

TAC REMINDERS

2021 TAC Conference



FIELD SERVICES





**Field Service
Supervisor**

Mandy Biesinger

mbiesinger@utah.gov

385 - 266 - 5162

C
E
N
T
R
A
L



- Carbon
- Juab
- Utah
- Sanpete

Gina McNeil

gmcneil@utah.gov

801 - 652 - 6287

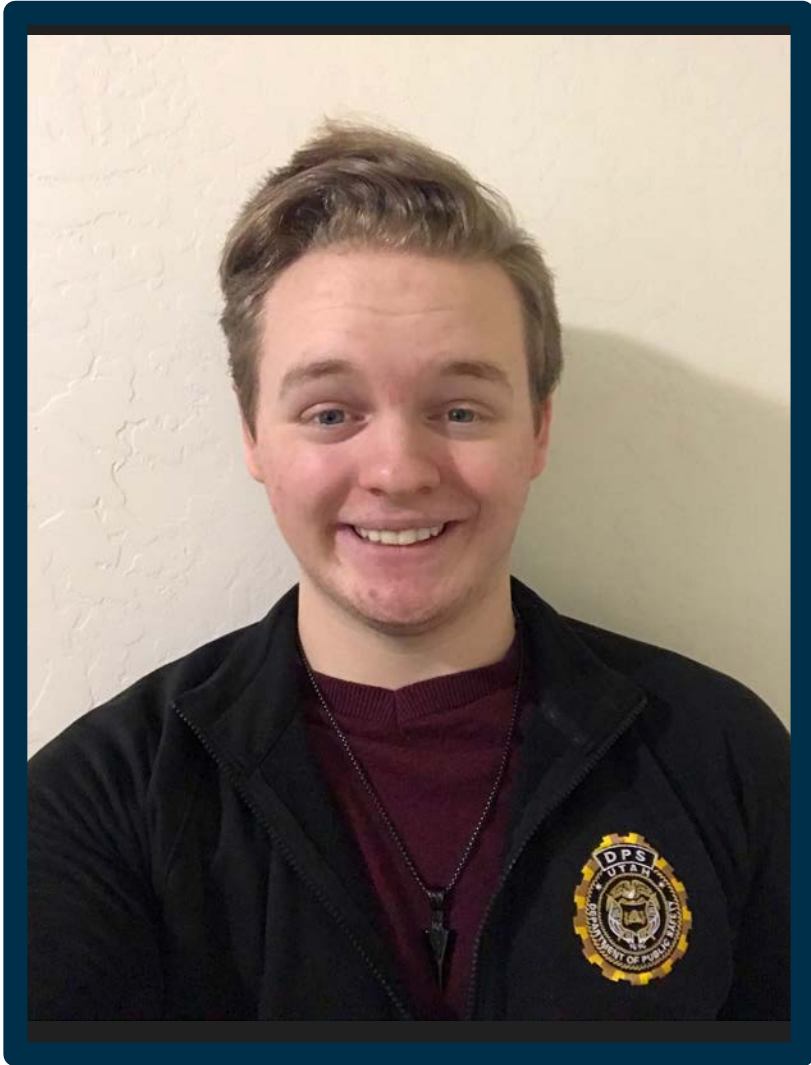


- Box Elder
- Cache
- Morgan
- Rich
- Summit
- Weber

MISSING PERSONS COORDINATOR



- Salt Lake County

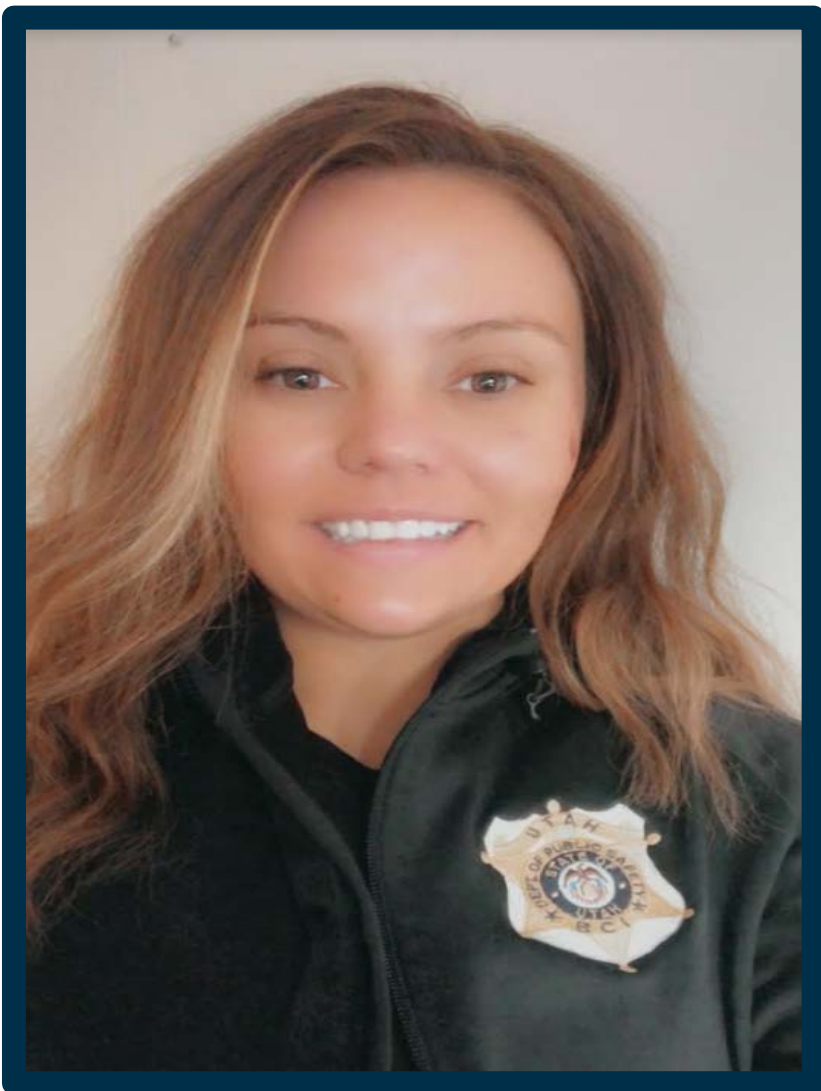


- Salt Lake County
- UHP

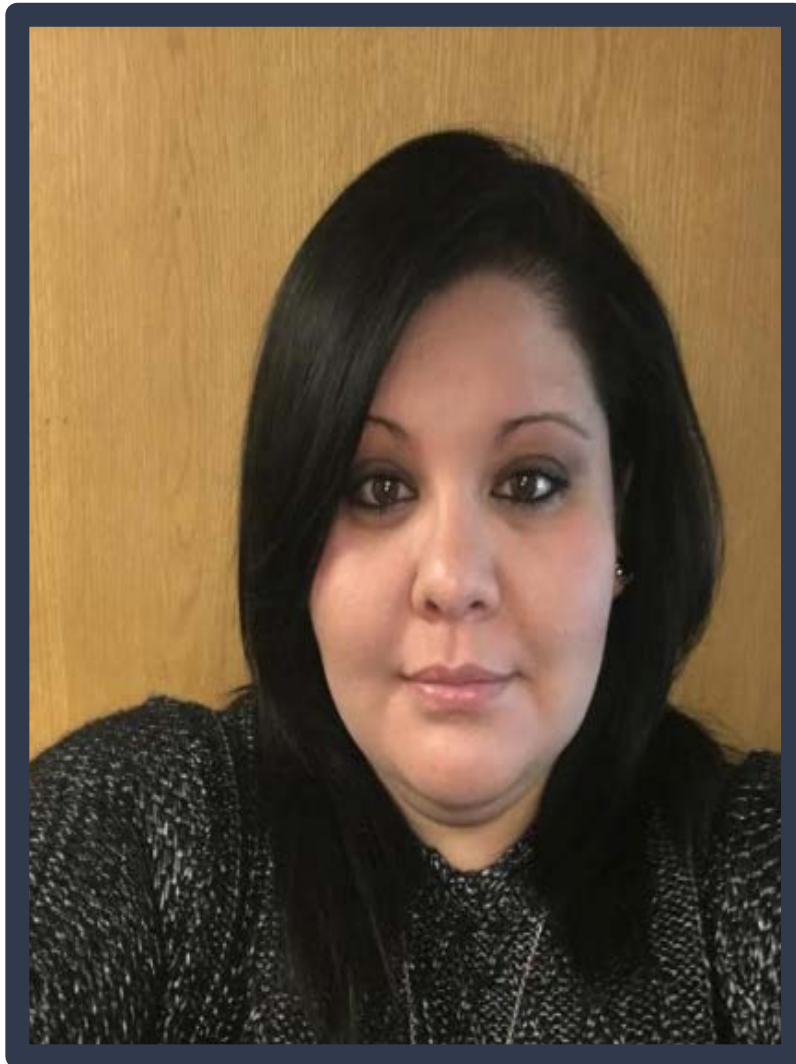


- Beaver
- Emery
- Garfield
- Iron
- Kane
- Millard
- Piute
- San Juan
- Sevier
- Washington
- Wayne

W
A
S
A
T
C
H



- Davis
- Daggett
- Duchesne
- Grand
- Navajo Nations
- Tooele
- Uintah
- Wasatch



CRIME STATISTICS

MISSING PERSONS COORDINATOR

Maria "Alex" Martinez

mmartinez@utah.gov
5500

385 - 499 -



CRIME STATISTICS

Diana Monago

dmonago@utah.gov

385 - 266 - 1093

UCJIS HELP DESK

dpscic@utah.gov

801-965-4446





UCJIS Help Desk Supervisor

Tyler Thomsen

tthomsen@utah.gov

385 - 266 - 1088

**Liz
Tallington**



**Andrew
Hardman**



**Jenn
Tofa**



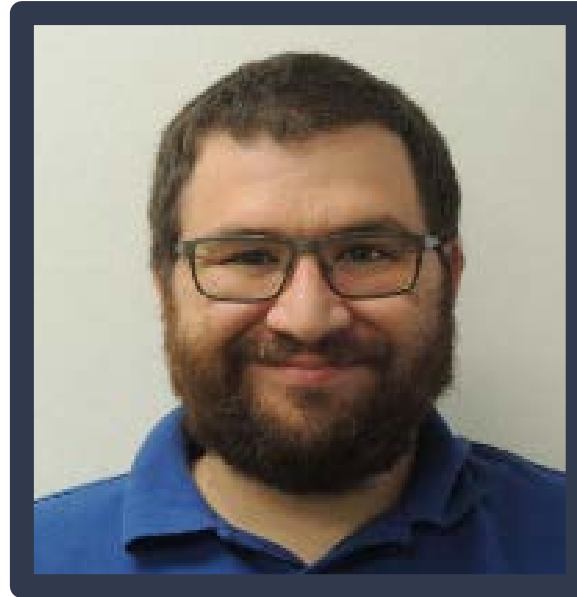
**Andres
Arzeno-
Ferrer**

**Bill
Parker**

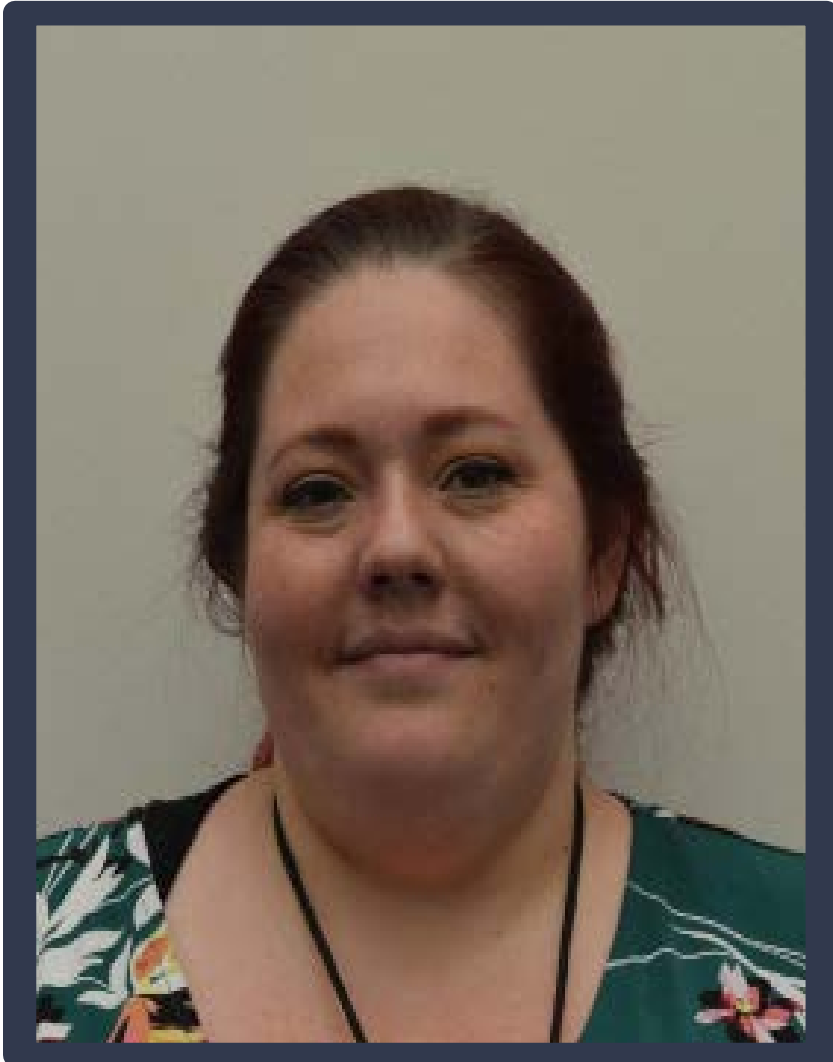


**Liz
Wiseman**

**Evan
Faust**



**Kelcey
Christensen**



Fingerprint Training

- Grants at BCI is offering fingerprint training
- Training can be done in house with your agency

TAC TEST



TAC TEST REMINDERS

- Must get 30 out of 35 correct to pass
- Test can be retaken if not passed
- Scores are available immediately
- If you are a Federal Agency and unable to access the link due to restrictions, please contact your Field Service Representative

TAC TEST REMINDERS

- Link to TAC Test will be available via the TAC website on Thursday, September 30th
- When you pass, you will receive a certificate via email
- You will need to forward that certificate to your Field Service Representative to receive credit
- We recommend that you keep a copy of your certificate

TAC TEST REMINDERS

- All TACs and Alt-TACs must complete the test by October 31, 2021
- Refer to BCI Manuals, NCIC Manuals, and TAC Conference trainings to answer questions
- If test is not completed by October 31st, your UCJIS account will be locked until completed

TAC TEST REMINDERS

BCI TAC TEST 2021 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 presentations from TAC conference.

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!



Enter your details

Name *

Email address *

What is your agency ORI? Please list all if you are a TAC/alt TAC for multiple. *

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

Start

TAC TEST REMINDERS

Question 1 / 35

Fill in the blank: Some of the duties of the UCJIS help desk are: _____, _____, monitors for missed confirmation hits, assists in helping users unlock an account and _____ upon receipt of the user deletion form.

Creates CJIS policies, cleans up NCIC and deletes users from an agency

Sets up user accounts, grants access and deletes users from an agency

Audits, trains and grants permissions

Sets up user accounts, enters NCIC records and deletes users from an agency

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21
22 23 24 25 26 27 28 29 30 31 32 33 34 35

- Multiple choice
- True or False
- Question 1-35 on the bottom of the page

TAC TEST REMINDERS

Your score is 94%

Please forward your certificate to your Field Service representative to update your training and testing date and agreement date.

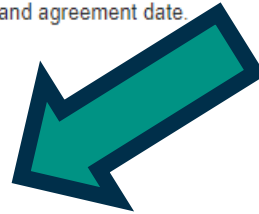
You've completed the exam. You scored 33.00 out of 35.00 points.

Passed

Based on this result, you earned a certificate.



Download certificate



TAC TEST REMINDERS



BCI TAC TEST 2021 Chauntay Baker

UTBCI0000


94%

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

September 24, 2021

TAC TEST REMINDERS

You received a certificate! External Inbox x

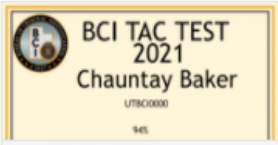
 **no-r...@onlineexambuilder.com**
to me ▾


Dear Chauntay Baker

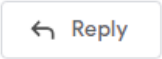
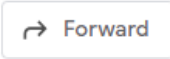
You earned a certificate for BCI TAC TEST 2021. The corresponding certificate is attached.

Congratulations!

Utah Department of Public Safety


BCI TAC TEST
2021
Chauntay Baker
UTBC0000
945

 certificate.pdf

 Reply  Forward

Forward Certificate To Your Field Service Representative



2021 AUDITS



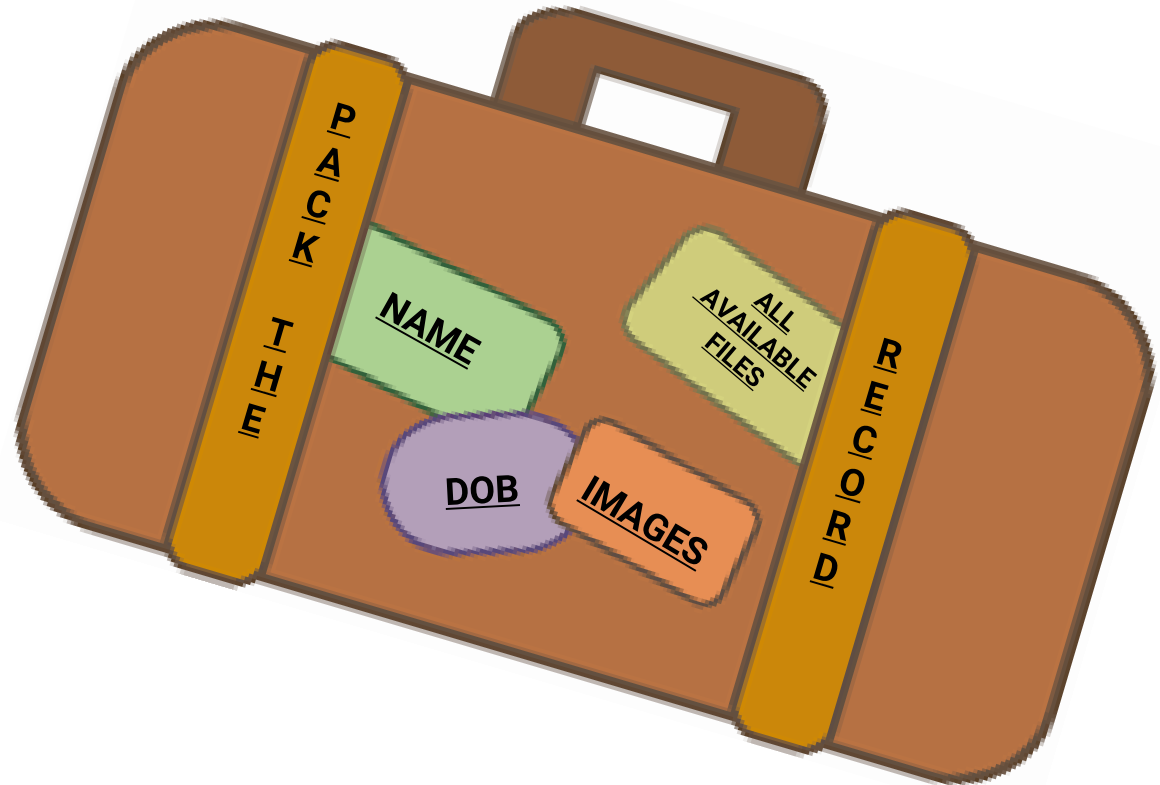
FBI AUDIT FININGS

- FBI was here in June 2021 to complete the 2017-2020 audit cycle
- NCIC Validations
- YQ and YR



NCIC VALIDATIONS

- Packing the NCIC record
- Updating the record



PROTECTIVE ORDER/ FELONY WARRANT

When a Protective Order or Felony Warrant is issued, verify that the case numbers are matching up in UCJIS. This will help to avoid duplicates and old warrants not being cleared.



YQ

- YQ - Requesting for a confirmation on a record
- Agency who is with person or property > Sends YQ > Agency who entered person or property



YQ

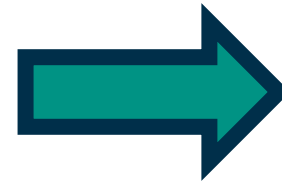
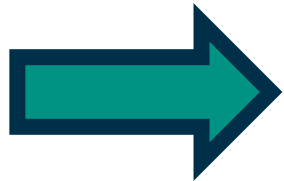
- **Urgent 10 minutes** - You have no other reason to hold or delay the person or property (Traffic Stop)
- **Routine 1 hour** - You have the person or property and may be holding it for another reason (DUI)

YR

- YR - Response to request of confirmation
- Agency who entered person or property > Sends YR > to agency who is with person or property



ENTERING AGENCY



AGENCY WITH PERSON/ PROPERTY

LOCATE

A locate message must be transmitted when, an agency other than the entering agency of the record finds the missing person, apprehends the wanted person or recovers the property on file in NCIC.



LOCATE

- Extradition
- Responding



NIBRS AUDIT

During 2021 the Uniform Crime Reporting program, which collects Crime Statistics from Law Enforcement statewide, underwent a quality control audit, Utah's NIBRS program and the Law Enforcement agencies that participated in this audit all passed with flying colors. We are happy to announce that there were no corrective actions or changes needed.

THANK YOU

We appreciate all of your hard work and dedication in making sure that the audits were completed in a timely manner.

Thank you for hosting the FBI at your agencies and representing the State of Utah well.



SECURITY AWARENESS



CJIS DATA

- Any information provided by BCI via UCJIS to Criminal Justice Agencies necessary for the administration of criminal justice
- This data includes, but is not limited to:
 - Property
 - Motor vehicle
 - Warrants
 - Criminal history records
 - Driver license
 - Protective orders

ACCESSING FILES

- Criminal Justice Investigation
- Criminal Justice Employment



DISSEMINATION LOGS

- Date record was accessed
- What CJIS information was released
- Name of the recipient of the record
- Name of the requestor
- Case number and specific reason for release

MOTION OF DISCOVERY

Allows Attorneys to disseminate CJIS data to Defense Attorneys



RESPONSIBILITY OF IT

- Ensure personnel security procedures are followed
- Protect against unauthorized use/access
- BCI Security Awareness Presentation



BCI DISSEMINATION

BCI cannot disseminate why an individual was denied as a visitor to a correctional facility. We can provide a Right Of Access, if they choose to purchase one. Which may give them information to their record. BCI is held to the same standards of dissemination of UCJIS information as any other agency.

BCI FORMS



USER

- “ADD”
- Fingerprints and User Setup Form
- Security Agreement
- Train and Test within 6 mo of “ADD” date, every two years after that



NON ACCESS USER

- “ADD”
- Fingerprints and User Setup Form
- Security Agreement
- Trained and Tested with 6mo of “ADD” date, every two years after that



NON USER

- “ADD”
- Fingerprints and User Setup Form
- Security Agreement
- Trained with 6mo of “ADD” date, every two years after that



CURRENT BCI FORMS



Utah Department of
Public Safety - TAC

Welcome!



TAC



Forms

- Using most current forms

USER SETUP FORM

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"/> 1I <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"/> 1I <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"/>

You should not be selecting all the options available

<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"/> 1I <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

USER SETUP FORM

Default Agency Access? *

Yes

No

Not all transactions are available
as an Agency Default

Non-default permissions - Select what you need

- 60 Minute Timeout
- PC- Booking: (Jail personnel- Can't have PC Arresting on same account)
- PC- Arresting: (Arresting Officer-Can't have PC Booking on same account)
- PC Prosecutor
- PC Supervisor (only if they get PC Arresting)
- eWarrants
- eWarrants - Juvenile (Usually only for DCFS)
- eWarrants - Prosecutor (Usually only for courts/lawyers)
- ODNA Query Only
- ODNA Application
- Crash/Citation (DI9)
- ENCO, MNCO
- MMJ : Medical Marijuana card query *SWORN OFFICERS/DISPATCHERS ONLY

USER SETUP FORM

Choose from these if NOT selecting Default Agency Access

NCIC 1F

NCIC 1L

III 2F

NLETS MF

NLETS MLIM

Local LF

Local LLIM

Other Requested Access or Special Instructions

Your answer

REQUESTING ODNA

Non-default permissions - Select what you need

- 60 Minute Timeout
- PC- Booking: (Jail personnel- Can't have PC Arresting on same account)
- PC- Arresting: (Arresting Officer-Can't have PC Booking on same account)
- PC Prosecutor
- PC Supervisor (only if they get PC Arresting)
- eWarrants
- eWarrants - Juvenile (Usually only for DCFS)
- eWarrants - Prosecutor (Usually only for courts/lawyers)
- ODNA Query Only
- ODNA Application
- Crash/Citation (DI9)
- ENCO, MNCO
- MMJ : Medical Marijuana card query *SWORN OFFICERS/DISPATCHERS ONLY

ODNA Query Only - UCJIS
ODNA Application - offenderdna.ps.utah.gov

The screenshot shows a form with three radio button options:

- 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: 1F II None
III: 2F None
NLETS: MF MLIM None
Local: LF LLIM
- Option 3. Special Instructions**
ODNA on UCJIS

CRIMINAL JUSTICE AGENCY AGREEMENT

- Yearly Agreement
- New Administrator - You will need to submit an updated Criminal Justice Agency Agreement

**UTAH DEPARTMENT OF PUBLIC SAFETY
BUREAU OF CRIMINAL IDENTIFICATION
CRIMINAL JUSTICE AGENCY
AGREEMENT 2021-2022**

I, _____ with _____
(AGENCY ADMINISTRATOR) (NAME OF AGENCY)

ORI Number: _____ hereby acknowledges the need for security and training for operating personnel to access UCJIS file information. This agency agrees to comply with all state and federal statutes and regulations, and to use any information received from UCJIS, Palantir, and the Public Safety Alerts and Notifications System (PSANS) for criminal justice purposes, criminal justice employment and BCI approved Utah Right of Access only. This agency also agrees to adhere to the National Crime Information Center (NCIC) Operating Manual and the CJS Security Policy.

QUALITY ASSURANCE: This agency acknowledges that these responsibilities have been developed and approved by the FBI and BCI in order to ensure the legality, reliability, confidentiality, completeness, and accuracy of all records contained in or obtained by means of UCJIS. This agency agrees to train the authorized agencies it disseminates UCJIS information to on the integrity of this information by finalizing all records, laws, rules, policies, and procedures of the system.

USE OF SYSTEM: This agency agrees to allow the Terminal Agency Coordinator (TAC) to perform all necessary duties and attend mandatory training related to UCJIS information. The annual TAC Conference is mandatory. TACs are responsible for ensuring that changes to procedures are trained on and implemented within their agency. The TAC must identify in order to maintain TAC status.

SCREENING: Per Administrative Rule R722-900, this agency agrees to conduct thorough screening of all personnel who may come in contact with any CJS or UCJIS information. Unrestricted access to a location containing UCJIS records or a computer with UCJIS access warrant and criminal history record checks by fingerprint identification must be conducted on users, and other persons employed or utilized to effectuate access to sensitive transmission information. Once a user has been granted access to the UCJIS system, a fingerprint card must be submitted to BCI within 30 days or the user's access will be disabled.

AUDIT: This agency agrees to be audited by BCI and/or the FBI at least every three years per CJS Security Policy.

SECURITY: This agency is responsible for the following security measures: physical security of communication equipment; personal security (to include background screening of personnel); and data security (to include any criminal history record information).

TRAINING: This agency acknowledges that the TAC is responsible for training, testing, and proficiency of users in order to assure compliance with Utah and FBI policies and procedures. Training is to be completed within six months of receiving a login identification and every six months thereafter.

DISSEMINATION: This agency acknowledges that dissemination of UCJIS information to personnel for criminal justice purposes and criminal justice employment. If an agency has an approved Access contract on file with BCI they may when adhering to the guidelines of the Utah Criminal History (UCH) records to properly identified individuals as acknowledged by BCI.

MISUSE: BCI as the Control Service Agency (CSA) for Utah, maintains the right to suspend UCJIS service when the security or dissemination requirements agreed to and adopted by and through this contract are violated. Any misuse must be reported to the Director of BCI and the Commissioner of Public Safety per Utah Code Annotated 53-10-108. If service is suspended, BCI will reinstate service upon receipt of a satisfactory corrective action plan.

AGENCIES WITH NCIC AND/OR SWP ENTRY ACCESS
VALIDATION: This agency acknowledges that validation is required for the following records: NCIC (book, license plate, vehicle, gun, securities, persons, selected article file) and Statewide (warrants and protective orders). This agency should confirm the records is complete, accurate, and is still outstanding or active.

HIT CONFIRMATION: If this agency is not a 24-hour agency, it must have an agreement with a 24-hour agency who will monitor and respond to any NCIC hit confirmations in accordance with the policies and procedures set forth by the International Justice and Public Safety Network (IJPNS) and NCIC. This agency also recognizes its own liability for the content and validity of records entered under this agency's ORI.

TIMELINESS: This agency agrees that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure maximum system effectiveness.

LOGGING: A log shall be maintained on all NCIC and III transactions. BCI maintains this log electronically as per the CJS Security Policy.

Please check the access that your agency has been authorized to use:

<input type="checkbox"/> NCIC ENT	<input type="checkbox"/> NCIC DSQ	<input type="checkbox"/> III	<input type="checkbox"/> SLETS	<input type="checkbox"/> UCH	<input type="checkbox"/> LOCAL
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This agreement is effective from July 1, 2021 through June 30, 2022. This agreement may be terminated by BCI based on a thirty (30) day written notice or upon failure by the agency to comply with any of the provisions of this agreement. Failure of the agency to sign this agreement shall be grounds to deny UCJIS access to the agency. A new Criminal Justice Agency Agreement must be submitted to BCI should this agency receive a new administrator between July 1, 2021 and June 30, 2022.

with CJA training access to FBI CJS data shall enter into a signed written agreement with the appropriate authority of the CSA (BCI) providing the access. The written agreement shall specify the FBI CJS systems and services to which the agency will have access, and the FBI CJS Division policies to which the agency must adhere. These agreements shall include: 1. Audit; 2. Dissemination; 3. Confidentiality; 4. Logging; 5. Quality Assurance (QA); 6. Screening (Pre-Employment); 7. Security; 8. Timeliness; 9. Training; 10. Use of the System; 11. Publication (CJS Security Policy)

BCI ADMINISTRATOR (SIGNATURE) AGENCY ADMINISTRATOR (SIGNATURE)

BUREAU OF CRIMINAL IDENTIFICATION AGENCY NAME

May 1, 2021 DATE

DATE

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

ADMINISTRATOR

- Needs to be listed as at least a Non-Access User under your Agency ORI
- Non- Access Users receive and use UCJIS Information, but do not directly log into UCJIS
- “ADD” in UCJIS, Submit fingerprints to BCI and a User Setup Form, Submit a Security Agreement, Trained and Test, Submit Testing Agreement

Rapback Prints

Once a Deletion Form is submitted the fingerprints really are deleted, BCI no longer has access to them. New fingerprints will need to be submitted.



LEGISLATIVE UPDATES



USE OF FORCE

- Utah code 53-10-205 requires all Law Enforcement Agencies to report Use of Force data
- Requirements:
 - Death of an Offender
 - Serious Bodily Injury to an Offender
 - Firearm Discharge to an Offender

R/Y Transaction

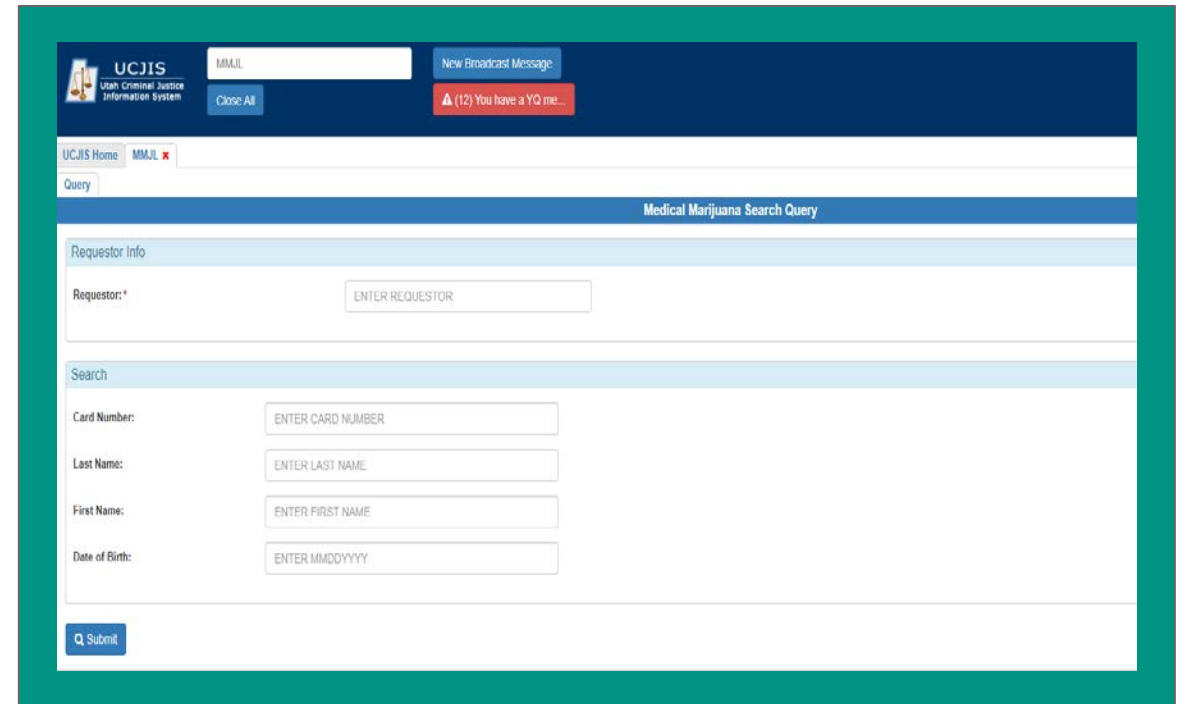
- Voluntary Lethal Means Restriction
- This transaction is specifically for Law Enforcement
- Voluntary Lethal Means (Firearms) Restriction Presentation

REMINDERS



MMJ Transaction

- MMJL is the transaction for Medical Marijuana
- This transaction is also specifically for Law Enforcement
- It is not to be used as an investigative tool



The screenshot displays the UCJIS (Utah Criminal Justice Information System) interface for a Medical Marijuana Search Query. The top navigation bar includes the UCJIS logo, a search box containing 'MMJL', and a 'New Broadcast Message' button. A red notification banner indicates '(12) You have a YQ me...'. Below the navigation bar, the page title is 'Medical Marijuana Search Query'. The form is divided into two main sections: 'Requestor Info' and 'Search'. The 'Requestor Info' section contains a 'Requestor:' label and an input field with the placeholder text 'ENTER REQUESTOR'. The 'Search' section contains four input fields: 'Card Number:' with placeholder 'ENTER CARD NUMBER', 'Last Name:' with placeholder 'ENTER LAST NAME', 'First Name:' with placeholder 'ENTER FIRST NAME', and 'Date of Birth:' with placeholder 'ENTER MMDDYYYY'. A 'Submit' button is located at the bottom left of the form.

FELONY WARRANTS

Last year, BCI created a Focus Group to assist with improving the Felony Warrant procedures.

We are currently working with The Courts and AP&P to provide more information that will assist in knowing who to contact regarding Felony Warrants.



Brady Denial

- You should have received in August
- We need the response by October 15th
- Jake Dunn
jacobdunn@utah.gov 801-834-1148



JRA

Recently a change was made to allow for both the arresting agency and the booking agency to enter the JRA



AND



MODIFICATION OF JRA

- Modification of the JRA, the agency that created it, will ALWAYS be able to modify it in the MNCOL transaction in UCJIS
- If a booking agency creates the JRA and adds the arresting agency ORI, they too, will be able to modify that JRA using the same transaction.
- If an arresting agency creates the JRA, they will be the ONLY agency (LE) that can modify it.

AMBER

- When entering an Amber Alert certain info is optional
i.e. suspect or victims clothing
- Remember that what you are entering in the alert, that is exactly how it will be distributed to the public
- If during an AMBER Alert your agency needs assistance you may contact the UCJIS Help Desk or the AMBER Alert Coordinator on call

UTAH MISSING PERSONS QUERY

UMPQ (Utah Missing Persons Query) is a new transaction that is the Utah Missing Persons Database. It houses all Missing NCIC Records for the state.

UPMQ

Utah Missing Persons Query

Case Info

LE Agency:	<input type="text"/>	Agency Case Number:	<input type="text" value="ENTER AGENCY CASE NUMBER"/>
From Date:	<input type="text" value="ENTER FROM DATE MMDDYYYY"/>	To Date:	<input type="text" value="ENTER TO DATE MMDDYYYY"/>
Case Type:	<input type="text"/>	NIC #:	<input type="text" value="ENTER NIC"/>
Active in NCIC:	<input checked="" type="checkbox"/>		

Person Info

Person Type:	<input type="text"/>	Name Search Type:	<input type="text" value="STARTSWITH"/>
Last Name:	<input type="text" value="ENTER LAST NAME"/>	Name Search Type:	<input type="text" value="STARTSWITH"/>
First Name:	<input type="text" value="ENTER FIRST NAME"/>	Date Search Type:	<input type="text" value="EXACT"/>
Middle Name:	<input type="text" value="ENTER MIDDLE"/>		
Date of Birth:	<input type="text" value="ENTER DOB MMDDYYYY"/>		

UPMQ

- You can choose to leave the query screen blank
- If you select a LEA, it will query Missing Person Records listed under that agency
- More information will be available during the AMBER/ Missing Person Presentation.

SILVER ALERT

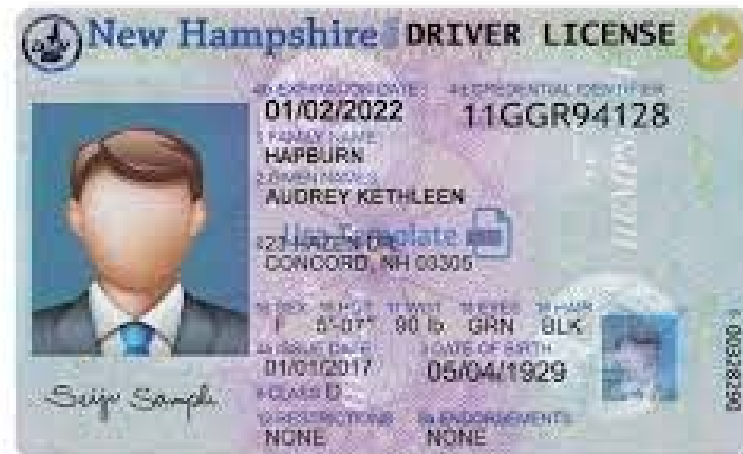
When your agency issues a Silver Alert, while it is not required, the UCJIS Help Desk requests that you call to let them know that your agency will be issuing one.

A horizontal banner with a vibrant, abstract background of purple, blue, and pink light streaks. The text "UTAH SILVER ALERT" is centered in a bold, white, sans-serif font.

UTAH SILVER ALERT

NLETS UPDATE

New Hampshire Driver License photos will now be included when someone runs a New Hampshire Drivers License on Nlets. The same rules of dissemination apply to these DL photos as ours.



NEW LOGO

