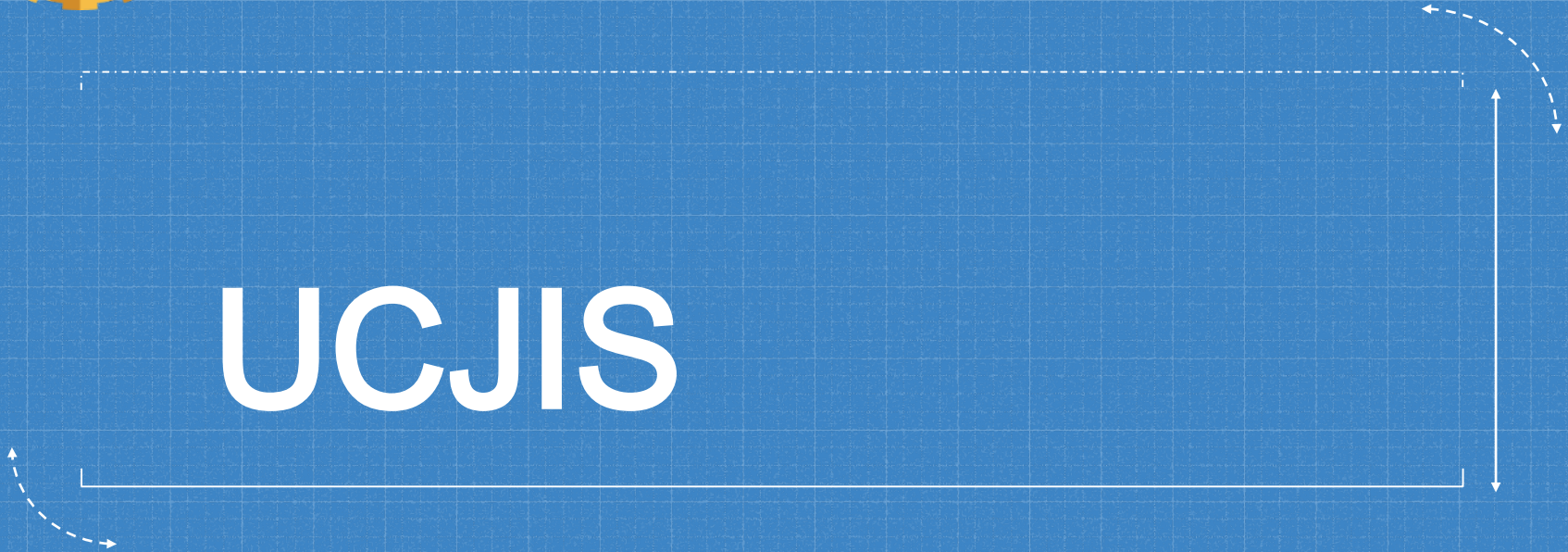# Outline

- UCJIS: transactions, messages
- TAC responsibilities
- NCIC/Retention Period
- Reminders

UCJIS

UCJIS Transactions

- Felony Warrant updates
- PC updates and how long their PC is listed on UCJIS
- MNCO updates
- eWarrants
- LOGS
- TAC transactions (TAC Website)

Felony Warrants: Updates

- Only the violent felonies listed in statute will be pushed onto NCIC- not all felonies
- The courts are working on fields to be filled out when a SWW is issued that will include if a judge or specific agent/agency asked for the warrant

PC: Probable Cause

Updates: Beginning on Monday August 1, 2021, the AOC changed how they handle PC statements. From now on, they will hold PC's for up to 7 hours if they (1) don't have a SID or (2) for pretrial to rescore PCs that have a possible out-of-state record. All others will process as usual.

Reminders: Once the PC has been approved by the court, it will be posted on the court side and will be removed off UCJIS within 21 days

MNCO: Modify No Contact Order

- The jail will now have access to arresting ORI's to enter those when creating a JRA
- Allows an arresting agency to modify a JRA that was created by a booking agency IF the arresting agency ORI is on it.

EWE: Enter eWarrant

Reminder:

- eWarrants purge from the system after 20 days or the day after the ROS if it has been on the system for more than 20 days

LOGS

- Allows the user to look at the transactions they ran
- Allows the TAC/alt TAC to view what the agency or a single user has run

Will be covered in more detail in the TAC responsibilities section

TAC transactions

- ADD – to add a new User to the agency
- MUSR – to modify User information
- CERT – update training dates
- RSPW – reset or assign a user a password
- RU – remove a User's access to UCJIS
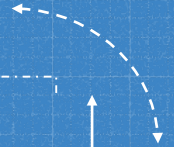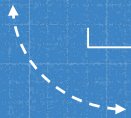- REPT - report showing

Telework

- Network and physical security must meet CJIS Security policy
- MDM policy must be on file with BCI
- Teleworking presentation is available on the TAC website under 2020 TAC Conference presentations

https://ucjis-tac.utah.gov/wp-content/uploads/sites/38/2020/10/Teleworking-pdf.pdf

Broadcast Messages

Broadcast Messages

Locates

$. H.

$. K.

Locate

Remember to send a locate message after you have confirmed the item/person

$.H.Originating Agency Notification

$.H.
MD0012600
ORIGINATING AGENCY NOTIFICATION AT 1600 EST 19990830
FL0130000 ANY CITY PD FL
113 FRONT STREET
MIAMI DADE FL
407 555-1313
QV.FL0130000.LIC/ABC123.LIS/MD.LIY/1999

MKE/STOLEN VEHICLE
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
OCA/56789
NOA/Y
OAN/12345678
NIC/VI23456789 DTE/19990904 1200 EDT DLU/19991010 1115 EDT

$.H. Delayed Inquiry
Hit Notification

$.H.

MD0012600

YOUR RECORD WITH NIC/VI23456789 OCA/56789 IS A POSSIBLE DELAYED INQUIRY MATCH

PLEASE ASSURE YOUR ENTRY IS A REASONABLE MATCH WITH

INQUIRY ON 1230 EST 20040801CONTAINING: LIC/ABC123

LIS/MD

LIY/1999

INQUIRING ORI/FL0130000 ATR/ANY CITY PD FL

407 555-1313

$.H.Delayed Inquiry Hit Response Notification

```
$.H.1L01HEADER
MD1012600
DELAYED INQUIRY HIT NOTIFICATION AT 1600 EST 19990830
PLEASE ASSURE YOUR INQUIRY IS A REASONABLE MATCH
PRIOR TO CONTACTING ENTERING AGENCY
YOUR INQUIRY ON 19990906 2200 EDT CONTAINING:
VIN/9876543345210
HIT ON THE FOLLOWING RECORD
MKE/STOLEN VEHICLE
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
OCA/56789
OAN/12345678
NIC/VI23456789 DTE/19990904 1200 EDT DLU/19990908 1115 EDT
```

$.K.

$.K.

MD1012600

NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600

EST 19990830. YOUR ENTRY NIC/M000069216, OCA/56789 HAS

INFORMATION MISSING FROM THE FOLLOWING KEY DATA

FIELDS: BLT, DCH, FPC, JWT, SMT, HGT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE. THAT DATA SHOULD BE ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

MKE/MISSING PERSON OTHER

ORI/MD1012600 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX

DOB/19750606 HGT/UNK WGT/153 EYE/BRO HAI/BRO FBI/12245AB9

SKN/FAR

SOC/123456789

DLC/19991201 OCA/56789 SID/MD99999999

NOA/Y

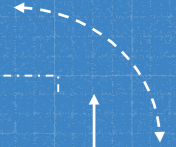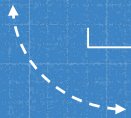MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT

Pack the record

- Use all available files your agency can access
- The more information, the better!

TAC Responsibilities

TAC Responsibilities

- Creating new users: non-users, non-access user and users
- Training and testing all users
- Keeping user accounts up to date
- Audits
- Communicating with BCI
- Validations
- Agency Agreements

New TAC?

If your agency needs to name a new TAC:

- BCI will need to receive a letter on letterhead from the listed Administrator naming who the TAC will be

If your agency would like a new alt TAC listed:

- BCI will need an email from the main TAC to update that within your agency's account

RSPW

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: ENTER USER ID

Agency: * BCIFS

Password: Enter Password

Enable Password: ☐

🔍 Submit

User Deletion form

Deletion Request Form

Removing Users from the system.
Complete this form after running the RUL transaction.

* Required

Email address *

Your email

Contacting Utah Bureau of Criminal Identification
Communications and Information Center - (801)965-4446

Agency Name *

Your answer

TAC's Name *

Your answer

- Needed to delete the user from your agency
- Once the user is deleted, so are the prints!

LOGS User

- Users can view the history of their transactions by using the LOGS transaction.

LOGS TAC
view

View messages by: Agency

Query

Message Parameters

Query Parameters

View Messages
By: *   AGENCY ▾

Agency: *   BCIFS ▾

Sort By: *   DATE DESC ▾

Time Frame

Timeframe: CUSTOM ▾

Start Date Time: MMDDYYYY   HH ▾   MM ▾

End Date Time: MMDDYYYY   HH ▾   MM ▾

Query Parameters

ORI: ▾

User ID: ENTER USER ID

Transaction: ENTER TRANSACTION CODE

🔍 Submit

Agency: agency ID

User ID: to view a specific user's transactions

Message Parameters

Query Parameters

View Messages By: *	AGENCY
Agency: *	BCIFS
Sort By: *	DATE DESC

Time Frame

Timeframe:	CUSTOM
Start Date Time:	MMDDYYYY HH MM
End Date Time:	MMDDYYYY HH MM

Query Parameters

ORI:	
User ID:	ENTER USER ID
Transaction:	ENTER TRANSACTION CODE

UCJIS Home | LOGSL ✖

Query

🔍 Submit

Message Parameters

Query Parameters

View Messages By: * `AGENCY`

Agency: * `BCIFS`

Sort By: * `DATE DESC`

Time Frame

Timeframe: `CUSTOM`

Start Date Time: `MMDDYYYY` `HH` `MM`

End Date Time: `MMDDYYYY` `HH` `MM`

Query Parameters

ORI:

User ID: `ENTER USER ID`

Transaction: `ENTER TRANSACTION CODE`

🔍 Submit

Transaction: transaction
code you want to view

Agreements

- User Security must be on file before account can be completed
- Only one security is needed for each user, unless the user type is changed (i.e. Non-user to non-access user or user)
- Need to be sent in to your field service representative in a timely manner
- User and non-access user will need the User Security agreement. A non-user will need the non-user security agreement, there is a difference!!

*We will NOT accept anything that isn't

completely filled out

Security Agreements

non-user

User/ non-access user

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, the Public Safety Alerts and Notifications System (PSANS), and NDex, 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 purposes 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

---

Y AGREEMENT

means a person working for or with ut has **unescorted or unrestricted** computer with UCJIS access.

EMENT

ation: Information acquired from any file l as well as the State of Utah. Dissemination, UCJIS, is for criminal justice purposes only. ns and criminal justice employment. Printed burned) when no longer needed. Per the OT generate a hard copy of a juvenile's rap

privacy, or security regulations may result in ntains an automated dissemination log of all g accessed for authorized purposes. Any dered misuse. Utah Code Annotated 53-10-

Training and Testing

- You are responsible for training and testing users, non-access users and non-users within your agency
- You will need to extend their training date by completing the CERT transaction
- You will also need to have the user or non-access user complete the training and testing agreement and get that into your field service representative
- Training and testing agreement needs to be signed and dated by TAC as well as user

REPT

Query

TAC Report Request

Report Options

ORI: *	[dropdown]
View By: *	[dropdown]
Sort By:	FULLNAME
Agency: *	BCIFS

Report Columns

User ID:	☑	Full Name:	☐	Status:	☐	Status Literal:	☐	UCJIS User Type:	☐	Disable Reason:	☐
Disable Date:	☐	Default Ori:	☐	Personal ID:	☐	Password Expired Date:	☐	Date Created:	☐	Training Expiration Date:	☐
Background Status:	☐	Criminal Record:	☐	Rap Back:	☐	Fingerprint Date	☐	E-mail Address:	☐	Comments:	☐
User Security Agreement:	☐	User Testing Agreement:	☐								

✔ Check All   ✖ Clear All

🔍 Submit

REPT

Things your REPT report can help with:

- Knowing when your users training expires
- Knowing When your users password is expiring
- You can see when a security agreement has been submitted
- Check the approval status of your user whether they are approved in their background or fingerprint processing
- And so much more!

REPT

Report Columns

User ID: ☑	**Full Name:** ☐	**Status:** ☐	**Status Literal:** ☐
UCJIS User Type: ☐	**Disable Reason:** ☐	**Disable Date:** ☐	**Default Ori:** ☐
Personal ID: ☐	**Password Expired Date:** ☐	**Date Created:** ☐	**Training Expiration Date:** ☐
Background Status: ☐	**Criminal Record:** ☐	**Rap Back:** ☐	**Fingerprint Date** ☐
E-mail Address: ☐	**Comments:** ☐	**User Security Agreement:** ☐	**User Testing Agreement:** ☐

✔ Check All   ✖ Clear All

Things you can add to differentiate your users by are Full Name, Status, and User ID.

User ID: ☑	Full Name: ☐	Status: ☑	Status Literal: ☐	UCJIS User Type: ☐	Disable Reason: ☐
Disable Date: ☐	Default Ori: ☐	Personal ID: ☐	Password Expired Date: ☑	Date Created: ☐	Training Expiration Date: ☑
Background Status: ☑	Criminal Record: ☐	Rap Back: ☐	Fingerprint Date: ☑	E-mail Address: ☐	Comments: ☐
User Security Agreement: ☐	User Testing Agreement: ☐				

✔ Check All   ✖ Clear All


UCJIS Home | REPTL ✖

Query | Results ✖

User List Report Results
Created by jharr on 09/02/2021 08:49:45

| User ID	View UCJIS Permissions	View Transaction History	Status	Password Expired Date	Training Expiration Date	Background Status	Fingerprint Date
alarson	UCJIS Permissions	Transaction History	A	11-12-2021	10-31-2021	COMPLT	2017-09-12
bjbuckmi	UCJIS Permissions	Transaction History	A	03-07-2020	09-04-2020	COMPLT	2015-12-13
cbaker	UCJIS Permissions	Transaction History	A	10-10-2021	10-31-2021	COMPLT	2015-11-02
dmonago	UCJIS Permissions	Transaction History	A	09-29-2021	10-31-2021	COMPLT	2016-04-25
gmcneil	UCJIS Permissions	Transaction History	A	06-18-2022	10-31-2021	COMPLT	2019-02-27
jdunn1	UCJIS Permissions	Transaction History	A	10-29-2021	10-31-2021	COMPLT	2015-12-14
jharr	UCJIS Permissions	Transaction History	A	11-14-2021	10-31-2021	COMPLT	2019-11-25
zzkgodfr	UCJIS Permissions	Transaction History	D	10-18-2021	01-20-2022	COMPLT	2016-04-22
mbiesing	UCJIS Permissions	Transaction History	A	09-08-2021	10-31-2021	COMPLT	2015-12-13
mmartine	UCJIS Permissions	Transaction History	A	09-07-2021	10-31-2021	COMPLT	2015-12-14
ovaisima	UCJIS Permissions	Transaction History	A	10-26-2021	10-31-2021	COMPLT	2016-09-20
tthomsen	UCJIS Permissions	Transaction History	A	01-29-2022	10-31-2021	COMPLT	2015-12-10
wthomsen	UCJIS Permissions	Transaction History	A	10-26-2021	10-31-2021	COMPLT	2019-02-27
zgreen	UCJIS Permissions	Transaction History	A	03-07-2020	09-04-2020	COMPLT	2016-10-11

NCIC Retention Period
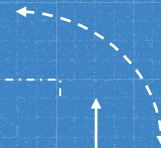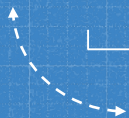
Retention Period

Retention Types we will highlight:

- Article
- Boats
- Licence Plates
- Missing Person
- Vehicle
- Wanted Person

Articles
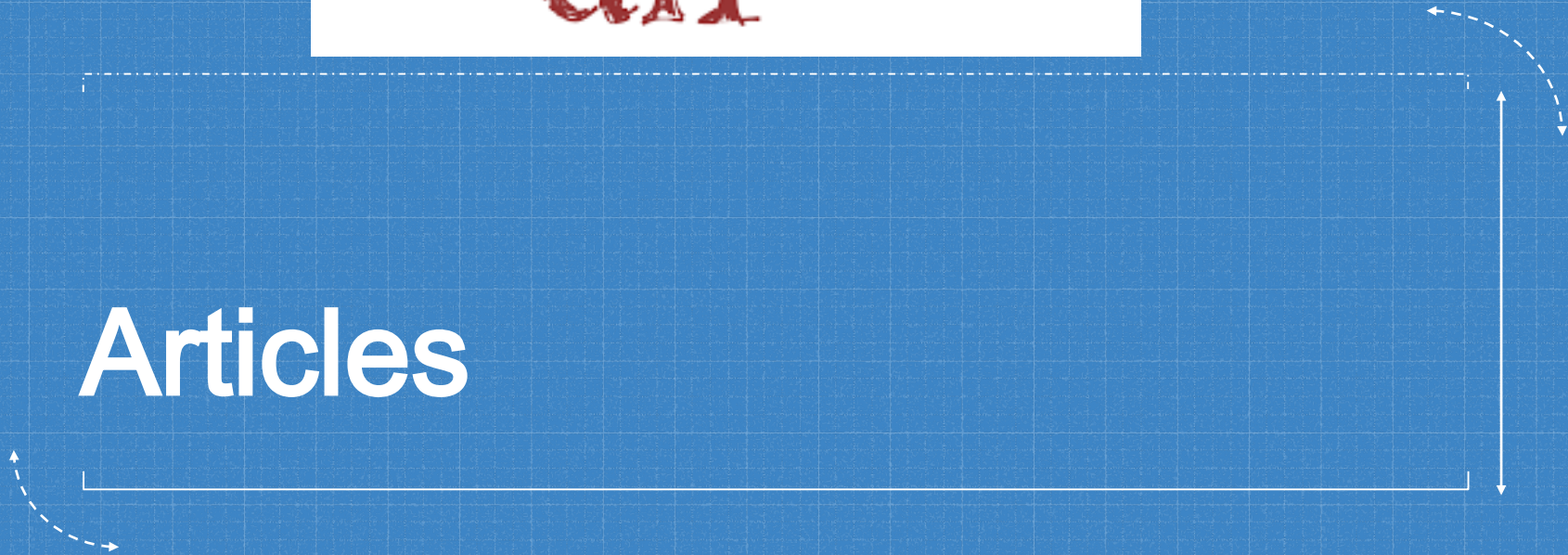
Article Entry Categories

Category types that are not **Q**, **T**, or **Z** are retained for the reminder of the year plus an additional year.

Some Category types are:

0- Office Equipment **or**

B- Bicycle **of identification**

C- Camera, Camera Parts, etc

F- furniture Rec Equipment

H- Household Appliances

K- Keepsakes and Collectibles not listed in article description

P- Personal Accessories

Q- Public Safety, Homeland Security,

critical infrastructure items

R- Radio, TV, and Sound Equipment

S- Sporting, Camping, Exercise, and

T- Toxic Chemicals

Y- Items listed as "Y" in the dictionary or

Z- Lost or stolen items (Public Safety, HS, or

Critical Infractures)

Article Reminder

Stolen or lost credit cards, bank drafts, Automated Teller Machine (ATM) cards, and checks, including cashier, certified, company, government (local, state, and federal), bank officer, personal, and

U.S. Treasury, are not to be entered in the NCIC Article File or any other NCIC file.

Article Example

Say that you received a call today that a Bicycle was stolen. You received all the necessary information to enter it into NCIC and entered it under article category B. This Bicycle would be listed for the rest of 2021 and would stay on until the end of 2022.
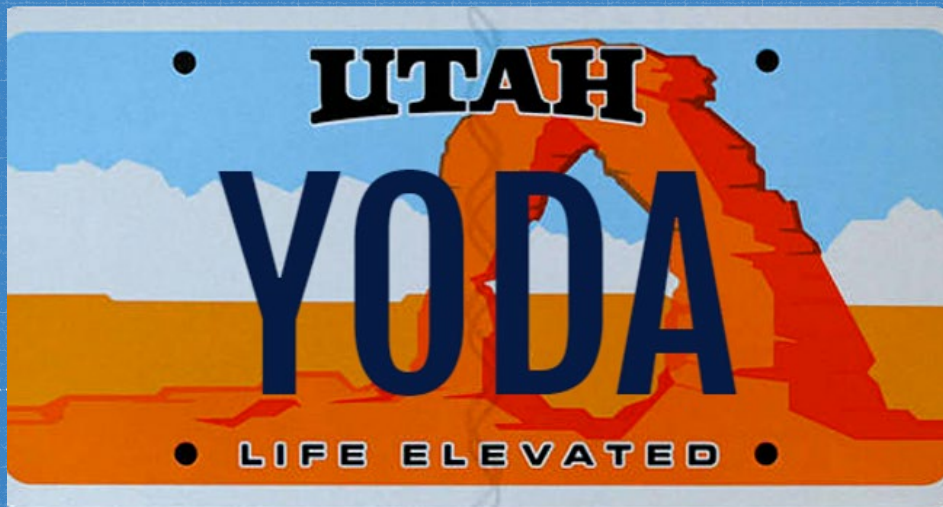
Boats

Boat Example

You received a call today that a Boat was stolen from the docks. The owner submits a theft report and gives you the BHN to enter into NCIC. After entering the boat into NCIC the boat will remain on file for the reminder of 2021 and will be retired at the end of 2025.

License Plate

License Plate Example

Today your agency received a call that an individual wants to report the theft of their license plate. You go through and file the theft report while making sure that the individual won't use the other license plate. Since you filed the record today the license plate will stay on until the end of 2025.

Missing Person

Missing Person Example

Your agency gets a call about a missing Juvenile. You go forward and enter all the information given and place the missing persons entry into NCIC. Later your agency receives a $L message from an outside agency confirming the location of the missing Juvenile. In this case the record would be retired immediately.

Missing Person Example

Same situation as before your agency gets a call about a missing Juvenile. This time your agency doesn't receive any information about the missing Juvenile except for license plate information. The license plate information will stay on for the remainder of this year plus 4 years which will retire at the conclusion of 2025. If the missing person still has not been found by that point the record will be removed. This is because the only searchable content from the case is purged license plate information.

Vehicle

Vehicle Example

Your agency gets a call about a stolen sports car in your jurisdiction. The individual decides to file a theft report so you gather all of the information. After gathering the information you enter it into NCIC including the VIN. Since you entered it in today this record would stay on for the reminder of this year plus 4 years. So in this case the record would retire at the conclusion of the year 2025.

Wanted Person

Wanted Person Example

Your agency has received authorization to arrest an individual. You have made the decision for extradition so you put the wanted person on NCIC. In this scenario the wanted individual is never found. So unless your agency clears or cancels the record it will remain on NCIC.

Communication with Field Service Representatives

- Please email your rep any user and agency agreements
- Ask questions if you have any
  - On audits
  - REPT
  - New users
  - Dissemination, etc
- YOU are the liaison between BCI and your agency

Reminders

- Take advantage of using ALL available files to help you!
- **Use the manuals and be sure to train on them**
- Keep in contact with your field service representative
- PC and e-Warrants will be listed through the courts once approved and completed
- Remember to send locates:
  - Helps keep NCIC accurate- less duplicate arrests
  - Allows agencies to close cases/warrants/etc

Questions?