reset password
- CERT – Update training dates
- REPT – Agency report
- LOGS – Transaction logs of agency
- ACNT – Agency transaction counts
- TCNT – User transaction counts





Agency Default

- Know your agency default:
 - Know what access your users have
 - Auditing will vary based on your access
 - 1F, MF, MLIM, LLIM



How do I get permissions
added to an existing user?

UCJIS Help

Desk:

dpscic@utah.gov



Questions?

