



Utah Bureau of Criminal Identification Newsletter

Reminders from the Help Desk

Friendly reminders from the UCJIS Help Desk:

For any UCJIS account matters, adding permissions, changing user types, etc., the requests should be going through the UCJIS Help Desk. Please use the appropriate forms found on the TAC Website or email the Help Desk at DPSCIC@utah.gov.

Submit the appropriate User or Non-User Security Agreement to your Field Services Rep as quickly as you can after adding someone in UCJIS. Lack of a Security Agreement will stall the completion of their account setup. Please note that if you request to change a user type, they may need to sign a new agreement before the request can be completed.

Lastly, when your agency receives a \$L, please make sure you clear the \$L ASAP.

NIEM

As of Wednesday August 10, 2022, BCI deployed our first wave of the NCIC NIEM transactions in UCJIS affecting the way certain NCIC responses look when they come back. NIEM is a common vocabulary that enables efficient information exchange across diverse public and private organizations. If you have questions regarding the format, please contact the CIC Help Desk or your Field Services Rep.

TAC Test Reminder

As a reminder, the TAC Test is live right now and can be located under the TAC Conference portion of the TAC Website.

All TAC's and Alt-TAC's must take the test before 10/31/2022 in order to prevent having access turned off due to expired training.

The TAC Test is an open book and open note test, so please utilize the manuals found on the TAC Website to help you through the test.

FBI \$P Update

The only \$.P notification that was paused was the \$.P. Purge Failure to Validate notification. This was paused due to the pandemic. An ALL CSO letter was sent in June advising those \$.P notifications would resume Sunday, October 2, 2022, with any unvalidated records from the August 2022 Validation File. The other \$.P notifications continued to be sent and are only sent in certain circumstances. \$.P notifications are not sent for normal retention.

Highlights from TAC Conference Training

Presentations Covered

The following presentations were trained at this year's TAC Conference. All may be located on the TAC website under the "Presentations" tab except those labeled with an *.

- [A Deep Dive into the AMBER Alert](#)
- * [Blue Alerts](#)
- [Broadcast Messages](#)
- [CJIS \(IT\) Audit](#)
- * [CJIS Security Policy](#)
- [Current Cyber Threat Trends](#)
- [Dissemination Basics](#)
- [General Acronym Meaning and Explanations](#)
- [It's Audit Season](#)
- [NCIC: YQ, YR, Locate & More](#)
- * [NDex](#)
- [Nlets](#)
- * [Offline Searches](#)
- [UCH/Expungements](#)
- [Uniform Crime Reporting and More](#)
- [What is a Right of Access?](#)

A Deep Dive into the AMBER Alert

The AMBER Alert program is an emergency alert designed to notify the public when a child has been abducted and is in imminent danger. Please be aware it was not created to be used for custody cases and you must notify BCI before an alert is sent. Only pertinent information that will assist the public in the recovery of the child should be entered. Also include as much detailed information as to the kind of imminent danger the child is in.

Remember, if your case does not meet the criteria for an AMBER alert, your agency does have the option of sending out an Endangered Missing Advisory Alert or EMA. If you need further information or training please reach out to the AMBER Alert Coordinators Ofa Vaisima ovaisima@utah.gov or Alex Martinez mmartinez@utah.gov.

Broadcast Messages

There are many broadcast messages an agency can/will receive. They are important to watch for as they will be confirming an NCIC entry, providing important information and can help you maintain your case files. Those messages can be on the local level and come from BCI, others will come from Nlets and some will come from NCIC. NCIC broadcast messages can be found in the NCIC Operating Manual in the Introduction, the Nlets Manual can be found on the Nlets wiki page, both are linked on the TAC website. The presentation from TAC conference can be found on the TAC website.

CJIS (IT) Audit

The purpose of the CJIS Security Policy is to establish the minimum-security requirements for the protection of CJI. Agencies are required to comply with the requirements outlined in the policy. The Utah CJIS audit team will focus its required triennial audits on the requirements outlined in section 5 of the CSP. The CJIS audit is designed to assess agency compliance with the FBI's CJIS Security Policy. The audit process for this cycle has been updated and will utilize a more focused, risk-based approach designed to streamline the process.

Agencies are encouraged to conduct independent research and join user groups/forums such as those found in Justice Connect through creating an account at CJIS.gov. Furthermore, agency TACs should ensure open communication and collaboration is achieved with LASOs to ensure required policies and requirements are met as outlined in the FBI CJIS Security Policy.

CJIS Security Policy

The FBI has been modernizing their CJIS Security Policy with a new update and manual, Version 5.9.1, as of 10/01/2022. This manual may be found on the TAC website.

A few reminders regarding security, make sure unauthorized users are not given physical or logical access. Be aware of "Rogue Devices" and outdated antivirus software. Never click on links from unknown emails, phone numbers, or anything suspicious or unexpected.

Current Cyber Threat Trends

The most prevalent cyber-attacks being reported to the FBI are phishing and ransomware attacks. These attacks stem from malware and unauthorized access. Make sure that you have all the agreements in place to keep your agency compliant, including having an MDM agreement in place. Make sure that you have good backups to recover from ransomware if an attack does happen, and make sure you have a LASO in place. Make sure that you change default passwords and ensure there is no unauthorized use.

Dissemination Basics

Disseminating information begins with the individuals assigned as users because they are considered the first point of contact by directly logging into the system. When dissemination is happening, logs should be kept and TACs must periodically run the LOGS transaction to see what transactions are being used. This is used to assist in the protection of misuse. You can find great resources such as the UCJIS Basic Manual and the UCJIS Dissemination presentation from the 2021 Virtual Region Training on the TAC website.

General Acronyms

There are so many acronyms and sometimes not everyone uses the same acronyms. In this presentation from TAC conference we played a game to be a little more familiar with some acronyms and when you would see them in the criminal justice world. We also discussed some changes/updates or pertinent information with some of the acronyms within the game. The TAC website has a list of common acronyms for quick reference. All acronyms can be found within the various manuals listed on the TAC website as well.

It's Audit Season

A new audit cycle is upon us and we want to make sure all agencies know what to expect. During the presentation we covered what to expect during a BCI Audit and what to have prepared. We also covered the frequent compliance issues that are found when conducting an audit. As a reminder your audit will remain open until all compliance issues have been addressed and BCI has received an action plan on agency letterhead with a signature.

NCIC: YQ, YR, Locate & More

The Criminal Agency User Agreement outlines the responsibilities of agencies with NCIC access. One of those things being the validation of the records. NCIC hits need to be monitored and responded to by a 24-hour agency. NCIC records need to be entered, modified and removed to ensure maximum system effectiveness. A log needs to be maintained on all NCIC entries (BCI maintains this log electronically as per CJIS Security Policy). Lastly remember that when responding to a YQ you will use the YR transaction.

N-Dex

Jay Summers presented in both the General Session as well as a breakout session regarding the N-Dex system and how this database can assist all types of criminal justice agencies. Currently, N-Dex is accessible through LEEP for enrolled agencies. For more information on how to enroll your agency in the N-Dex program, contact Jay Summers at jtsummers@fbi.gov.

Nlets

Canada does not have NIC numbers and they no longer use UCJIS. If you need to send a YQ to Canada, you will need to enter "NONE" into the NIC field to avoid an error.

If you are having trouble with NCIC or you have questions, please utilize the manuals on the TAC Website and the HELP file located in UCJIS. You can find more information on how to access the HELP files in the manuals or in the presentation.

Canada has its own transactions that are very similar to those in the United States. Although we have access to Canadian files, not everything is allowed to be seen. This is regulated by the CPIC. On top of this, sometimes files can take longer than usual for information to come back as it needs to go through CPIC.

Files for Mexico are available to use but have been limited to driver's license and license plate only.

Offline Searches

Grant Smith showed us many of the different benefits of running an offline search through NCIC. Utah's process for running an offline search is to send the request to Gina McNeil at gmcneil@utah.gov and the state will then submit the request for you.

If you would like a copy of this presentation, email Grant Smith directly at gesmith@fbi.gov

UCH/Expungements

The lifecycle of a case can be very confusing as multiple agencies need to work together in order to get an incident added to a Rap Sheet. To get an incident added, the arresting agency must send good prints to BCI. BCI **CANNOT** add an arrest to a Rap Sheet if there are no prints. It's good to know what step your agency plays in adding arrests to a rap sheet. Whether this be the arresting agency, court, prosecutor or anything in between, all jobs are crucial to creating a complete and accurate record.

Expungements now have a new way to inform agencies about an Expungement taking place. An EX Broadcast Message will be sent out to all agencies listed on an incident that has gone through the petition-based expungement process. The EX Broadcast Message is for petition-based expungements only. Since this is new, you may still get individuals coming into your agency with an Expungement Certificate.

Auto Expungements are Expungements that don't have an application and are found using a court system that identifies records that qualify under "Clean Slate Criteria". The court system will identify records that qualify under Clean Slate Criteria and send them to the prosecutor. The prosecutor has 30 days to respond to approve or deny the Auto Expungement. If the prosecutor does not reply, the Auto Expungement is pushed through. Once it is received by BCI, it has already been expunged by the court, and BCI will send out an AE Broadcast Message to all agencies listed on the expunged case. As of now, Utah's Clean State only applies to misdemeanor records. Auto Expungements do not expunge everything and, much like petition-based expungements, there are certain conviction types and arresting charges that are not eligible for expungement.

If you have any questions about the Petition Based Expungement Process (EX Messages), you can contact bcixpungements@utah.gov. If you have any questions about Auto Expungements (AE Messages), you can contact autoexpungements@utah.gov.

Uniform Crime Reporting and More

All law enforcement agencies should be reporting their NIBRS and Use of Force data to BCI by the 16th of each month per UCA 53-10-205. If you have any questions on uploading NIBRS file submissions or accessing the Use of Force permissions in UCJIS, please reach out to Alex Martinez at mmartinez@utah.gov or Diana Monago at dmonago@utah.gov. As a reminder, all data submitted (or lack thereof) will be directly posted on the Crime in Utah Dashboard. If you would like more information on NIBRS, BCI is holding a virtual training on Wednesday November 2, 2022 to give an overview of NIBRS, what it is, what it includes, and how the data is collected and used. To register follow this link - <https://forms.gle/GLWcxYugprGtTxxe8>.

What is a Right of Access?

The process of becoming an ROA agency consists of your agency applying through your Field Service Representative. A contract needs to be signed by the admin and an ROA Waiver is needed. You may only disseminate UCH information with an ROA and advise on a warrant for what is listed on the public website. You should NOT be running III or any other files. In the presentation we also covered what forms are required and what is allowed to be disseminated as a ROA Agency.

Featured Missing Person

Curtis Crosby



Missing Since: October 1st, 2014

DOB: December 20th, 1954

Age: 59-60 when he went missing

Height: 5'8"

Weight: 200

Hair: Gray or Partially Gray

Eyes: Brown

Race: African American

Identifying Features: Has Vitiligo on hands and lips. Has a full set of natural teeth with a slight gap in the front, very captivating smile and personality normally.

May seem disoriented. Wandered from established residence and may be living among the homeless. Believes to have perhaps some sort of memory loss. Does not have any identification on his person. He did a lot of advocacy work with the Katrina evacuees. Last seen with tan pants and a black hoodie and was barefoot. He has medium length hair, slicked back, and partially balding and may have a mustache or beard.

TAC Conference 2023

Save the Date: TAC Conference will be held on September 26- 27, 2023 with and optional New TAC Orientation on September 25th. More details to come.

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