# UCJIS TRANSACTIONS & AGENCY DEFAULTS 101

TAC Conference 2021

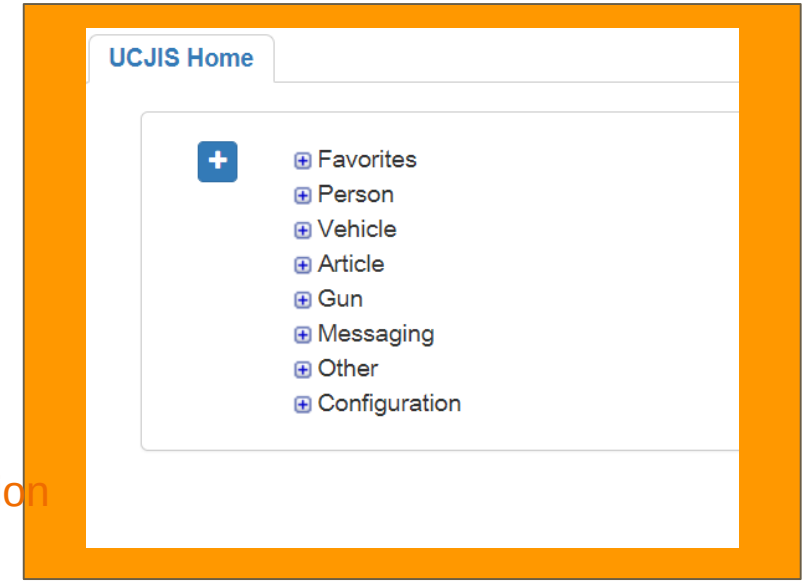
This presentation is going cover the following:

- ➔ **UCJIS Transactions**
  How to navigate UCJIS and what transactions are available
- ➔ **Agency Defaults**
  What Agency Defaults are. How to create an Agency Default list.
- ➔ **New User Setup Form**
  Indicating access for new users..

# UCJIS Homepage

When you log into UCJIS it is set up to to be divided into the following categories:

- Favorites
- Person
- Vehicle
- Article
- Gun
- Messaging
- Other
- Configuration



When you click on the it will expand your options in the UCJIS transaction tree categories to show the additional breakdown of subsections to :

NCIC

LOCAL

III

NLETS

Tip

When you expand the tree, the options will vary per category.

The options will also vary depending on your agency & individual access.. .

# Favorites!

The first category in the tree is Favorites. If you use a transaction a lot and want to be able to open it quickly the favorites category is a great option.

**Tip**

You can add any transaction to the favorites by right clicking on the transaction in the tree.

# Person: NCIC

Includes the following

Wanted Person
Protective Order
Gang
Sex Offender
Identity Theft
Unidentified Person
Missing Person
Violent Person

**Tip**

NCIC Transactions start with:

E- Enter
C- Clear
M- Modify
X- Cancel
Q- Query

# Person: III

Includes the following

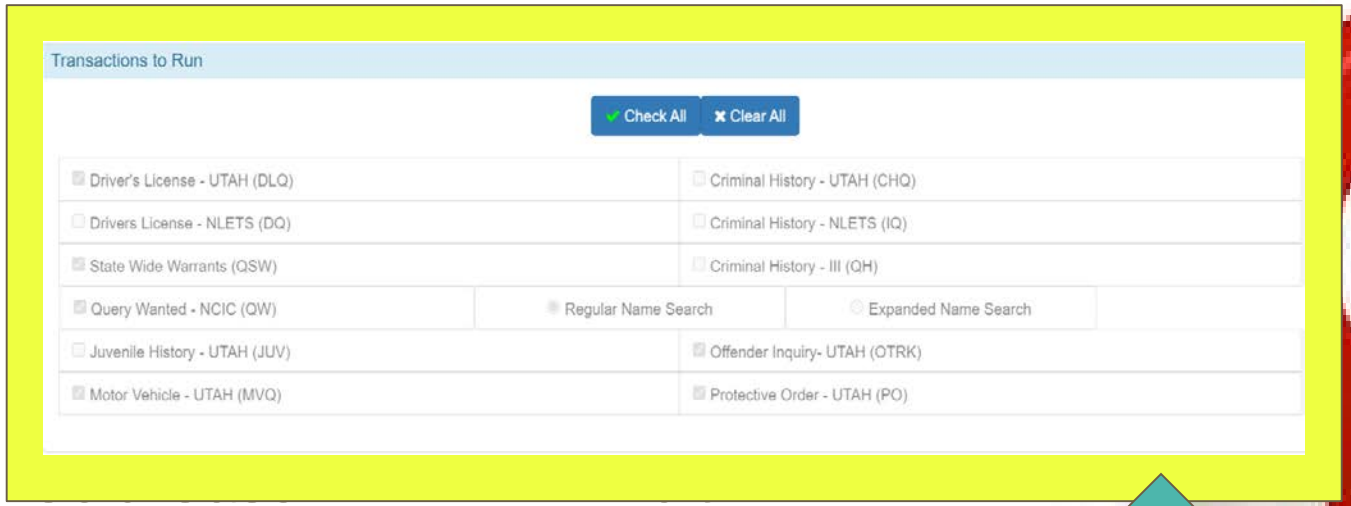
III Criminal History

Query Record

Tip

QR:

If you have an FBI number you can run a more direct search using the QR Transaction.




Inquiry
Corrections
Court Case
Order
License
Contact
SIAC

Gun Check
Protective

Emergency

Restitution

**Tip**

Multi Inquiry will let you search the following files at one time

# Person: NLETS

Includes the following

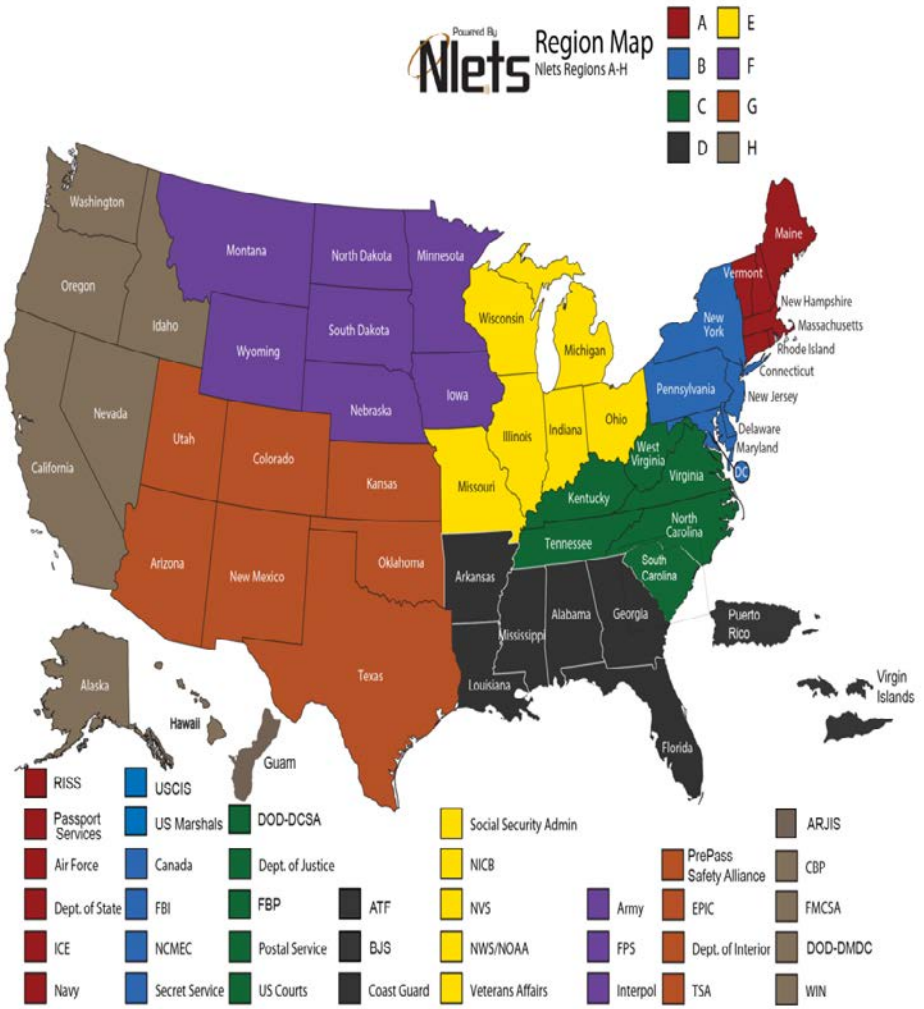
Wanted Person
Criminal History
Corrections
Concealed Firear
Driver License
Immigration
Sex Offender

**Tip**

Nlets has AM & BC Messages:

**AM- America**

**BC- Beehive Communications**



# Vehicle: NCIC

Includes the following

Vehicle Boat Parts
Vehicle
Watercraft

Tip

What can be entered ?

**Any motor driven conveyance. Including aircrafts and trailers.**

# Vehicle: LOCAL

Includes the following

Multi Inquiry Vehicle

Tip

VMI:

Search by vehicle license or VIN number,

# Vehicle: NLETS

Includes the following

Vehicle
Watercraft

Tip

NLETS Manual:

Link on TAC Website

**http://wiki.nlets.org/index.php/Contents**

# Article: NCIC

Includes the following

Query
Enter
Modify
Clear
Cancel
Locate

Tip

Single Article:

**$500+**

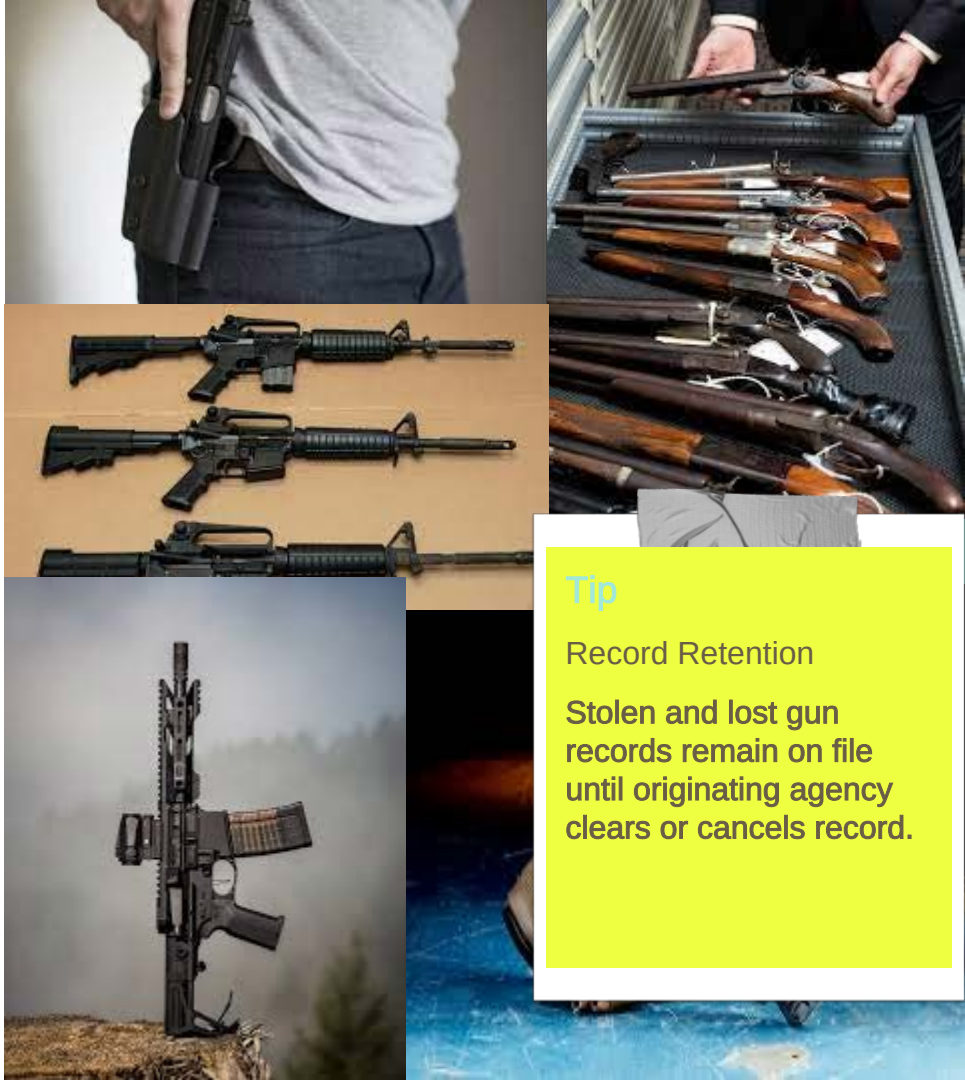
Total Value of Articles:

**$5,000**

# Gun: NCIC

Includes the following

Query
Enter
Modify
Clear
Cancel
Locate



**Tip**

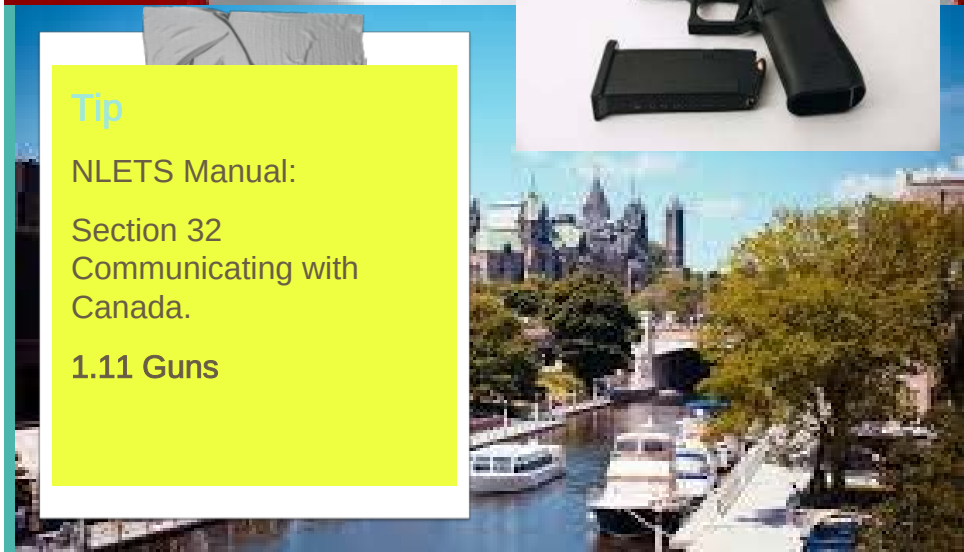
Record Retention

**Stolen and lost gun records remain on file until originating agency clears or cancels record.**

# Gun: NLETS

Includes the following

Canadian Gun Inquiry



Tip

NLETS Manual:

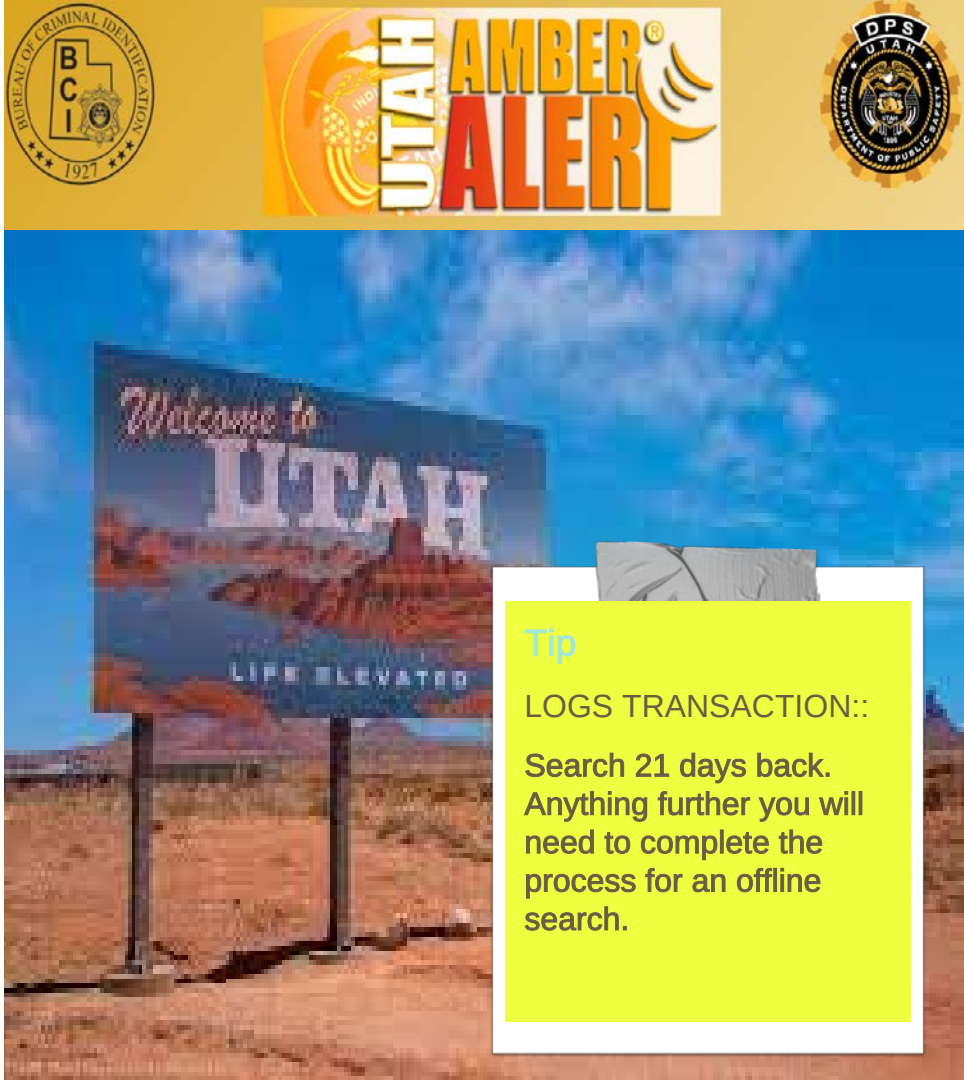
Section 32 Communicating with Canada.

**1.11 Guns**

# Messaging: LOCAL

Includes the following

Alerts
Broadcast Messages
LOGS
MOTD



# Messaging: NLETS

Includes the following

Alerts
Broadcast Messages

# Other: NCIC

Includes the following

Benefits
Date of Entry
Fingerprint
File Transfer
Enter Image
NIC Query
ORI  Maintenance
Securities
Sex Offender

**Tip**

When entering an image::

If image is rejected for being too large, change it to grayscale. The image will then be resized.

# Other: LOCAL

Includes the following

Criminal History
Citations/Crash
Change Password
Forensic Services
Law Enforcement Transparency
SIAC
TAC Functions
TAC Website
Ewarrants

# Other: NLETS

Includes the following

NDPIX
Hazardous  Materials
ID Fraud
ORI Maintenance
Securities

Tip

TQ

TQ will allow you to look up contact information for ORI's in Nlets.

# Configuration

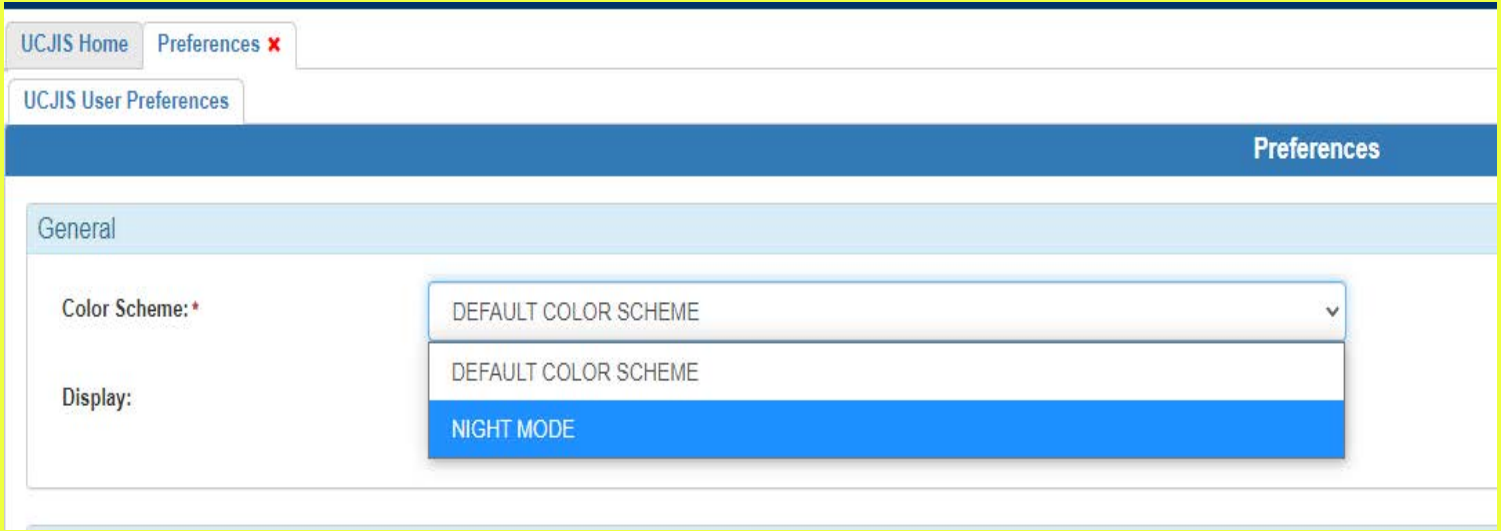
Manage Favorites

Manage Search Preferences

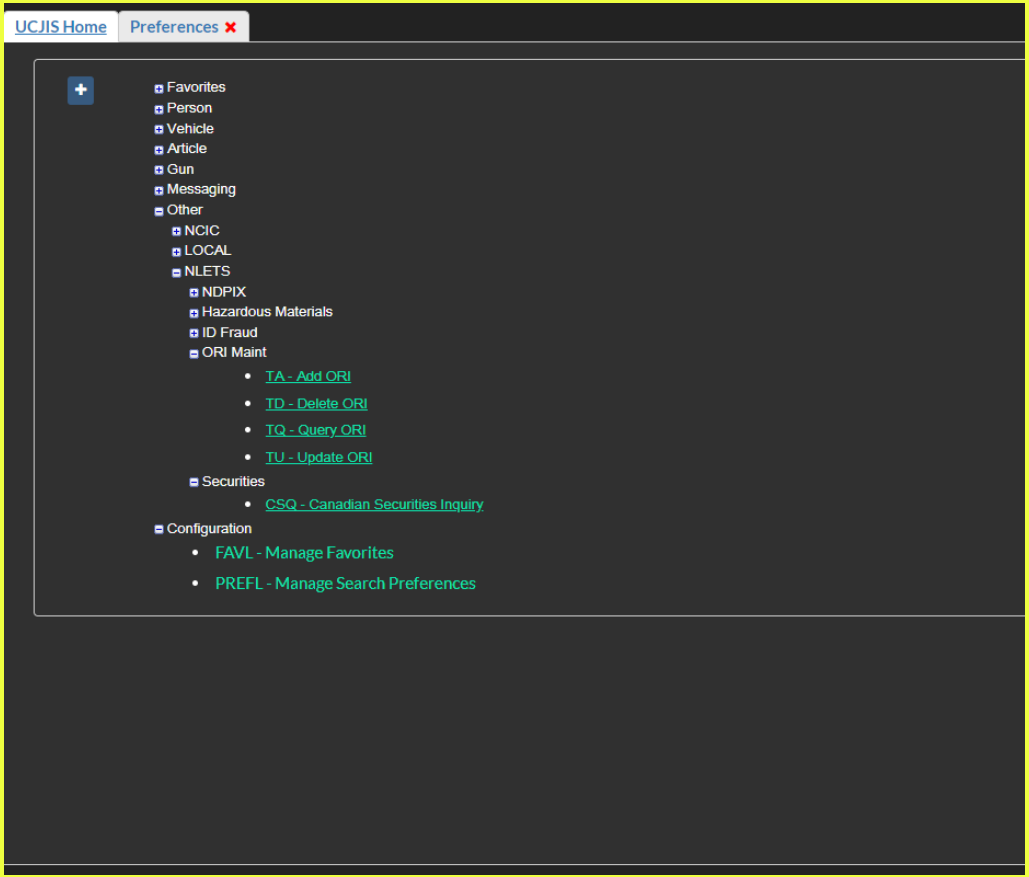
Tip

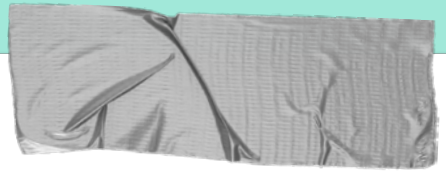
Night Mode may be a better option for you to view UCJIS Information. .

# Night Mode


UCJIS Home
Preferences
UCJIS User Preferences
Preferences
General
Color Scheme: *
DEFAULT COLOR SCHEME
Display:
DEFAULT COLOR SCHEME
NIGHT MODE

# Night Mode


UCJIS Home
Preferences
Favorites
Person
Vehicle
Article
Gun
Messaging
Other
NCIC
LOCAL
NLETS
NDPIX
Hazardous Materials
ID Fraud
ORI Maint
TA - Add ORI
TD - Delete ORI
TQ - Query ORI
TU - Update ORI
Securities
CSQ - Canadian Securities Inquiry
Configuration
FAVL - Manage Favorites
PREFL - Manage Search Preferences



# Agency Defaults

Agency defaults are transactions that have been grouped together, that you can choose to have granted to your new users. Instead of listing each transaction

- ➔ **What**

  What transactions can be listed as an agency default

- ➔ **Who**

  Who should you speak to, to set your agency defaults

# Agency Defaults

The agency defaults are currently divided into LIMITED and FULL access.

It is also grouped by the following:

NCIC

III

Nlets

Local

**Tip**

A misconception is that you can choose what transaction specifically to make a default.

You will have to choose from the groups that are already created which may or may not include that transaction .

# LIMITED VS FULL

NCIC LIMITED (INQUIRY)
NLETS
LOCAL

NCIC NLETS
III LOCAL

Default Access also depends on the access your agency is allowed to have

# Transaction Specific

Some transactions are not currently included in the Default Access Groups and cannot be added.

Example:

Probable Cause Arrest and Probable Cause Booking

**Tip**

User Setup Form::

**Has a current list of the access that is not able to be an agency default.**

## When creating your Agency Default list, you will need to contact your Field Service Representative.

Northern - Ofa Vaisima 385.499.1421

Salt Lake 1- Whitney Wilson 385.499.6963

Salt Lake 2 & UHP - Jonathan Harr 385.266.0190

Central - Gina McNeil 801.652.6287

Southern - Alisa Larson 801.783.6668

Wasatch & Navajo Nations - Chauntay Baker 435.499.0186

# Default Access Document

Contact your Field Service Representative.

NCIC FULL ACCESS (1F) CONTINUED

| | |
|---|---|
| RPDQ | RPDQ - Error Trend Report |
| XA | XA - Cancel Article |
| XB | XB - Cancel Boat |
| XDW | XDW - Cancel Detainer |
| XG | XG - Cancel Gun |
| XGG | XGG - Cancel Gang Group |
| XGGN | XGGN - Cancel Gang Group Supplement |
| XGM | XGM - Cancel Gang Member |
| XGMN | XGMN - Cancel Gang Member Supp |
| XID | XID - Cancel ID agency Theft |
| XII | XII - Cancel Investigative Interest |
| XIM | XIM - Cancel Image |
| XIN | XIN - Cancel ID agency Theft Supp |
| XL | XL - Cancel License Plate |

| | |
|---|---|
| XM | XM - Cancel Missing |
| XMN | XMN - Cancel Missing Supplemental |
| XMP | XMP - Cancel Missing - Person with Info |
| XMPN | XMPN-Cancel Missing-Person w/ Info Sup |
| XN | XN - Cancel Wanted Supplemental |
| XNS | XNS - Cancel Wanted Stolen ID |
| XP | XP - Cancel Vehicle/Boat Part |
| XS | XS - Cancel Securities |
| XV | XV - Cancel Vehicle |
| XW | XW - Cancel Wanted Person |
| XX | |
| XXS | |
| ZE | |

NCIC LIMITED INQUIRY ACCESS (1I)

| | |
|---|---|
| LA | LA - Locate Article |
| LB | LB - Locate Boat |
| LG | LG - Locate Gun |
| LL | LL - Locate License Plate |
| LM | LM - Locate Missing |
| LP | LP - Locate Vehicle/Boat Part |
| LRBD | LRBD - Locate NCIC Benefits Data |
| LS | LS - Locate Securities |
| LV | LV - Locate Vehicle |
| LW | LW - Locate Wanted Person |
| NIC | NIC - NIC Inquiry |
| Q0 | Q0 - Translate ORI # |
| QA | QA - Query Boat |
| QB | QB - Query Boat |
| QG | QG - Query Gun |
| QGG | QGG - Query Gang Group |
| QGM | QGM - Query Gang Member |

| | |
|---|---|
| QID | |
| QII | |
| QM | |
| QPO | |
| QS | |
| QU | |
| QV | |
| QW | |
| QXS | |
| ZE | |

TRII

| | |
|---|---|
| QH | |
| QR | |

## Default Access Groups

NCIC FULL ACCESS (1F)

| | |
|---|---|
| CA | CA - Clear Article |
| CB | CB - Clear Boat |
| CG | CG - Clear Gun |
| CL | CL - Clear License Plate |
| CM | CM - Clear Missing |
| CP | CP - Clear Vehicle/Boat Part |
| CRBD | CRBD - Clear NCIC Benefits Data |
| CS | CS - Clear Securities |
| CV | CV - Clear Vehicle |
| CW | CW - Clear Wanted |
| DW | DW - Enter Detainer |
| EA | EA - Enter Article |
| EB | EB - Enter Boat |
| EG | EG - Enter Gun |
| EGG | EGG - Enter Gang Group |
| EGGN | EGGN - Enter Gang Group Supplemental |
| EGM | EGM - Enter Gang Member |
| EGMN | EGMN - Enter Gang Member Supp |
| EID | EID - Enter ID agency Theft |
| EII | EII - Enter Investigative Interest |
| EIM | EIM - Enter Image |
| EIN | EIN - Enter Identity Theft Supplemental |
| EL | EL - Enter License Plate |
| EM | EM - Enter Missing Person |
| EMN | EMN - Enter Missing Supplemental |
| EMP | EMP - Enter Missing - Person w/Info |
| EMPN | EMPN - Enter Missing-Person w/Info Supp |
| EN | EN - Enter Wanted Supplemental |
| ENS | ENS - Enter Wanted Stolen ID |
| EP | EP - Enter Vehicle/Boat Part |
| ES | ES - Enter Securities |
| EV | EV - Enter Vehicles |
| EW | EW - Enter Wanted Person |
| FT | FT - File Transfer |
| LA | LA - Locate Article |
| LB | LB - Locate Boat |
| LG | LG - Locate Gun |
| LL | LL - Locate License Plate |

| | |
|---|---|
| LM | LM - Locate Missing |
| LP | LP - Locate Vehicle/Boat Part |
| LRBD | LRBD - Locate NCIC Benefits Data |
| LS | LS - Locate Securities |
| LV | LV - Locate Vehicle |
| LW | LW - Locate Wanted Person |
| MA | MA - Modify Article |
| MB | MB - Modify Boat |
| MG | MG - Modify Gun |
| MGG | MGG - Modify Gang Group |
| MGM | MGM - Modify Gang Member |
| MID | MID - Modify ID agency Theft |
| MIP | MIP - Multi Inquiry Person |
| MIV | MIV - Multi Inquiry Vehicle |
| ML | ML - Modify License Plate |
| MM | MM - Modify Missing Person |
| MMP | MMP - Modify Missing Person with Info. |
| MP | MP - Modify Vehicle/Boat Part |
| MS | MS - Modify Securities |
| MV | MV - Modify Vehicle |
| MW | MW - Modify Wanted Person |
| NIC | NIC - NIC Inquiry |
| Q0 | Q0 - Translate ORI # |
| QA | QA - Query Boat |
| QB | QB - Query Boat |
| QG | QG - Query Gun |
| QGG | QGG - Query Gang Group |
| QGM | QGM - Query Gang Member |
| QID | QID - Query ID agency Theft |
| QII | QII - Query Image |
| QM | QM - Query Missing Person |
| QPO | QPO - Query NCIC Protective Order |
| QS | QS - Query Security |
| QU | QU - Query Unidentified Person |
| QV | QV - Query Vehicle |
| QW | QW - Query NCIC Wanted Person |
| QXS | QXS - Query Sex Offender |
| RBED | RBED - NCIC Benefit Report |

### Tip

1st Step::

**Request Default Access Document and know what your agency's current defaults are.**

# User Setup Form

The  User Setup Form is how you will request access for the users in your agency.

- ➔ **Selecting Options 1 -3**
  Google Form vs. Hard Copy Form.
- ➔ **Granting Access**
  UCJIS Help Desk requests
- ➔ **Common Mistakes**
  Common Mistakes when submitting User Setup Form

# Options-1 on User Setup Form

## Option 1: Default Agency Access

Must have set Agency Defaults up with your Field Service Representative.

## Option 2: Other Access Request

If Agency Default is not set up or you want User to access transaction groups different than defaults.

## Option 3: Special Instructions

This option is for you to list specific transactions. Example Probable Cause Booking.

*If you select Option 1, leave Option 2 blank and vice versa.*

# User Setup Form

# User Setup Form

For incoming Employees in an agency using UCJIS

ONLY USE THIS FORM IF YOU'RE SUBMITTING LIVESCAN

1. Enter user/non-user/non-access user into UCJIS using the ADD transaction.
2. Fill out this form and BCI CIC will process your request.
3. Fingerprints required for ALL User types!

TAC Email Address in Email address field.

* Required

Email *

Your email

Agency Name *

Your answer

Tac's Name *

Your answer

Requesting Agency ORI *

Your answer

User's Full Name *

Your answer

Aliases/AKAs

Your answer

Date of Birth *

Date

mm/dd/yyyy

Social Security Number

Your answer

UCJIS Login ID (Must be added to UCJIS First) *

Your answer

What user type are they? *

- UCJIS USER
- Non-USER
- Non-Access USER

Default Agency Access? *

- ○ Yes
- ○ No

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

Choose from these if NOT selecting Default Agency Access

- [ ] NCIC 1F
- [ ] NCIC 1L
- [ ] III 2F
- [ ] NLETS MF
- [ ] NLETS MLIM
- [ ] Local LF
- [ ] Local LLIM

## Fingerprint Submission

Fingerprints required for all User types!

Reminder: This online form is for Livescan submissions only, or those who have fingerprints on file already.

FINGERPRINTS MUST BE COMPLETED AND APPROVED PRIOR TO UCJIS ACCESS AND USAGE.

### Other Requested Access or Special Instructions

Your answer

### Livescan submitted or prints already on file? *

- ◯ Livescan
- ◯ Prints on file already

# QUESTIONS?