

# UCJIS Updates



**MMJL**

Medical Marijuana Search Query



## U.C.A. 26-61a-103(2)(g)

- (i) During a law enforcement encounter, without a warrant, using the individual's driver license or state ID, only for the purpose of determining if the individual subject to the law enforcement encounter has a valid medical cannabis card;  
or
- (ii) after obtaining a warrant



# MMJL

## U.C.A. 77-7a-103(3)

Law enforcement encounter:

- An enforcement stop
- A dispatched call
- A field interrogation or interview
- Use of force
- Execution of a warrant
- Traffic stop



## U.C.A. 26-61a-103(7)(a-b)

- (a) Any person who knowingly and intentionally releases any information in the state electronic verification system in violation of this section is guilty of a third degree felony
- (b) Any person who negligently or recklessly releases any information in the state electronic verification system in violation of this section is guilty of a class C misdemeanor



## Medical Marijuana Search Query

### Requestor Info

**Requestor:** \*


### Search

**Card Number:**

**Last Name:**

**First Name:**

**Date of Birth:**

 Submit



# MMJL



UTAH DEPARTMENT OF  
**HEALTH**

## Medical Cannabis Patient Card

YOGI BEAR

**ID #:**

PAT-21-0000000006

**Address:**

123 TI STREET  
TEST TOWN, UT 55555

**Issue Date:**

02/01/2021

**Expiration Date:**

05/02/2021

**DOB:**

01/01/1955



# MMJL



**UCJIS**  
Utah Criminal Justice  
Information System

MMJL

Close All

New Broadcast Message

⚠ (239) \*TEST\*UTAH AMBE...

ALISA LARSON BCIFS (Log Out)

59:37 until timeout

UCJIS Home

MMJL ✖

Query

## Medical Marijuana Search Query

### Requestor Info

Requestor: \*

ALARSON

### Search

Card Number:

PAT-21-0000000006

Last Name:

ENTER LAST NAME

First Name:

ENTER FIRST NAME

Date of Birth:

ENTER MMDDYYYY



Submit





## Medical Marijuana Patient Search Results

Created by alarson on 02/02/2021 12:33:16

Registration #	First Name	Last Name	Application Status	Effective Date	Expiration Date	Date of Birth
PAT-21-0000000006	Yogi	Bear	Active	2021 February 1	2021 May 2	1955 January 1



# MMJL



UTAH DEPARTMENT OF  
**HEALTH**

## Medical Cannabis Caregiver Card

TYLERCAREGIVER CAREGIVER-ONE

**Issue Date:**

**ID #:**

09/28/2020

CAR-20-0000000031

**Expiration Date:**

**Caregiver Address:**

03/28/2021

1231 CARE STREET

**Caregiver DOB:**

CARE TOWN, UT 55555

04/05/1978



## Medical Marijuana Search Query

### Requestor Info

Requestor: \*

ALARSON

### Search

Card Number:

CAR-20-0000000031

Last Name:

ENTER LAST NAME

First Name:

ENTER FIRST NAME

Date of Birth:

ENTER MMDDYYYY

 Submit

[UCJIS Home](#) [MMJL](#) ✖

[Query](#) [Results](#) ✖

## Medical Marijuana Patient Search Results

Created by alarson on 02/04/2021 15:45:29

Registration #	First Name	Last Name	Application Status	Effective Date	Expiration Date	Date of Birth
CAR-20-0000000031	TylerCaregiver	Caregiver-One	Active	2020 September 28	2021 March 28	1978 April 5



# MMJL



## Medical Cannabis Patient Card

UTAH DEPARTMENT OF  
**HEALTH**

TYLER PATIENTTERMILLNESS

**Issue Date:**

01/21/2020

**ID #:**

PAT-20-0000000025

**Expiration Date:**

**Address:**

123 TI STREET  
TEST TOWN, UT 55555

**DOB:**

01/25/1978



## Medical Cannabis Caregiver Card

UTAH DEPARTMENT OF  
**HEALTH**

TYLER CAREGIVERG

**Issue Date:**

01/21/2020

**ID #:**

CAR-20-0000000015

**Expiration Date:**

**Caregiver Address:**

123 CG STREET  
TEST TOWN, UT 55555

**Caregiver DOB:**

02/07/1978



## Medical Marijuana Search Query

### Requestor Info

Requestor: \*

ALARSON

### Search

Card Number:

PAT-20-0000000025

Last Name:


ENTER LAST NAME

First Name:

ENTER FIRST NAME

Date of Birth:

ENTER MMDDYYYY

 Submit

[UCJIS Home](#) [MMJL](#) ✖

[Query](#) [Results](#) ✖

## Medical Marijuana Patient Search Results

Created by alarson on 02/04/2021 15:51:58

Registration #	First Name	Last Name	Application Status	Effective Date	Expiration Date	Date of Birth
----------------	------------	-----------	--------------------	----------------	-----------------	---------------

# SIISL & SIIRL

SIAC ID Image Submission

&

SIAC Identification Image Result





Entry

### SIAC Identification Image Submission

#### Originating Agency Identifier

ORI: \*

#### Requestor

Requestor Email: \*  Requestor Phone:

#### Information

Case Number: \*  Search Type: \*

Additional Information (Date of photo, etc.): \*  Subject Information (Last, First MI, DOB - if available): \*

Result Page Type: \*

#### Offense

Offense(s):  (Select one or more offenses)

#### Upload Image

No file chosen

Image: \*



# SIIRL

UCJIS Home **SIIRL** ✖

Query

## SIAC Identification Image Result

### Search Fields

Case Number:

Submission Date  
From:

Submission Date  
To:

Search Type: \*

Status:

Submit



# SIISL & SIIRL

Please contact SIAC with any questions or issues  
(801) 256-2360

# DLQ

Utah Drivers License Query

UCJIS Home DLQL ✕

Query

### Utah Drivers License Query

**Originating Agency Identifier**

ORI: \*

**Photo Wanted**

NONE  ONE  MULTIPLE

**By Operator License Number/ID Card Number**

**By Name**

Last Name: *	<input type="text" value="BEAR"/>	Name Search Type:	<input type="text" value="STARTSWITH"/>
First Name:	<input type="text" value="YOGI"/>	Name Search Type:	<input type="text" value="STARTSWITH"/>
Middle Initial:	<input type="text" value="ENTER MIDDLE"/>	Date Search Type:	<input type="text" value="EXACT"/>
Date of Birth:	<input type="text" value="ENTER DOB MMDDYYYY"/>		

(RANGE is +/-2 years)

**By Social Security Number**

**By DOB and County**

**Optional Information**

Show Summary

## Utah Driver License Details [Show All] [Hide All]

Created by alarson on 01/27/2021 15:48:23

License Number: 172443851 

ID Number:

Capture Date:  
02-08-2011

Name: YOGI BEAR

Date of Birth: 06/12/1952

Age: 68

License Status: MOVED

Expires: 06/12/2010

TYPE: TYPE:LEARNER

Class: D

Address:

111 BURBON STREE

WEST VALLEY UT 84118

COUNTY: SALT LAKE

UPDATED: 11-24-2009



SSN/ITIN: 111111111

Sex: MALE

Height: 505

Weight: 185

Eye: BRO

Hair: BRO

[Click here to view OTRK info for subject.](#) If there is a public safety concern, before taking action contact Agent or Officer of the Day as listed in the OTRK record, OFN: 215915



# DLQ

Click here to view OTRK info for subject. If there is a public safety concern, before taking action contact Agent or Officer of the Day as listed in the OTRK record, OFN: 215915

UCJIS Home DLQL ✕ OTRKL ✕

Query 215915 - ONE ✕


### Utah Corrections OTrack System Details [Show All] [Hide All]

Created by alarson on 01/27/2021 15:52:04

#### Person

Full Name:	YOGI BEAR	DOB:	07-11-1958
Height:	6'2"	Weight:	211
Eye Color:	BROWN	Hair Color:	BROWN
Race:	CAUCASIAN W	Marital Status:	divorced
Gender:	Male		

Capture Date: 09-20-1997



- Residence (1)
- Aliases (4)
- DOBS (1)
- Offender IDs (6)
- Scars, Marks, and Tattoos (18)
- Current Location (1)
- Legal Status History (2)
- Assigned Staff
- UDC Cases (6)
- Gang Affiliation (2)
- Vehicles (4)
- Employment (1)
- Travel Permits (1)
- Alerts (0)
- Probation/Parole Conditions [56]
- Photos (1)



**PCL**

Probable Cause Affidavit



## House Bill 206

Encourages a more thoughtful, individualized approach to pretrial release determinations by looking to expand the tools judges have available to them

## Ability to Pay

Gross Annual Household Income

ENTER DOLLAR AMOUNT:

Family Size

ENTER FAMILY SIZE: 3

I affirm that I asked the questions, but the individual refused or was unable to provide the information.

# BRDQL

Brady Denial Query

# BRDQL

UCJIS Home BRDQL ✕

Query

### Brady Denial Query

**ORI**

ORI:

**Date Range**

Start Range:

End Range:

**Dealer Information**

Denial Code:

**Buyer Information**

Last Name:

First Name:

Date of Birth:

Buyer Address:

**Dealer Information**

Store Address:

Dealer:



# BRDQL

UCJIS Home BRDQL x

Query

### Brady Denial Query

**ORI**

ORI:

**Date Range**

Start Range:

End Range:

**Dealer Information**

Denial Code:

**Buyer Information**

Last Name:

First Name:

Date of Birth:

Buyer Address:

**Dealer Information**

Store Address:

Dealer:

Searching by ORI will pull up both by dealer jurisdiction and buyer jurisdiction

# BRDQL

## Denial Entry

### Buyer Information

* First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>		
* DOB:	<input type="text"/>		
* Driver License #:	<input type="text"/>	* Driver License State:	<input type="text"/>
* Buyer Address:	<input type="text"/>		
* Buyer City:	<input type="text"/>		
* Buyer State:	<input type="text"/>		
* Buyer's LEA ORI:	<input type="text"/>		

### Purchase Date & Time

* Purchase Date:	<input type="text"/>	* Purchase Time:	<input type="text"/>
* Denial Date:	<input type="text"/>	* Transaction Number:	<input type="text"/>

### Dealer Information

* Dealer by FFL:	<input type="text"/>
Dealer Address:	<input type="text"/>
* Dealer City:	<input type="text"/>
* Dealer's LEA ORI:	<input type="text"/>

Brady will always use a PD's ORI for this information. If a city does not have a local PD, Brady will then use the local Sheriff's Office's ORI

## Denial Reasons

Action	Denial Type	Severity Type	Adjudication Date	State
--------	-------------	---------------	-------------------	-------

Add Reason

Submit Cancel

# QUIDL

Fingerprint Quick ID Search





# QUIDL

UCJIS Home **QUIDL** ✖

Query

## QUID Transaction Query

[Click Here to View Fingerprint Priority Image](#)

### Originating Agency Identifier

ORI: \*

Case Number: \*

### Upload Fingerprint

Choose File No file chosen

Fingerprint: \*

Fingerprint Type: \*

### Upload Fingerprint

Choose File No file chosen

Fingerprint: \*

Fingerprint Type: \*

Submit

Clear All

# QLOGL

Fingerprint Quick ID Logs



[UCJIS Home](#) [QLOGL](#) ✖

[Query](#) [Results](#) ✖

## Audit Log Results

Created by alarson on 02/12/2021 10:48:48

MIP results are only available for 30 days

[🔍 Refresh](#)

Transaction Date	Case #	Status	Submission Date	SID	WIN Hit Level	WIN Response Date	FBI Hit Level	FBI Response Date	Error
No results found									



UCJIS Home QLOGL ✖

Query Results ✖

## Audit Log Results

Created by alarson on 03/04/2021 08:26:27

MIP results are only available for 30 days

🔍 Refresh

Transaction Date	Case #	Status	Submission Date	SID	WIN Hit Level	WIN Response Date	FBI Hit Level	FBI Response Date	Error
02/23/2021 15:46	8888888	SUCCESS	02/23/2021 15:46		PENDING			02/23/2021 15:48	L0109-The quality of the images is too poor to permit processing.;

# **Silver Alert**

Website - <http://silveralert.utah.gov/>

# Silver Alert Website



## No Active Silver Alerts

Issued/Active Utah Silver Alerts will be posted here.

If a Silver Alert was recently issued it will post to this page soon.

### Alert Information

The Utah Silver alert system is a "Notification System for missing endangered adults."

Utah Department of Public Safety on [Facebook](#)

Utah Department of Public Safety on [Twitter](#)

### H.B. 215

In 2019 [H.B. 215](#) was passed creating the Utah Silver Alert Program. This Bill outlines the following:

- Defines "endangered adult" as a person 60 years of age or older, or a person with dementia.
- Requires the Department of Public Safety to develop an alert system similar to the Amber Alert System for endangered adults.
- Requires that the system utilize highway signage in the geographical area where the person went missing.
- Allows the department to make rules to set requirements for alerts.

# UCJIS Reminders

Commonly asked questions?

# BCI Fingerprinting

How do I schedule an appointment to get fingerprints done at BCI?



# BCI Fingerprinting

← → ↻ bci.utah.gov ☆ [Notifications] [Settings] [Profile]

Apps Gateway Utah ID UCJIS LEEP Login Courts BCI Agency Manag... BCI App Security TAC Email List - Go...

utah.gov Services Agencies Search Utah.gov



Utah Department of  
Public Safety

[Divisions](#) [Media](#) [Conferences](#) [Contact](#) [About](#)



Criminal Identification (BCI)

## Featured Services



Find an Instructor



Renew Your Permit  
or Instructor  
Certification



Update your  
Concealed Firearm  
Permit Address



Obtain a Copy of  
Your Criminal  
History



Check your Utah  
Warrants



Forms and  
Applications



Schedule Your  
Fingerprinting  
Appointment

# BCI Fingerprinting



## DPS - Bureau of Criminal Identification (BCI)

### Fingerprinting

Welcome to BCI Fingerprint Scheduler. To make an appointment click "Make an appointment". If you already have an existing appointment, you can also reschedule, as well as cancel it.

To make a new appointment you must acknowledge that your personal data will be temporarily stored.

#### New appointment ?

Make an appointment

#### Edit/Cancel appointment ?

Appointment number:

Email/Phone number

Edit appointment



# Password Reset

My TAC is unavailable and I need my password reset. What should I do?



# Password Reset

## UCJIS Help Desk

- Forgotten passwords
- Wondering what transaction code to use
- Errors

[dpscic@utah.gov](mailto:dpscic@utah.gov)

(801) 965-4446



# Account Activation

The User under my ORI has prints in RAP BACK and a User Setup form, but is not listed as active. Why can't they access UCJIS yet?

# Account Activation

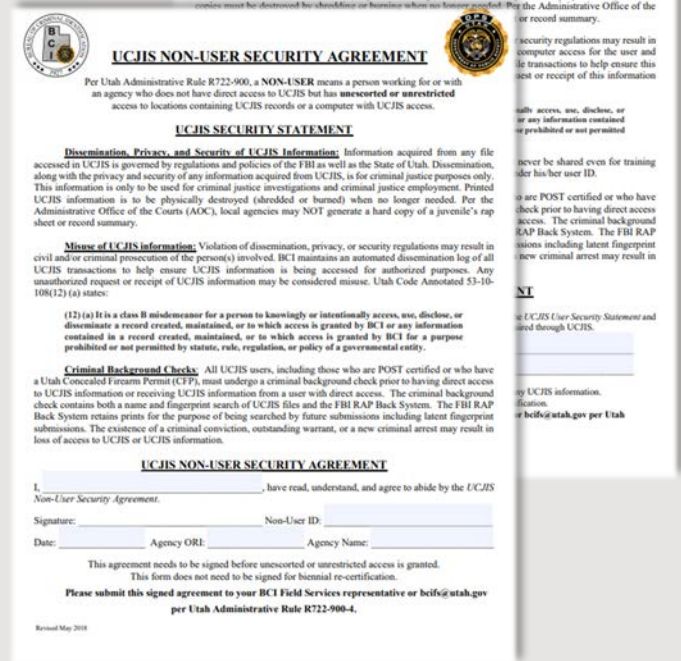
For all UCJIS accounts to be active, the following is required:

- Fingerprints in RAP BACK
- User Setup form
- User Security Agreement



**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 information must not be disseminated by e-mail, direct or otherwise, without the approval of the Administrative Office of the Courts (AOC).



**UCJIS NON-USER SECURITY AGREEMENT**  
Per Utah Administrative Rule R722-900, a NON-USER means a person working for or with an agency who does not have direct access to UCJIS but has unescorted or unrestricted access to locations containing UCJIS records or a computer with UCJIS access.

**UCJIS SECURITY STATEMENT**  
**Dissemination, Privacy, and Security of UCJIS Information:** Information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI as well as the State of Utah. Dissemination, along with the privacy and security of any information acquired from UCJIS, is for criminal justice purposes only. This information is only to be used for criminal justice investigations and criminal justice employment. Printed UCJIS information is to be physically destroyed (shredded or burned) when no longer needed. Per the Administrative Office of the Courts (AOC), 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. BCI maintains an automated dissemination log of all UCJIS transactions to help ensure UCJIS information is being accessed for authorized purposes. Any unauthorized request or receipt of UCJIS information may 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.

**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 NON-USER SECURITY AGREEMENT**  
I, \_\_\_\_\_, have read, understand, and agree to abide by the UCJIS Non-User Security Agreement.

Signature: \_\_\_\_\_ Non-User ID: \_\_\_\_\_  
Date: \_\_\_\_\_ Agency ORI: \_\_\_\_\_ Agency Name: \_\_\_\_\_

This agreement needs to be signed before unescorted or unrestricted access is granted. This form does not need to be signed for biennial re-certification.

Please submit this signed agreement to your BCI Field Services representative or bcifs@utah.gov per Utah Administrative Rule R722-900-4.

Revised May 2018

# CTRL F

How does the UCJIS Help Desk remember all of those NCIC Codes?

When I call for help, they always know the answer to my code question within seconds of asking.



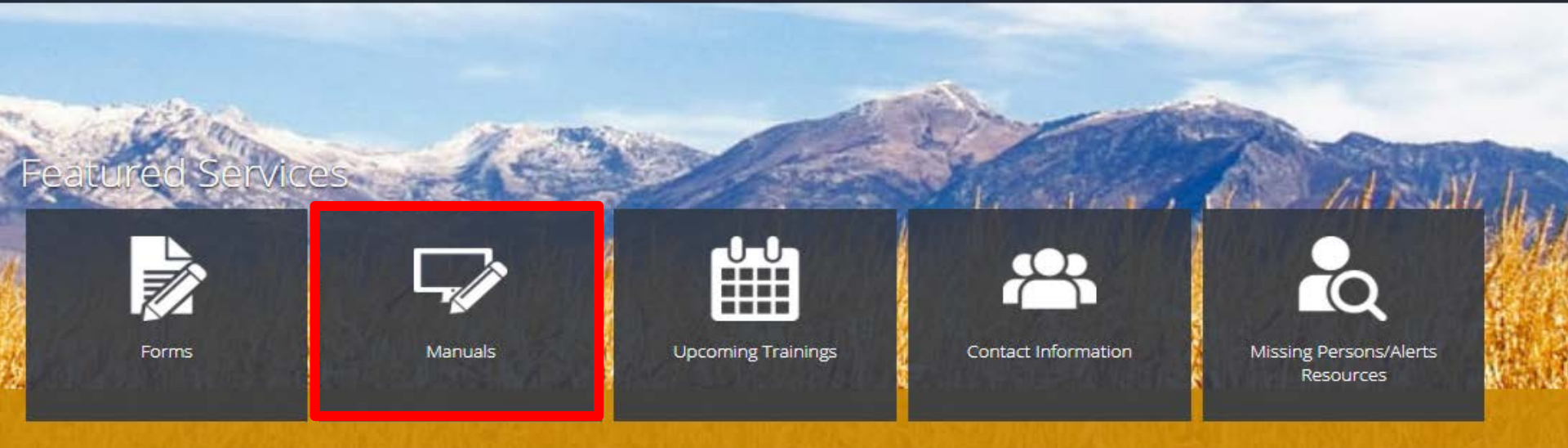
# CTRL F




Utah Department of  
Public Safety - TAC

Welcome!


TAC




## Featured Services




Forms




Manuals



Upcoming Trainings



Contact Information



Missing Persons/Alerts  
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# CTRL F



Utah Department of  
Public Safety - TAC

Welcome!



TAC

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## Manuals

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[New TAC Welcome Packet 2021](#)

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[Missing Persons](#)

[Utah Alerts: AMBER/EMA/Blue/Silver Alert](#)

[UCJIS Test Records](#)

[Utah Statewide Warrants](#)

[\*FBI/NCIC/III Manuals\*](#)

[NCIC Operating Manual](#)

[NCIC Code Manual](#)

[III Manual](#)

[CIIS Security Policy](#)

# CTRL F

U.pdf

App Security TAC Email List - Go... YQ Hit Packet (Resp... 2017-2020 Souther... Applicant Backgrou...

bb | 1/67 ^ v x

9 / 1171 | - 100% + | [ ] [ ]

MBASSOO	BASSOON	
HBHTTUB	BATHTUB	
ECHARGE	BATTERY (PACK, CHARGER, RECHARGER)	A DEVICE USED TO PUT ENERGY INTO A SECONDARY CELL OR RECHARGEABLE BATTERY BY FORCING AN ELECTRIC CURRENT THROUGH IT
EBATCHG	BATTERY CHARGER, AUTOMOBILE	
RP0WERP	BATTERY PACK, RECHARGEABLE	
DP0WERP	BATTERY, RECHARGEABLE	

December 31, 2020

5

## 1.2 - Article Type (TYP) Field Codes by Article Name

Code	Article Name	Description
SBBGUN	BB GUN	A GUN THAT USES AIR PRESSURE TO FIRE SMALL METAL BALLS (CALLED BBS)
EPULLER	BEARING PULLER	A TOOL DESIGNED FOR DISMOUNTING BEARINGS FROM HOUSINGS, WHERE THE FIT IS ON THE OUTER RING
FBED	BED	A PIECE OF FURNITURE FOR SLEEP OR REST, TYPICALLY A FRAMEWORK WITH A MATTRESS AND COVERINGS
MBELLS	BELLS, MARCHING BAND OR ORCHESTRA	
SBENCH	BENCH EXERCISE/INCLINE	
FBENCH	BENCH, OTTOMAN, STOOL	
BBICYCL	BICYCLE	
SRACK	BICYCLE RACK	
BSHOCKS	BICYCLE SHOCKS	
BBICYCT	BICYCLE TRAILER (TRAILER ATTACHMENT FOR BICYCLE)	
GP00LTA	BILLIARD TABLE	

# Updating Information

The email and/or phone number on my account are wrong. How do I fix this?



# Updating Information

UCJIS Home MUSRL ✕

Modify

### Modify User

#### User Details

User ID: \*

Agency: \*



# Updating Information

UCJIS Home MUSRL ✕

Modify

### Modify User

#### User Details

User ID: \*

Agency: \*

---

### Modify 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: \*

Default ORI: \*  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: \*

# Modified NCIC Entry

Someone modified an NCIC entry under our ORI. How do I find out who modified the entry?



# Modified NCIC Entry

UCJIS Home LOGSL ✕

Query

### Message Parameters

**Query Parameters**

View Messages By: \* ALL

Sort By: \* DATE DESC

**Time Frame**

Timeframe: CUSTOM

Start Date Time: 01/25/2021 13 30

End Date Time: 02/02/2021 13 30

**Query Parameters**

ORI: UTBCI0000-BCI - FIELD

Transaction: MW

Submit



# Modified NCIC Entry

UCJIS Home LOGSL ✖

Query Results ✖

## Audit Log Results

Created by alarson on 02/02/2021 13:31:34

Received Time	Agency	UserID	Transaction	ORI	Search Fields
01/29/2021 17:13	BCIFS	JHARR	MW	UTBCI0000	1N01.MW. UTBCI0000 NAMI BEAR, YOGI STEVEEEEEEE NIC/ W888888888 .VLN/JPLOUZEK.ADO/





# Canceled NCIC Entry

Someone canceled an NCIC entry under our ORI. How do I find out who canceled the entry?

# Canceled NCIC Entry

UCJIS Home LOGSL ✕

Query

### Message Parameters

#### Query Parameters

**View Messages By:** ALL ▾

**Sort By:** DATE DESC ▾

#### Time Frame

**Timeframe:** CUSTOM ▾

**Start Date Time:** 01/25/2021 0 ▾ 0 ▾

**End Date Time:** 02/04/2021 0 ▾ 0 ▾

#### Query Parameters

**ORI:** UTBCI0000-BCI - FIELE ▾

**Transaction:** XW

Submit

# Canceled NCIC Entry

UCJIS Home LOGSL ✖

Query Results ✖

## Audit Log Results

Created by alarson on 02/03/2021 15:56:09

Received Time	Agency	UserID	Transaction	ORI	Search Fields	Index	Summary
01/26/2021 07:49	BCIFS	JHARR	XW	UTBCI0000	1N01.XT.I UTBCI0000 .NAM/ BEAR, YOGI STEVE ..NICA W888888888	2183705539	processNcicRequest

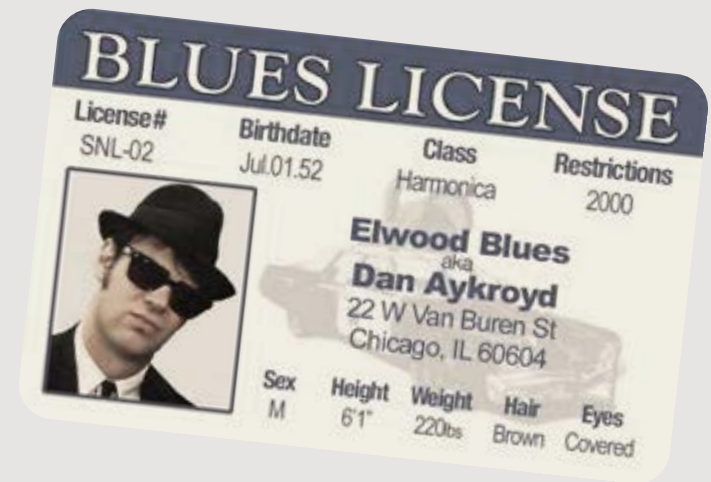
# PSAN

Is there a way to be notified if another agency in the state runs someone I have an open investigation on?

# PSAN

## Public Safety Alert Notification – PSAN

- Can notify you if someone in Utah or another state runs the following:
  - Notification ID/information
  - Driver's License
  - SID
  - SSN
  - Plate
  - VIN
  - Serial number



# LET vs. Use of Force

What is the difference between these two transactions? When do I use the one over the other?



# LET

Reporting anytime a tactical group or when forcible entry occurs:

- Serving a Warrant
- SWAT
- Drug Task Force
- Etc.





# Use of Force

Reporting anytime one of the following incidents occur:

- Fatality connected with use of force
- Serious bodily injury connected with use of force
- Discharged firearm by law enforcement



POLICE LINE DO NOT CROSS



# Canceling a Silver Alert

How do I go about canceling a Silver Alert?



# Canceling a Silver Alert

## ESAM Transaction:

Cancel Reason

Cancel Reason: \*

Other Reason: ENTER OTHER REASON

Modify Cancel

- LOCATED\_ALIVE
- LOCATED\_DECEASED
- CANCELLED\_NOT\_LOCATED
- OTHER

Cancel Reason

Cancel Reason: \* OTHER

Other Reason: ENTER OTHER REASON

Modify Cancel

# EMA

How do I issue an EMA?  
How do I cancel an EMA?



## Contact the UCJIS Help Desk at (801) 965-4446

Entry

### Endangered Missing Alert Entry

#### Originating Agency Identifier

ORI: \*

#### Message Details

Destination(s): \*

Message: \*

ENDANGERED MISSING ADVISORY  
ATTEMPT TO LOCATE MISSING MALE AGE 22. LEFT THE HOUSE LAST NIGHT AND DID NOT  
RETURN HOME. LIKES PARKS AND WOODED AREAS.

OPERATOR/OVAISIMA AGENCY/UTBCI0000 THU FEB 11 08:51:57 GMT-700 2021

Submit

# Tips & Tricks

Anymore tips and tricks when it  
comes to UCJIS?

# Tips & Tricks



Utah Department of  
Public Safety - TAC

Welcome!



TAC

## Featured Services



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# Tips & Tricks



Utah Department of  
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[Utah Motor Vehicle](#)

[Missing Persons](#)

[Utah Alerts: AMBER/EMA/Blue/Silver Alert](#)

[UCJIS Test Records](#)

[Utah Statewide Warrants](#)

[\*FBI/NCIC/III Manuals\*](#)

[NCIC Operating Manual](#)

[NCIC Code Manual](#)

[III Manual](#)

[CIIS Security Policy](#)

# Tips & Tricks

State of Utah- Bureau of Criminal Identification

## Utah Criminal Justice Information System (UCJIS) Basics





# Tips & Tricks

## 12.0 Tips and Tricks of UCJIS

BCI will update the Tips and Tricks page as more information becomes available.

### TIPS AND TRICKS OF UCJIS

- Google Chrome works best with UCJIS, you can also use Firefox
- UCJIS is not case sensitive with the exception of the user's password
- **Pop-up Blockers** should be disabled. This will help especially when having to download or print PC affidavits, eWarrants, UCH, etc. It will also allow you to use Multiple Inquiry transactions such as **MIL, VMI, MIP**, etc.
- **UCJIS timeout** is set automatically to 30 minutes. Law enforcement timeout is 60 minutes. Contact your TAC or the UCJIS Help Desk if you need to extend your timeout time
- **LOGS** transaction will help you find any transactions you have conducted under your account for the last 21 days
- **"Windows + L"** will lock your computer when you need to step away from your station without logging out of UCJIS
- **Printing in UCJIS:**
  - **"Ctrl + P"** will allow you to print any page you are on
  - **CHQ with watermark**, select the PDF icon. A new tab will open, be sure pop up blockers are off
  - **CHQ without watermark**, Ctrl + P
  - **Only a certain portion**, highlight it then right click and select print
- **Space Bar** will autofill the date and time when entering information in a transaction. It uses the time that is listed on the device that you are accessing UCJIS from. Please ensure that the time on your device is correct
- **Clear Cache** regularly either in the settings or **"force refresh"** your page by pressing the Ctrl button and clicking the refresh button at the same time
- **"500 error"** means that there is a problem with UCJIS. Wait a few minutes and then try again
- **Viewing records** click within the line of the record on the query results page to access the record
- **Querying by SSN** will not prefill information if there are more than one name tied to the social security number
- **Querying by OLN** will be the best way to prefill search criteria
- **UCJIS PIN** will be sent to your email when you access UCJIS on a different device. If you are not receiving these emails, ensure that your email is listed correctly on file with BCI. If it is correct and you still aren't receiving the email, have your IT add [UCJIS@utah.gov](mailto:UCJIS@utah.gov) to their receiving email "whitelist"
- **Transferring an NCIC record to a different ORI** can be done with the modify transaction of the type of record. Once the record ORI is modified, a **\$O.MOD** message will be sent to the new agency to notify them that the record now belongs to them
- **Keyboard Shortcuts**
  - **Ctrl + (+) key** to zoom in
  - **Ctrl + (-) key** to zoom out
  - **Ctrl + P** to print
  - **Tab** to move the cursor to the next entry field
  - **Enter** to submit a transaction

**Questions?**