# TAC REMINDERS

#### 2021 TAC Conference



# FIELD SERVICES





## Field Service Supervisor

#### Mandy Biesinger

mbiesinger@utah.gov

385 - 266 - 5162

# C E Ν Т R A



- Carbon
- Juab
- Utah
- Sanpete

**Gina McNeil** 

gmcneil@utah.gov

801 - 652 - 6287



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

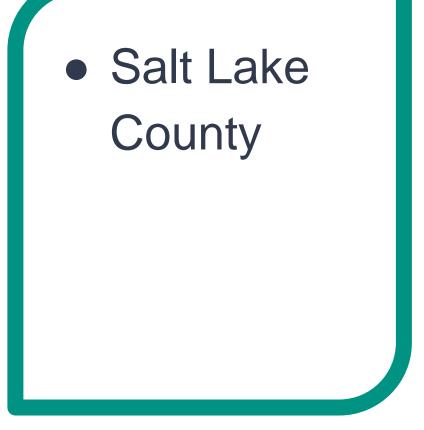
#### MISSING PERSONS COORDINATOR

Ofa Vaisima

ovaisima@utah.gov

385 - 499 - 1421





Whitney Wilson

wthomsen@utah.gov

385 - 499 - 6963



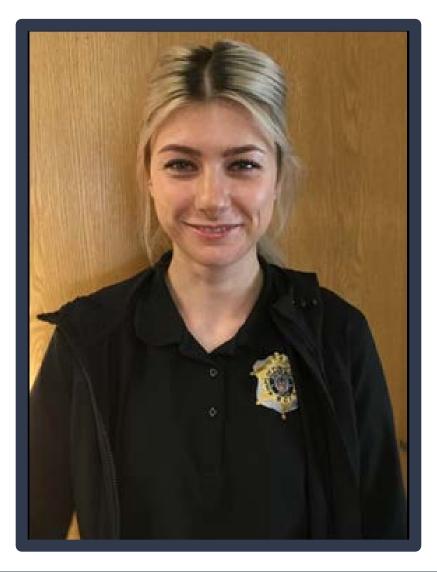




Jonathan Harr

jharr@utah.gov

385 - 266 - 0190



• Beaver

- Emery
- Garfield
- Iron
- Kane

• Millard

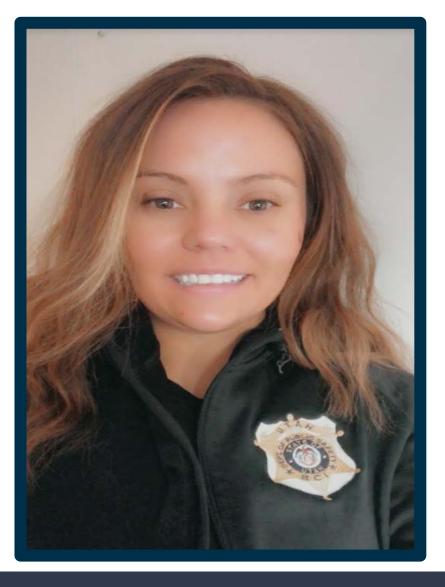
- Piute
- San Juan
- Sevier
- Washington
- Wayne

Alisa Larson

alisalarson@utah.gov

801 - 783 - 6668





• Davis

- Daggett
- Duchesne

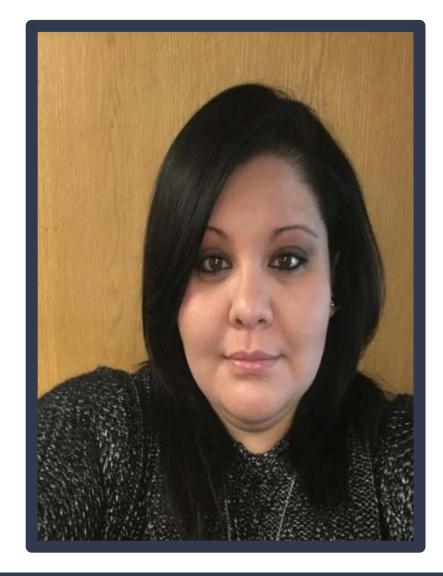
- Tooele
- Uintah
- Wasatch

- Grand
- Navajo Nations

**Chauntay Baker** 

chauntaybaker@utah.gov

385 - 499 - 0186



### **CRIME STATISTICS**

### MISSING PERSONS COORDINATOR

Maria "Alex" Martinez

mmartinez@utah.gov 5500



### **CRIME STATISTICS**

Diana Monago

dmonago@utah.gov

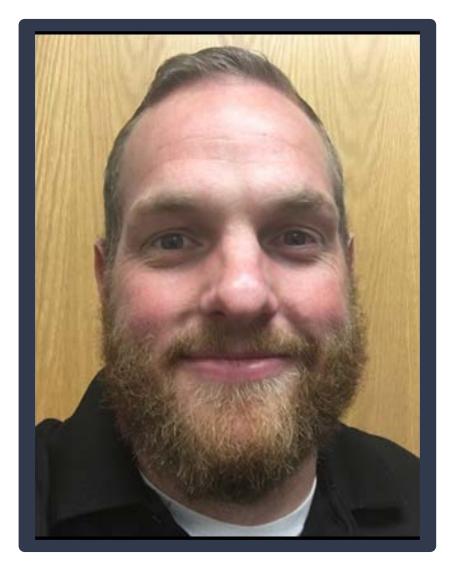
385 - 266 - 1093

# 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

### UCJIS Help Desk

### Bill Parker





## Liz Wiseman

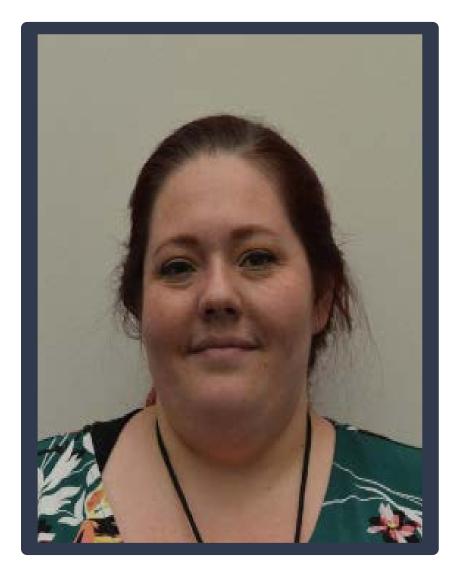






### Kelcey Christensen

### UCJIS Help Desk



### **Fingerprint Training**

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

**Erin Paulsen** 

epaulsen1@utah.gov

385 - 415 - 9848

# TAC TEST



- 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

- 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

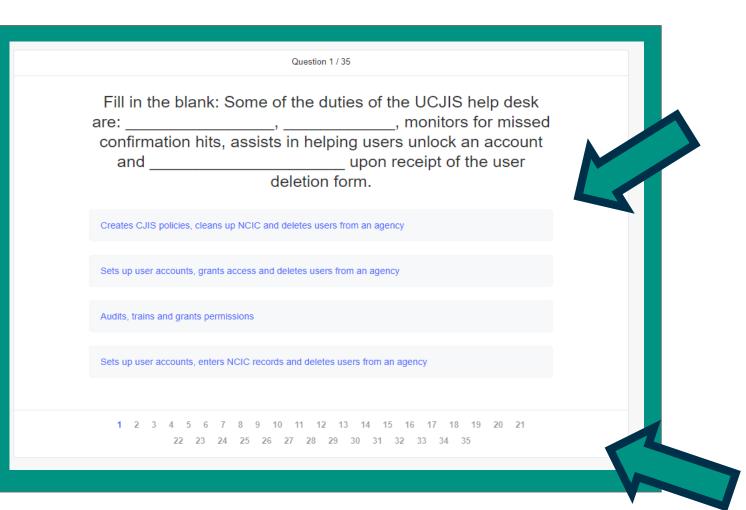
• All TACs and Alt-TACs must complete the test by October 31, 2021

• 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



| Chau                | ntay Baker   |
|---------------------|--|
| Email a             | ddress *   |
| chaur               | ntaybaker@utah.gov   |
| What is<br>multiple | your agency ORI? Please list all if you are a TAC/alt TAC for $_{\rm A}$ . *   |
| UTBO                | 0000   |
| BCI and             | that I have been trained & tested according to the procedures set b<br>d I have/will train all users and non-users on updates presented at<br>onference. * |
| Chau                | ntay Baker   |



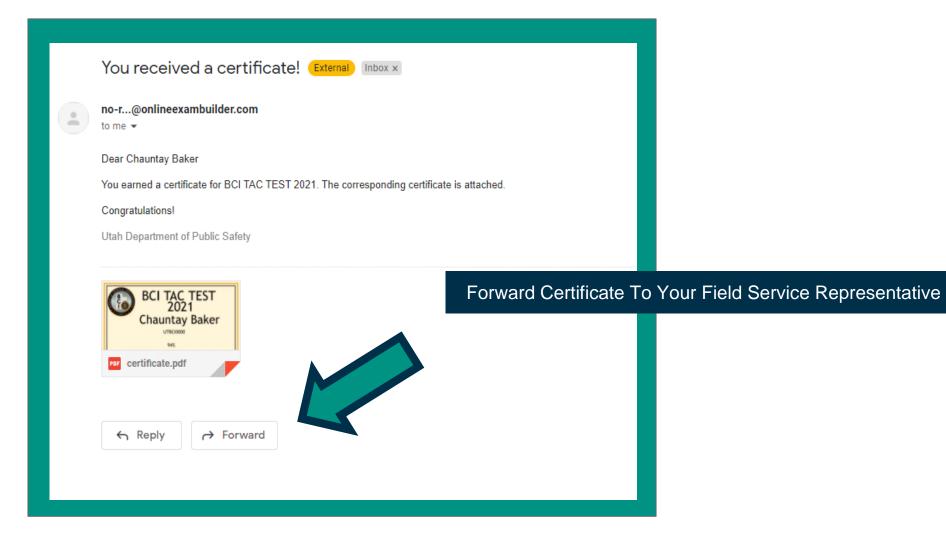
• Multiple choice

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

#### 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





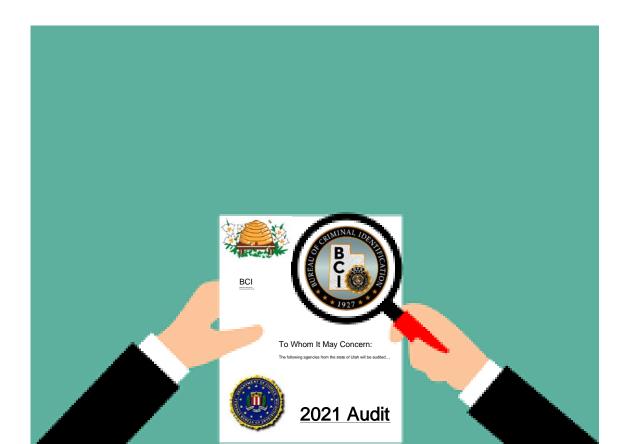
# 2021 AUDITS



### FBI AUDIT FININGS

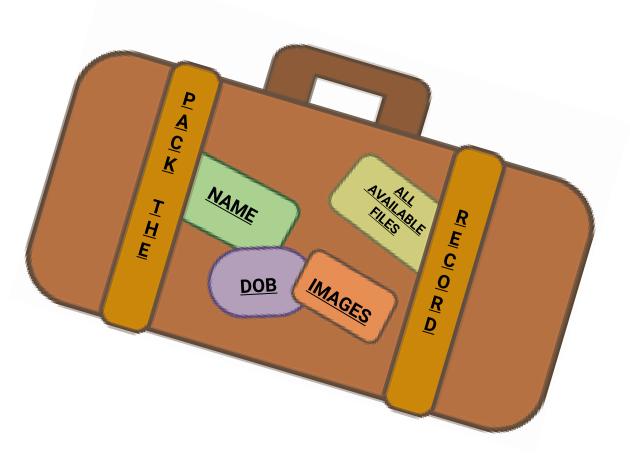
• FBI was here in June 2021 to complete the 2017-2020 audit cycle

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



- <u>Urgent 10 minutes</u> 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 - Response to request of confirmation

 Agency who entered person or property > Sends YR > to agency who is with person or property



### LOCATE

A locate message <u>must be</u> 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
     Criminal history records
  - Motor vehicle

• Driver license

Warrants

• 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**





#### • "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



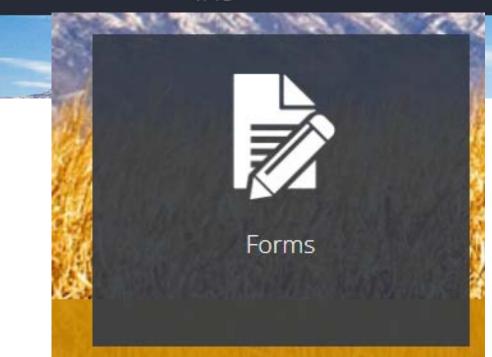
#### CURRENT BCI FORMS



Public Safety - TAC

Welcome!

TAC





Q

#### • Using most current forms

#### USER SETUP FORM

|                                   |  |                    | s-s | Etup F<br>alt Lake City, Uta<br>Email: <u>DPSCIC@</u> | h - 84129   |
|-----------------------------------|--|--------------------|-----|---|---|
|                                   | his form must be   | Date of request    |     |   |   |
|                                   | o BCI in the same<br>is the fingerprint                          | Agency             |     |   |   |
|                                   | card(s).   | TAC's Name         |     |   |   |
|                                   | nust include one set of<br>on the blue applicant                 | TAC's Phone        |     |   |   |
| fingerprint c                     | nplete forms and/or<br>ards will be returned<br>being processed. | TAC's Email        |     |   |   |
|                                   | User Number C  | 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 Non-Access User   | Non-User           |     | User Type:  | User  |
| If user t                         | type is USER: Select   | Option 1, 2, or 3  | Ac  | cess <u>Not</u> neede                                 | d for Non-Users or Non-Access Users   |
|                                   | Default Agency Acces<br>s granted access to all file that        |                    |     |   | Default Agency Access<br>is granted access to all file that agency accesses |
|                                   | Other Access Request<br>anted access to the indicate             | d types of access. |     |   | Other Access Request<br>granted access to the indicated types of access.    |
| NCIC : 1F<br>III: 2F<br>NLETS: MF | 11 None<br>None<br>MLIM None                                     |                    |     | NCIC : 1F<br>III: 2F<br>NLETS: MF                     | II None<br>None<br>MLIM None  |

| Local: LF LLIM                     | Local: LF_LLIM                     |
|------------------------------------|------------------------------------|
| Option 3. Special Instructions     | Option 3. Special Instructions     |
|                                    |                                    |
| Fingerprints a                     | Fill out for all user types)       |
| User Number One                    | User Number Two                    |
| Submitted by mail (with this form) | Submitted by mail (with this form) |

# You should not be selecting all the options available

| Option 1. Default Agency Access<br>User is granted access to all file that agency accesses  | [                |
|---|------------------|
| Option 2. Other Access Request<br>User is granted access to the indicated types of access.  | Γ                |
| NCIC :       1F       11       None         III:       2F       None         NLETS:       MF       MLIM       None         Local:       LF       LLIM | 1<br>1<br>1<br>1 |
| Option 3. Special Instructions  | [                |

#### USER SETUP FORM

| Default Agency Access? * |  |
|--------------------------|--|
| O Yes                    |  |
| O 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

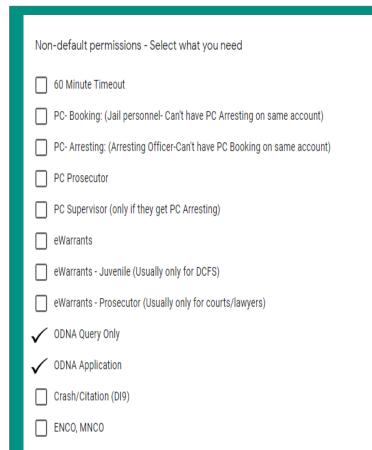
🗌 Local LF

Local LLIM

Other Requested Access or Special Instructions

Your answer

#### **REQUESTING ODNA**



|  | MMJ : Medical Marijuana car | d query *SWORN | OFFICERS/DISPATCHERS | ONLY |
|--|-----------------------------|----------------|----------------------|------|
|--|-----------------------------|----------------|----------------------|------|

#### ODNA Query Only - UCJIS ODNA Application - <u>offenderdna.ps.utah.gov</u>

| Option 1. Default Agency Access<br>User is granted access to all file that agency accesses  |                  |
|---|------------------|
| Option 2. Other Access Request<br>User is granted access to the indicated types of access.  |                  |
| NCIC :         1F         11         None           III:         2F         None           NLETS:         MF         MLIM         None           Local:         LF         LLIM | N<br>H<br>N<br>L |
| ✓ Option 3. Special Instructions  |                  |
| ODNA on UCJIS   |                  |

#### CRIMINAL JUSTICE AGENCY AGREEMENT

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

AGENCY -2022

corrective action plan.

active.

AGENCIES WITH NCIC AND/OR SWW ENTRY ACCESS

removed promptly to ensure maximum system effectiveness

electronically as per the CJIS Security Policy.

Sophiletta

May 1, 2021

BCLADMINISTRATOR(SIGNATURE) BURE 4U OF CRIMINAL IDENTIFICATION AGENCY NAME

MISUSE: BCL 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 a

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 unspended, BCI will reinstate service upon receipt of a satisfactory

VALIDATION: This agency acknowledges that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warnants and

tizes 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

LOGGING: A log shall be maintained on all NCIC and III transactions. BCI maintains this log

NCIC ENT NCIC INQ III III VLETS UCH

protective orders). This agency should confirm the record(s) is complete, accurate, and is still outstanding or

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 (Nlets) and NCIC. This agency also

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

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 sepretty to sign this seprement shall be grounds to dong UCRS secons to the approx. A new Christian basics Approx. A second strate and the submitted to BCI boold this seprestry receive a new Animistrator bettreen July 1, 2021 and June 30, 2022.
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nent is effective from July 1, 2021 through June 30, 2022. This agreement may be terminated by BCI based or

LOCAL

AGENCY ADMINISTRATOR (SIGNATURE)

B

AGENCYNAME

DATE

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

Page 2 of 2

(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. Planatiri, and the Public Safety Alerts and Notifications System (PSANS) for criminal justice purposes, criminal justice employment and BCI approved Unh Right of Access only. This agency also agrees to adhere to the National Crime Information Catter (NCIC) Operating Manual and the CJIS 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 UCIS. This agency agrees to train the anthretized agencies it doscuments UCIS anformation to on the integrity of this information by familiarizin laws, rules, policies, and procedures of the system.

USE OF SYSTEM: This agency agrees to allow the Tenninal Agency Coordinator (Tperform all necessary duries and attend mandatory raining related to UCIIS responsibility annual TAC Conference is mandatory. TACs are responsible for ensuing that changes to procedures are trained on and implemented within their agency. The TAC must identification in order to maintain TAC tants.

SCREENING: Per Administrative Rule R722-500, this agency agrees to conduct thoron screening of all personnel who may come in contact with any CIIS or UCIIS information a unrestricted access to a location containing UCIF screeced or a computer with UCIFs access warmant and criminal history record checks by fingerprint identification must be conducte users, and other persons employed or utilized to effective access hot iminite transmission information. Once a user has been granted access to the UCIFs system, a fingerprint card in 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 ye CJIS Security Policy.

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

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

DISSEMINATION: This agency acknowledges that desemination of UCIIs information Code Annotated 53-10-108. This information may be disseminated to criminal criminal justice parposes and criminal justice employment. If an agency has an app Access contract on file with BCI, they may, when adhering to the guidelines of the Uha Criminal History UCIF received to properly identified individuals as acknowledge

Day 1 of 2

Yearly Agreement

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

#### 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

#### **RY** 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

| UCJIS<br>Utah Criminal Justice<br>Information System | Close All           | ▲ (12) You have a YQ me |                                     |  |
|--|---------------------|-------------------------|-------------------------------------|--|
|  |                     |                         |                                     |  |
| CJIS Home MMJL ×                                     |                     |                         |                                     |  |
| luery  |                     |                         | 11 Port 11 - Port - America America |  |
|  |                     |                         | Medical Marijuana Search Query      |  |
| Requestor Info                                       |                     |                         |                                     |  |
| Requestor:*  | E                   | NTER REQUESTOR          |                                     |  |
|  |                     |                         |                                     |  |
|  |                     |                         |                                     |  |
| Search   |                     |                         |                                     |  |
| Card Number:   | ENTER CARD NUM      | IBER                    |                                     |  |
| Last Name:   |                     |                         |                                     |  |
| Last Name.   | ENTER LAST NAM      | E .                     |                                     |  |
| First Name:  | ENTER FIRST NAM     | IE                      |                                     |  |
| Date of Birth:                                       | ENTER MMDDYYY       | v                       |                                     |  |
|  | servers milliou 111 |                         |                                     |  |
|  |                     |                         |                                     |  |

#### 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 801834-1148





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







#### 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.



- 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.



|                             |                          | Utah Missing Persons Query             |                              |
|-----------------------------|--------------------------|--|------------------------------|
| Case Info                   |                          |  |                              |
| LE Agency:                  | •                        | Agency Case<br>Number:                 | ENTER AGENCY CASE NUMBER     |
| From Date:                  | ENTER FROM DATE MMDDYYYY | To Date:                               | ENTER TO DATE MMDDYYYY       |
| Case Type:                  | ~                        | NIC #:                                 | ENTER NIC                    |
| Active in NCIC:             |                          |  |                              |
|                             |                          |  |                              |
|                             |                          |  |                              |
| Person Info                 |                          |  |                              |
| Person Info<br>Person Type: | ~                        |  |                              |
|                             | ENTER LAST NAME          | Name Search Type:                      | STARTSWITH ~                 |
| Person Type:                |                          | Name Search Type:<br>Name Search Type: | STARTSWITH ~<br>STARTSWITH ~ |
| Person Type:<br>Last Name:  | ENTER LAST NAME          |  |                              |



- 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.



#### 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.



