



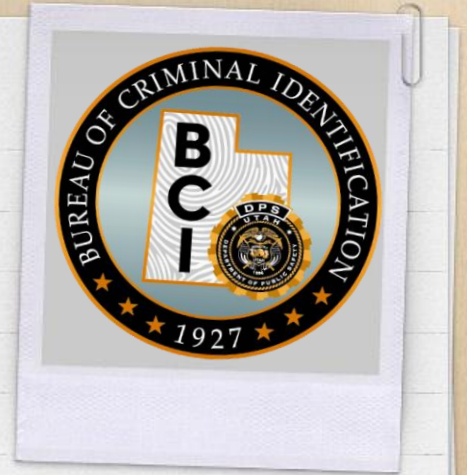
What  
Manuals??



2021 TAC Conference

# Manuals

- BCI Introduction manual
- UCJIS Basics
- New TAC Welcome packet
- Utah Criminal History
- Utah Driver's License
- Utah Motor Vehicle
- Missing Persons
- Utah Alerts: Amber/EMA/Blue/Silver
- Utah Statewide Warrants
- UCJIS Test Records
- CJIS Security Policy
- NCIC Manual
- III Manual
- Nlets Manual



# BCI Introduction

State of Utah- Bureau of Criminal Identification

## Introduction to the Utah Bureau of Criminal Identification



Revised March 2017

- Overview of BCI
  - Sections of BCI
  - Overview of access to UCJIS



# UCJIS Basics

- History and basics of UCJIS
- User types
- Dissemination
- Misuse
- Using UCJIS
- UCJIS messages

## Utah Criminal Justice Information System (UCJIS) Basics



# New TAC Welcome Packet

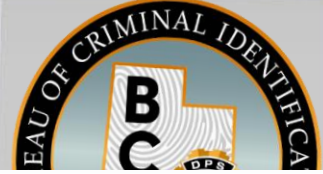
- Packet is specifically for TAC's and alt TAC's
  - Covers TAC responsibilities
  - Covers TAC transactions
  - Creating a user, modifying user information and removing a user from an agency
  - Training and testing
  - Covers audits
  - Covers NCIC validations
  - Contains BCI contact information for agencies

## New TAC Packet 2021



# Utah Criminal History

- Covers how a criminal history is created
- Overview of a Utah criminal history and its components
- Covers Right of Accesses



REQUESTER ORI	REQUESTER USER ID	REQUESTED FOR	PURPOSE CODE	AUDITING PURPOSE	FORMAT
UTBC0000	wthomsen	WTHOMSEN	C	MANUALS PRESENTATION	CONDENSED

## UTAH CRIMINAL HISTORY RECORD 3/25/2021 10:43

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THE ADMINISTRATION OF CRIMINAL JUSTICE AS OUTLINED IN UCA 53-10-102(1). USE OF THE INFORMATION CONTAINED IN THIS RECORD IS GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS. MISUSE OF ANY PART OF THIS RECORD IN ANY FORM, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES OR INDIVIDUALS, MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES (CLASS B MISDEMEANOR FOR VIOLATION OF UCA 53-10-108).

THIS RESPONSE IS BASED UPON FINGERPRINT-SUPPORTED CRIMINAL HISTORY INFORMATION IN THE FILES OF THE UTAH CRIMINAL IDENTIFICATION BUREAU ON THIS DATE. SINCE THE BUREAU'S FILES ARE REVISED AS NEW INFORMATION IS RECEIVED, PLEASE REQUEST AN UPDATED RECORD FOR ANY SUBSEQUENT NEEDS. IF EXPLANATION OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY. (3/25/2021)

STATE IDENT. NO. (SID)	IDENTIFICATION
321323	CAUTIONS: ALCOHOLIC HEART CONDITION

**FLAGS:**  
CONVICTED OF A FELONY  
DNA STATUS: DNA COLLECTION NEEDED 02/08/2021

### CORRECTIONS OFFENDER ID:

**NAME:**  
BEAR, YOGI B

**DOB:**  
3/1/1955

### ALIAS NAMES:

ADAMS, GRIZZLY, SJF  
ALLRED, QUENTIN AUSTIN  
ALLRED, QUENTIN C  
ALLRED, QUINTON  
BEAR, BLACKIE  
BEAR, HONEY  
BEAR, YOGI  
BEAR, YOGI BOOBOO  
BEAR, YOGI HONEYBOOBOO  
BEAR, YOGI THE  
BEAR, YOGI  
BEAR, YOGI  
BEAR, YOGI  
BEAR, YOGIE  
BLACK, YOGI BEAR  
BLACKBEAR, YOGI  
BUTTERFIELD, ARVILLE K  
BUTTERFIELD, ARVIL K  
BUTTERFIELD, ARVILLE KENNETH  
BUTTERFIELD, ARVILLE  
BUTTERFIELD, ARVILLE KENNETH  
BUTTERFIELD, ARVILLE KENNETH  
BUTTERFIELD, ORVILLE  
BUTTERFIELD, ORVILLE KENNETH  
BUTTERFIELD, ARVILLE KENNETH  
CASE, RON B  
CASE, RONALD B  
CASE, RONALD BERNIE  
GONZALES, VALENTE JOE

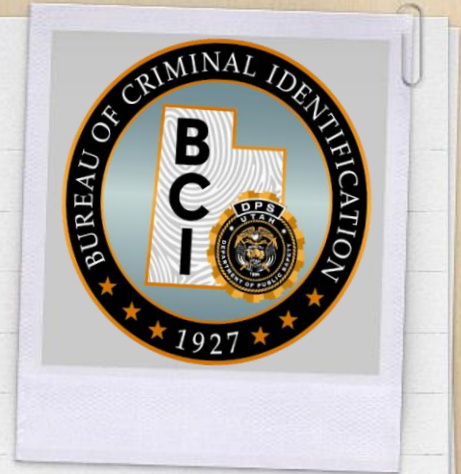
### ALIAS DOBS:

3/7/1920  
1/15/1919  
6/25/1931  
2/19/1922  
5/17/1948  
2/17/1922  
2/1/1952  
1/1/1923  
8/17/1948  
2/11/1950  
4/9/1942  
3/1/1950  
2/28/1950  
6/12/1952  
1/2/1994  
9/30/1975  
5/22/1999  
2/28/1963  
9/12/1971  
4/26/1996  
1/27/1969  
3/7/1987  
8/18/1958  
1/8/1987  
5/29/1995  
8/24/1993  
6/30/1979  
1/10/1989  
9/4/1976



# Utah Driver License

- Overview of the DLD files
- UCJIS DLD transactions
- Guidance for DLD file use



UCJIS Home DLGL x

Query Results x BEAR, YOGI - 172443851 x

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

Created by withmsen on 03/29/2021 10:47:28

License Number:	172443851	ID Number:	
Name:	YOGI BEAR	Age:	68
Date of Birth:	06/12/1952		
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/TIN:	111111111	Sex:	MALE
Height:	505	Weight:	185
Eye:	BRO	Hair:	BRO

Capture Date: 02-08-2011

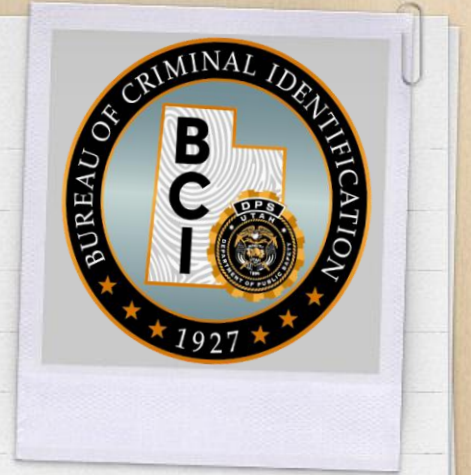


[Click here to view OTRK info for subject. If there is a public safety concern, before taking action contact Agent or Officer of the Day as listed in the OTRK record. OFN: 215915](#)

Driving Restrictions (1)

1: A-NO RESTRICTIONS, Code: A

# Utah Motor Vehicle



- Covers DMV files
- Utah Motor Vehicle transactions

## UTAH MOTOR VEHICLE



State of Utah- Bureau of Criminal Identification



# Missing Persons



← → ↻ [bci.utah.gov/missing-persons/](https://bci.utah.gov/missing-persons/)



Divisions

Media

Conferences

Contact

About



[About DPS Administration](#)

[About Communications](#)

[About Criminal Identification](#)

[About Dive Team](#)

[About Driver License](#)

[About Emergency Management](#)

[About Fire Marshal](#)

[About Forensic Services](#)

[About Highway Patrol](#)

[About Highway Safety](#)

[About SBI](#)

[About POST](#)

[About SIAC](#)

## Missing Persons

Note: The information given below represents only those photos and information that have been authorized by family members or law enforcement for posting. It does not represent all who are reported missing in the State of Utah. Contact the Utah Missing Person's Clearinghouse for information on posting a missing person on this website.

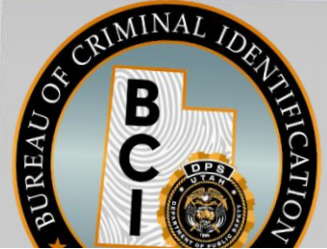
Attention: Looking for the relatives of missing persons without photographs on this website to provide a photo? Please contact the clearinghouse at (801) 281-5075

[Utah's Missing Persons List](#)



# Utah Alerts: AMBER/EMA/ Blue & Silver Alert

- Covers the Utah AMBER alert
- Covers the Utah EMA
- Covers the Utah Blue alert
- Covers the Utah Silver alert



## UCJIS Home

- + Favorites
- + Person
- + Vehicle
- + Article
- + Gun
- Messaging
  - + NLETS
  - LOCAL
    - Alerts
      - UAA - UAA Amber Alert
      - UAAM - Amber Alert Modify
      - ESAM - Endangered Silver Advisory Modify
      - ESA - Endangered Silver Advisory
      - EMA - Endangered Missing Advisory
      - EBA - Blue Alert
- + Broadcast Messages
- + BCI Functions
- + Logs
- + MOTD
- Other

# Utah Statewide Warrants

State of Utah- Bureau of Criminal Identification

## UTAH STATEWIDE WARRANTS (SWW)



- Covers Statewide Warrants, their maintenance and dissemination
- Includes the SWW UCJIS transactions

# UCJIS Test Records

- List of test records available
  - These test records can stop working at any time
  - Used for training and testing
    - Never run yourself, we have test records!



# NCIC Manuals

## NCIC Operating Manual

- Covers how NCIC files are entered, modified/updated and removed
- Covers retention periods for NCIC entries

## NCIC Code Manual

- Contains the codes for entry, modification and querying into an NCIC file





# December 31, 2020

# CJIS Security Policy

- What is CJI?
- Covers keeping CJI secure
- Dissemination
- Covers physical security
- Covers teleworking

U. S. Department of Justice  
Federal Bureau of Investigation  
*Criminal Justice Information Services Division*



## **Criminal Justice Information Services (CJIS) Security Policy**

Version 5.9  
06/01/2020

CJISD-ITS-DOC-08140-5.9



Prepared by:  
CJIS Information Security Officer

Approved by:  
CJIS Advisory Policy Board

# III Manual

- Requirements to participate in receiving and sending III
- Transactions to receive III
- Covers auditing of the III usage



UCJIS Home QH2 x

Query

### Criminal History III Query

Originating Agency Identifier

ORI: \*

Requestor Information

Audit Purpose: \*  Requestor: \*

Audit Reason: \*

By FBI Number

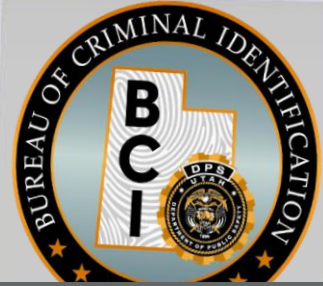
FBI Number: \*

By Name



# Nlets Manual

- Nlets security policy
- Nlets transactions
- ORION files/ Nlets Help file information



Section 05: Help File Transactions - 1 x +

wiki.nlets.org/index.php/Section\_05\_Help\_File\_Transactions

This section describes Nlets HELP file transactions. Inquiries to Nlets and responses from the Nlets HELP files are available to all Nlets users. There are two types of HELP files:

- HELP files that deal with state or other member HELP records.
- HELP files that deal with general HELP records maintained by Nlets.

**State/Province/Federal Member Agency HELP Files**

A HELP file is available for each participating state, Canadian province and Federal member agency via a reserved area on the Nlets system. Nlets members do not need to allocate space or do extensive program changes on their system to participate in the HELP program.

**Requirements**

The HELP message must be an Administrative Message (AM) message type with a single destination address that designates the requested HELP record. Each state/province should validate their HELP files annually to insure their relevance and accuracy.

**ORIs for HELP File Message Transactions**

A state/province/agency must send an AM message to the proper ORI to use the HELP files. This designates the specific record to retrieve and action to be taken.

HELP File ORI: aabbcccc where:

- The first two characters designate the specific state/province file.
- The 3rd, 4th and 5th characters designate which record is to be accessed.
- The last 4 characters of the ORI designate the action to be taken upon the record.

The table that follows demonstrates how to build a HELP file ORI. New HELP file ORIs may be added with approval from Nlets.

State/Province Code	Identify Record to be Accessed	Identify an Action to be Taken on the Record
---------------------	--------------------------------	--

Where are they located?

# TAC Website



← → ↻ 🔒 ucjis-tac.utah.gov



Utah Department of  
Public Safety - TAC

Welcome!



TAC

## Featured Services



Forms



Manuals



Upcoming Trainings



Contact Information



Missing Persons/Alerts  
Resources

# Manuals

*BCI Operating Manual*

[BCI Introduction](#)

[UCJIS Basics](#)

[New TAC Welcome Packet 2021](#)

[Utah Criminal History](#)

[Utah Driver License](#)

[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](#)

[CJIS Security Policy](#)

*Nlets Manual*

<http://wiki.nlets.org/index.php/Contents>

## Utah Criminal Justice Information System (UCJIS) Basics



Revised February 2021

## Utah Criminal History (UCH)



Page 1

## Missing Persons



Revised January 2021

Page 1

# LEEP

- Ill manual
- NCIC manuals

**LEEP**  
LAW ENFORCEMENT ENTERPRISE PORTAL

Enter your username:

[Sign In](#)

[Forgot Password](#)

[Apply for an Account](#)

You are accessing a U.S. Government information system, which includes this computer, this computer network, all computers connected to this network, and all devices and/or storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

**WARNING!** The use of publicly accessible computers (e.g. libraries, airports, cafes, hotels, etc.) to access this information system is unauthorized. This type of usage may result in the involuntary dissemination of information to unauthorized entities. Data may be left on this computer resulting in the next person using this machine the ability to view your data.

The FBI's Law Enforcement Enterprise Portal (LEEP) is a gateway providing law enforcement agencies, intelligence groups, and criminal justice entities access to beneficial resources. These resources will strengthen case development for

# Provider Website

CJIS Security Policy: fbi.gov



← → ↻ nlets.org



years ago by the principal law enforcement agencies of the States.

← → ↻ fbi.gov/services/cjis/cjis-security-policy-resource-center

🇺🇸 An official website of the United States government. [Here's how you know](#) ▾

**MORE** **HOME** > **SERVICES**

**FBI**



Search FBI



## SERVICES

[Criminal Justice Information Services \(CJIS\)](#) | [CIRG](#) | [Laboratory Services](#) | [Training Academy](#) | [Operational Technology](#) | [Information Management](#)  
[Biometrics](#) | [Identity History](#) | [LEEP](#) | [N-DEX](#) | [NICS](#) | [NCIC](#) | [Advisory Process](#) | [Compact Council](#) | [More](#)

## CJIS Security Policy Resource Center

[Requirements Companion Document](#) | [Security Control Mapping of CJIS Security Policy](#) | [2019 ISO Symposium Presentations](#) | [Use Cases](#) | [Cloud Computing Report](#) | [Cloud Report Control Catalog](#) | [Mobile Appendix](#) | [Submit a Question](#) | [Links of Importance](#)

[Download CJIS Security Policy \(PDF\)](#)

[Executive Summary](#)

[Change Management](#)

[Summary of Changes](#)

[Table of Contents](#)

[List of Figures](#)

DOCUMENT

PAGES

Zoom

U. S. Department of Justice  
Federal Bureau of Investigation

Criminal Justice Information Services Division



FAQs

No FAQs for this section



LATEST NEWS

A spiral-bound notebook with a yellow sticky note. The notebook is open, showing a white page with horizontal lines. The spiral binding is on the left side. A yellow sticky note is attached to the right side of the page, partially overlapping the lines. The text "Navigating the manuals" is written in blue on the page.

Navigating the manuals

# Printing Manuals

- It is encouraged to use the TAC website or the direct website for Nlets and the FBI for the manuals
- Printing manuals can easily lead to inaccurate information as all manuals are updated often
  - Using a bookmarked link or going through the TAC website will allow you to utilize the ctrl+F to find a specific section quickly





What are we required to  
train on?

# What the TAC Trains on:

1. Dissemination, Privacy, Security
2. Accessed Files in UCJIS
3. Misuse of UCJIS information
4. *BCI Operating Manuals and NCIC Manuals*
3. “Message of the Day” (UCJIS Home Page)
4. Information from BCI Newsletters
5. For NCIC entry Users: TOUs (TAC Home Page)
6. What was discussed at the annual TAC Conference

# Dissemination, Privacy and Security

- Secondary dissemination log requirements
- Security awareness
- Misuse and possible consequences of misuse
- You will need to cover what can be disseminated, when and to whom



# Accessed Files in UCJIS

- What files your agency/users have access to
  - What is the transaction, what comes back



# NCIC Manuals

- What is contained in the manuals
- Where they can be located
- What NCIC each manual is for
- How to operate, run, inquiry each NCIC transaction your agency uses




# Newsletters

- What changes/ clarifications are covered in the quarterly newsletters?
- Make any training opportunities available announced in the newsletters



UTAH BCI NEWSLETTER      ISSUE 2021.3 JUNE 2021



**Utah Bureau of Criminal Identification Newsletter**

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### BCI NCIC Audit Update

During the week of June 15 - June 18, 2021 the FBI CJIS auditing team was here in Utah auditing the State as well as some of our local agencies. The audit presents a great opportunity to assess our strengths as well as areas where we need to make improvements in order to be CJIS compliant. This year's TAC Conference will be heavily focused on the audit findings as well as BCI Field Services will be revealing a new auditing process for the upcoming audit cycle. The next couple of newsletters will also include information from the audit. Questions regarding this may be directed to [Mandy Beingler](mailto:Mandy.Beingler@utah.gov) at [mbeingler@utah.gov](mailto:mbeingler@utah.gov)

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### TAC Conference Reminder

The 2021 TAC Conference will be held on Tuesday and Wednesday September 28-29, 2021 with an optional New TAC class on Monday September 27, 2021. Attendance at the TAC Conference is mandatory for at least one representative from your agency per Utah administrative rule R722-900(9)(a). As mentioned before, the 2021 TAC Conference will be held virtual again this year. Registration information will be sent via email around the end of July by your Field Services Representative.

---

### TAC Reminder

When setting up a new account, please make sure to be using the ACO transaction in UCIJS and submit the Security Agreement directly to your Field Services Representative. This will help the process move faster and avoid accounts being delayed to become active. We must have the Security Agreement before an account can be activated.

---

### Free Training from BCI

The BCI Research Section offers training for youth and law enforcement agencies across the state. Training opportunities include:


- Fingerprinting Techniques
- Troubleshooting Fingerprint Rejections
- Fingerprinting for Citizens/Working with Citizens
- Suspense Program
- Utah Criminal History
- Criminal History Research

All training is free. Contact Erin Paulsen at [erinpaulsen@utah.gov](mailto:erinpaulsen@utah.gov) or at 360-415-2648 for more information or to schedule a training.

UTAH BCI NEWSLETTER      ISSUE 2021.3 JUNE 2021

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### Featured Missing Person



Name: Frederick Gabriel  
Missing Since: September 17th, 2015  
DOB: April 01, 1959  
Age: 59 at time missing  
Height: 5'7"  
Weight: 154  
Hair: Brown  
Eyes: Brown

Frederick was listed as a missing person. He left his home in Lehi after a disagreement with his girlfriend. His vehicle was located in San Juan County. He has never been seen or heard from since.

---

### Contact Us

Utah Bureau of Criminal Identification

Address:  
3688 West 4400 South  
Taylorsville, UT 84124

Phone:  
801-965-4445

Website:  
[utah.gov](http://utah.gov)

Bureau Director:  
Greg Willmore  
801-281-5073

Field Services Manager:  
Jacob Dunn  
801-281-5002

Field Services Supervisor:  
Mandy Beingler  
360-266-5162

BCI Emails:  
[bciresearch@utah.gov](mailto:bciresearch@utah.gov)  
[bcifield@utah.gov](mailto:bcifield@utah.gov)  
[bcicriminal@utah.gov](mailto:bcicriminal@utah.gov)  
[bciresearchmanagement@utah.gov](mailto:bciresearchmanagement@utah.gov)  
[gen@utah.gov](mailto:gen@utah.gov)  
[gen@utah.gov](mailto:gen@utah.gov)

---

Contact San Juan County Sheriff's Office  
(435) 887-2217

# TOU's: Technical Operating Updates

- What TOU's are
- Any pertinent changes to the way a transaction is run



# TAC Conference updates/reminders

- Transactions updates, tips, tricks
- CJIS Security changes pertinent to users, workplace





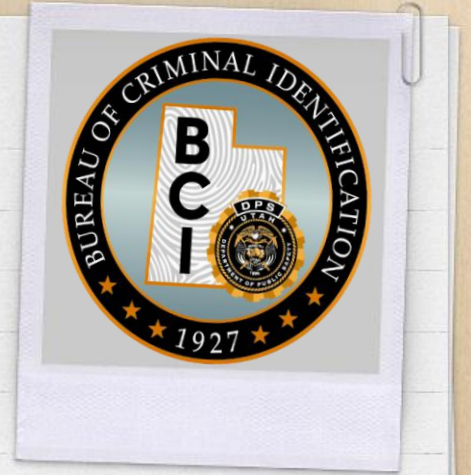
# Misuse of CJI

- What constitutes misuse?
- What are the procedures for misuse on the Federal, State and agency level?
- What the consequences of misuse?



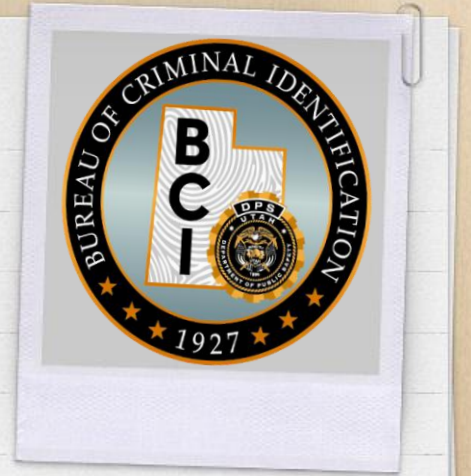
# BCI Operating Manuals

- Where the manuals are located
- What manuals are available



# Possible ways to train and test:

- In groups



Possible ways to train  
and test:



- One on one training

# Possible ways to train and test:

- Quiz after training



Question 2 / 35

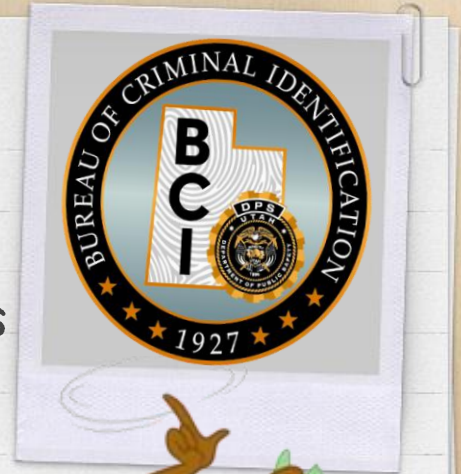
True or False: Agencies must have their own procedures in place with misuse.

True

False

# Possible ways to train and test:

- Using test records or active case files



## UCJIS TEST RECORDS

Please use the following records for training and testing purposes.

When running test records, please remember that the name list results will contain real/active records among the test records. Be sure to check identifying information (DOB, SID, OLN) to avoid opening an active record. In this example of a UCH name list, the first two names listed are valid test records that you may use for training and testing. However, the next two names are actual criminal history records that should not be inquired upon without a valid criminal history purpose.

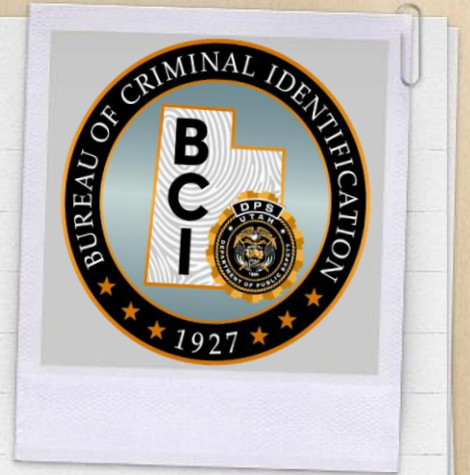
BEAR	YOGI	02-11-1950	00321323
BEAR	YOGI	03-01-1955	00701580
BEARLY	BOOBOO	02-29-1980	00099999
BEAR MAN	GRIZZLY	02-29-1936	99999999

UCH				
Name	DOB	Sex	Race	SID Number
Bear, Yogi	2/11/1950	M	W	321323
Bear, Yogi	2/11/1950	M	U	701580
Bear, Yogi	2/11/1950	M	W	999999
Record, Thesa Justa	2/2/1902	F	W	321321



# Possible ways to train and test:

- Games



# CERT transaction

Certify

Enter Train/Test Certification Date

## User Details

User ID: \*

Training Date: \*

Test Date must be within the past 30 days.

**AGREEMENT FOR USERS BY TAC:** By entering a Train/Test Date, I, the TAC of this agency, certify that on this date, I have TRAINED AND PROFICIENCY TESTED this user on all UCJIS files this user has access to and on DISSEMINATION, PRIVACY, AND SECURITY of UCJIS information. I understand it is my responsibility to train and proficiency test this user every two years.

**AGREEMENT FOR NON-USERS BY TAC:** By entering a Train/Test Date, I, the TAC of this agency, certify that on this date, I have TRAINED this non-user on DISSEMINATION, PRIVACY, AND SECURITY of UCJIS information. I understand it is my responsibility to train all non-users every two years.



- Update training date with 30 days
- Only updates the training date NOT the training agreement date



# Training and Testing Agreement



- TAC will check off what was trained on

## REQUIRED TRAINING OF EACH USER AND NON-ACCESS USER:

RESTRICTIONS ON ACCESS, USE, AND CONTENT OF UCJIS RECORDS: UTAH CODE 53-10-108   
DISSEMINATION, PRIVACY, AND SECURITY OF UCJIS INFORMATION   
CJIS REQUIRED SECURITY AWARENESS TRAINING

## REQUIRED TRAINING AND TESTING FOR USER:

BCI MANUALS AND/OR NCIC MANUALS: LOCATION AND USAGE

## PLEASE CHECK THE FILES THE USER WAS TRAINED AND TESTED ON:

DLD  NLETS  MVD  III   
UCH  NCIC Inquiry  NCIC Entry  SWW/PO

UCJIS CERTIFICATION: The TAC has updated the CERT transaction: Yes  No

**This certifies that this user or non-access user has passed all of the required training and proficiency testing to be able to access UCJIS information.**

# Training and Testing Agreement

- Signed and dated by the user and TAC after training-  
*required at least every 2 years*



## UCJIS USER AND NON-ACCESS USER AGREEMENT

I certify that by signing this document that I have been trained and/or proficiency tested according to the procedure set by my agency, BCI, and CJIS. I accept that I will be held accountable for any information accessed under my user ID. I understand per Utah Code Annotated 53-10-108 (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.

\_\_\_\_\_  
USER OR NON-ACCESS USER'S SIGNATURE

*TAC Signature*  
\_\_\_\_\_  
TAC SIGNATURE

*BCI*  
\_\_\_\_\_  
AGENCY

*7/28/2021*  
\_\_\_\_\_  
DATE SIGNED BY TAC

*UT BCI0000*  
\_\_\_\_\_  
ORI

Please submit to your BCI Field Services representative or [bcifs@utah.gov](mailto:bcifs@utah.gov) per Utah Administrative Rule R722-900-4

- Email into your field service representative:

Northern Region – Ofa Vaisima: [ovaisima@utah.gov](mailto:ovaisima@utah.gov)

Wasatch Region – Chauntay Baker: [chauntaybaker@utah.gov](mailto:chauntaybaker@utah.gov)

Central Region - Gina McNeil: [gmcneil@utah.gov](mailto:gmcneil@utah.gov)

Southern Region – Alisa Larson: [alisalarson@utah.gov](mailto:alisalarson@utah.gov)

Salt Lake One – Whitney Wilson: [wthomsen@utah.gov](mailto:wthomsen@utah.gov)

Salt Lake Two/UHP – Jonathan Harr: [jharr@utah.gov](mailto:jharr@utah.gov)

# Issues with not using/training on the manuals

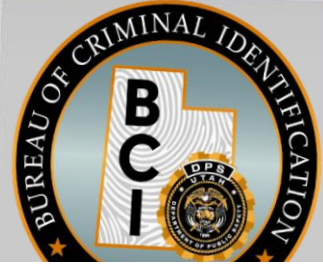
- Agencies NOT utilizing the manuals leads to compliance issues, confusion or miscommunication
- Use the manuals to find what your error is- it often has the fix



A yellow sticky note is attached to a spiral-bound notebook. The notebook is open to a page with horizontal lines. The sticky note is rectangular and has a small white tab at the top. The word "Examples" is written in a blue, sans-serif font in the center of the sticky note. The notebook is placed on a light-colored wooden surface.

Examples

# \$.H. - From the NCIC manual

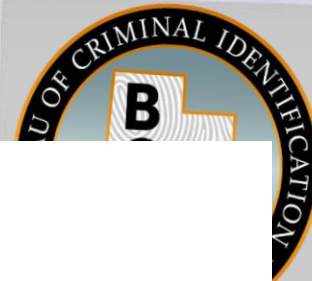


UCJIS Home BMSGL ✕

Query Results ✕

\$.H.	08/24/2021 23:04 \$.H.	ORIGINATING AGENCY NOTIFI	08-24-2021 23:04
\$.H.	08/24/2021 23:04 \$.H.	ORIGINATING AGENCY NOTIFI	08-24-2021 23:04
\$.H.	08/24/2021 23:00 \$.H.	YOUR RECORD WITH NIC/H854	08-24-2021 23:00
\$.H.	08/24/2021 22:55 \$.H.	ORIGINATING AGENCY NOTIFI	08-24-2021 22:55
\$.H.	08/24/2021 22:51 \$.H.	ORIGINATING AGENCY NOTIFI	08-24-2021 22:51
\$.H.	08/24/2021 22:49 \$.H.	ORIGINATING AGENCY NOTIFI	08-24-2021 22:49
\$.H.	08/24/2021 22:33 \$.H.	ORIGINATING AGENCY NOTIFI	08-24-2021 22:33
\$.H.	08/24/2021 22:31 \$.H.	ORIGINATING AGENCY NOTIFI	08-24-2021 22:31
\$.H.	08/24/2021 22:28 \$.H.1N010000003K1NHB00	DELA	08-24-2021 22:28
\$.H.	08/24/2021 22:28 \$.H.1N010000003K1NGE00	DELA	08-24-2021 22:28

# 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

# 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

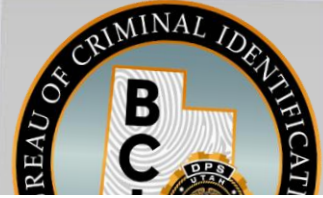
LIY/1999

INQUIRING ORI/FL0130000 ATR/ANY CITY PD FL

407 555-1313



# 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

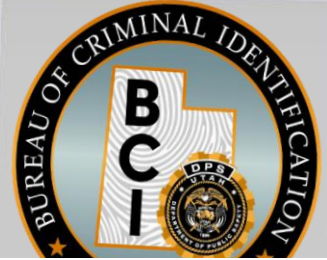
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803

OCA/56789

OAN/12345678

NIC/VI23456789 DTE/19990904 1200 EDT DLU/19990908 1115 EDT

# Teleworking/Remote Access



**U. S. Department of Justice**

**Federal Bureau of Investigation**

*Criminal Justice Information Services Division*



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## **Criminal Justice Information Services (CJIS) Security Policy**

# NCIC Retention Periods

- What is the NCIC retention period for a vehicle?
- My article got purged due to meeting the retention period, what is that?



## *NCIC OPERATING MANUAL ARTICLE FILE*

### INTRODUCTION

#### 1.1 GENERAL INFORMATION

#### 1.2 CRITERIA FOR ENTRY

#### 1.3 MESSAGE KEY (MKE) CODES

#### 1.4 RECORD RETENTION PERIOD

Is there a Cliff notes version available of the BCI Manuals?

This presentation can be used as cliff notes, or the table of contents/index of the actual manual can be

Does dissemination also mean if there is a visitor coming through the office? Meaning, if a company comes in to pick up one of our broken chairs to repair it outside of the office, do we need to have a dissemination log saying "bob was in our office for 5 minutes and a dispatcher may have read off a DL while he was in the room" even though he was escorted?

You do not have to log a visitor in a secondary dissemination log. Let them know they are entering a secure area, the information being viewed, run and discussed is protected and that they cannot disseminate anything they may hear or come across and then you will escort them throughout their time in the secure area.

So we need to submit a new form every time we train, if it's on one area?

You do not need to submit a new Training and Testing agreement every time you cover one topic. You will complete it anytime you do the required training. (Security awareness, misuse, dissemination, etc).