

TAKE BACKS 2021 TAC CONFERENCE



SERVICE NOW AGENCY AUDIT

ServiceNow

- Software that BCI will now be using to conduct all criminal justice agency audits
- Audits will now be completed online
- Agencies will now be able view all current and past audits starting with this audit cycle



VALIDATIONS

Validations

- Download SFTP Server to download validations. We recommend WINSCP. You may need to talk to your IT for this
- Public IP address must be registered with BCI
- Login information for the server can be obtained from your Field Services Representative
- Validations are available the first Monday after the first Saturday of the month

VALIDATIONS

What does "validating" mean?

- Verifying the entry should still be in NCIC
- Verifying the information on the entry is complete and correct
- "Packing the record" with additional information
- Provide as much information as possible to enable "hits"

The agency who's ORI appears on the entry is responsible for validating

WHAT MANUALS

- The manuals are all located on the TAC website and are updated often
- You must train on the manuals- if your agency uses the transactions, you must train on the manual for that file(s)

UCJIS TRANSACTIONS & AGENCY DEFAULTS 101

UCJIS Transactions & Agency Defaults 101:

- UCJIS has many transactions. Remember your transaction tree is a great option to know what is available to you
- Add your frequent transactions to your favorites.
- You will need to contact your Field Service Representative regarding Agency Defaults

UCJIS TRANSACTIONS & AGENCY DEFAULTS 101

UCJIS Transactions & Agency Defaults 101:

- Agency Default Groups are already created, you will have to pick from the already existing groups
- When filling out the User Setup Form do not select every option when granting access; be specific.

EWARRANTS

eWarrant System:

- The Utah Digital Privacy Act (UCA 77-23c-) has been the major focus of updates to the eWarrant system the last while
- There have been several wonderful updates to the system with more in the pipeline
- UTTLEOResources.com is a free resource to Utah law enforcement with eWarrant updates, tips and tricks, training, and templates to use in conjunction with eWarrants
- We will soon be hosting short quarterly online eWarrant meetings to talk updates and answer any questions about the system. Stay tuned!

HELPING THE UCJIS USER

- UCJIS Basics
- UCJIS Scenarios
- Covering Unknown Transactions
- Local Files
- NCIC Files
- NLETS Files
- MMJL
- TAC Reminders

TROUBLESHOOTING COMMON FINGERPRINT REJECTIONS

Fingerprints

- Play a role in criminal history
- Fingerprints can be rejected for numerous reasons, including bad quality, prints taken incorrectly, and wrong transmission data.
- Can be rejected for various reasons
- Good fingerprinting technique will avoid rejections
- Quality fingerprints are vital to criminal history

EXPUNGEMENT PROCESS

Expungements

- The outcomes/options if the application is approved or denied
- The process of purchasing certificates and petitioning the court
- Orders to expunge, also known as "Final Orders" and what our process here at BCI is with that
- "Finalizing" Process. Which is the last step in expungement
- The expungement application and instruction sheet can be found here <https://bci.utah.gov/expungements/expungement-forms/> under the "Expungement (Adult)"

TAC INPUT CLASS

Please remember to:

- Communicate with your field service representative
- Remember to use the manuals and New TAC packet

TACS HELPING TACS: A TRAIN THE TRAINER PRESENTATION

- Utilize all the TACs at your agency, to spread the workload, and make sure all TACs are trained on all TAC functions
- Keep all TAC related documentation in a shared location (both physical and electronic documentation) where all TACs have access, and include each other on all TAC related communication
- Ask to be looped in on the hiring process for your department, so you can start setting up new employees, training and fingerprinting before their scheduled start date

TACS HELPING TACS: A TRAIN THE TRAINER PRESENTATION

- Keep a running list of potential test questions, so creating new tests will be quick and easy
- Train users early and often - use the 6 month training and testing deadline for new users as a testing deadline only. Start training as soon as employees are hired
- Do self-evaluations regularly to identify TAC responsibilities you struggle with, and strategize solutions to make success easier to achieve

USE OF FORCE AND MORE

- Use of Force reporting is required as part of the Uniform Crime Reporting Collection
- Access to Use of Force is done through UCJIS and permissions need to be requested to Diana, Alex, or Mandy
- Use of Force is reportable if an offender has one of the following - death, serious bodily injury, or firearm discharge
- Crime in Utah has traditionally been available as a PDF on our BCI website, however we will soon be releasing a Crime in Utah Dashboard which will be more interactive and publish crime statistics quarterly. More information on this to come as it becomes accessible to the public



TELEWORKING

When considering work for employees to continue agency operations outside of the agency's secure facility, agencies may want to consider all possible remote work arrangements. When alternative work options require access to unencrypted criminal justice information (CJI), it is vital to be mindful of the CJIS Security Policy requirements and protection of CJI at all times



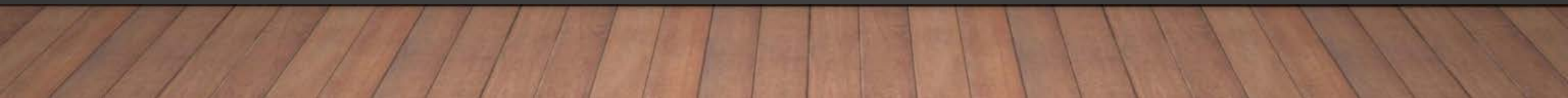
IT AUDIT

Agencies can begin to address these common concerns for the upcoming IT audit:

- Agreements and Policies
- Encryption and Advanced Authentication
- Destruction & Disposal and Vendors

TAC's and LASO's should work together on the IT audit- it really is a team effort

Advanced authentication is NOT only for direct user access but for anyone considered a user (user, non-access user and non-user)



AMBER ALERT/MISSING PERSONS

Please remember

- Call CIC before issuing the Alert
- Never issue an Alert with false or no info
- If too busy to cancel an Alert please call CIC
- Always state a reason for canceling the Alert

AMBER ALERT/MISSING PERSONS

To add a missing person to the Missing Persons website, please submit a Missing Persons Waiver. You can find this on the BCI Website. You can email it

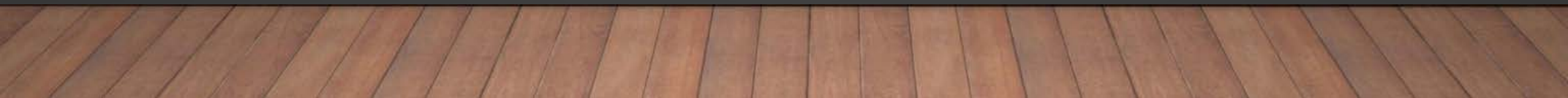
to ovaisima@utah.gov and mmartinez@utah.gov

UMPQ Transaction is now available. This is the Utah Missing Persons Database that houses all Utah Missing Persons records in NCIC



SUSPENSE FILE TROUBLESHOOTING

Suspense Program

- Holding area for court dispositions that are not able to be connected in Utah Criminal History (UCH) for a variety of reasons
 - Requires research to be completed
 - Courts play a vital role in fixing records by receiving their failed disposition list and fixing records found in the suspense file
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EPROSECUTOR

eProsecutor is a case and document management software

- Sponsored and administered by Utah Prosecution Council
- Configured for Multiple Agencies (1 size fits all)
- Each agency's data is partitioned for privacy

TAC TEST

- 35 questions- you will need to get 30 of them correct to pass
- Will be live after TAC conference ends
- Must be taken by 10/31/21 in order for your account to not be locked due to an expired training date
- Will be listed on the TAC website under the TAC conference tab
- You can use any presentations from TAC conference or any manual found on the TAC website
- Forward your TAC Test certificate to your rep so that your account can be updated

REMINDERS

Please remember

- TAC Test needs to be completed by 10/31/2021
- Do not select every option on the User Setup Form
- Use most current forms located on the TAC website
- NCIC Records need to be "packed"
- Respond to YQ/YR's properly

SEE YOU NEXT YEAR!

