

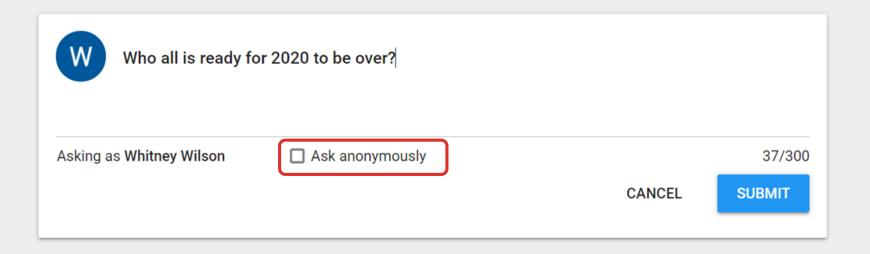
TAC REMINDERS



TAC Conference 2020

VIRTUAL TAC CONFERENCE RULES

- All presentations will be held so you can join by phone or video
- You should have received invites from BCI to join the presentations you registered for
- Please mute your microphone or phone
- We will also have a google form for you to ask any questions. We will answer those throughout the break out sessions



No questions yet

Yours can be the first! Ask above.

NORTHERN

- Box Elder
- Cache
- Morgan
- Rich
- Summit
- Weber



Ofa Vaisima
ovaisima@utah.gov
385-499-1421
Missing Persons
Coordinator

SALT LAKE COUNTY



Jon Harr
jharr@utah.gov
385-266-0190
UHP



Whitney Wilson wthomsen@utah.gov 385-499-6963

- Davis
- Daggett
- Duchesne
- Grand
- Tooele
- Uintah
- Wasatch
- Navajo Nation ORI's

WASATCH



Chauntay Baker chauntaybaker@utah.gov 385-499-0186

CENTRAL

- Carbon
- Juab
- Sanpete
- Utah



Gina McNeil gmcneil@utah.gov 801-281-5075

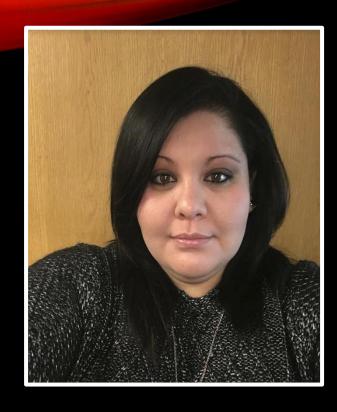
SOUTHERN

- Beaver
- Emery
- Garfield
- Iron
- Kane
- Millard
- Piute

- San Juan
- Sevier
- Washington
- Wayne



Alisa Larson alisalarson@utah.gov 801-783-6668



Maria "Alex" Martinez mmartinez@utah.gov 385-499-5500 Missing Persons Coordinator

CRIME STATISTICS



Diana Monago dmonago@utah.gov 385-266-1093

UCJIS HELP DESK

- Setup user accounts
- Process user deletions
- Grant user permissions
- Change passwords
- Validate prints in Rapback

801-965-4446

dpscic@utah.gov

UCJIS HELP DESK



Andres Arzeno-Ferrer



Jenn Tofa



Andrew Hardman



Kelcey Christensen



Liz Tallington

UCJIS HELP DESK



Liz Wiseman



Evan Faust



Bill Parkin



Tyler Thomsen Supervisor

FINGERPRINT TRAINING

- The Grants section at BCI is now offering fingerprint training.
- Training can be done in house with your agency
- Reports on fingerprint rejection rates for individual agencies to help pinpoint issues and show progress



Erin Paulsen epaulsen 1 @utah.gov 385-415-9848

https://sites.google.com/view/bcifingerprinttraining/ /troubleshooting

FBI AUDIT

- FBI audit for 2017-2020 has been postponed to 2021
- The next audit cycle will be July 2021- June 2024



- BCI is now paperless!
- Please scan and email any forms or agreements into your Field Service representative
 - Exception: fingerprint cards and the accompanying user setup form

FINGERPRINTS

Live scan prints-

Use billing code B1019- if agency is sending prints



FINGERPRINTS

Send user in with the Livescan Authorization form- if coming to BCI for prints





Authorization for Livescan Fingerprints at BCI

3888 West 5400 South, Taylorsville, UT 84	129 801-965-4445
Name:	Date:
Applicant Date of Birth:	
Agency ORI #:	
Agency Name:	
Agency TAC's name:	

Do not mail fingerprint cards to BCI if the applicant uses this form and has a Livescan.

- This form must be completed and presented at BCI
- Applicant must present current government issued ID
- A Fingerprint Submission Form must be faxed or emailed to BCI CIC Help Desk (801-969-7715, dpscic@utah.gov) OR
- A Fingerprint Submission Form may be presented to BCI when the fingerprints are captured

BCI will not charge for fingerprinting the applicant but other Livescan locations may require payment.

FINGERPRINTS

Mailing in prints-

Be sure to include the user setup form UCJIS Help Desk- BCI 3888 W 5400 S Taylorsville UT 84129



User Setup Form



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

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

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

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

Option 1. Default Agency Access User is granted access to all file that agency accesses
Option 2. Other Access Request User is granted access to the indicated types of access.
NCIC: □ IF □ II □ None
III: □ 2F □ None
NLETS: □ MF □ MLIM □ None
Local: LF LLIM
☐ Option 3. Special Instructions

Fingerprints (Fill out for all user types)

User Number One	User Number Two
Submitted by mail (with this form)	Submitted by mail (with this form) □ Retained prints on file □
	State Control of the

- Each user needs to be trained and tested every 2 years
- We need a training and testing agreement from each user and non-access user after they have been trained
- We only need the user security agreement once during the time the user is with an agency

* This includes seasonal and reserve users/officers

- If a new user is coming from another agency, set that user up right away and make a note of the agency they are leaving on the User Setup form. Doing this will allow us to use the prints from that agency's account for the user. Allowing their account to be made active as soon as that form is processed by the UCJIS help desk
- You may always call or email to check to see if prints are still on file for a user

 You will need to keep all User Security Agreements and Training and Testing Agreements for users who are no longer with your agency for the duration of the Audit cycle

- Default privileges don't include things like PC, ewarrants, etc
 - Additional transactions will need to be requested at the time the user setup form is submitted or emailed in a request to the UCJIS help desk
 - To change a user ID, you will need to email the help desk to make that change

- If you are getting an error message using your vendor's system, but can run the same transaction in UCJIS, you will need to contact your vendor.
- Your vendor rep will need to contact BCI's IT people if they find the issue is on BCI's side

- If your agency owns any NCIC records, or has the potential to own any NCIC records you must have someone watch your broadcast messages 24/7
 - Your agency watches them 24/7
 - Another agency watches them for you after hours
 - Another agency watches them for you all the time

- Hit Confirmation Agreement is required:
 - If you have another agency confirm your NCIC entries or watch your broadcast messages
 - You are a court- Protective orders are entered on NCIC for you by BCI

- You must answer YQ's in the amount of time asked by the requesting agency
 - Urgent: within 10 minutes
 - Routine: within 60 minutes
 - Your broadcast messages must be monitored 24/7
 - * Any missed hits will be a compliance issue

 If you do not monitor your own NCIC records, you will have to have another agency monitor them for you and you will need a Hit Confirmation agreement with that agency

* This includes courts who have Protective Orders listed, Probation who have warrants listed under their ORI and any attorney's offices with warrants

- Non-unique NCIC entries
 - Entering agency will receive a broadcast message notifying them that their NCIC entry is not unique and matches another entry.
 - The agency must ensure they have the correct information and determine if the entry needs to still be listed
 - NCIC can help you make that determination if you feel like your NCIC entry should remain

- NCIC requires all entries to be:
 - Complete
 - Timely
 - Accurate

Use the NCIC Operations Manual and NCIC Code Manual

- NCIC entries need to be cleared once the item or person is located
 - If not cleared immediately- the UCJIS help desk will send a reminder

NCIC Broadcast messages

- \$.F.= Failure to validate
- \$.H.= Notify Originating Agency (flag); Delayed Inquiry Hit
- Notification; Delayed Inquiry hit Response Notification
- \$.K. = Missing Information Notification; Amber Alert Follow-up
- Notification; Extradition Limit Notification
- \$.O. MOD= ORI Modification Notification
- \$.P. = Purge Notification; Purge Failure to Validate Notification

UCR

- Use of Force data is collected at state level through UCJIS and forwarded to the FBI quarterly.
- FBI Incident Requirements for Use of Force Collection:
 - Fatality occurs connected to use of force by a law enforcement officer
 - Serious bodily injury to a person connected to use of force by a law enforcement officer
 - Firearm is discharged by law enforcement at or in a direction of a person that did not otherwise result in death or serious bodily injury

For access please contact Diana Monago at <u>Dmonago@utah.gov</u> or Alex Martinez at <u>mmartinez@utah.gov</u>.

NIBRS

- Participation in the Uniform Crime Reporting Program is required for all Law Enforcement Agencies in the State of Utah.
- Starting January 1, 2021, Summary reporting will officially be discontinued and agencies must be NIBRS reporting.



TAC TEST

- 35 questions, you need to answer 30 correctly to pass
- Open note/manual test
- Can be retaken as many times as needed to pass
- If you get out of the test, when you open it back up you will be taken to where you left off

TAC Test 2020

Let's start!

This test is 35 questions, you must get 30 correct in order to pass.

This test is open book and open note. It will pull from a mixture of manuals and the TAC Reminders presentation.

You will be able to edit your answers before submitting your test. Once you have submitted your test, your answers are locked and your score becomes final.

You will be able to access your results immediately. If you pass, a certificate will be readily available for you to download on the results page and it will also be emailed to you. The email will ask you to submit it to your field services representative.

If you do not pass, you will be able to retake the test as many times as you may need to.

Good luck!



***Please read
before you
continue as it
may help answer
any questions
you have about
the test

Enter your details

Name *

Whitney Wilson

Email address *

wthomsen@utah.gov

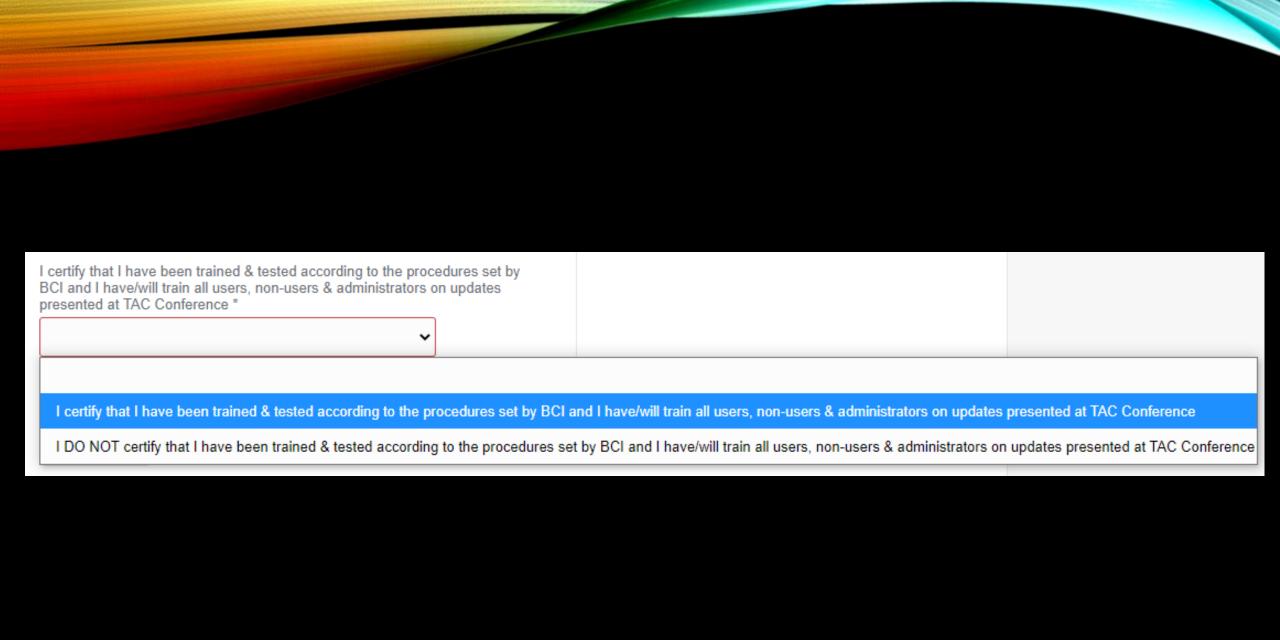
What ORI's are you a TAC/Alt TAC for? Please list them all. *

UTBC10000, UTBC1200, UTBC1300

I certify that I have been trained & tested according to the procedures set by BCI and I have/will train all users, non-users & administrators on updates presented at TAC Conference *



Let's start!



Fill in the Blank: Any CDs/thumb drives/hard drives that accessed or held CJIS data must be _____ when no longer needed.

Kept at the agency indefinitely

Thrown away

Mailed to BCI

Thoroughly sanitized or destroyed

32. True or False: If someone believes their Utah Criminal History is not accurate, they can contact the FBI to have it resolved.

 \otimes

Scored 0 of 1 point

33. Who makes the ultimate decision as to which Utah entities can access CJIS data?



Scored 1 of 1 point

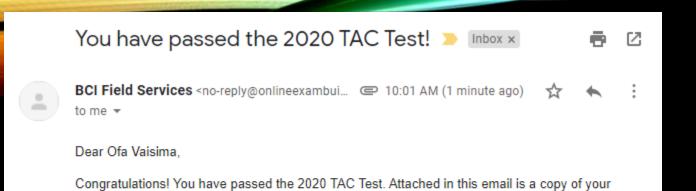
TAC Test Results

You've completed the exam. You scored 34.00 out of 35.00 points.

Passed

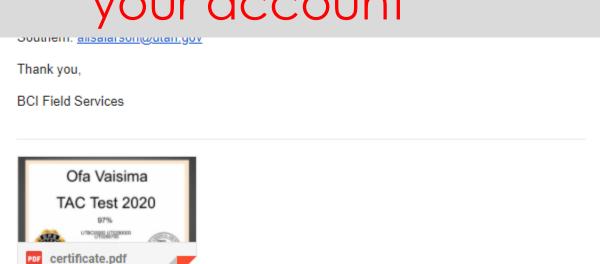
Based on this result, you earned a certificate.





You will need to forward this email or certificate to your field service representative so they can update your account

cortificate that you should have seen on the results name





CRIME LAB TOXICOLOGY MOU

- Memorandum of Understanding between the DLD and Law Enforcement agencies
- Allows the DLD to receive toxicology results from LE agencies through UCJIS report
- MOU needs to be signed every year- they will be sent out with the Criminal Justice Agency Agreement, ORI Validation form and the ROA contracts



CHEMICAL TEST RESULTS FOR DRIVIN UNDER THE INFLUENCE DATA SHARING MOU



Pursuant to Utah Code Ann. § 53-3-223, the Division is required to hold a hearing within 29 days after the date of arrest and consider the grounds for arrest, including any chemical test results. Providing the chemical test results from the Agency to the Division through BCI's criminal justice system would ensure accurate reporting and significantly increase the speed in which such Results are obtained by the Division.

The legal authority for sharing Results from the Agency to the Division is the Government Records Access and Management Act ("GRAMA") found in Title 63G Chapter 2 of the Utah Code.

MOU is effective beginning	
	Agency Administrator (Signature)
	Agency Administrator Name
	Agency Name

Once signed, email a copy of this MOU to your agency's BCI Field Services representative or bcifs.@utah.gov

PRIVACY ACT STATEMENT

FBI Privacy Act Statement

(Written copy must be provided to all applicants submitting fingerprints for an FBI background check. Also located on the back of the FBI Applicant fingerprint card FD-258)

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and Federal. Providing your fingerprints and associated information is voluntary, however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the applicationinvestigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

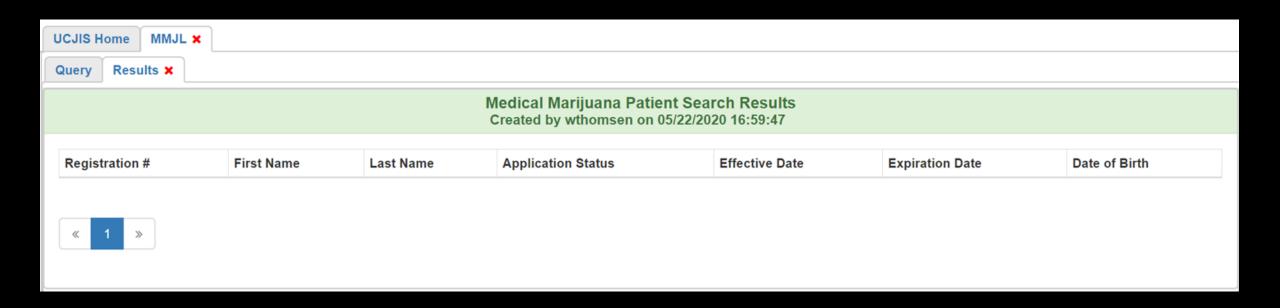
- Form for agencies to give to their employees
- Tells the user that a background check will be performed on them
- Lets them know their prints will be retained for the duration of employment

NEW TRANSACTIONS AND TRANSACTION UPDATES

MMJL- MEDICAL MARIJUANA CARD

UCJIS Home MMJL X							
Query							
	Medical Marijuana Search Query						
Search							
Card Number:	ENTER CARD NUMBER						
Last Name:	ENTER LAST NAME						
First Name:	ENTER FIRST NAME						
Date of Birth:	ENTER MMDDYYYY						
Q Submit		J					

MMJL- MEDICAL MARIJUANA CARD



TLIL- TOX LAB INQUIRY

- You can enter and retrieve toxicology lab results through UCJIS if you have the TLI transaction
- You will enter the toxicology lab info in the CLE transaction
- Your results will be available in UCJIS with the TLI transaction if submitted through UCJIS

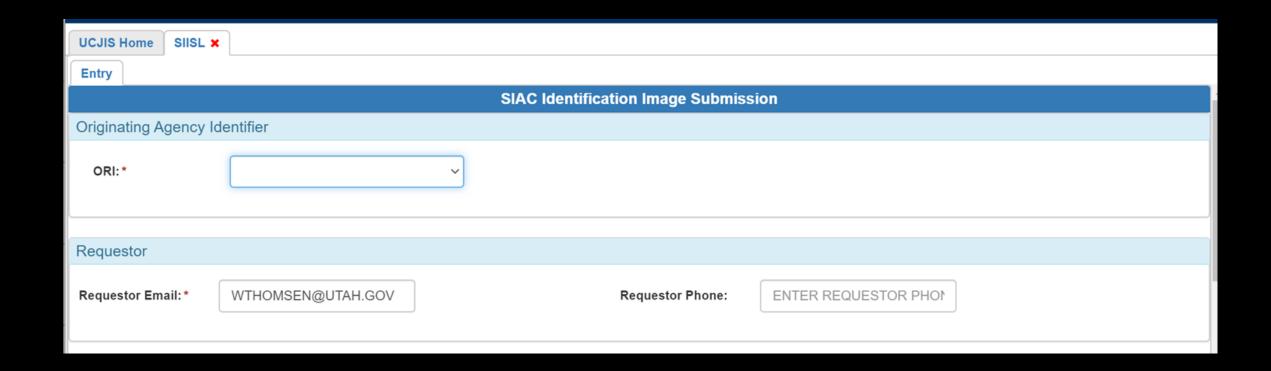
TLIL- TOX LAB INQUIRY- ENTRY OF TOX EVIDENCE

TOX Evidence (only necessary to fill out this section if you have Tox Evidence)						
Agency Item Number: *	2		Sexual Assault Kit Num:			•
Container Type: *	GRAY TOP TUBE	v	Container Description:			
Source Type:	OTHER	▼	Source Description:			
Volume ML:			Collection Date: *	ENTER DATE MMDD		
Collector: *	WHITNEY WILSON		Count: *			

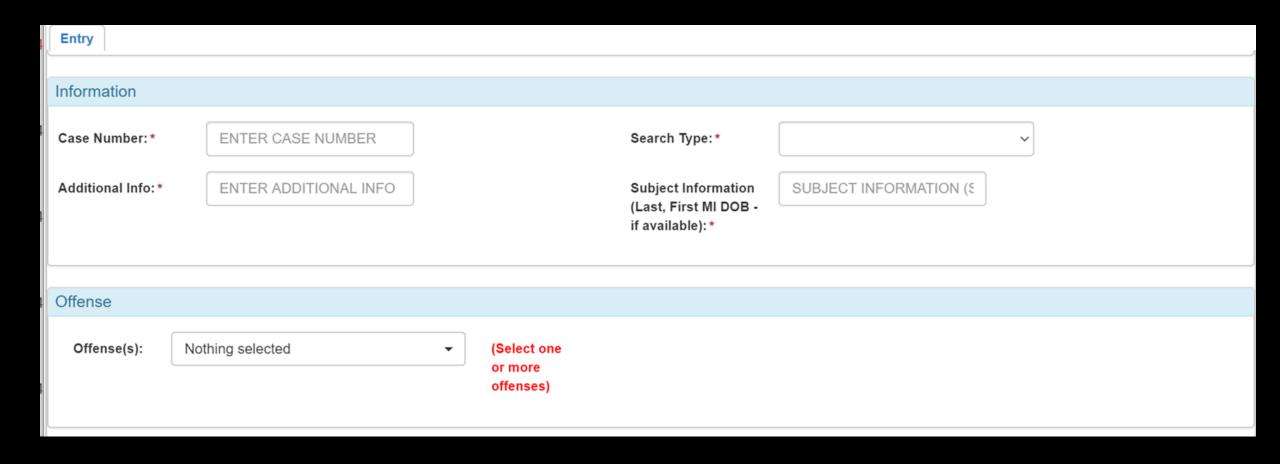
TLIL- TOX LAB INQUIRY- LAB RESULTS

UCJIS Home TLIL X				
Query				
		TOX Lab Query		
TOX Lab Details				
Submitting Agency:*	•	Agency Case Number:		
Offense Tracking Number:		Submission Status:	•	
		From Date Time:		
To Date Time:				
Q Submit				

SIISL- SIAC ID IMAGE SUBMISSION



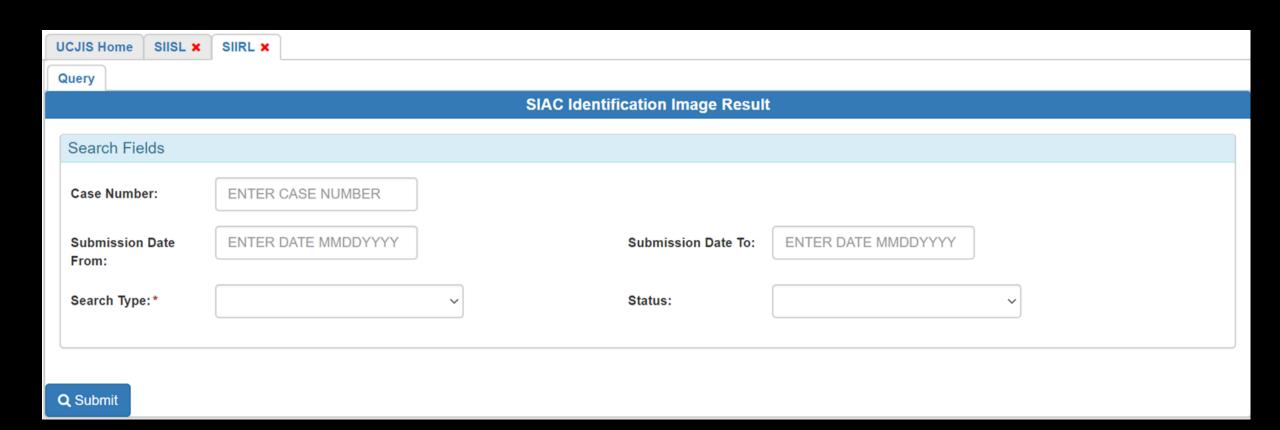
SIISL- SIAC ID IMAGE SUBMISSION



SIISL- SIAC ID IMAGE SUBMISSION

Upload Image
Choose File No file chosen Image:*
Q Submit

SIIRL- SIAC ID IMAGE RESULTS



SIISL & SIIRL

• If you have any questions or issues contact SIAC

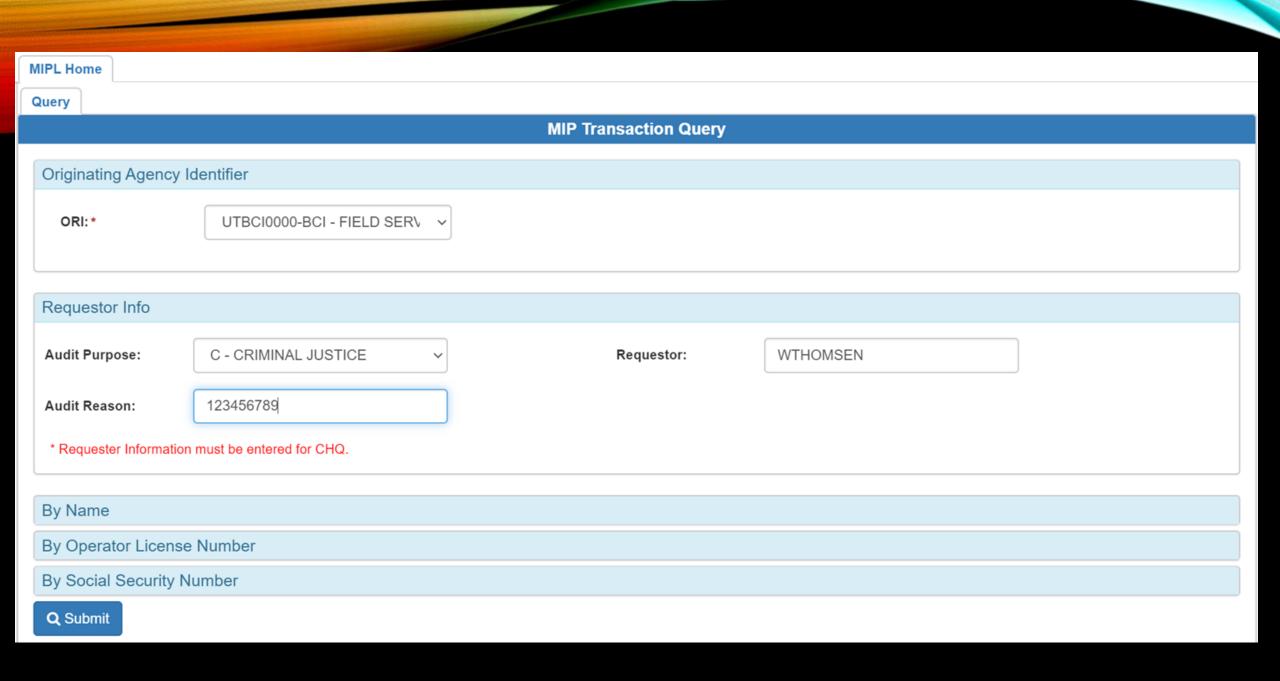
801-256-2360

ENCO

- Changes deployed with the ENCO transaction
 - If you are entering the OTN number, you cannot enter the citation number
 - Booking/jails only need to enter their ORI, it is not required to enter the arresting agency ORI. Therefore you may not have access to the arresting agency ORI in the dropdown
 - Arresting agencies can now enter their own ORI with the citation number and not book the individual

MIPL TRANSCATION

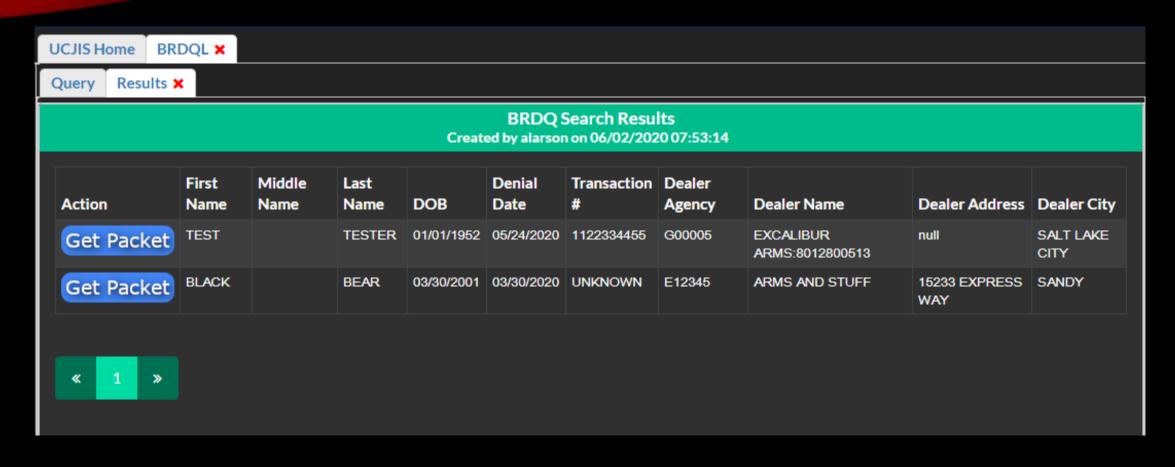
- Update now can CHQ through the MIP transaction
 - Auditing purpose and auditing code required
 - If audit purpose and auditing code is left blank, CHQ will not run.



BRDQL- BRADY DENIAL QUERY

UCJIS Home B	BRDQL X
Query	
	Brady Denial Query
ORI	
ORI:	UT0180300 - SALT LAKE CITY! V
Date Range	
Start Range:	ENTER MMDDYYYY
End Range:	ENTER MMDDYYYY
Dealer Inform	nation
Denial Code:	<u> </u>
Buyer Informa	ation
Last Name:	ENTER LAST NAME
First Name:	ENTER FIRST NAME
Date of Birth:	ENTER MMDDYYYY
Buyer Address	BUYER ADDRESS
Dealer Inform	nation
Store Address:	store address
Dealer:	<u> </u>
Q Submit	≜ Export Search Results

BRDQL- BRADY DENIAL QUERY



NEW BROADCAST MESSAGES

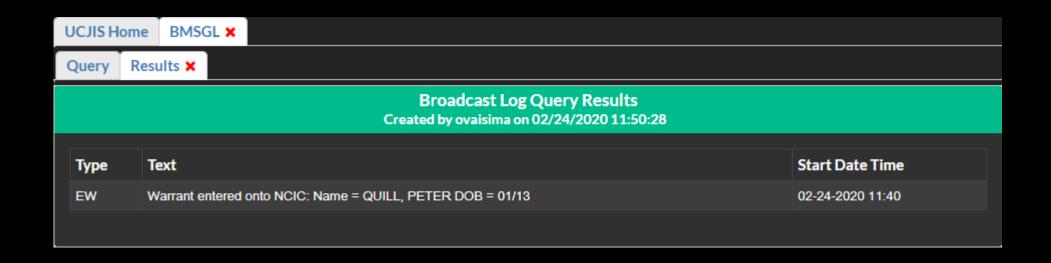
BRADY DENIALS BROADCAST | STATE | Stylen | Styl

UCJIS Utah Criminal Just Information Syste	BMSGL	New Broadcast Message	ALISA LARSON BCIFS (Log Out)
Information System	Close All	▲ (107) UTAH AMBER ALER	59:03 until timeout
UCJIS Home BMSGL	×		
Query Results x	BD-50574 x		
		Broadcast Message Entry Created by alarson on 06/02/2020 12:07:54	
Message Details			
ORI:	UTBCI0000		
Message Type:	BD		
Message:		UT: 123456777 B FAKE STREET 27/2020 ERBUSS:	
Start Date:	05-27-2020 21:00		

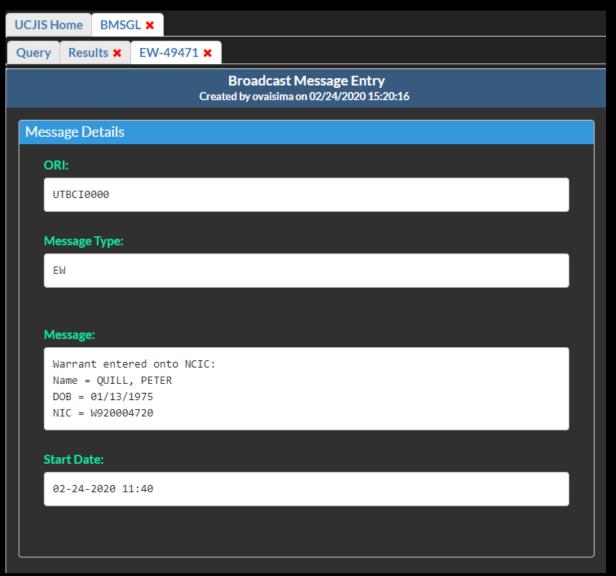
AUTO EXPUNGEMENT BROADCAST MESSAGES

UCJIS Utah Criminal Justice Information System	BMSGL Close All	New Broadcast Message ▲ (135) UTAH AMBER ALER	📤 CHRIS KI
	3030 AM	A (133) CHAHAMBER ALERU	
UCJIS Home BMSGL X Query Results X AE-	49827 ×		
		Broadcast Message Entry Created by ckennard on 05/14/2020 12:27:35	
Message Details			
ORI:	UT		
Message Type:	AE		
Message:	ZZ004107 Court (processed: 2020-05-12 SID was successfully re	SID: 321323 FBI Number: 9007700 OTN: Case Number: 195101624 Arrest Date: <not provided=""> Date emoved.</not>	
Start Date:	05-12-2020 14:18		

EW-FELONY WARRANT BROADCAST



EW-FELONY WARRANT BROADCAST





N-DEX

- The National Data Exchange System
- A national repository of criminal justice records submitted by agencies from around the nation
- You can search:
 - Federal records
 - Interpol and DHS records
 - Corrections
 - Probation and parole
 - Courts
 - LEA case reports that have been submitted

N-DEX

- For access, you will need a LEEP account
- For more information:

N-Dex Program Office Help Desk 304-625-0555 ndex@leo.gov



DISSEMINATION

- Regardless of it's form, use or method of dissemination, CJI requires protection
- If an Information Exchange Agreement doesn't exist between agencies, a secondary dissemination log must be kept.
 - Date, type of file requested, requestor, requesting agency and the purpose for the dissemination

DISSEMINATION

- In order to access CJI data, the recipient must be set up under an ORI as a non-access user or user
- CJI data can be disseminated over the phone as long as you follow the proper procedures

VIRTUAL TAC CONFERENCE RULES

- All presentations will be held so you can join by phone or video
- You should have received invites from BCI to join the presentations you registered for
- Please mute your microphone or phone
- We will also have a google form for you to ask any questions. We will answer those throughout the break out sessions