Utah Bureau of Criminal Identification Newsletter

Reminders from the Help Desk

If you contact the UCJIS Help Desk to report a system issue, please provide as many details as possible. The specific transaction, specific errors, screenshots and any other details you can provide will make troubleshooting and correcting issues much easier and faster.

If requesting additional access or changes to accounts, an email is required. Be sure to provide the user ID or full names for the requests. Our email address is dpscic@utah.gov

Lastly, please check your REPT **before** requesting permission for users. If you are going to send a list of users to get a permission(s), please make sure the user doesn't already have the permission(s).

Just a reminder, your agency's IT personnel who may have direct or indirect access to CJIS systems need to be added to your account appropriately. Security agreements are very important for maintaining security compliance even for those who may not be accessing UCJIS directly.

Highlights from TAC Conference Training

What Manuals

You must train on the manual(s) that correspond to the transaction(s) your agency uses. The manuals are all located on the TAC website https://ucjis-tac.utah.gov/. The manuals you can find on the TAC website are all as follows:

- 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
- CJIS Acronyms Quick Reference
- NCIC Operating Manual
- NCIC Code Manual
- III Manual
- CJIS Security Policy

UCJIS Transactions & Agency Defaults 101

Remember, the transaction tree is a great tool to help you find transactions that you may forget as well as transactions that are available to you. Add your frequently used transactions to your favorites bar by going through the tree and right clicking "add to favorites".

As for agency transactions, if you need to find out what defaults your agency has, please contact your Field Services Representative. Your agency defaults have already been created, you just need to pick from the existing groups. Also, when filling out the user set up form, please do not select every option when you are granting access. Be specific!

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

eWarrants

There have been several wonderful updates to the eWarrant system with more in the pipeline. The Utah Digital Privacy Act (UCA 77-23c-) has been the major focus of the updates made to the eWarrant system.

There is a free resource available to Utah law enforcement on the website
https://www.utleoresources.com/

This website has eWarrant updates, training, tips and trick, as well as eWarrant templates to use. In order to get onto the website you will need to create an account to access the data.

We want to thank Bryce Weir with Syracuse PD for his excellent training on this.

Helping the UCJIS User

The manuals and presentations located on the TAC website are an excellent resource if you have any weird scenarios or questions. The ACNT and TCNT can be very helpful tools when it comes to seeing what your agency and user is. Both of these transactions can search back as far as a year.

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

Troubleshooting Common Fingerprint Rejections

Fingerprints play a crucial role in how everything in criminal history is run. Fingerprints can be rejected for many reasons including:
- Bad quality
- Prints taken incorrectly
- Wrong Transmission Data

Please practice good fingerprinting techniques to prevent rejections. If you or your agency needs help with fingerprints and would like to receive some additional training please contact epaulsen1@utah.gov

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

Expungement Process

The expungement application and instruction sheet can be found here: https://bci.utah.gov/expungements/expungement-forms/ (Under the Expungement Adult)

The expungement process is very detailed and eligibility is determined based on state statute.

For more information, see the BCI website:

https://bci.utah.gov/expungements/

TAC Input Class

Communicate with your Field Service Representative, we are a resource for you! You are the liaison between your agency and the BCI. If you don't let us know what is going on we will assume everything is going well.

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

TAC's Helping TAC's: A Train the Trainer Presentation

Some advice given to TAC's:

- Utilize all the TAC's at your agency to help spread the workload and make sure you are able to cover everything you should be doing as a TAC.
- Keep all TAC related documentation in a shared location (both physical and electronic) where all TAC's have access.
- Include all TAC's on all TAC related communication to make sure you are all on the same page.
- Ask to be looped in on the hiring process so you can get a head start on all paperwork.

- Keep a running list of potential test questions, this way creating tests will be quick and easy.
- Train users early and often. Start training as soon as employees are hired.
- Train users all at the same time of the year so you won't have to keep track of who needs to be trained every month.
- Do self-evaluations regularly to identify TAC responsibilities you struggle with so you can work toward fixing it.

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

A special thanks to Allie Lachowsky with South Salt Lake PD for her excellent presentation.

Use of Force and Crime Statistics

Use of Force reporting is required for law enforcement agencies per U.C.A. 53-10-202. If you need access to Use of Force transactions in UCJIS, permission needs to be requested through Diana Monago, Alex Martinez, or Mandy Biesinger (contact info. is at the bottom of the Newsletter).

Use of Force is reportable when one of the following occurs with LE and a subject:

- Death
- Serious Bodily Injury
- Firearm Discharge

Crime in Utah has traditionally been available as a PDF on the BCI Website, however; BCI will soon be releasing a Crime in Utah dashboard which will be more interactive and allow for more timely availability of the data. More information will come as it becomes accessible to agencies and the public.

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

Teleworking

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

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

Amber Alert/Missing Persons

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

To add a missing person to the missing persons website, please submit a missing person waiver. You can find this on the BCI Website at https://bci.utah.gov/missing-persons/missing-person-waiver/. Once the waiver is complete you can email it to ovaisima@utah.gov and mmartinez@utah.gov

Please remember the following with an AMBER Alert:

- Call CIC before issuing the alert.
- Never issue an alert with false or inaccurate information.
- If you are too busy to cancel the alert, please call CIC to cancel on your behalf.
- Always state a reason why you are canceling the alert.

Suspense File Troubleshooting

The suspense file is the holding place or middle ground for court dispositions that are not able to be connected in Utah Criminal History (UCH) for a variety of reasons. In order for the court disposition to be attached the UCH needs to be researched to find the correct SID it attaches to.

The court plays a vital role in fixing these suspense files. When the court receives their failed disposition list, it is the court's responsibility to fix the records.

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

E-Prosecutor

E-Prosecutor is a case and document management software. This system is sponsored and administered by the Utah Prosecution Council. The configuration of the system is as follows:

- Each agency's data is partitioned for privacy.
- It is configured for multiple agencies.

If you have any questions about anything covered in this presentation you can go to the TAC website under presentations.

Featured Missing Person

Name: Ellenorah Ethel Thompson
Missing Since: August 17th, 2021
DOB: March 17th, 2006
Age: 15 at time missing
Height: 5'7"
Weight: 120
Hair: Brown
Eyes: Brown
Race: Caucasian
Identifying Features: Ellenorah has a small crescent moon scar on her left jaw bone.

Ellenorah was last seen wearing a light colored T-Short and knit pants. Possibly headed towards Concha, Arizona. Please Contact Utah County Sherriff's Office 801-794-3970 or 801-789-6701 with any information.

Contact Us

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