

Lesser Known Things



5



and Transactions

Local

LOGS

UCJIS Home LOGSL ✕

Query

Message Parameters

Query Parameters

View Messages By:*

USER



Sort By:*

DATE DESC



Time Frame

Timeframe:

TODAY



Start Date Time:

05/05/2023

0



0



End Date Time:

05/06/2023

0



0



Query Parameters

ORI:



Transaction:

ENTER TRANSACTION CODE

Submit

Audit Log Results
Created by wthomsen on 05/05/2023 08:45:01

Received Time	Agency	UserID	Transaction	ORI	Search Fields	Index	Summary
05/04/2023 14:48	BCIFS	ALARSON	KQ	UTBCI0000	LASTNAME:TEST FIRSTNAME:PERSON FULLNAME:TEST,PERSON DOB:1941-08-02 SEX:M	124435245	processNietsRequest DETAIL
05/04/2023 14:47	BCIFS	ALARSON	KQ	UTBCI0000	DL:1859112	124435241	processNietsRequest DETAIL
05/04/2023 14:46	BCIFS	ALARSON	DQ	UTBCI0000	LASTNAME:TEST FIRSTNAME:PERSON FULLNAME:TEST,PERSON DOB:1941-08-02 SEX:M	124435235	processNietsRequest DETAIL
05/04/2023 14:46	BCIFS	ALARSON	DQ	UTBCI0000	LASTNAME:TEST FIRSTNAME:PERSON FULLNAME:TEST,PERSON DOB:1941-08-02 SEX:M	124435237	processNietsRequest DETAIL
05/04/2023 14:45	BCIFS	ALARSON	DQ	UTBCI0000	LASTNAME:TEST FIRSTNAME:PERSON FULLNAME:TEST,PERSON DOB:1941-08-02 SEX:M	124435231	processNietsRequest DETAIL
05/04/2023 14:44	BCIFS	ALARSON	DQ	UTBCI0000	LASTNAME:TEST FIRSTNAME:CASE FULLNAME:TEST,CASE DOB:1952-06-01 SEX:M	124435227	processNietsRequest DETAIL
05/04/2023 14:44	BCIFS	ALARSON	DQ	UTBCI0000	LASTNAME:TEST FIRSTNAME:CASE FULLNAME:TEST,CASE DOB:1952-06-01 SEX:F	124435223	processNietsRequest DETAIL
05/04/2023 14:43	BCIFS	ALARSON	DQ	UTBCI0000	LASTNAME:NONAME FIRSTNAME:DRUCELLA FULLNAME:NONAME,DRUCELLA DOB:1986-05-05 SEX:F	124435219	processNietsRequest DETAIL
05/04/2023 14:42	BCIFS	ALARSON	DQ	UTBCI0000	LASTNAME:JUSTICE FIRSTNAME:GERRY FULLNAME:JUSTICE,GERRY DOB:1950-02-01 SEX:M	124435215	processNietsRequest DETAIL
05/04/2023 14:42	BCIFS	ALARSON	DQ	UTBCI0000	LASTNAME:JUSTICE FIRSTNAME:GERRY FULLNAME:JUSTICE,GERRY DOB:1950-02-01 SEX:	124435211	processNietsRequest DETAIL

Query Results

Created by ALARSON on 05/04/2023 14:46

NLETS DRIVER LICENSE QUERY

Responder: OR

Message
Type: DR

Response:

```
TEST, PERSON FOUR
GIVE TO DRIVE DP COORDINATOR SALM
1905 LANA AVE NE
SALEM OR 97314
LIC.NO:1859112 TYPE:NONE END:M1
EXP:08-02-1971 ISS:07-23-1971 DOB:08-02-1941 1ST LIC:00-00-00
00
SEX:M HEIGHT:6-00 WEIGHT:170 CDL:NO VETERAN:NO DEAF:NO
STOPS:00 RES:19
****STATUS ON 05-04-2023****
CDL:SUSPENDED
DL:SUSPENDED
```

New Broadcast Message Buttons

- Once opened, the New Broadcast message and I messages buttons will be blue- but are always searchable via the BMSG transaction

The screenshot shows a dark blue navigation bar for the Utah Criminal Justice Information System (UCJIS). On the left is the UCJIS logo, which includes a scale of justice icon and the text 'UCJIS Utah Criminal Justice Information System'. To the right of the logo are several buttons: a white button labeled 'TRANSACTION CODE', a blue button labeled 'Close All', a blue button labeled 'New Broadcast Message', and a red notification button with a warning triangle icon and the text '(6) You have a YQ mes...'. Below the navigation bar is a white bar with a blue link labeled 'UCJIS Home'.



LSE Messages

- You will need to look at the message so that you fields to resubmit
- The message will tell you what field has incorrect information in it

Message Details

ORI:

UTBCI0000

Message Type:

LSE

Message:

Update for TCN/OTN: UT62647292
Name (Last, First): SMITH, JOHN J
BirthDate: 1995-06-15
LS Technician: ADMIN

Message: Submission received the following errors

Offense date ' 20230328 ' does not match the charge statute
'41-6A-502', in field 2.936.1.3.

Offense date ' 20230328 ' does not match the charge statute
'41-6A-503(1)(B)(I)', in field 2.936.2.3.

Start Date:

05-03-2023 14:18



SC Messages

- Secure Communities messages
- You will only need to pay attention to the IDENT ones
- Informational pertaining to the US citizenship status of the individual
- SCL transaction will provide more information on the individual listed in the message

Message Details

ORI:

UTBCI0000

Message Type:

SC

Message:

TCN=63686307
,Result=NON-IDENT, Name=SMITH, JOHN J

Start Date:

09-14-2023 09:26

SCL Transaction

UCJIS Home

SCL ✕

Query

AFIS Secure Communities

Originating Agency Identifier

ORI: *

By TCN

By Name

 Submit

UCJIS Home

SCL ✖

Query

AFIS Secure Communities

Originating Agency Identifier

ORI: *

UTBCI0000-UT BUREAU OF CRIM II ▼

By TCN

OTN (TCN): *

123456789

By Name

 Submit

AFIS Secure Communities Details
Created by cburns on 03/22/2023 13:40:23

AFIS Secure Communities

Name	MICHAEL DAVID MENESES	Date of Arrest	03/12/2023
DOB	04/03/1982	Match Result	IDENT
OTN (TCN)	123456789	Booking Agency	UTBCI008C
Arresting Agency	UTBCI0000	Response Date	03/22/2023
Ident Response Type	IDSM IDENT RESPONSE		

AFIS Record 1

VER - Version	0201
TOT - Type of Transaction	SRE
DAT - Date	19881012
DAI - Destination Agency Identifier	UTBCI0099
ORI - Originating Agency Identifier	USVISIT0Z
TCN - Transaction Control Number	SSCN2023071000016949
TCR - Transaction Control Reference	M000069216

AFIS Record 2

IDC - Image Designation Character	00
ATN - Attention Indicator	SMITH, JOHN J
OCA - Originating Agency Case Number	23010898
SID - State Identification Number	M000069216
NAM - Name	MOUSE, MICKEY
SRF - Search Results Findings	I
CRI - Controlling Agency Identifier	UTBCI008C
ERS - Electronic Rap Sheet	

This record is being sent for identification purposes only. It does not convey the individual's immigration status and is not an immigration detainer.

Statement on Disclosure of Visa Records

According to the Immigration and Nationality Act, section 222(f): The records

Nlets

TQM

UCJIS Home TQM x

Query

NLETS Orion File Inquiry

Originating Agency Identifier

ORI: *

UTBCI0000-UT BUREAU OF CRIM IDENT

State: *

UT - UTAH

By ORI

By Location

By Agency ID

Q Submit

By ORI

ORI Retrieved:

Location:

By Location

Location

Agency Type:

Agency Type:

- PD - AGENCY OF CITY GOVERNMENT
- SO - AGENCY OF COUNTY GOVERNMENT (INCL. PARISHES WHERE APROPOS)
- SA - ANY AGENCY EMPLOYED BY A STATE WITH STATEWIDE JURISDICTION
- LE - ANY AGENCY NOT FITTING THE ABOVE CRITERIA
- FE - FEDERAL AGENCY
- JA - ANY PROSECUTOR
- JC - ANY CORRECTIONS AGENCY
- JG - ANY PROBATION AGENCY
- JJ - ANY COURT AGENCY
- JF - ANY FEDERAL NON-LAW ENFORCEMENT CRIMINAL JUSTICE AGENCY
- CJ - WILL RETURN ALL DEFINED NON-LAW ENFORCEMENT CRIMINAL JUSTICE AGENCIES
- NJ - NON-CRIMINAL JUSTICE AGENCIES

ORION RECORD QUERY

Responder: UT
 Message Type: TR

Query

ORI ID: UTBCI0000
 Location: SALT LAKE

ORION RECORD

Owner: UT

Created Date: 1990-11-26 Updated Date: 2023-01-19 Certified Date: 2022-08-30

Agency

Name: BUREAU OF CRIMINAL IDENTIFICATION
 ORI: UTBCI0000 Type: SA

Location

Location Name: SALT LAKE CITY
 Street Address: 4315 SOUTH 2700 WEST SUITE 1300
 City: TAYLORSVILLE State: UT Postal Code: 84129
 Phone: (801)965-4446 Type: Primary
 Phone: (801)965-4445 Type: Secondary
 Fax: (801)969-7715 Type: Primary
 Fax: (801)969-7065 Type: Secondary
 Hours: 24 HR SERVICE W/TERMINAL

CHRI Authorization: true Authorization Code: ACDZ Baseline Priority: 0
 Control Terminal: false Add/Cancel Records: true Active: A

TQM Results

Sending an AM Message

UCJIS Home AMM x

Entry

NLETS ADMINISTRATIVE MESSAGE - ENTRY

Message Details

ORI: * UTBCI0000-UT BUREAU OF CRIM IDENT v

Message Type: * AM v

Destination

Surrounding States

None North South

State OR Region

State: Nothing selected v

or Region: Nothing selected v

ORI: NMNSP0002 +

Message Details

Message: *

MESSAGE

Requestor Information

Authority:

FIRST AUTHORITY

Agency:

AGENCY

Location:

LOCATION

Initials: *

INITIALS

Time:

TIME

Submit

Message Details

Message:*

THIS IS THE SPACE INWHICH I WILL ENTER MY MESSAGE. I WILL RELAY ONLY PERTINENT
INFORMAITON RELATING TO MY QUESTION OR RESPONSE.

Requestor Information

Authority:

MAIN PERSON AT AGNECY/DISPATCHER/ETC

Agency:

UTAH BUREAU OF CRIM ID

Location:

TAYLORSVILLE

Initials:*

WW

Time:

0917

Submit

Response



Request has been successfully submitted!

OK

Broadcast View

Message Details

ORI:

UTBCI0000

Message Type:

AM

Message:

ORIGINATING ORI:UTBCI0000
DESTINATION ORI(S):UTBCI0000
Received Date: 05/05/2023 08:26
Filed Date: 05/05/2023 08:26

THIS IS THE SPACE INWHICH I WILL ENTER MY MESSAGE. I WILL RELAY ONLY
PERTINENT INFORMAITON RELATING TO MY QUESTION OR RESPONSE.
AUTHORITY: MAIN PERSON AT AGNECY/DISPATCHER/ETC
AGENCY: UTAH BUREAU OF CRIM ID
LOCATION: TAYLORSVILLE
OPERATOR INITIALS: WW
TIME: 0917

Start Date:

05-05-2023 09:26

NCIC



NCIC Tidbits

3.8 RETENTION OF TERMINATED PRODUCED PRINTOUT

When an operational inquiry on an individual or property results in a valid positive response (hit), the ~~terminated~~ produced printout showing the inquiry message transmitted and the record in the NCIC System should be retained for use in documenting probable cause for the detention of the missing person, wanted person, or seizure of the property.



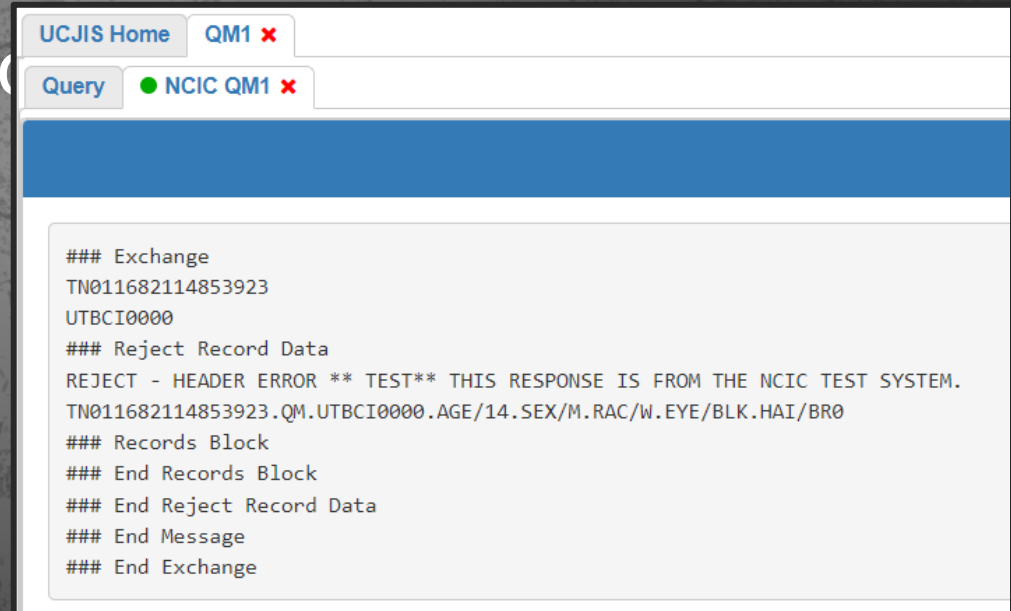
NCIC Tidbits

Files, such as the Gang, Threat Screening Center, Supervised National Sex Offender Registry, Protective Interest, Violent Pe NICS Denied Transaction do not require hit confirmation and are designed to provide law enforcement officers with adequate warning regarding individuals who have had involvement in criminal acts and are known to represent potential danger to the public.

- **However the FBI does say, you should respond if someone sends a YQ on those file types**

\$.M. Unidentified/Missing Person Match Notification

- QM will now give you this response and your results will come via a \$.M.



```
### Exchange
TN011682114853923
UTBCI0000
### Reject Record Data
REJECT - HEADER ERROR ** TEST** THIS RESPONSE IS FROM THE NCIC TEST SYSTEM.
TN011682114853923.QM.UTBCI0000.AGE/14.SEX/M.RAC/W.EYE/BLK.HAI/BR0
### Records Block
### End Records Block
### End Reject Record Data
### End Message
### End Exchange
```

ORI:

UTBCI0000

Message Type:

\$M

Message:

```
**NIEM Message**
04/21/2023 00:12
### Exchange
$.M. 1N011682057553647
UTBCI0000
### Notification Data Multiple

NO NCIC MISSING PERSON RECORD FOR YOUR INQUIRY ON: AGE/45 SEX/M RAC/I
EYE/BR0
HAI/BR0 HGT/600 WGT/200 NAM/ CEDAR, KELLY

### End Notification Hit Data Multiple
### End Message
### End Exchange
```

Start Date:

04-21-2023 00:12



Benefits and Effectiveness Data

- Benefits and effectiveness data are collected by the NCIC System to provide means of collecting data associated with solving cases. Monthly summaries of benefits and effectiveness data may be obtained by performing an RBED transaction.
- Entry of benefits and effectiveness data is not mandatory. However, users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information.
- If a user obtains benefits data after a record has been cleared or located, there are two transactions available to add the benefits data to the previously cleared or located records. Those are respectively an Enter Benefits Data after a Clear transaction (CRBD) and an Enter Benefits Data after a Locate transaction (LRBD).

SMT Search from the FBI

- Text-based search of SMT images in the Next Generation Identification (NGI) System for **INVESTIGATIVE LEAD ONLY**
 - NGI houses: criminal histories, fingerprints, mugshots and associated biometrics of criminal subjects
 - NGI Interstate Photo System (IPS) is a photo repository within the NGI and supports enhanced photo enrollment and searching capabilities for SMT
- In order for the SMT images to be searchable, the body location and image description must be populated during enrollment
- Agency must provide the following:
 - Requestor's Name
 - Requestor's Agency
 - Requestor's Phone Number
 - Requestor's Email Address
 - Type of case (reason for requesting search)
 - Case number
 - Tattoo image, if available
 - Tattoo description
 - Tattoo body location
 - Any additional information: sex, race, etc

SMT S@fbi.gov.

YQ2- Confirmation Request

UCJIS Home YQ2M ✖

Request

NLETS HIT CONFIRMATION REQUEST - WANTED / MISSING FILE

Originating Agency Identifier

ORI: *

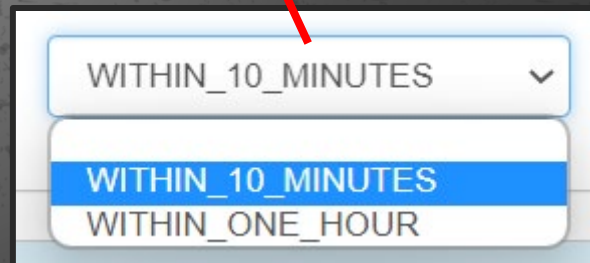
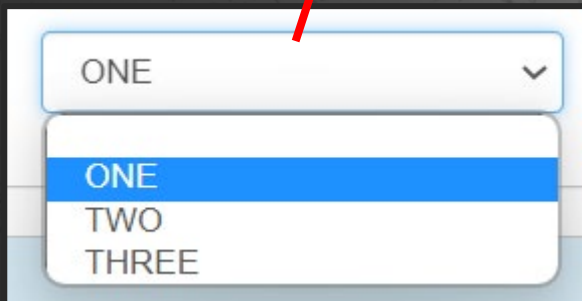
Destination ORI: *

2nd Destination ORI:

Request Info

Request Number: *

Request Priority: *





Person Information

Originating Agency Case Number: *

05052023

NIC Number: *

W151955038

Last Name: *

BUFFAY

First Name:

PHOEBE

Middle Name:

ENTER MIDDLE NAME

Date of Birth: *

08/08/1968

Sex:

FEMALE



Court Ori:

ENTER COURT ORI

Warrant Number:

ENTER WARRANT #

Requestor Info

Requestor Name: *

WHITNEY WILSON

Requestor Agency: *

BCI

Requestor Phone:

9999999990

Requestor Phone Ext:

4 NUMERICS MAX

Requestor Fax:

0123456789

Miscellaneous / Comments:

HAVE OFFICERS STOPPED WITH INDIVIDUAL. PLEASE ADVISE IF STILL WANTED AND PLEASE ADVISE IF YOU WILL EXTRADITE. OUR CASE IS 20230505. THANK YOU FOR YOUR ASSISTANCE.

338 characters remaining

Submit

YR2 Hit Confirmation Response

UCJIS Home YR2M ✕

Response

NLETS HIT CONFIRMATION RESPONSE - WANTED / MISSING FILE

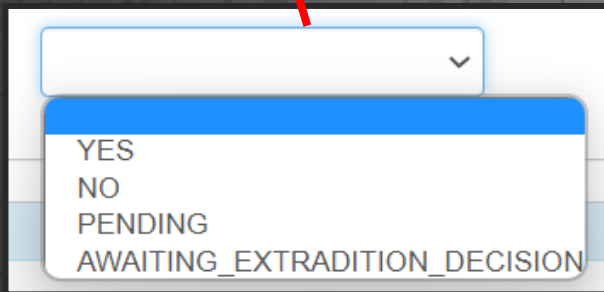
Originating Agency Identifier

ORI: * Destination ORI: *

2nd Destination ORI:

Confirm Info

Confirmation Status: * Hours To Complete Confirmation:





Person Information

Originating Agency Case Number: *

20230505

NIC Number: *

W151955038

Last Name: *

BUFFAY

First Name:

PHOEBE

Middle Name:

ENTER MIDDLE NAME

Date of Birth: *

10/10/1950

Sex:

FEMALE

Court Ori:

ENTER COURT ORI

Warrant Number:

ENTER WARRANT #

Confirmer Information

Confirmer Name: *

RACHEL GREENE

Confirmer Agency: *

CENTRAL PERK PD

Confirmer Phone:

0123456789

Confirmer Phone Ext:

4 NUMERICS MAX

Confirmer Fax:

0123456789

Miscellaneous / Comments:

INDIVIDUAL IS STILL OUTSTANDING AND WILL EXTRADITE. PLEASE SEND A LOCATE MESSAGE.

419 characters remaining

Submit



UCJIS Home

Q01 ✖

Translate

Translation of Agency Identification Number (ORI #)

Required Fields

ORI: *

UTBCI0000-UT BUREAU C ▼

ORI Retrieved: *

UTBCI0000

 Submit

Translation of Agency Identification Number (ORI #)

Required Fields

ORI: *

Beginning Date: *

MMDDYYYY

End Date: *

MMDDYYYY

Article

Boat

Gun

Person

Securities

Vehicle

 Submit

QO Results

UCJIS Home Q01 x

Translate NCIC Q01-UTBCI0000 x

NcicResponse:

Results:

CaveatText: []

RecordCount: 1

ResultList:

- ORI: "UTBCI0000"

TYP: "1"

CT1: "435 781-2209"

CT2: "801 969-7715 FAX"

AN1: "UTAH STATE BUREAU OF"

AN2: "CRIMINAL IDENTIFICATION"

SNA: "4315 S 2700 W SUITE 1300"

CTY: "TAYLORSVILLE"

STA: "UT"

ZIP: "84129"

FOC: "UTSU"

EML: "DPSCIC@UTAH.GOV"

NLC: 1

DTE: "1997-09-10T22:00:00.000-06:00"

DLU: "2023-01-30T05:29:00.000-07:00"

Status:

- DOR: "2022-09-07"

VLN: "CBAKER"

VLD: "2022-09-07"

ZE

UCJIS Home

ZE1 ✖

Translate

NCIC Date of Entry

Required Fields

ORI: *

UTBCI0000-UT BURE/ ▼

NIC Number:

W470029025

 Submit

ZE Results

[UCJIS Home](#)

[ZE1](#) ✖

[Translate](#)

● [NCIC ZE1-W470029025](#) ✖

TL0100000000GD3X00

UTBCI0000

NIC/W470029025 ENTERED APRIL 28, 2023 1219 EDT

LAST UPDATED APRIL 28, 2023 1219 EDT

** TEST** THIS RESPONSE IS FROM THE NCIC TEST SYSTEM.



- Allows Users to search for previous inquiries made in the database
- See if a person, vehicle, license plate, or property has been previously searched
- Look up who has looked something up
- Look up an individual to see who else has run them

Query

Translation of Agency Identification Number (ORI #)

Required Fields

ORI: *

UTBCI0000-UT BUR ▾

Beginning Date: *

08/02/2022

End Date: *

08/31/2022

Article

Boat

Gun

Person

Last Name:

SIMPSON

First Name:

HOMER

Middle Name:

ENTER MIDDLE NAME

Date of Birth:

01/01/1960

Gender:



Race:



FBI Number:

ENTER FBI NUMBER

Driver License
Number:

ENTER LICENSE NUMBER

Social Security
Number:

123457896

VIN:

ENTER VIN

License Plate
Number:

ENTER LICENSE PLATE NUM

License Plate
State:Misc Number
Type:

Misc Number:

ENTER MISC NUMBER

Securities

Vehicle

 Submit

LM- Locate Missing

7.5 CLEAR PROCEDURES

- If the agency that entered the record finds the missing person, the date of recovery must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be entered.
- If the missing person is found by an agency other than the ORI of the record and the recovering agency has not placed a locate message on the missing person record, the date of recovery must be entered following the two record identifiers. This date should be followed by the recovering agency's identifier and the recovering agency case number. Additionally, benefits and effectiveness data should be entered.
- Since one locate message retires the record from file, it will not be necessary for the ORI to clear the record from the NCIC System.

09/01/2023 10:53

\$.L.

UTBCI0000

LOCATE NOTIFICATION AT 1253 EDT 20230901 LOCATING ORI THE ORANGE CO PI
1N011693587219413.LM.'MD99999999 NAM/SMITH, JOHN J .NIC/M000069216.2023
901..

DETN.....

MKE/CLEARED MISSING PERSON

ORI/UTBCI0000 NAM/SMITH, JOHN J SEX/F RAC/B

DOB/19881012 DOE/20240625 HGT/507 WGT/120 EYE/BRO HAI/BRO

SOC/123456789

OLN/H2N100001 OLS/UT OLY/2025

MNP/MP DLC/20230831 OCA/EXAMPLE1

NOA/N

MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT

IF LOCATED

MIS/PLEASE CONTACT DET FRIDAY AT THE ORANGE

CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED

MPC/RUNAWAY

FPA/N

DNA/N

CLEARED// 'MD99999999

NIC/M000069216 DTE/20230831 1939 EDT DLU/20230901 1253 EDT



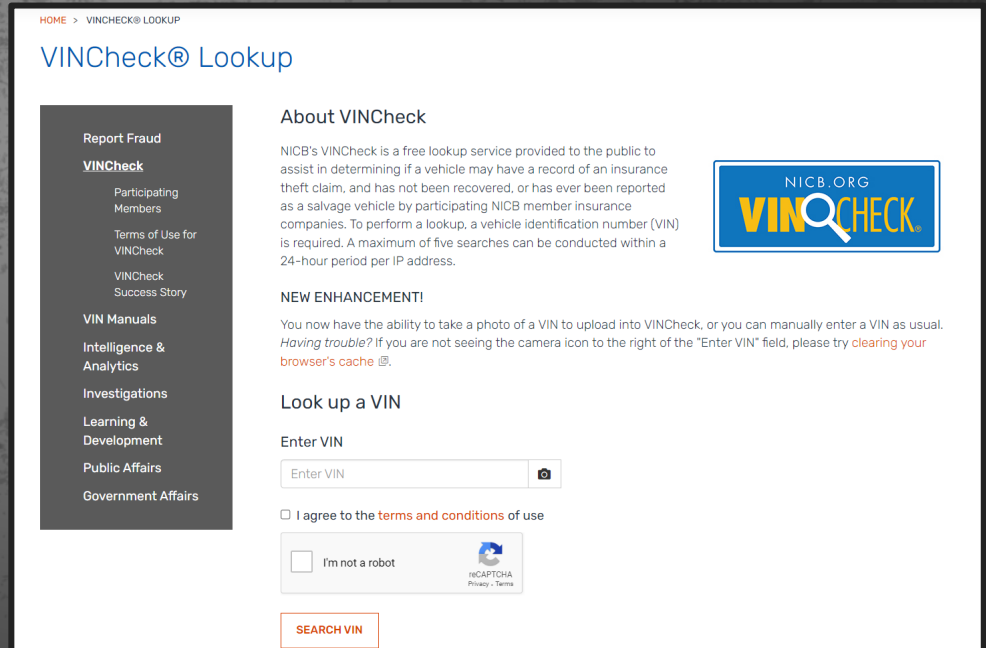
NOEX Extradition Limits

- Apprehending ORI should not place a locate on a entry that has no extradition limits or if the locating agency is outside of the extradition limit
- If a locate is placed on a NOEX, the entry will remain on NCIC until a second locate is place. At that point, the entry will be removed from NCIC

NICB- VIN Check

- Allows the public to check to see if a vehicle is listed as stolen or salvaged
- Results are pulled from participating insurance companies
- Search requires a VIN

[https:// www.nicb.org/ vincheck](https://www.nicb.org/vincheck)



HOME > VINCHECK@ LOOKUP

VINCheck@ Lookup

Report Fraud

VINCheck

- Participating Members
- Terms of Use for VINCheck
- VINCheck Success Story

VIN Manuals

Intelligence & Analytics

Investigations


Learning & Development

Public Affairs

Government Affairs

About VINCheck

NICB's VINCheck is a free lookup service provided to the public to assist in determining if a vehicle may have a record of an insurance theft claim, and has not been recovered, or has ever been reported as a salvage vehicle by participating NICB member insurance companies. To perform a lookup, a vehicle identification number (VIN) is required. A maximum of five searches can be conducted within a 24-hour period per IP address.




NEW ENHANCEMENT!


You now have the ability to take a photo of a VIN to upload into VINCheck, or you can manually enter a VIN as usual. *Having trouble?* If you are not seeing the camera icon to the right of the "Enter VIN" field, please try [clearing your browser's cache](#).

Look up a VIN

Enter VIN

I agree to the [terms and conditions](#) of use

I'm not a robot  [reCAPTCHA](#)
[Privacy](#) - [Terms](#)

[SEARCH VIN](#)



Purpose Code "C"

- The following examples provide clarification of authorized uses of Purpose Code C in situations that are not part of a criminal justice investigation but are at a criminal justice agency where a record check is necessary to accomplish the agency's mission. However, these examples are not exhaustive. Some of the authorized uses of Purpose Code C in relation to the security of the criminal justice facility include: vendors or contractors at the criminal justice agency who are not involved in the actual administration of criminal justice at the criminal justice agency; janitors, cleaners, individuals responsible for maintaining vending machines, etc.

Purpose Code “J”

- Involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control.
- Purpose Code J may also be used to initiate background checks on:
A Vendors or contractors at the criminal justice agency who are involved with the actual administration of criminal justice at the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
B Volunteers at the criminal justice agency who are involved with the actual administration of criminal justice at the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation, etc.

Purpose Code "P"

- The Purpose code "P" is used for Right of Accesses
- An agency must be under contract with BCI as a ROA Agency

CJIS Security Policy

Change in Security Awareness Training

- Changes will be required starting October 1st 202

AT-1 Policy & Procedures

Control:

- a. Develop, document, and disseminate to all personnel when their unescorted logical or physical access to any information system results in the ability, right, or privilege to view, modify, or make use of unencrypted CJI:***
 - 1. Organization-level awareness and training policy that:***
 - (a) Addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and***
 - (b) Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and***
 - 2. Procedures to facilitate the implementation of the awareness and training policy and the associated awareness and training controls;***
- b. Designate organizational personnel with information security awareness and training responsibilities to manage the development, documentation, and dissemination of the awareness and training policy and procedures; and***
- c. Review and update the current awareness and training:***
 - 1. Policy annually and following changes in the information system operating environment, when security incidents occur, or when changes to the CJIS Security Policy are made; and***
 - 2. Procedures annually and following changes in the information system operating environment, when security incidents occur, or when changes to the CJIS Security Policy are made.***

AT-2 Literacy Training & Awareness

Control:

- a. *Develop, document, and disseminate to all personnel when their unescorted logical or physical access to any information system results in the ability, right, or privilege to view, modify, or make use of unencrypted CJI:*
 1. *Organization-level awareness and training policy that:*
 - (a) *Addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and*
 - (b) *Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and*
 2. *Procedures to facilitate the implementation of the awareness and training policy and the associated awareness and training controls;*
- b. *Designate organizational personnel with information security awareness and training responsibilities to manage the development, documentation, and dissemination of the awareness and training policy and procedures; and*
- c. *Review and update the current awareness and training:*
 1. *Policy annually and following changes in the information system operating environment, when security incidents occur, or when changes to the CJIS Security Policy are made; and*
 2. *Procedures annually and following changes in the information system operating environment, when security incidents occur, or when changes to the CJIS Security Policy are made.*

- c. Update literacy training and awareness content annually and following changes in the information system operating environment, when security incidents occur, or when changes are made in the CJIS Security Policy; and*
- d. Incorporate lessons learned from internal or external security incidents or breaches into literacy training and awareness techniques.*



(2) Literacy Training & Awareness/Insider Threat

Provide literacy training on recognizing and reporting potential indicators of insider threat.



(3) Literacy Training & Awareness/Social Engineering

Provide literacy training on recognizing and reporting potential and actual instances of social engineering and social mining.

AT-3 Role-Based Training

- a. *Provide role-based security and privacy training to personnel with the following roles and responsibilities:*
- *All individuals with unescorted access to a physically secure location;*
 - *General User: A user, but not a process, who is authorized to use an information system;*
 - *Privileged User: A user that is authorized (and, therefore, trusted) to perform security-relevant functions that general users are not authorized to perform;*
 - *Organizational Personnel with Security Responsibilities: Personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJISSECPOL.*
1. *Before authorizing access to the system, information, or performing assigned duties, and annually thereafter; and*
 2. *When required by system changes.*

- b. Update role-based training content annually and following audits of the CSA and local agencies; changes in the information system operating environment; security incidents; or when changes are made to the CJIS Security Policy;***
- c. Incorporate lessons learned from internal or external security incidents or breaches into role-based training;***

- d. Incorporate the minimum following topics into the appropriate role-based training content:***
 - 1. All individuals with unescorted access to a physically secure location***
 - a. Access, Use and Dissemination of Criminal History Record Information (CHRI), NCIC Restricted Files Information, and NCIC Non-Restricted Files Information Penalties***
 - b. Reporting Security Events***
 - c. Incident Response Training***
 - d. System Use Notification***
 - e. Physical Access Authorizations***
 - f. Physical Access Control***
 - g. Monitoring Physical Access***
 - h. Visitor Control***
 - i. Personnel Sanctions***

2. **General User: A user, but not a process, who is authorized to use an information system. In addition to AT-3 (d) (1) above, include the following topics:**
 - a. **Criminal Justice Information**
 - b. **Proper Access, Use, and Dissemination of NCIC Non-Restricted Files Information**
 - c. **Personally Identifiable Information**
 - d. **Information Handling**
 - e. **Media Storage**
 - f. **Media Access**
 - g. **Audit Monitoring, Analysis, and Reporting**
 - h. **Access Enforcement**
 - i. **Least Privilege**
 - j. **System Access Control**
 - k. **Access Control Criteria**
 - l. **System Use Notification**
 - m. **Session Lock**
 - n. **Personally Owned Information Systems**
 - o. **Password**
 - p. **Access Control for Display Medium**
 - q. **Encryption**
 - r. **Malicious Code Protection**
 - s. **Spam and Spyware Protection**
 - t. **Cellular Devices**
 - u. **Mobile Device Management**
 - v. **Wireless Device Risk Mitigations**
 - w. **Wireless Device Malicious Code Protection**
 - x. **Literacy Training and Awareness/Social Engineering and Mining**
 - y. **Identification and Authentication (Organizational Users)**
 - z. **Media Protection**

3. ***Privileged User: A user that is authorized (and, therefore, trusted) to perform security-relevant functions that general users are not authorized to perform. In addition to AT-3 (d) (1) and (2) above, include the following topics:***
 - a. *Access Control*
 - b. *System and Communications Protection and Information Integrity*
 - c. *Patch Management*
 - d. *Data backup and storage—centralized or decentralized approach*
 - e. *Most recent changes to the CJIS Security Policy*

4. ***Organizational Personnel with Security Responsibilities: Personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJISSECPOL. In addition to AT-3 (d) (1), (2), and (3) above, include the following topics:***
 - a. *Local Agency Security Officer Role*
 - b. *Authorized Recipient Security Officer Role²*
 - c. *Additional state/local/tribal/territorial or federal agency roles and responsibilities*
 - d. *Summary of audit findings from previous state audits of local agencies*
 - e. *Findings from the last FBI CJIS Division audit*

(5) Role-Based Training/ Processing Personally Identifiable Information

Provide all personnel when their unescorted logical or physical access to any information system results in the ability, right, or privilege to view, modify, or make use of unencrypted CJI with initial and annual training in the employment and operation of personally identifiable information processing and transparency controls.



AT-4 Training Records

- a. Document and monitor information security and privacy training activities, including security and privacy awareness training and specific role-based security and privacy training; and*
- b. Retain individual training records for a minimum of three years.*