

# TAKE BACKS 2024




# CJIS Security Policy

The top security incidents the FBI has had reported this year are:

- Users clicking on phishing emails
- CJI left unattended
  - Example, CJI being sent to a community printer and the information being gone when the person went to pick it up.
- Sharing accounts and logins
- Physical access provided to a non-authorized individual


# IT Audit

- Top Audit Findings
    - Management Control Agreement not in place between CJA and non criminal government agency
    - Security addendum not incorporated in agreement between CJA and private contractors
    - Awareness and training policy and procedures not updated with required frequency (annually)
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# IT Audit

- Survey Follow Up is being used to update Version 3. Please fill out the survey and be as specific as possible with any feedback you may have with the audit (clarify questions, assistance, etc.)
- For any CJIS IT security and other CJIS related questions
  - email [CJISTS@utah.gov](mailto:CJISTS@utah.gov)
- For reporting security incidents involving CJJ
  - email [tjarrett@utah.gov](mailto:tjarrett@utah.gov)

# TAC Reminders


- Field Services Training Offerings
    - NCIC Entry
    - UCJIS Inquiry
    - Quarterly Training
    - Specific Training
    - Alerts and Warrants:
      - Public Safety Alerts (AMBER, EMA, SILVER, and BLUE alerts)
      - E-Warrants
      - NIBRS and Use of Force
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# TAC Reminders

## User Categories:


- Users: Individuals with direct access to the UCJIS system
- Non-Users: Individuals who receive information but don't access UCJIS
- Agency Administration: Administrators must be listed as at least non-access users

## Fingerprint Procedures:


- Billing Code: Use billing code B1019 for fingerprint submissions
  - Mailing Instructions: Include "Attn: CIC" on mailed fingerprint submissions to ensure proper handling
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# TAC Reminders

## Common Audit Findings:

- **Incorrect Dates:** Issues with dates of theft or last contact being recorded incorrectly.
  - **Delayed Agreements:** Security and training agreements not submitted in a timely manner, which could affect compliance and operations.
  - **Miscellaneous Field Entries:** Missing descriptions for scars, marks, and tattoos in the NCIC Miscellaneous field, which is crucial for identifying missing or wanted persons.
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# TAC Reminders

- Supporting Documentation: Ensuring that all NCIC entries are backed by proper documentation, which must be maintained to keep records accurate.
  - Hit Confirmation: Agencies must have up-to-date hit confirmation agreements and respond promptly to hit confirmation requests to maintain data integrity.
  - Purpose Codes: Using incorrect purpose codes, such as "P" instead of "C" for ride-alongs
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# TAC Reminders

## Compliance and Record Management:

- Validation Policy: Agencies with potential felony warrants must have a formal NCIC validation policy.
- Detailed Audit Purposes: Use specific identifiers like case numbers or citation numbers rather than vague terms like “investigations” or “criminal” for audit purposes.

## Protective Orders and Warrants:

- Second Party Checks are required
  - Make sure you are watching validations and Clear and Cancel as appropriate
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# TAC Reminders

What's the difference between CERT and SAT?

- CERT is for UCJIS Training and Testing, SAT is for security Awareness.

Does the CERT transaction update the SAT date?

- No it does not. SAT needs to be updated separately.
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# Tech Updates

- There are 6 new UCJIS transactions (JRLL, GGYL, NVAL, RLW, SATL, BMEXL)
- Changes are coming for vendors and they've been told about them - documentation has been updated and added to the vendor site
- Several SMOT changes took place this legislative session
- HB403 requires agencies in Utah to send data to CCJJ annually
  - The DTS team is reaching out to the agencies to follow up on the data collection connection

# New Cycle, New Audit

- The new audit cycle will audit from July 2024-June 2027
- We will be using the Peak Performance audit software also known as CJIS Apps (Same software as the IT Audit)
- Two audit emails will be sent with instructions to both the TAC and the Administrator
  - Please be sure the email information is up to date for both
  - If you need someone other than the Primary TAC on the audit, contact your Field Services Rep

# Balancing Brilliance

- Delegate tasks and keep track of who is doing what. Cross train and don't be afraid to ask for help. More can be accomplished when tasks are shared.
- Simplify your testing and training process by setting up notifications in advance, be part of the onboarding process & keep communication open with the different departments.
- Streamline tasks by creating checklists and tracked forms that everyone can use, this can ensure important things don't get missed, makes tracking easier for audits and holds people accountable to their work.

# Balancing Brilliance

- Make sure anything coming and going through NCIC is getting a 2nd party check. Trust others to help in this task.
- Validations are like a 3rd party check. Make sure to look them over like you when doing the original entry or 2nd party check.

# Felony Warrants: Knowledge Knockout

## Courts

- Only charges under UCA 76-3-203.5 will be automatically pushed onto NCIC
- Courts select the LEA ORI and are required to pack the warrants in CORIS with information from CORIS and UCJIS
- Courts need to assist LEA agencies and try to provide a copy of the arrest warrant whenever possible
- If a warrant is missing a required field, it will not go onto NCIC. Courts will receive emails letting them know to update the information in their system
- Courts are required to complete a second party check

# Felony Warrants: Knowledge Knockout

## LEA/Attorney ORIs

- Any law enforcement agency or attorney's office in the state can have one of these qualifying warrants placed under their ORI
- LEA ORI typically is the last LE agency that interacted with the person OR the agency that requested the warrant.
- Agency's will receive an EW broadcast message when a warrant has been placed under their ORI



# Felony Warrants: Knowledge Knockout

- Double check and pack the record. Add extradition and update anything that needs to be changed/added
- Agencies will also be required to complete a second party check to ensure nothing was missed in the initial packing process
- Please try to obtain a copy of the warrant from the courts for your case file
- ORI's will receive an email when the warrant has been recalled so it can be removed

# UCR Compliance and Training

- Always match all your case/incident to the best definition possible for each offense before selecting the catch all category, especially when reporting Theft and fraud offenses. Beginning in October, Theft (23A-23H) and fraud (6A – 26H) related offenses will be highlighted in the monthly validations, please take the time to review that those counts are accurate, a flyer with information is available at the front, and registration desk.
- Use of Force Validations are now being sent, these are emailed bi-monthly to the users with access to remind them to stay on track and in compliance with the submission. Use of Force incidents or Zero reports are due by the 16th.


# How do I validate protective orders?

- When validating POs, please ensure that you are filling out the record identifying information exactly as it is on the current entry. Any information that needs to be changed/added will be added in the Modification fields.
- When packing the record, please use your own court records to pack the record. This was a compliance issue in the 2021-2024 audit cycle.

# How do I validate protective orders?

- When a record was listed in error or incorrect information, please make sure your agency is using the XPO (Cancel PO) transaction. When a record has gone through the correct process and no longer needs to be listed, please make sure your agency is using the CPO (Clear PO) transaction.
- Any issues with validating POs, please contact BCI or your field services representative.

# I received this broadcast message, what does it mean?

- BMSG messages should be monitored 24 hours a day
  - All broadcast messages will be viewed the same way within the BMSG transaction
  - How to send: BC, AM, YQ, YR, locates
  - Instructions for what to do after receiving a message
    - I.e. Expungement notification (EX)
      - Pull up the arrest the EX references and remove the case from your agency's files
  - Overview of HIT Confirmation Process, general reminders, and requirements
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# BCI's UCJIS Help Desk

- Phone: 801-965-4446, Email: [dpscic@utah.gov](mailto:dpscic@utah.gov)
  - Only criminal justice agencies, only UCJIS related
- Clear, specific information when calling in will provide faster troubleshooting or answers
- Review denial and appeal criteria. Appeal criteria are in denial emails
- The more lead time for the Helpdesk with public alerts, the better


# Expungements

- 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.
- Check BMSG messages daily or you can query into BMEX back to January 2022. This was clarified in the second session of Expungement breakout.
- New Legislative updates (changes to AE and petitioned expungements)
- Make sure you are sending orders through the correct portals. Reach out to **[autoexpungments@utah.gov](mailto:autoexpungments@utah.gov)** for any questions

# My role as a court

- CJIS Security Requirements:
  - Individuals receiving CJIS data must be listed in REPT, have fingerprints, and user agreements.
- Security awareness training is required annually for all individuals.
- Agencies must have secure areas inaccessible to unauthorized personnel.
- Training and testing must occur every two years.

## NICS

- NICS (National Instant Criminal Background Check System) is used to check if individuals are disqualified from receiving or possessing firearms.
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# My role as a court

## Required Documents for BCI:

- CJAA (Criminal Justice Agency Agreement) signed annually.
- ORI Validation Form with agency contact info.
- Hit Confirmation Agreement specifying after-hours communication responsibilities and access to NCIC files.

## File Usage and Updates:


- Ensure all available files (court forms, UCJIS) are used to keep warrants accurate.
  - Criminal history dispositions are updated electronically to BCI and cases not transmitted automatically are managed via the Suspense application
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# My role as a court

## Protective Orders and Warrants:

- Protective orders are listed on UCJIS and NCIC; courts must ensure accuracy and update information as needed.
- Felony warrants are entered into CORIS and, if qualifying, pushed to NCIC automatically; courts need to address missing information promptly.


## Mentally Incompetent Individuals:

- Individuals declared mentally incompetent are entered into an NCIC file to verify firearm eligibility.
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# Being a prosecutor TAC

- All prosecutor ORI's are required to have an NCIC Hit Confirmation Agreement on file if they have NCIC records. This was something agencies were marked out on during this audit cycle. This ensures there is someone responsible for watching your NCIC records 24/7.
- Per UCA 77-2-3, prosecutors can decide whether or not to prosecute. If not prosecuting, a Declination Prosecution Notice needs to be sent into BCI. (form is attached if you want it for a screenshot) This form can be found on the TAC website. If you have any questions or concerns, you will want to reach out to the Records section at BCI.

# Being a prosecutor TAC

- Everyone who has access to your secure facility or who is receiving UCJIS information need to be on your agency ORI. Agencies were marked out on this during the audit cycle. All attorneys, legal staff, maintenance, janitorial staff, and even people who have a key to access your area have to be on the ORI.
  - If you have any questions regarding Discovery and dissemination, please reach out to your Field Services Rep and we will work with our Attorney General representative to best answer your question.
  - Alisa will be emailing out a form for questions that we can ask our legal team to get concrete answers for all questions submitted.
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# ULEISA

- Should be used by UCJIS users only
- Free investigative tool
- SIAC offers free monthly training
- For access contact:
  - Shanna Durrant [shannadurrant@utah.gov](mailto:shannadurrant@utah.gov)
  - Hannia Martinez [hanniamartinez@utah.gov](mailto:hanniamartinez@utah.gov)

# CCJJ: what collections you need to know about

- Justice is not the same for every case and the CCJJ was created by the governor to get perspective from every aspect of justice to get opinions on potential outcomes. This agency also gathers data from the state.
- GGYL was created to house genealogy information obtained by an LEA to solve a crime (annually on or before April 30th)
- RLW is to locate where a call originated from (information comes from the phone company) and these numbers are reported
- CCJJ compiles all data information reported by law enforcement agencies in a report to the legislature and be posted on their website

# NDex

- This presentation will be available on the TAC website
- Contact information:
  - John Tittle [jmtittle@fbi.gov](mailto:jmtittle@fbi.gov)

# So you have a missing person, now what?

- When listing a missing person as “Endangered”, this will not issue an Endangered Missing Advisory. To issue an Endangered Missing Advisory, you will need to use the EMA transaction in UCJIS.
- If you are in the process of issuing an AMBER Alert, but waiting on one last thing to meet the criteria, your agency can issue an EMA in the meantime. There’s no such thing as overusing the EMA.
- Listing an individual as missing on NCIC will not post them onto the Utah Missing Persons Website/Bulletin automatically. A Missing Person Waiver will need to be submitted in order to have them added to the site.



# So you have a missing person, now what?

- The UCJIS Help Desk needs to be called before AMBER, EMA and Blue alerts are issued, this is mandatory.
  - AMBER & Blue: 801-503-5566
  - EMA: 801-965-4446

# Reminders

- Presentations will be posted on the TAC website next week
  - Resource for training
  - Some FBI presentations may be excluded
- TAC Test link will be emailed out tomorrow
  - Also will be available on the TAC website under the TAC Conference page
- Please fill out the POST TAC Conference Survey
  - Available on the QR code now



# TAC Conference 2025

St. George Utah

Sep 8th- 10th

Dixie Convention Center



**Kahoot!!!**

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