

# TAC REMINDERS

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The important things you need to know

# TOPICS TO DISCUSS

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■ Introductions

■ Region Changes

■ Helpful CIC Tips

■ Misuse

■ Auto Expungements

■ Legislative Updates

■ Felony Warrants

■ MMJL

■ Lethality Assessment

■ NIBRS/Use of Force

■ JRA

■ And Much More...



# INTRO TO BCI

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ALL THE COOL PEOPLE  
THAT MAKE THIS ALL  
WORK

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# INTRO TO FIELD SERVICES



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# DID YOU KNOW THAT FIELD SERVICE REPS CAN:



Offer in person  
training at the  
discretion of  
the agency



Offer virtual  
trainings



Host  
personalized  
trainings for  
individual  
TACs/Alt Tacs



Perform on site  
audits (You  
may be audited  
by ANY rep at  
ANY time)

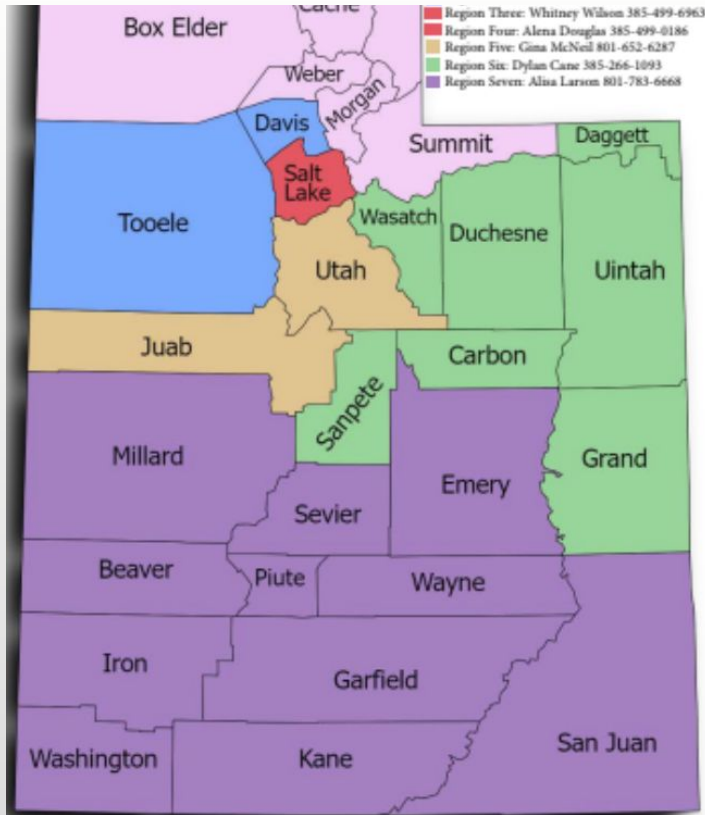
# REMINDER!!!

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The Field Service Team is entirely a remote teleworking team. Although we love seeing our inbox at BCI full of fan mail, it may be a while until that fan mail is read.

The best way to get a document uploaded at the fastest speed possible is to email it to us so we can get it updated as soon as possible.





# REGION CHANGES

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# REGION BREAKDOWN

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## **Region 1: Ofa Vaisima**

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

## **Region 2: Jonathan Harr**

- Davis County
- Tooele County
- UHP

## **Region 3: Whitney Wilson**

- Salt Lake County
- AOC District Court

## **Region 4: Alena Douglas**

- Salt Lake County
- Salt Lake County Justice Courts

## **Region 5: Gina McNeil**

- Juab County
- Utah County
- Navajo Nation



# REGION BREAKDOWN

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## **Region 6: Dylan Cane**

- Carbon County
- Daggett County
- Duchesne  
County
- Grand County
- Sanpete County
- Uintah County
- Wasatch County
- Vendors

## **Region 7: Alisa Larson**

- Beaver County
- Emery County
- Garfield County
- Iron County
- Kane County
- Millard County
- Piute County
- San Juan County
- Sevier County
- Washington  
County
- Wayne  
County

# CONTACTS

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Supervisor: Mandy Biesinger  
[mbiesinger@utah.gov](mailto:mbiesinger@utah.gov)  
385- 266-5162

Region 1/AMBER: Ofa  
Vaisima  
[ovaisima@utah.gov](mailto:ovaisima@utah.gov)  
385- 499-1421

Region 2/UHP: Jonathan Harr  
[jharr@utah.gov](mailto:jharr@utah.gov)  
385- 266-0190

Region 3: Whitney Wilson  
[wthomsen@utah.gov](mailto:wthomsen@utah.gov)  
385-499-6963

Region 4: Alena Douglas  
[amdouglas@utah.gov](mailto:amdouglas@utah.gov)  
385- 499-0186

Region 5: Gina McNeil  
[gmcneil@utah.gov](mailto:gmcneil@utah.gov)  
801-652-6287

Region 6: Dylan Cane  
[dcane@utah.gov](mailto:dcane@utah.gov)  
385- 2661093

Region 7: Alisa Larson  
[alisalarson@utah.gov](mailto:alisalarson@utah.gov)  
801-783-6668

AMBER/NIBRS/Use of Force:  
Alex Martinez  
[mmartinez@utah.gov](mailto:mmartinez@utah.gov)  
385- 499-5500

# UCJIS HELP DESK

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## UCJIS HELP DESK (CIC)

### What is CIC?

- Available 24/7
- Processes User account and deletions
- Grants User Permissions
- Helps with Passwords
- Provides assistance with UCJIS errors
- Validated Prints in RapBack

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## ISSUES COMING IN TO CIC

MMJL Permission Request

Niem Format Errors

ACADIS

Sharing CIC's number

Persistent Emailing

Large group permission addition

And More...

# MMJL PERMISSION REQUEST

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CIC is required to send the MMJL response regardless of the email that you type out to them. You still need to reply to the email, either saying yes or no. Once they receive your response, they can grant the MMJL permission.

Officer Watkins had authorization for the MMJ transaction in UCJIS but it is now not working. Can we please give him permissions again? user name: jwatkins. He will only be using this in the scope of his job for DUI's but he is also part of the Tooele County Major Crimes Task Force and will use it there.

# NEIM FORMAT ERRORS

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We understand that most have not liked the NIEM formatting change, but this is not a BCI change but rather an FBI change. Although it may be hard to look at with some understanding of the message, this update makes it clearer what is being done wrong. (Ex: This message is stating that the Vehicle Color was entered as “WHT” instead of “WHI”)

```
NcicResponse:  
  Error:  
    Code: 422  
    Message: "Unprocessable Entity"  
    ValidationError: []  
    Reason: "Error formatting vehicle NIEM request: java.lang.IllegalArgumentException:\n    \ No enum constant gov.niem.release.niem.codes.fbi_ncic._4.VCOCCodeSimpleType.WHT"  
    MessageID: "51d4e040-c7f5-4875-a568-1d046097d603"  
    Timestamp: "2023-03-24T07:44:38"
```

# ACADIS

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- CIC has been receiving an influx of calls and emails for access and management of accounts for ACADIS.
- This is not managed by CIC, but rather by POST.
- All calls and emails should be directed to them for the fastest assistance.
- Contact: [support@utahpost.org](mailto:support@utahpost.org)  
801-256-2300

Utah Acadis Online

Sign in

E-mail address (Username)

Password

Reset your password

Sign in

Terms of Service | Feedback

Click Here To View Utah POST Agency Reference Guide

Utah Peace Officer Standards and Training  
Annual Training Requirement

40 Annual Hours

1 Hour Sexual Assault/Abuse (HB297, 2023)

23 Hours Agency Specific

16 Hours Arrest Control, De-Escalation, Mental Disorder/Crisis Intervention

Special Needs (HB334, 2021)



# Other Miscellaneous Contacts

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**NIBIN- ATF**

**Openfox-** Contact your own agency

**Offender Watch & Webcis-** Dept. of Corrections

**ICOTS-** <https://pwp.interstatecompact.org>  
<https://secure.utah.gov/ivs-client/index.html>

**NICB-** Nation Insurance Crime Bureau. Can be used for foreign cars too. People that have imported vehicles to the United States. <https://www.nicb.org/vincheck>

# Other Miscellaneous Contacts

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**LIMS-** LIMS is the database that the Tox lab uses to store their data. Users enter Tox sample info into UCJIS and then the Tox lab views that in LIMS.

**NHTSA-**NHTSA VIN Decoder (<https://vpic.nhtsa.dot.gov/decoder/>),

**U-Visa-** Visa for undocumented immigrants that are victims of DV, refer caller to the office of immigration, or their local PD victims advocate.

# SHARING CIC'S NUMBER WITH THE PUBLIC

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There has been an increase in the public calling CIC because an agency told them we could help.

This is not a number that can be shared with anyone who does not have access to or receives information from UCJIS. This is for UCJIS USERS ONLY.

Ex: If you have someone who needs help getting information on a warrant you should not send them to CIC.



# CONTACTING CIC ABOUT ACCOUNT SET-UP

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Although CIC loves getting so many calls and emails checking on account set-up, unfortunately, the persistence doesn't speed up the fingerprint approval or denial process.

The best practice is to check your REPT frequently when adding new individuals to your agency. On the REPT, you can see account notes that CIC uses to track accounts.

Ex: If the account says "Needs Security Agreement," make sure that you sent the Security Agreement to your FS Rep.

# Prison Visitation

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If you have an individual who gets denied access to visit an inmate in prison please **DO NOT** send them to BCI

BCI cannot help them if they are denied and it has caused some issues.

If they need to get an ROA please inform them so there is less confusion with the individual and BCI.



# LARGE GROUP PERMISSIONS



Before contacting CIC to give permissions to a large group of users, please make sure you are running your REPT report and only providing a list of users who do not have the transaction you are looking to add. Also if you are requesting permissions for 1 user make sure they don't already have it by running REPT. You can't say, Please add [insert transaction here] to "ALL officers."

- 1) Because accounts don't decipher who officers are vs. records, clerks, etc.
- 2) Because the users may already have permission.

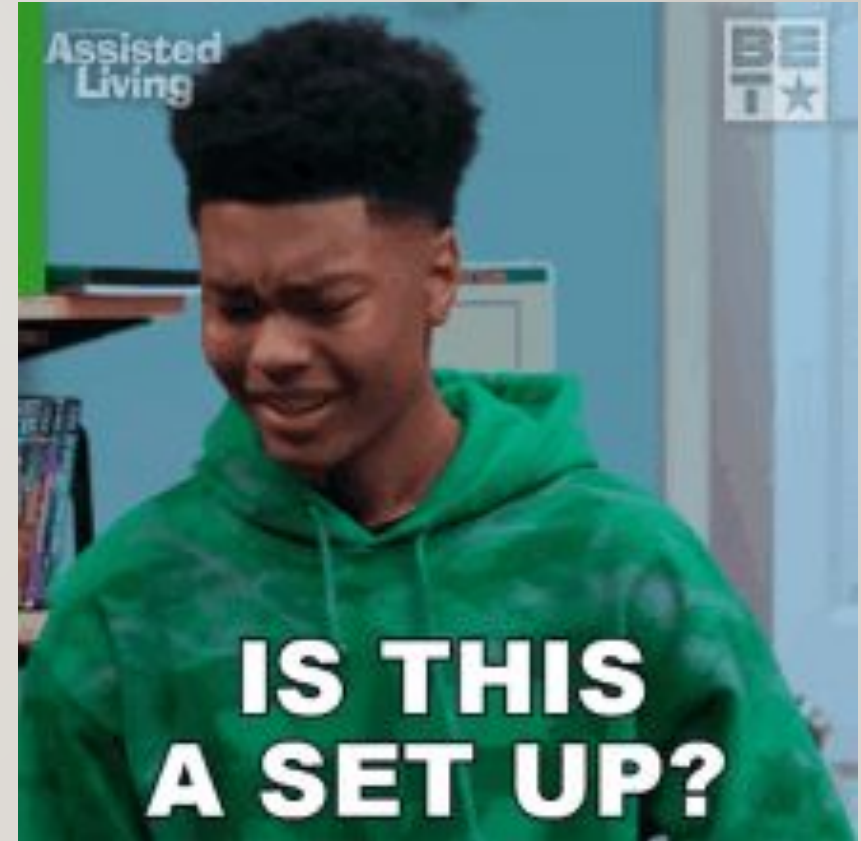
# ACCOUNT SET-UP

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Order of operations when adding users

- 1) “ADD” user in UCJIS
- 2) Send in Prints
- 3) Send in Security agreement to FS Rep
- 4) Submit user setup form

Note: If the prints are mailed in, these take longer due to mail time, and then when the mail is received, it is not necessarily processed by CIC that day. Mail is only being done once per week. If you did the prints via LiveScan, although it is faster, it can still take time, especially if CIC is waiting for ABC to release the prints. If CIC sees the status as Under BCI review, there is nothing CIC can do.



# Miscellaneous Account Setup

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If you are an Alt TAC setting up someone using the User Setup Form, you need to put your email address at the top of the form, not the TAC's or Users emails.

TAC's need to be the ones to give the first temporary password and walk the user through the 2-part Authentication page. It is the TAC's job to let the user know when the account is good to go and how to login to UCJIS.

TAC's do not need to email in a User Setup Form if one was attached with the prints in the mail.

### User Setup Form

For Incoming Employees in an agency using UCJIS

ONLY USE THIS FORM IF YOU'RE SUBMITTING LIVESCAN

1. Enter user/non-user/non-access user into UCJIS using the ADD transaction.
2. Fill out this form and BCI CIC will process your request.
3. Fingerprints required for ALL User types!

**Submitting TAC/Alt-TAC Email address should be entered in the Email field.**

jmtofa@utah.gov [Switch account](#)

\* Indicates required question

Email \*

Your email

Untitled Title

Agency Name \*

Your answer

Tac's Name \*

Your answer



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**CONTACT  
INFORMATION**

**Phone Number:  
801-965-4446**

**Email:  
dpsscic@utah.gov**

# BCI SECTIONS

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# SUPPORT SERVICES

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First point of contact for individuals coming into BCI



Once the fees are paid and the form is handed to a member of the support services staff. The document is taken to the appropriate section.



If you are sending customers to BCI with forms make sure that you are providing updated forms. If they presents an outdated form they may be told to fill out a new one.



Contact:  
801-965-4445  
(option 2)

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This section helps individuals with concealed carry permits

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If you need to check someone's concealed carry permit you can contact the Firearm's section during office hours or the Help Desk after hours

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You may also run the individuals Utah Driver's License and if they have a License and a CC permit it will show on the results screen.

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Contact: [dpsfirearms@utah.gov](mailto:dpsfirearms@utah.gov) 801-965-4445 (option 3)

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## FIREARMS

# RECORDS

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This team researches and identifies information that needs to be updated from Criminal History on past and incoming criminal records

If you see something wrong with a criminal history record you can fill out the “BCI Criminal Record Update Request Form” and submit it to BCI Records

This team also has a sub team that oversees Auto Expungements and can assist with any problems or concerns with AE messages or any other part of the Auto Expungement process

Contact:  
[bcirecords@utah.gov](mailto:bcirecords@utah.gov)  
801-965-4445 (option 8)

Contact:  
[autoexpungements@utah.gov](mailto:autoexpungements@utah.gov)  
801-965-4445  
(option 8)

This section runs background checks on firearms purchases

Firearms being cleared out of evidence must be cleared through Brady

Contact: 801-965-4445 (option 4) \*New Supervisor\*

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**BRADY**

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# AFIS

Identifies criminal and applicant fingerprints

Please remember the importance of quality prints (visible patterns, completely roll the print, slow down)

If there are no prints completed or bad prints are submitted the arrest cannot go on the criminal rapsheet

Offers in-person training (livescan and ink prints, criminal history, suspense file, fingerprint troubleshooting, etc.)

Contact: [dpsafis@utah.gov](mailto:dpsafis@utah.gov) 801-965-4569  
Erin Contact: [epaulsen1@utah.gov](mailto:epaulsen1@utah.gov) 801-281-5126

# ABC

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Non-Criminal Justice  
background checks

Fingerprints individuals  
coming into BCI (if you  
are sending someone  
make sure they bring the  
Authorization for  
Livescan form)

Please make an  
appointment for  
fingerprinting

Conducts Non-Criminal  
Justice audits

Contact:  
[dpsabc@utah.gov](mailto:dpsabc@utah.gov)  
801-965-4445  
(option 6)



# EXPUNGEMENTS

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Conducts research on application to expunge a record



Following research the section approves/denies requests to expunge a record



Keeps a log of information deleted off a record so it is not re-added when conducting further research on the individual



Contact:  
[bciexpungements@utah.gov](mailto:bciexpungements@utah.gov)  
801-965-4445 (option 5)

# REGION TRAINING 2023

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# UCJIS UPDATES

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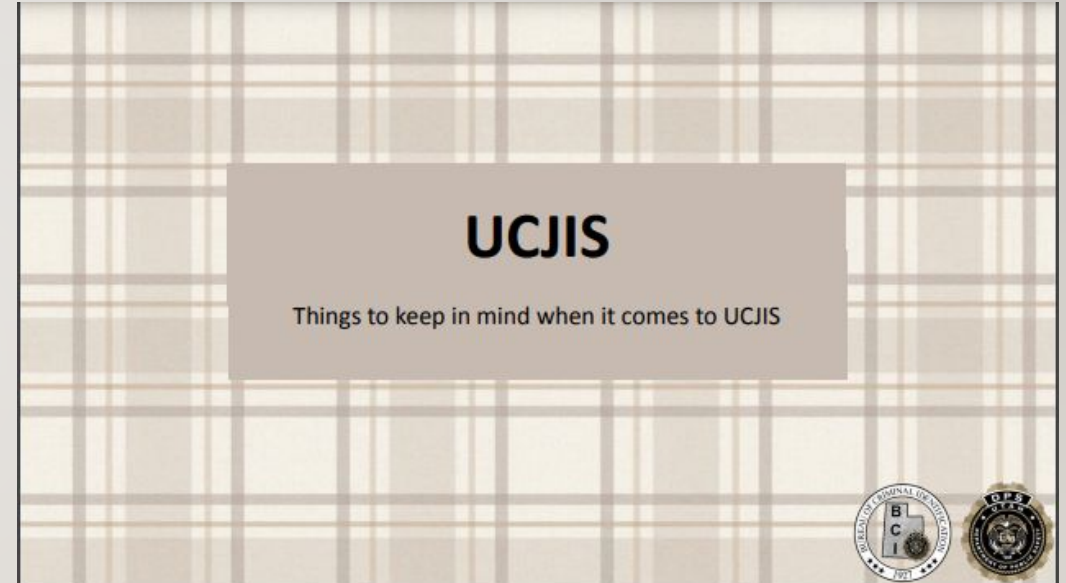
BCI moved to TSOB

New Use of Force options for resistance type, injury type, and injury type officer.

New relationship code for denied person for Brady denials “Current or former dating relationship (can be same sex)”

When submitting an AMBER alert agencies will now see a red link they can click on with more info on the process

AE broadcast messages will be displayed differently



# UCJIS UPDATES

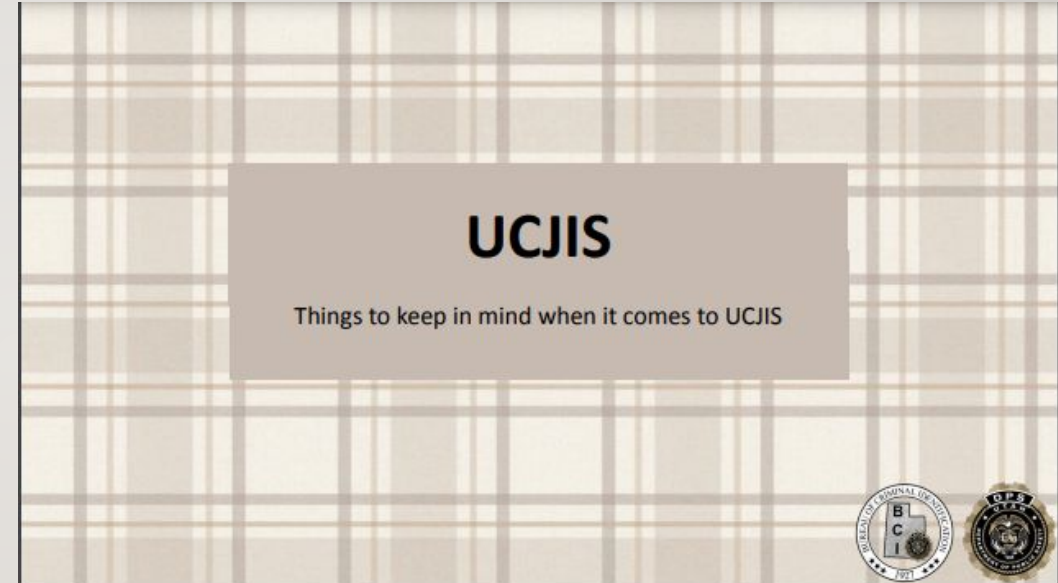
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Utah Criminal History will no longer read “no disposition reported” but something like “research in progress”, “No additional Information”, etc.

NIC transaction in UCJIS has been phased out

Transitioning to NIEM

Crash and Citation



# LESSER KNOWN UCJIS TRANSACTIONS

Lesser Known  
UCJIS Transactions

Regional Training 2023



CRTL (Court  
Case Query)

DLAS (Driver's  
License by  
Address)

DLPL (Driver's  
License Photo  
Query)

EIMPL (Impounds  
Entry)

IAQ (Immigration  
and  
Naturalization  
Service)

KQM (Driver's  
License History  
Query)

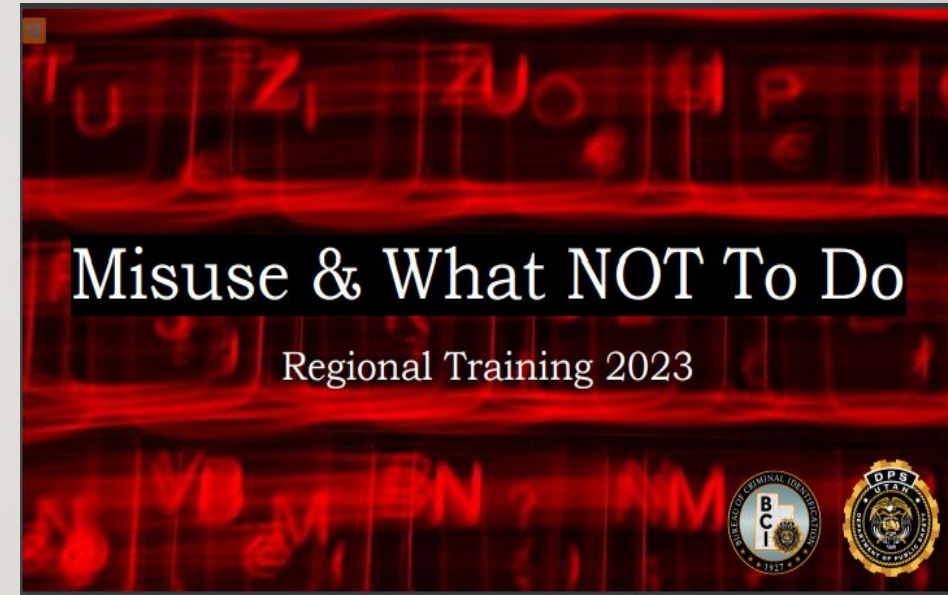
MIPL (Multiple  
Inquiry Person)

POL (Utah  
Protective Order  
Query)

# MISUSE & WHAT NOT TO DO

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- 53-10-108 “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 the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.”
- All transactions in UCJIS are logged
- TAC’s must periodically run the LOGS transaction to see what transactions users are running to protect your agency from misuse
- Make sure your agency has policies in place for individuals working from home
- Test accounts can be used to limit misuse and properly train individuals



# WARRANTS

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Statewide Warrants (SWW)

Felony Warrants

Common issues on BCI SWW audits

Validating warrants

Validating warrants issues

# PROBABLE CAUSE AFFIDAVITS

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- PC reminders (only available in UCJIS, email on file with BCI, disable pop-up blockers, 24 hours to hold suspect)
- Public safety assessment data (if not SID is provided the PC is held in limbo until it is added)
- Ability to pay (this has split from the pre-trial information section)
- Pre-Trial information check-box (there is a check box if individual refuses to answer or is unable to provide information)
- Troubleshooting common errors and PC transaction run through



## Probable Cause Affidavits



MISUSE  
UCA  
53-10-108

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# MISUSE

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School resource officers are not able to share information with the school at all.

School Resource Officers cannot disseminate information to school administration. This also goes for sharing information with city officials.

Criminal Justice employees are not able to share UCJIS information with city employees including the mayor.

All the examples above would be violations of UCA 53-10-108.

You may only disseminate information to individuals who are UCJIS Users or Non-Access Users. If you disseminate outside your agency, it needs to be logged.

# MISUSE

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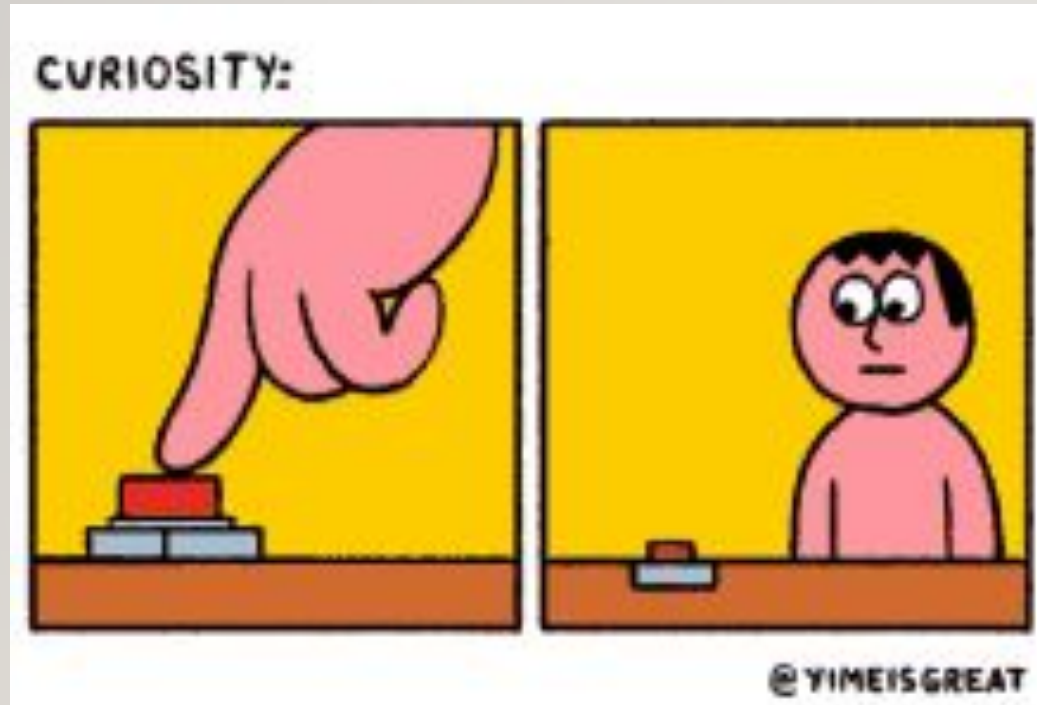
## What does misuse entail?

- For personal curiosity which is not related to any Criminal Justice Purpose or intent
- Curiosity checks

## Examples:

- Running themselves
- Family members
- Neighbors
- Coworkers
- Cute girl/boy crossing the street

# MISUSE



Improper Dissemination can be referred to as misuse

- Disseminating UCJIS information to someone who shouldn't have access to UCJIS information or does not need it for the purposes of their job
- Only disseminate UCJIS information for valid Criminal Justice purposes and not to others

# PROPER DISSEMINATION

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# DISSEMINATION

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## What is dissemination?

- Giving UCJIS information to another person needs to be logged
- Whether printed, verbal, or electronic

## How to disseminate to an outside agency?

- If disseminating to an outside agency, you must document who, what, when, and why
- Even if you are just stating if someone does or does not have a criminal record is still considered dissemination

MMJL

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## Medical Cannabis Patient Card

YOGI BEAR

**ID #:**

PAT-21-0000000006

**Address:**

123 TI STREET

TEST TOWN, UT 55555

**Issue Date:**

02/01/2021

**Expiration Date:**

05/02/2021

**DOB:**

01/01/1955

# MMJL

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Just a reminder we have the MMJL transaction it is designed to be used during 1 of these 2 conditions:

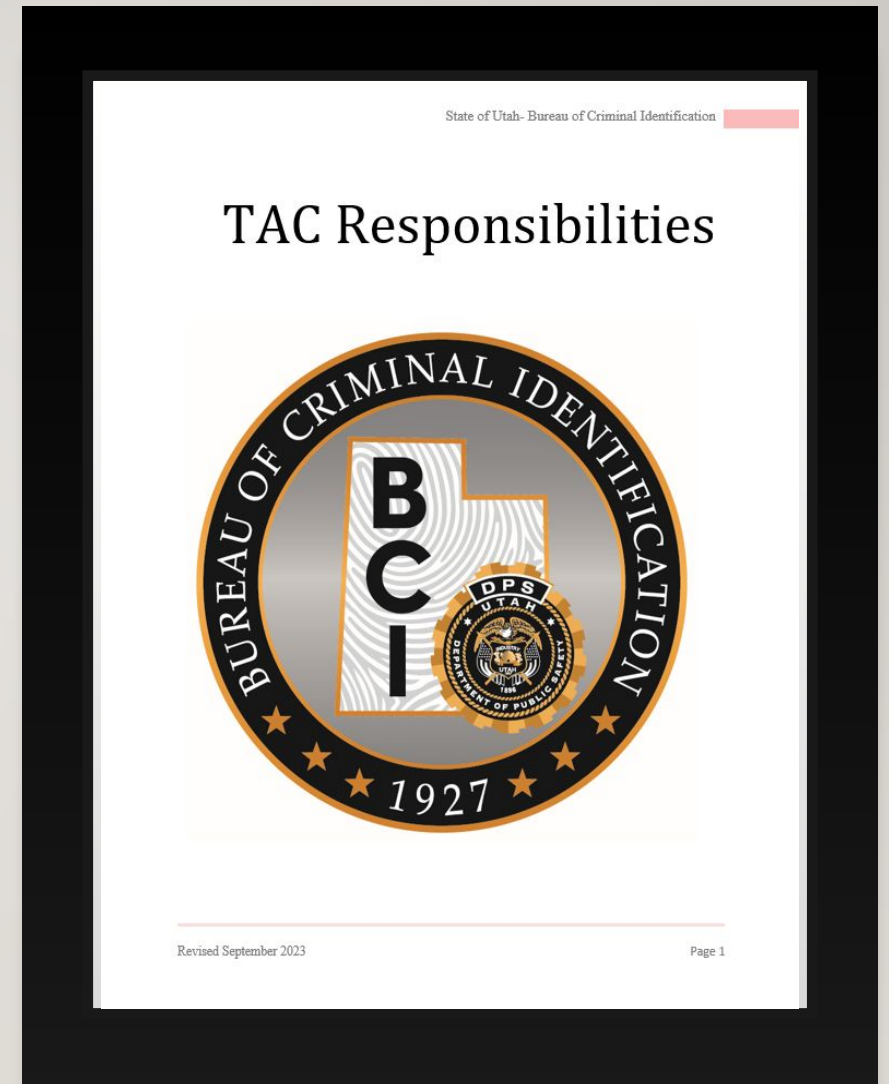
- U.C.A. 26-61a-103(2)(g) (i) During a law enforcement encounter, without a warrant, using the individual's driver license or state ID, only for the purpose of determining if the individual subject to the law enforcement encounter has a valid medical cannabis card; or (ii) After obtaining a warrant

To find what is considered a Law Enforcement encounter refer to U.C.A. 77-7a-103(3)



# TAC Manual

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# Updated TAC Manual

On October 1st, there will be an update to the TAC website and an updated manual posted.

This is a manual that will be more in-depth than the New TAC packet and will be a useful resource for new and current TACs.

## TAC Responsibilities



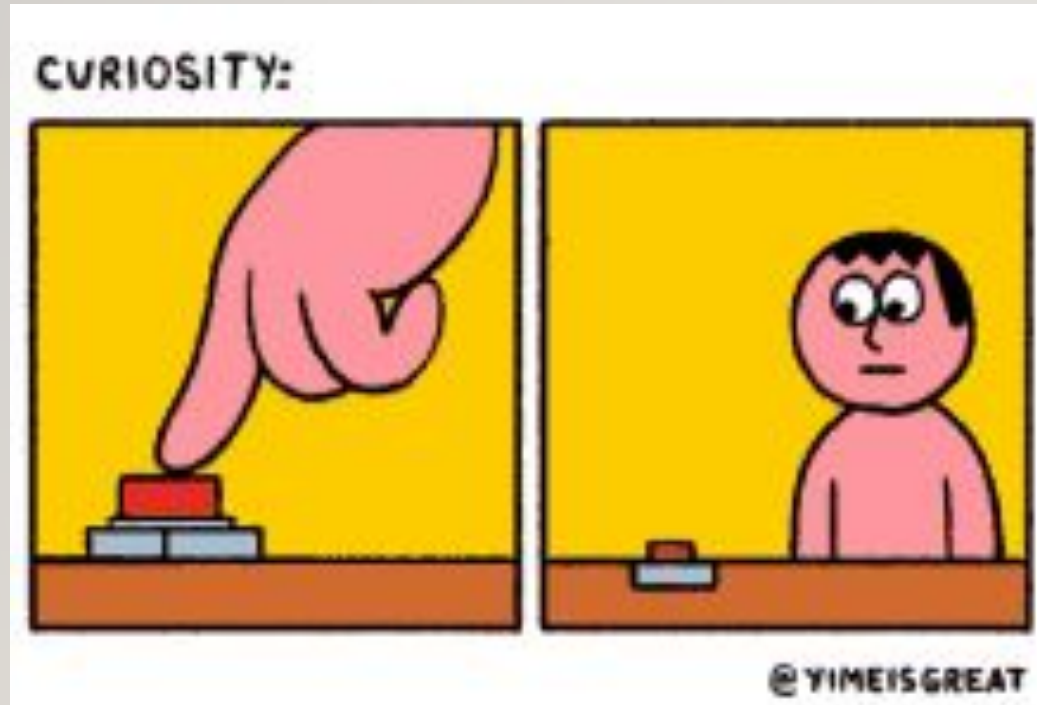
# Privacy Security & Training

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# Privacy Security & Training

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The Privacy and Security Training presentation that many TAC's use for their security training will be updated.

These changes will go live on October 1, 2023.

If you have used the presentation to train your security training or you used it to create your winnings, please make sure you refer to the updates on October 1st.



# EXPUNGEMENT VERIFICATION FORM

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We now have a new application for people to apply to see if they have had any Petitioned or Auto Expungements (charges removed from their record) The application is on our web page under expungement forms.

- Response to the application will take about two weeks. The applicant will receive a letter in the mail stating if they had any type of Expungements, along with what was removed from their record.
- If they have not had any of their charges auto expunged, they will also receive a letter stating as of this date they have not had any auto expunged cases.
- Please refer customers with questions to [autoexpungements@utah.gov](mailto:autoexpungements@utah.gov) or [bciexpungements@utah.gov](mailto:bciexpungements@utah.gov)

# Virtu Encryption

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# Virtu Encryption

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- Please make sure that you are encrypting all emails that include UCJIS information
- To encrypt you can use Virtu or another encryption provider
- To get Virtu added to your email you can google search “Virtu google chrome extension”
- Click “Add to Chrome”

[Home](#) > [Extensions](#) > [Virtru Email Protection](#)



## Virtru Email Protection

 [www.virtru.com](http://www.virtru.com)  **Featured**

★★★★★ 108 ⓘ | [Social & Communication](#) | 600,000+ users

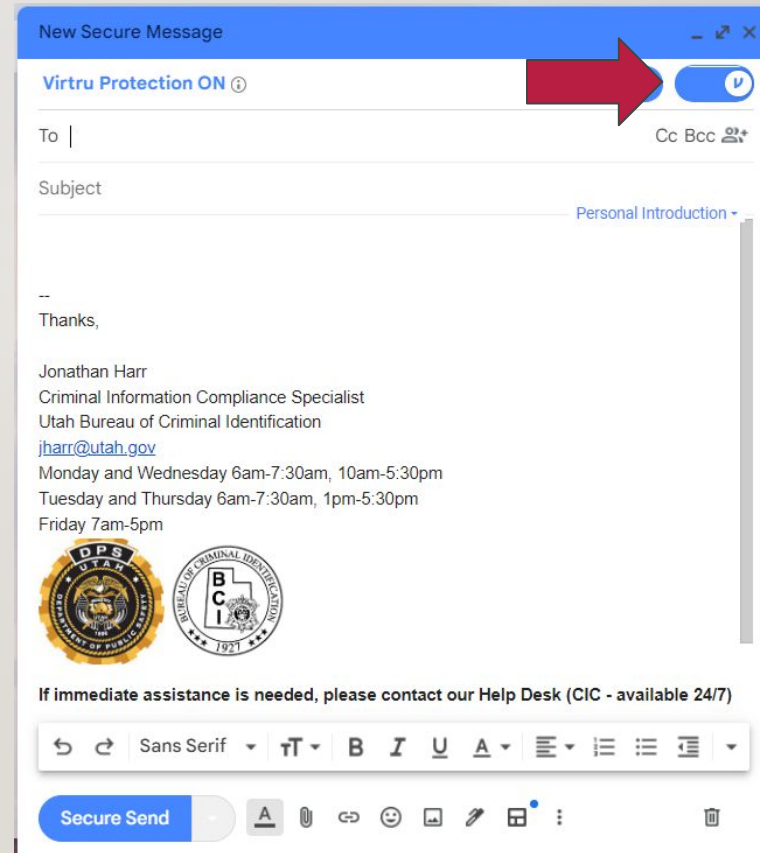


Add to Chrome



# Virtu Encryption

- Once Virtu is added you can draft an email and at the top you will turn on Virtu to encrypt the email
- If you are using Google Chrome your email will turn blue



# ERRORS

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# JRA

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- If you have a JRA with people at two different addresses, you can't have both addresses listed on the JRA
- In these cases, you will need to use the miscellaneous fields for other protected persons, specifically when multiple adults with different addresses and conditions are waived
- You can't use MNCO if you are trying to add conditions that weren't originally marked on the ENCO, you can only use it to remove. If you need to add, you have to start over.



# PCQ

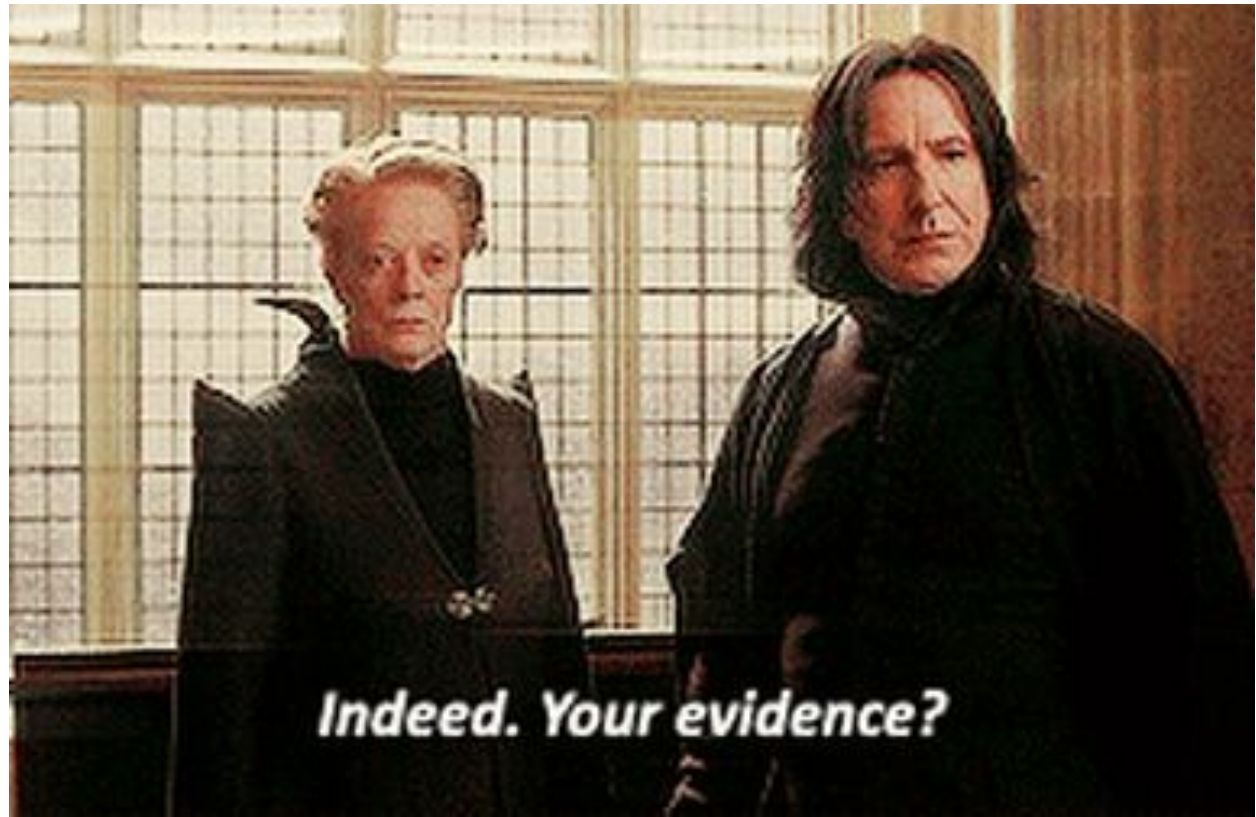
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- For a PCQL to go through, you need to have the arresting date and time after the booking date and time
- The more accurate you are when entering both booking and arresting information, the easier it is to enter and query

The screenshot displays the Utah Criminal Justice Information System (UCJIS) interface. At the top, there is a navigation bar with "UCJIS Home", "PCQL", and "PC Query Results". A blue "ERROR" dialog box is overlaid on the page, containing the message: "Booking date and time must be after arrest date and time." and an "OK" button. Below the error, the "Booking Information" form is visible. The form includes fields for "Booking ORI:" (set to "UT0180130 SALT LAKE COUNTY JAIL"), "Booking Case Number:" (23026582), and "Booking Date:" (06/21/2023). The "Offender Information" section contains fields for "Last Name:" (OVERTON), "First Name:" (TREVOR), "Middle Name:" (JAMES), "Suffix:" (ENTER NAME SUFFIX), "OTN:" (ENTER OTN), "SSN:" (529815698), and "SID:" (1088125). There is a "Run CHQ" button next to the SID field. At the bottom, there is a "Court ORI:" field (3RD DISTRICT COURT - SALT LAKE - UT018035J) and a "Submit" button. A disclaimer at the bottom states: "ATTENTION: Courts systems are down daily between 0445 and 0515. Submissions during this time frame may not notify the on-call magistrate. By submitting this affidavit, I declare under criminal penalty of the State of Utah that the foregoing is true and correct."

# EVIDENCE RELEASE

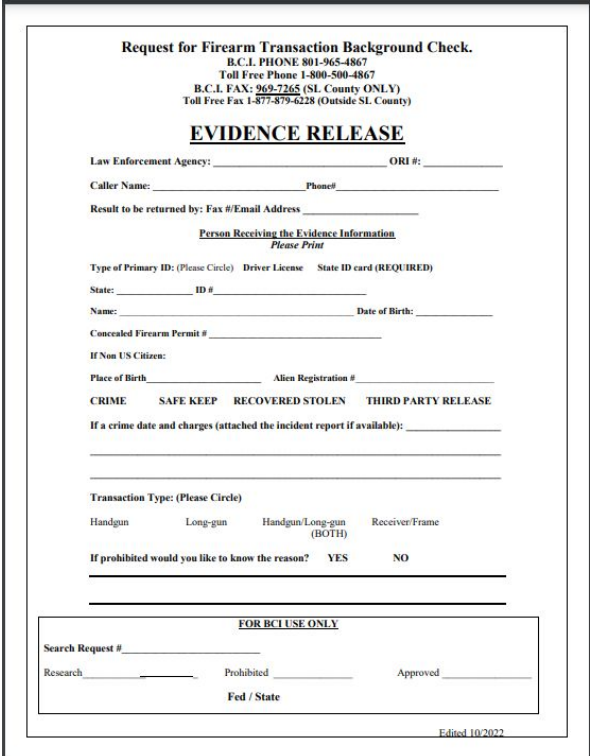
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*Indeed. Your evidence?*

# EVIDENCE RELEASE FORM

- According to passage of HB225, law enforcement agencies that are releasing firearms from police custody are now required to submit an Evidence Release request to BCI Brady prior to releasing the firearm
- BCI will perform a full firearm background check and ensure that the person receiving the firearm(s) is not a restricted person
- The Evidence Release request form can be found at [bci.utah.gov](http://bci.utah.gov), under Brady Firearm Transfers, Consumers/Law Enforcement. (see form to the right)
- **No agency should be doing their own evidence releases** they should contact BCI Brady



**Request for Firearm Transaction Background Check.**  
B.C.I. PHONE 801-965-4867  
Toll Free Phone 1-800-508-4867  
B.C.I. FAX: 969-7265 (SL County ONLY)  
Toll Free Fax 1-877-879-6228 (Outside SL County)

**EVIDENCE RELEASE**

Law Enforcement Agency: \_\_\_\_\_ ORI #: \_\_\_\_\_  
Caller Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
Result to be returned by: Fax #/Email Address \_\_\_\_\_

**Person Receiving the Evidence Information**  
*Please Print*

Type of Primary ID: (Please Circle) Driver License State ID card (REQUIRED)  
State: \_\_\_\_\_ ID # \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Concealed Firearm Permit # \_\_\_\_\_  
If Non US Citizen: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_ Alien Registration # \_\_\_\_\_

CRIME SAFE KEEP RECOVERED STOLEN THIRD PARTY RELEASE  
If a crime date and charges (attached the incident report if available): \_\_\_\_\_  
\_\_\_\_\_

Transaction Type: (Please Circle)  
Handgun Long-gun Handgun/Long-gun Receiver/Frame  
(BOTH)

If prohibited would you like to know the reason? YES NO  
\_\_\_\_\_

**FOR BCI USE ONLY**

Search Request # \_\_\_\_\_  
Research \_\_\_\_\_ Prohibited \_\_\_\_\_ Approved \_\_\_\_\_  
Fed / State

Edised 10/2022

NIBRS

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# REPORTING

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Law Enforcement Agencies now submit NIBRS files through UCJIS.



File uploads are due by the 16th of each month.



Any questions, please contact Alex Martinez.  
mmartinez@utah.gov 385-499-5500 or Mandy Biesinger.



# USE OF FORCE

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Use of Force reporting is also mandatory.

If your agency does **NOT** have any qualifying incidents, make sure to enter a "zero report" directly in UCJIS.

This is not automatic nor included in that NIBRS file.

Any questions, please contact Alex Martinez.  
mmartinez@utah.gov  
385-499-5500 or Mandy Biesinger.

# RUNNING VIN INFO

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# RUNNING VIN INFORMATION

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- Authorized personnel (someone who is designated by the agency which is on file with the Tax commission) within a law enforcement agency (designated as: law enforcement officer/safety inspector designee), can verify if a VIN is not stolen
- There is a form through the Tax Commission the Authorized Person(s) should have and track all VIN lookups through



# LETHALITY ASSESSMENT

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## Respond and Assess

The LAP is used by law enforcement officers and other first responders to identify high risk domestic violence victims.



## Connect with Advocate

If the tool identifies a victim who is at high risk, a phone call is immediately made to the local victim service provider's 24-hour hotline. The victim is encouraged to speak to an advocate on the phone.



## Shelter and Services

Hotline advocates use LAP guidelines to encourage victims to access services like crisis counseling, legal advocacy, and shelter.

# LETHALITY ASSESSMENT OVERVIEW

SB17 is the legislature bill that passed the lethality assessment (now investigative tool)

- It is a program to keep track of the homicides that happen in Utah. About half of the homicides in Utah are DV related.

This program is designed to address at the scene of the crime the lethality score for someone's chances of being killed

- This is mainly to save and improve lives

Lethality is used to give resources for the victim and to educate them about a DV situation

- The lethality assessment is not for us but for the victim and it is to present them with available resources

Taylor Keys and Jenn Faumuina are training on both days of TAC conference

# DEATH IN CUSTODY

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# DEATH IN CUSTODY REPORTING ACT

Champ008/Shutterstock.com

# DEATH IN CUSTODY

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CCJJ has partnered with DTS to automate the "Death in Custody" report. You will no longer be required to manually complete the current PDF form.

Instead, a link will be provided to you allowing for the data to be collected electronically into a secure database.

This innovation will allow the user to submit the data throughout the year instead of waiting until the end of the year to send it to CCJJ.

For more information on Death in Custody Angelo Perillo will be doing a breakouts both days of TAC Conference.

The presentation is also be on the TAC website under the other section of the presentations tab.

# AM Messages Update

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# AM Messages Update

Beginning on September 25, 2023, the FBI's National Threat Operations Center (NTOC) will begin using Nlets to send an AM message to local agencies regarding non-emergent tips they receive. SIAC will also receive a message for each tip sent to a Utah agency. This does not change the process for when NTOC receives a critical or urgent response tip.

## Types of tips:

- drug related information
- poisoning complaints
- stalking/harassment
- missing persons reports
- suspicious activity
- miscellaneous tips
- burglary/theft

AM. DCFBIWAE1  
12:30 07/7/2023

TITLE: FBI NATIONAL THREAT OPERATIONS CENTER INFORMATION SHARING

CAVEAT:

THE INFORMATION HEREIN WAS SUBMITTED BY THE PUBLIC, SOCIAL MEDIA OR PRIVATE SECTOR COMPANIES TO THE FBI TIP LINE AND HAS NOT BEEN CONFIRMED, INVESTIGATED, OR VETTED BY THE FBI. THE INFORMATION PROVIDED IS TO BE USED AT THE DISCRETION OF THE RECEIVING AGENCY TO FURTHER ITS LAW ENFORCEMENT FUNCTIONS.

ORI RECIPIENTS: WVX000000 WV2345670 FBIHQ09842

TRANSACTION REFERENCE NUMBER: 1234xyz

SYNOPSIS: CALLER REPORTED SUSPICIOUS ACTIVITY IN THE PARKING LOT OF THE MOVIE THEATRE DOWNTOWN. CALLER STATED HE SAW 5 MEN COME OUT OF A WHITE VAN, ALL HEADED IN SEPARATE DIRECTIONS AND HAD THEIR PHONES OUT. IT APPEARED THEY WERE VIDEOING RANDOM FEMALES IN THE PARKING LOT. WHILE CALLER WAS WALKING INTO WORK, AT THE THEATRE, ONE OF THE MEN HE SAW LEAVE THE VAN WAS FOLLOWING CLOSELY BEHIND A SINGLE FEMALE AND APPEARED TO BE RECORDING HER ON HIS PHONE. THE CALLER RECOGNIZED THE MAN TO BE TIMMY TESTING.

INCIDENT ZIP CODE: 12345

DATE: 7/7/2023

COMPLAINANT:

NAME: TOMMY TESTER

PHONE NUMBER: 222-333-1234

SUBJECT:

NAME: TIMMY TESTING

PHONE NUMBER: 222-333-1235

SOME ADDITIONAL NTOS RELATED DATA, ALONG WITH UNCLASSIFIED CRIMINAL JUSTICE INVESTIGATIVE INFORMATION, MAY BE FOUND IN THE FBI'S NATIONAL DATA EXCHANGE (N-DEX) SYSTEM. THE N-DEX SYSTEM IS A NO COST NATIONWIDE INFORMATION SHARING SYSTEM WITH ACCESS TO OVER ONE BILLION FEDERAL, STATE, LOCAL, AND TRIBAL RECORDS. FOR MORE INFORMATION ABOUT THE N-DEX SYSTEM, PLEASE CONTACT [NDEX@LEO.GOV](mailto:NDEX@LEO.GOV).



**FBI** FEDERAL BUREAU  
OF INVESTIGATION

UNCLASSIFIED//FOUO

# AM Message Update

## FIELD OFFICE MESSAGE

TITLE: FBI NATIONAL THREAT OPERATIONS CENTER INFORMATION SHARING

CAVEAT: THE FOLLOWING INFORMATION WAS SENT TO AGENCIES LOCATED IN YOUR AOR. THIS MESSAGE IS BEING SENT TO YOU FOR SITUATIONAL AWARENESS ONLY.

ORI RECIPIENTS: WVORI123 (BRIDGEPORT POLICE DEPARTMENT), WVORI1412 (HARRISON COUNTY SHERIFFS OFFICE)

OTHER RELEVANT ACTION: TEST PSAP CONTACTED

TRANSACTION REFERENCE NUMBER: 6l4gknpw

SYNOPSIS: First tip!

## STATE/LOCAL MESSAGE

TITLE: FBI NATIONAL THREAT OPERATIONS CENTER INFORMATION SHARING

CAVEAT: THE INFORMATION HEREIN WAS SUBMITTED BY THE PUBLIC, SOCIAL MEDIA OR PRIVATE SECTOR COMPANIES TO THE FBI TIP LINE AND HAS NOT BEEN CONFIRMED, INVESTIGATED, OR VETTED BY THE FBI. THE INFORMATION PROVIDED IS TO BE USED AT THE DISCRETION OF THE RECEIVING AGENCY TO FURTHER ITS LAW ENFORCEMENT FUNCTIONS.

ORI RECIPIENTS: 12345A, 67890B

OTHER RELEVANT ACTION: TEST PSAP CONTACTED

TRANSACTION REFERENCE NUMBER: 12345XYZ

SYNOPSIS: TEST

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE FBI NATIONAL THREAT OPERATIONS CENTER: 304-625-0990. DO NOT RESPOND VIA ADMINISTRATIVE MESSAGE TO THIS ORI. SOME ADDITIONAL NTOS RELATED DATA, ALONG WITH UNCLASSIFIED CRIMINAL JUSTICE INVESTIGATIVE INFORMATION, MAY BE FOUND IN THE FBI'S NATIONAL DATA EXCHANGE (N-DEX) SYSTEM. THE N-DEX SYSTEM IS A NO COST NATIONWIDE INFORMATION SHARING SYSTEM WITH ACCESS TO OVER ONE BILLION FEDERAL, STATE, LOCAL, AND TRIBAL RECORDS. FOR MORE INFORMATION ABOUT THE N-DEX SYSTEM, PLEASE CONTACT NDEX@LEO.GOV.

A message to the agency receiving the tip and SIAC will look something like this.

For more information reach out to your field service rep.



# NGI Missing Persons Services

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**MISSING**  
FULL NAME

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Date of Birth:  
Age:  
Sex or gender:  
Race:  
Eyes:  
Hair:  
Height:  
Weight:  
Wearing:  
Identifying Characteristics:

CLEAR PHOTO

LAST SEEN: MONTH, DAY, YEAR

**IF YOU HAVE ANY INFORMATION  
ABOUT (NAME) PLEASE CONTACT:**

# NGI Missing Persons Services

Utah is now set up to use DEU and DEK to run fingerprints for Unknown Deceased and Known Deceased searching the NGI Missing Persons services. We are currently looking at the MPR, but if you need to have prints searched with that, please contact DPI Services via email at [DPIservices@fbi.gov](mailto:DPIservices@fbi.gov).

For deceased fingerprinting resources, please see <https://fbibiospecs.fbi.gov/biometric-training>



TOT	Submission Type	Submitter	Fingerprints Retained	Updates as Deceased	Identification Provided	When To Use This TOT
Unknown Deceased (DEU)	Tenprint	Law enforcement agencies (LEAs), authorized medical examiners, and coroners	Yes, if retention is chosen as yes	Yes	Yes	Use the DEU TOT when no biographic information is available.
Known Deceased (DEK)	Tenprint	LEAs, authorized medical examiners, and coroners	Yes, if retention is chosen as yes	Yes	Yes	Use the DEK TOT when biographic information is available.

# Missing Persons Clearinghouse Website

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**MISSING**  
FULL NAME

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Date of Birth:  
Age:  
Sex or gender:  
Race:  
Eyes:  
Hair:  
Height:  
Weight:  
Wearing:  
Identifying Characteristics:

CLEAR PHOTO

LAST SEEN: MONTH, DAY, YEAR

**IF YOU HAVE ANY INFORMATION  
ABOUT (NAME) PLEASE CONTACT:**

# Missing Persons Clearinghouse Website

This website houses Missing Persons resources and the Utah Bulletin with Missing and Unidentified (living or deceased) The bulletin is updated when we receive the Missing Persons Waiver form Please send these to Alex Martinez or Ofa Vaisima

UTAH MISSING PERSON CLEARINGHOUSE REPORT FORM/WAIVER  
Be very specific, the more accurate and complete the information, the better the chances of identification.

MISSING PERSON					
NAME: (LAST, First, Middle)			ALIAS/NICKNAMES:		
SEX:	RACE:	PLACE OF BIRTH: (City, State, County)		DATE OF BIRTH:	AGE:
HEIGHT:	WEIGHT:	HAIR COLOR:	EYE COLOR:	BUILD:	DRIVERS LICENSE NUMBER:
SOCIAL SECURITY NUMBER:		HAIR LENGTH:	HAIR STYLE:	COMPLEXION:	
UNIQUE CHARACTERISTICS (Scars, Lmp, Tattoos, Jewelry, Glasses, Etc.)					
DENTAL RECORDS AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		MEDICAL RECORDS AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		FINGERPRINTS AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
MEDICAL PROBLEMS? <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE OF PROBLEM:					
PRESCRIPTIONS:			MENTAL STATE (Depressed, Suicidal, etc.)		
LOCATION LAST SEEN (Include City, State):			DATE/TIME OF LAST CONTACT:	POSSIBLE DESTINATION (City, State)	
LAST SEEN WEARING:					
HOBBIES AND INTERESTS(Dancing, Swimming, Surfing, Fishing, etc.)			ASSOCIATIONS & HANGOUTS (Country Bars, Video Arcades, Bowling Alleys, Skating Rinks, etc.):		
INCIDENT TYPE: <input type="checkbox"/> RUNAWAY <input type="checkbox"/> PARENTAL ABDUCTION <input type="checkbox"/> ENDANGERED <input type="checkbox"/> INVOLUNTARY <input type="checkbox"/> DISABLED <input type="checkbox"/> DISASTER VICTIM <input type="checkbox"/> UNKNOWN					
SUSPECT INFORMATION					
IN COMPANY OF: <input type="checkbox"/> NON CUSTODIAL PARENT <input type="checkbox"/> ABDUCTOR <input type="checkbox"/> FRIEND			NAME: (LAST, First, Middle)		
ALIAS/MAIDEN NAME:			SEX:	RACE:	PLACE OF BIRTH:
LAST KNOWN ADDRESS (Street, City, State, Zip)			PHONE:	AGE:	
HEIGHT:	WEIGHT:	HAIR COLOR:	EYE COLOR:	SOCIAL SECURITY NUMBER:	
DRIVERS LICENSE NUMBER (include state):			OCCUPATION:		
UNIQUE CHARACTERISTICS (Scars, Lmp, Tattoos, Jewelry, Glasses, Etc.)					
VEHICLE					
MAKE:	MODEL:	VEHICLE YEAR:	TYPE/STYLE:	COLOR:	LICENSE NUMBER:
LICENSE STATE:		DESCRIPTION (Other identifying characteristics, noticeable damage, accessories, VIN):			
PARENT / GUARDIAN / SPOUSE					
PARENT/GUARDIAN/SPOUSE NAME: (LAST, First, Middle)				RELATIONSHIP:	
STREET ADDRESS:				PHONE (Home & Work):	
NOTE TO PARENT/GUARDIAN/SPOUSE CAREFULLY READ AND SIGN STATEMENT ON THIS FORM!					



# FELONY WARRANTS

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## OVERVIEW

Courts will enter felony warrants into their database or WMS

Batch job will pick it up and send it to NCIC

NCIC Entry will then be made and a broadcast message sent to the LEA agency who will own the NIC

Once added the LEA needs to double check that all available information is listed on the NCIC entry (Use MIL)

Work with the local attorney's office to determine extradition

Update extradition and enter any missing information



# COMMON ERRORS FOR FELONY WARRANTS

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The batch job will not pick up a warrant with missing required identifiers.

Each court will receive an email notifying them of the warrant numbers that were not pushed on to NCIC with the reason why. The court will need to get that information to pack the SWW so that it will get added to NCIC.

For more information about Felony Warrants you can look at the “Warrants” Presentation from 2023 Virtual Region Training or refer to “TAC Conference Felony Warrants” from 2020 TAC Conference.

# FELONY WARRANT REMINDER

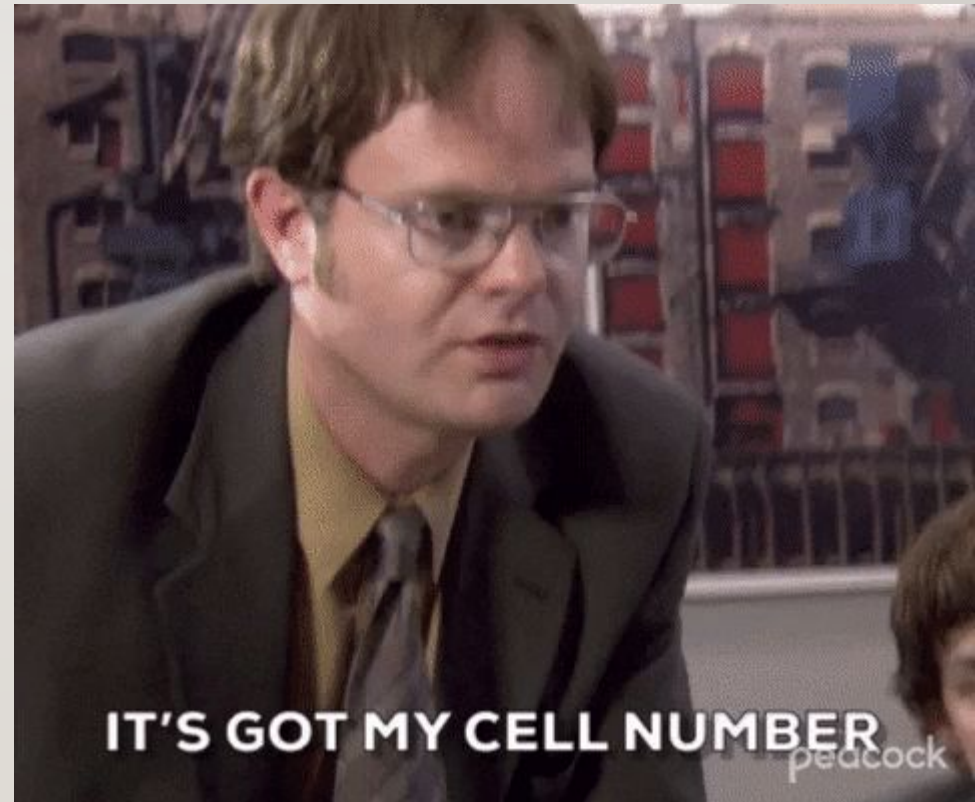
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As a reminder with felony warrants any ORI with potential to have a Felony Warrant listed on NCIC needs to have NCIC policy and procedures in place and/or a Hit confirmation agreement

## 24-hour agencies

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Originating agencies that are not available 24 hours must place instructions for after-hour hit confirmation, e.g. a 24-hour contact telephone number or an Originating Agency Identifier (ORI) in the Miscellaneous Field.



# GENERAL REMINDERS

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## ACTIVATING USERS FROM EXTENDED LEAVE

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- Activating people on leave from maternity, administrative, or other types of leave needs to come from the TAC or Alt TAC via an email to CIC
- If they don't have their account reactivated and they call CIC the CIC rep will need to hear from the TAC or Alt TAC before activating the account



# TRAINING REMINDER

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- You should not run things for other ORIs that are outside their scope/access
- Ex: running something in Nlets for a UX ORI

# ADMIN CHANGES

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When an admin changes, even if it's temporary, you need to be filling out the appropriate paperwork and sending it to your field service rep.

You need to make sure that this is done for both TACs and admins.

Without proper paperwork, BCI will not have the correct contact information, which can cause issues later on if we need to contact you.



# MISCELLANEOUS REMINDERS

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- Agencies should have written policies for AMBER, EMA, and Missing persons
- You need to be watching your AE and EX broadcast messages (if you miss them, please do the BMSG transaction and find them, or reach out to BCI if it has been more than 21 days)
- ROA is ONLY pulling UCH and not III
- CJIS Security Policy has a new manual coming out in October (stay tuned for all the fun)



# MISCELLANEOUS REMINDERS

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- Make sure that you fill out the entire Security/Training and Testing Agreement before sending it, and make sure it is the legal name
- Although FS doesn't train on AMTM, NLETS items are on the TAC website as a courtesy and if any issues come up at the airport you will need to go through Nlets at the provided phone number and/or email



# PRESENTATIONS



Can I have a copy of the presentations I hear from at TAC Conference?

Yes!

All presentations that are presented by BCI will be up on the TAC website (about a week after)

Guest presenters are asked for their presentation, but it is up to their discretion whether they provide it or not

# TAC TEST

- Please complete your TAC test after the TAC Conference
- Needs to be completed by 10/31/2023
- All TACs and all Alt-TACs are required to complete and pass
- Email TAC Test Certificate to your Field Service Representative
- The TAC Test will be ready by 09/28/2023

# Next Year's TAC Conference

Next year's TAC Conference will be September 9–11, 2024. This will be a little earlier than normal, so mark your agency calendars now.

It will be held at the Dixie Convention Center in St. George, Utah



THANK YOU!

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