

WHAT SHOULD YOU KNOW?



**“PACKING” WARRANTS**



The State of Utah Bureau of Criminal Identification will audit every agency in the state of Utah, who has access to UCJIS and/or UCJIS information, at least once during a 3 year FBI audit cycle



One area of the FBI audits focuses on are warrants in the system and if they are updated with the most up to date information



# COURT

Court ID :		
Does this court enter any SWW records without personal identifiers?		
<b>COMPLIANCE</b>		<b>REASON</b>
How often does this court access their booking reports?		
During the validation process, does this court search all available UCJIS files for missing identifiers to add to the existing SWW record?		
<b>COMPLIANCE</b>		<b>REASON</b>
Were all Statewide Warrants valid and accurate?		
<b>COMPLIANCE</b>		<b>REASON</b>



COURT			
Court ID :		#####	
Does this court enter any SWW records without personal identifiers?		Yes	
<b>COMPLIANCE</b>	No	<b>REASON</b>	ENTERING SWW WITHOUT IDENTIFIERS: BCI REQUIRES THAT THIS AGENCY NOT ENTER A STATEWIDE WARRANT WITHOUT EITHER A DATE OF BIRTH, SOCIAL SECURITY NUMBER, OR DRIVER LICENSE NUMBER. THE ABILITY FOR LAW ENFORCEMENT TO SERVE SAID WARRANT IS UNLIKELY.
How often does this court access their booking reports?			
During the validation process, does this court search all available UCJIS files for missing identifiers to add to the existing SWW record?			
<b>COMPLIANCE</b>		<b>REASON</b>	
Were all Statewide Warrants valid and accurate?			
<b>COMPLIANCE</b>		<b>REASON</b>	



# COURT

Court ID :	#####
Does this court enter any SWW records without personal identifiers?	
<b>COMPLIANCE</b>	<b>REASON</b>
How often does this court access their booking reports?	Daily
During the validation process, does this court search all available UCJIS files for missing identifiers to add to the existing SWW record?	
<b>COMPLIANCE</b>	<b>REASON</b>
Were all Statewide Warrants valid and accurate?	
<b>COMPLIANCE</b>	<b>REASON</b>



COURT	
Court ID :	#####
Does this court enter any SWW records without personal identifiers?	
<b>COMPLIANCE</b>	<b>REASON</b>
How often does this court access their booking reports?	
During the validation process, does this court search all available UCJIS files for missing identifiers to add to the existing SWW record?	No
<b>COMPLIANCE</b>	<b>REASON</b>
No	MISSING IDENTIFIERS: UTAH CODE REQUIRES THAT SWW IDENTIFIERS ARE ASSESSED BY THE ISSUING AGENCY. (UCA 53-10-208) THE CLERK OF COURT IS RESPONSIBLE FOR ENSURING QUALITY CONTROL ON ALL WARRANTS OF ARREST OR COMMITMENT. (UCA 53-10-208)
Were all Statewide Warrants valid and accurate?	
<b>COMPLIANCE</b>	<b>REASON</b>





# COURT

Court ID :		#####	
Does this court enter any SWW records without personal identifiers?			
<b>COMPLIANCE</b>		<b>REASON</b>	
How often does this court access their booking reports?			
During the validation process, does this court search all available UCJIS files for missing identifiers to add to the existing SWW record?			
<b>COMPLIANCE</b>		<b>REASON</b>	
Were all Statewide Warrants valid and accurate?		No	
<b>COMPLIANCE</b>	No	<b>REASON</b>	VALIDITY OF SWW ENTRIES: THIS AGENCY HAD ONE OR MORE INACCURATE/INCOMPLETE/INVALID STATEWIDE WARRANTS. (INSERT SWW NUMBER/S HERE).



	WARRANT XXX	WARRANT XXX	WARRANT XXX	WARRANT XXX	WARRANT XXX
NAME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALIAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HGT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WGT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EYE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HAI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OLN / UT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VALID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMPLETE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



VALID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPLETE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\*Warrant #**1111111** should have an Driver License number listed. There was a skeleton record associated with Mr. Bear that contained the license number 111111111. Additionally, Mr. Bear has a Utah Criminal History associated with him. The SID # is 1111111. Here you can pull additional information to add to the warrant.

\*Warrant #**2222222**, is not a compliance issue. Address on warrant does not match any on file with Drivers License, but does match address used on Utah Criminal History. Just a reminder to always try to use more current address.

\*Warrant #**3333333** Drivers License has his middle name listed for this individual. Include that in the subjects full name on warrant: Bart Matthew Simpson. Also, Drivers License spells his last name as Simpson and it is listed as Simpser on the Warrant. This is just a reminder to double check all spelling on warrant. Also, the Utah Criminal History has an alias of El Barto Simpson. This should also be listed on warrant.

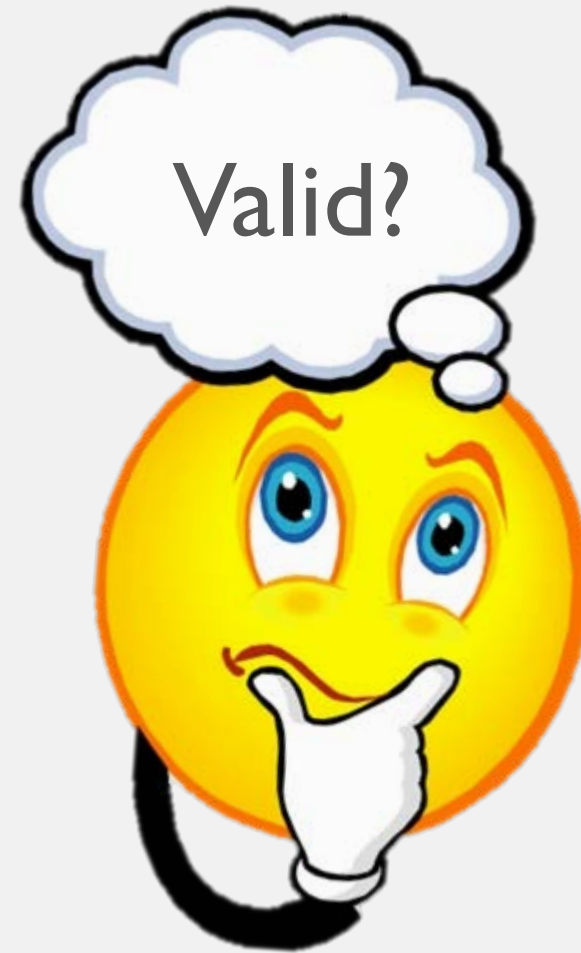


Updating and packing warrants should take place annually, but if able monthly, quarterly, or bi-annually is preferred.



Verify that the warrant is still valid and/or has basic identifying information to be listed

- No longer valid = remove
- No DOB = remove





Is the information correct?

- Correct charges
- Correct severities



## “Pack” the record

- Any additional information that can be entered
- Anything that will increase the likelihood of a positive hit





- Name
- Alias
- Date of birth
- Height
- Weight
- Eye color
- Hair color
- Address
- Social Security Number
- Originating License Number
- Date of Warrant
- Valid?



## Gathering Information

- MIL transaction
  - All available UCJIS files
  - Purpose code “C”
  - Audit purpose



## Multiple Transaction Query

### Originating Agency Identifier

ORI:\*

UT0300000 – FICTIONAL PD ▼

### Photo Wanted

NONE

ONE

MULTIPLE

### Requestor Information

Audit Purpose:

C - CRIMINAL JUSTICE ▼

Requestor:

TTHOMSEN

Audit Reason:

UPDATING/VALIDATING WARRANT  
#2222222



### Pre-Fill By Social Security or Operator License Number

[View Search Instructions](#)

**SSN:**

123456789

 Lookup

**License Number:**

123456789

 Lookup

### By Name

**Last Name:\***

LITE

**First Name:\***

BUD

**Middle Name:**

MILLER

**Date of Birth:**

07/06/1979

**Sex:**

MALE ▼

**Race:**

WHITE ▼

**State:**

UT - UTAH ▼



### Transactions to Run

Check All  Clear All

<input checked="" type="checkbox"/> Driver's License - UTAH (DLQ)	<input type="checkbox"/> Criminal History - UTAH (CHQ)
<input type="checkbox"/> Drivers License - NLETS (DQ)	<input type="checkbox"/> Criminal History - NLETS (IQ)
<input checked="" type="checkbox"/> State Wide Warrants (QSW)	<input type="checkbox"/> Criminal History - III (QH)
<input checked="" type="checkbox"/> Query Wanted - NCIC (QW)	<input checked="" type="radio"/> Regular Name Search <input type="radio"/> Expanded Name Search
<input type="checkbox"/> Juvenile History - UTAH (JUV)	<input checked="" type="checkbox"/> Offender Inquiry- UTAH (OTRK)
<input checked="" type="checkbox"/> Motor Vehicle - UTAH (MVQ)	<input type="checkbox"/> Protective Order - UTAH (PO)



### Transactions to Run

- Driver's License - UTAH (DLQ)
- Drivers License - NLETS (DQ)
- State Wide Warrants (QSW)
- Query Wanted - NCIC (QW)
- Juvenile History - UTAH (JUV)
- Motor Vehicle - UTAH (MVQ)

 Submit

 Clear



Clear All

Criminal History - UTAH (CHQ)

Criminal History - NLETS (IQ)

Criminal History - III (QH)

h

Expanded Name Search

Offender Inquiry- UTAH (OTRK)

Protective Order - UTAH (PO)



UTAH (DLQ)

DLQ - Requires ORI and Name.

INLETS (DLQ) CHQ - Requires ORI, Requestor Information, and at least one of the following: Name, SSN, or License Number.

DQ - Requires ORI, Name, DOB, Sex, and State other than UT.

INLETS (QSW) IQ - Requires ORI, Requestor Information, Name, DOB, Sex, Race, and State other than UT.

QSW - Requires ORI, Name, and State.

CIC (QW) QH - Requires ORI, Requestor Information (Right of Access isn't valid), Name, DOB, Sex, and Race.

QW - Requires ORI, Name, and DOB.

UTAH (JUV) JUV - Requires ORI and Name.

OTRK - Requires ORI and Name.

UTAH (MVO) MVQ - Requires ORI and Name.

PO - Requires ORI and Name.

\*\*\*You can only run transactions you have permission to run.\*\*\*





### Transactions to Run

Check All  Clear All

<input checked="" type="checkbox"/> Driver's License - UTAH (DLQ)	<input type="checkbox"/> Criminal History - UTAH (CHQ)
<input type="checkbox"/> Drivers License - NLETS (DQ)	<input type="checkbox"/> Criminal History - NLETS (IQ)
<input checked="" type="checkbox"/> State Wide Warrants (QSW)	<input type="checkbox"/> Criminal History - III (QH)
<input checked="" type="checkbox"/> Query Wanted - NCIC (QW)	<input checked="" type="radio"/> Regular Name Search <input type="radio"/> Expanded Name Search
<input type="checkbox"/> Juvenile History - UTAH (JUV)	<input checked="" type="checkbox"/> Offender Inquiry- UTAH (OTRK)
<input checked="" type="checkbox"/> Motor Vehicle - UTAH (MVQ)	<input type="checkbox"/> Protective Order - UTAH (PO)





**Utah Statewide Warrants Details**  
Created by tthomsen on 07/26/2018 13:00:28

**Subject:** YOGI BEAR

**Index:** 1427975

Add Info ▾

**Alias:** NONE

**Cautions:** NONE

**DOB:** 01/01/1950

**Sex:** M

**Hgt:** 600

**Wgt:** 180

**Eye:** BRO

**Hair:** BRO

**Race:** null

**Addresses:** NONE

**Phone:**

**Mobile Phone:**

**Business Phone:**

**E-mail Address:**

**Language:**

**Disabled:**

**SSN:** NONE

**Driver License #:** NONE

**Driver License State:** NONE

**Vehicle Information:** NONE

**Booking Photos Available:** NO

**Physical Marking Photos Available:** NO

**Physical Marking Identifiers:** NONE

**Subject Comments:** NONE

# FELONY WARRANTS



The bureau shall submit a record received pursuant to Section 53-10-208.1 for all nonextraditable warrants issued for violent felonies as defined in UCA 76-3(203.5) and all nonextraditable warrants issued for knowingly failing to register for a sexual offense pursuant to UCA 77(41)(107) to the National Crime Information Center (NCIC) within 48 hours of receipt, excluding Saturdays, Sundays, and legal holidays

UCA 53-10(214)



Courts will enter felony warrants into their database or WMS to issue a SWW

- Batch job will pick it up and send it to NCIC
- NCIC Entry will then be made and a broadcast message sent to the LE agency who will own the NIC



The batch job will not pick up a warrant with missing required identifiers

Each court will receive an email notifying them of the warrant numbers that were not pushed on to NCIC with the reason why

- The court will need to get that information to pack the SWW so that it will get added to NCIC





<b>FELONY WARRANTS NOT ON NCIC</b>	Lists those entries that we did NOT send to NCIC because they lacked the required information. Mostly this is because HGT / WGT are missing	Weekly (Monday) for the previous week	Sent to each court ORI (based on the warrant) individually. The complete report is sent to BCIFS.	Comes from the warrants_failed_email_list
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## Court Responsibilities

- Pack the record using all available UCJIS files your agency can access
- Use reports and information from LE
  - Case reports
  - Citations



**\* This is a compliance issue on your audit as well as your responsibility with felony warrants\***



When entering the state wide warrant, make sure you put the correct originating agency

- Some cases belong under a Probation office, correctional facility, etc.





Do not put your own ORI into the originating agency field





When you recall a warrant in WMS or CORIS, the agency who owns the NCIC entry for that SWW that you issued will receive this notification letting them know to remove it from NCIC

Statewide warrant recalled  DTS/SADLER/S Clark/PROJECTS/hb478 x

 **ucjis-test@utah.gov** Tue, May 26, 8:22 AM (2 days ago)  
to me, ryockey ▾

The statewide warrant associated with the following NIC number has been recalled by the court: W890006257

If you can, try to get a copy of the signed warrant to the agency you listed as the originating agency, they will want that for documentation for the warrant

South Jordan Justice  
SALT LAKE COUNTY, STATE OF UTAH

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SOUTH JORDAN CITY, Plaintiff,	:	ARREST WARRANT
	:	Warrant No: 1781357
	:	
vs.	:	Case No: 085808765 TC
	:	OTN No:
RUFINO AGUIRRE-CRUZ, Defendant.	:	Judge: CLINTON BALMPORTH
	:	Date: March 7, 2014

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CHARGES

1. UNLICENSED DRIVER - Class C Misdemeanor
2. OPERATING VEHICLE W/O INSURANCE - Class B Misdemeanor

To any Peace Officer in the State of Utah:  
You are commanded to arrest and deliver the defendant to the Salt Lake County Jail.

A juvenile may not be confined in an adult facility.

Defendant may be transported within the county.  
The defendant has failed to pay or appear as ordered.


Bail is set at \$2000.00, and must be posted as cash only.

This warrant may be served any time, day or night  
Issued: March 7, 2014

Law Enforcement Agency: UHP

Date: 3/7/14

/s/ Test Judge  
District Court Judge



RUFINO AGUIRRE-CRUZ  
3676 W 8420 S  
WEST JORDAN UT 84088

Citation No: C104558283  
Date of Birth: 11-28-1976  
Driver License No: XXX  
Social Security No: XXX-XX-  
Home Phone:  
Vehicle License: 169 UKU  
Warrant Number: 1



## Expiring a SWW

- If you modify an expiration date on a SWW instead of recalling it, you **MUST** notify the agency you have designated as the originating agency
- When the batch job is done by BCI to push those SWW onto SWW and NCIC, it will actually remove the NCIC entry
- The originating agency needs to know so they can close the case within their departments files



# CANCELING A JRA



How do I cancel a Jail Release Agreement, when I don't know the OTN, when looking it up with the booking agency ORI?

Since you will need a booking OTN:

- You can obtain the OTN by looking it up on the individuals Utah Criminal history.

CRIMINAL HISTORY QUERY					
REQUESTER ORI	REQUESTER USER ID	REQUESTED FOR	PURPOSE CODE	AUDITING PURPOSE	FORMAT
UTBCI0000	tthomsen	TTHOMSEN	C	TEST123	

**UTAH CRIMINAL HISTORY RECORD**  
11/26/2018 10:00

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY, AND MAY BE USED ONLY FOR THE ADMINISTRATION OF CRIMINAL JUSTICE AS OUTLINED IN UCA 53-10-102(1). USE OF THE INFORMATION CONTAINED IN THIS RECORD IS GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS. MISUSE OF ANY PART OF THIS RECORD IN ANY FORM, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES OR INDIVIDUALS, MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES (CLASS B MISDEMEANOR FOR VIOLATION OF UCA 53-10-108).

THIS RESPONSE IS BASED UPON FINGERPRINT-SUPPORTED CRIMINAL HISTORY INFORMATION IN THE FILES OF THE UTAH CRIMINAL IDENTIFICATION BUREAU ON THIS DATE. SINCE THE BUREAU'S FILES ARE REVISED AS NEW INFORMATION IS RECEIVED, PLEASE REQUEST AN UPDATED RECORD FOR ANY SUBSEQUENT NEEDS. IF EXPLANATION OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY. (11/26/2018)

IDENTIFICATION	
<b>STATE IDENT. NO. (SID)</b> 321323 2000000 (CONSOLIDATED TO 321323)	<b>CAUTIONS:</b> ALCOHOLIC
<b>FBI NO.</b> <a href="#">9007700</a>	<b>FLAGS:</b> CONVICTED OF A FELONY ODNA STATUS: DNA SAMPLE ANALYZED 03/22/2012
<b>CORRECTIONS OFFENDER ID:</b> <a href="#">215915</a>	
<b>NAME:</b> BEAR, YOGI	<b>DOB:</b> 3/1/1955
<b>ALIAS NAMES:</b> ADAMS, GRIZZLY BEAR, YOGI BEAR, YOGI BEAR, YOGI BEAR, YOGIE BLACKBEAR, YOGI	<b>ALIAS DOBS:</b> 2/1/1952 2/11/1950 2/28/1950



### Utah Criminal History Query

#### Originating Agency Identifier

ORI: \*

UTBCI0000-BCI - F

#### Photo Wanted

NONE

ONE

MULTIPLE

#### Requestor Info

Audit Purpose: \*

C - CRIMINAL JUST

Requestor: \*

ALARSON

Audit Reason: \*

WARRANT I2345678 OBTAIN OTN TO MODIFY JRA

#### By State ID

#### By Name

#### By Social Security Number

#### By Driver License Number

#### By FBI Number

#### Optional Info

Detailed Rapsheet Results

Submit

Audit purpose will always be 'C', requestor will always be you since you are requesting the information to modify a JRA, and remember to be as specific as possible for the audit reason

**CRIMINAL JUSTICE SUMMARY**

TOTAL NUMBER OF INCIDENTS: 4  
TOTAL NUMBER OF INCIDENTS WITH CONVICTIONS: 1  
TOTAL NUMBER OF INCIDENTS WITH A FELONY: 2  
TOTAL NUMBER OF INCIDENTS WITH A FELONY CONVICTION: 1  
TOTAL NUMBER OF INCIDENTS WITHOUT DISPOSITIONS: 0  
DATE OF LAST INCIDENT: 3/2/2002

**INCIDENT 1 of 4**

**ARREST:**

**OFFENSE TRACKING # (OTN): TT000002**

DATE OF ARREST: 9/10/1991  
DATE OF OFFENSE: 9/10/1991

BCI MICROFICHE REEL & FRAME: 4848/3233

X-REFERENCED OTNS: 98329999(C), 123456789(C), 123789(C)

NAME USED AT ARREST: BEAR, YOGI

FIREARM AT OFFENSE: YES

FIREARM AT ARREST: UNKNOWN

SEX: HEIGHT: WEIGHT: RACE: HAIR: EYES: CITIZENSHIP: POB:  
Male 6'02" 275 White Brown Brown WYOMING

ARRESTING AGENCY: UT BUREAU OF CRIM IDENT (UTBCI0000)  
ARRESTING AGENCY CASE #: 91-123456

**ARREST CHARGES:**

ARRESTING CHARGE: ROBBERY

STATUTE: UNKNOWN

JURISDICTION: UNKNOWN

NCIC CODE: 1299 - ROBBERY

SEVERITY: **FELONY**

COURT OF NEXT APPEARANCE: JUSTICE OF PEACE - OGDEN(UT029141J)

ARRESTING CHARGE: RETAIL THEFT

STATUTE: UNKNOWN

JURISDICTION: UNKNOWN

NCIC CODE: 2303 - RETAIL THEFT

SEVERITY: **MISDEMEANOR B**

CHARGE MODIFIER: ATTEMPT

COURT OF NEXT APPEARANCE: 3RD DIST COURT - SALT LAKE(UT018035J)

ARRESTING CHARGE: TRAFFIC OFFENSE

STATUTE: UNKNOWN

JURISDICTION: UNKNOWN

NCIC CODE: 5499 - TRAFFIC OFFENSE

SEVERITY: **MISDEMEANOR A**

COURT OF NEXT APPEARANCE: UNIFIED POLICE DEPT OF GREATER SALT LAKE(UT0180000)

At the top of every incident, you will find the OTN. The OTN is a unique number assigned to each arrest on a criminal history



Modify

### Modify by Courts a Jail Release Agreement

#### JRA Information

Booking Agency ORI:

OTN:

OR

Arresting Agency ORI:

Citation Number:

#### Modify Conditions

#### Modify Expiration Date

#### Modify Court of Next Appearance

Court of Next Appearance:

Submit

Adding the letters in the OTN will cause it to error out. Remember to just include the numbers of the OTN with modifying a Jail Release Agreement



UCJIS Home MCJRL ✕

Modify

### Modify by Courts a Jail Release Agreement

#### JRA Information

Booking Agency ORI: <input style="width: 100%;" type="text" value="UT0270000 - WASH"/>	OTN: <input style="border: 2px solid red; width: 100%;" type="text" value="000002"/>
OR	
Arresting Agency ORI: <input style="width: 100%;" type="text"/>	Citation Number: <input style="width: 100%;" type="text"/>

#### Modify Conditions

#### Modify Expiration Date

#### Modify Court of Next Appearance

Court of Next Appearance: * <input style="width: 100%;" type="text" value="KANE COUNTY JUS"/>
---

Submit

By removing the letters, the system will accept your modification without error on the OTNs part

## Questions?

- Alisa Larson
  - [alissal Larson@utah.gov](mailto:alissal Larson@utah.gov)
  - [bcifs@utah.gov](mailto:bcifs@utah.gov)

