



# Using UCJIS

## *Part 1*



**Security**

**Awareness**

# Background

Security awareness training must be completed annually. The purpose of this requirement is to educate employees about their roles and responsibilities in protecting sensitive information and to inform about applicable privacy laws and security policies.

# Why Is Security Awareness Important?

- Ensures compliance with CJIS requirements
- Key to the human element of information security
- Protects the organization from data breaches and legal violations
- Prevents and limits potential exposure to threats against the system

# Guidelines

- Training **must** include the CJIS requirements
  - Includes more training content than it previously did

- Other trainings may be used to cover some topics, but the training should focus on Security Awareness as it relates to CJIS data
  - IT Security Awareness Training
  - HIPPA Training
  - Agency Required SAT

Can be used as long as CJIS specifics are added.

# About the System

## *User Responsibility*

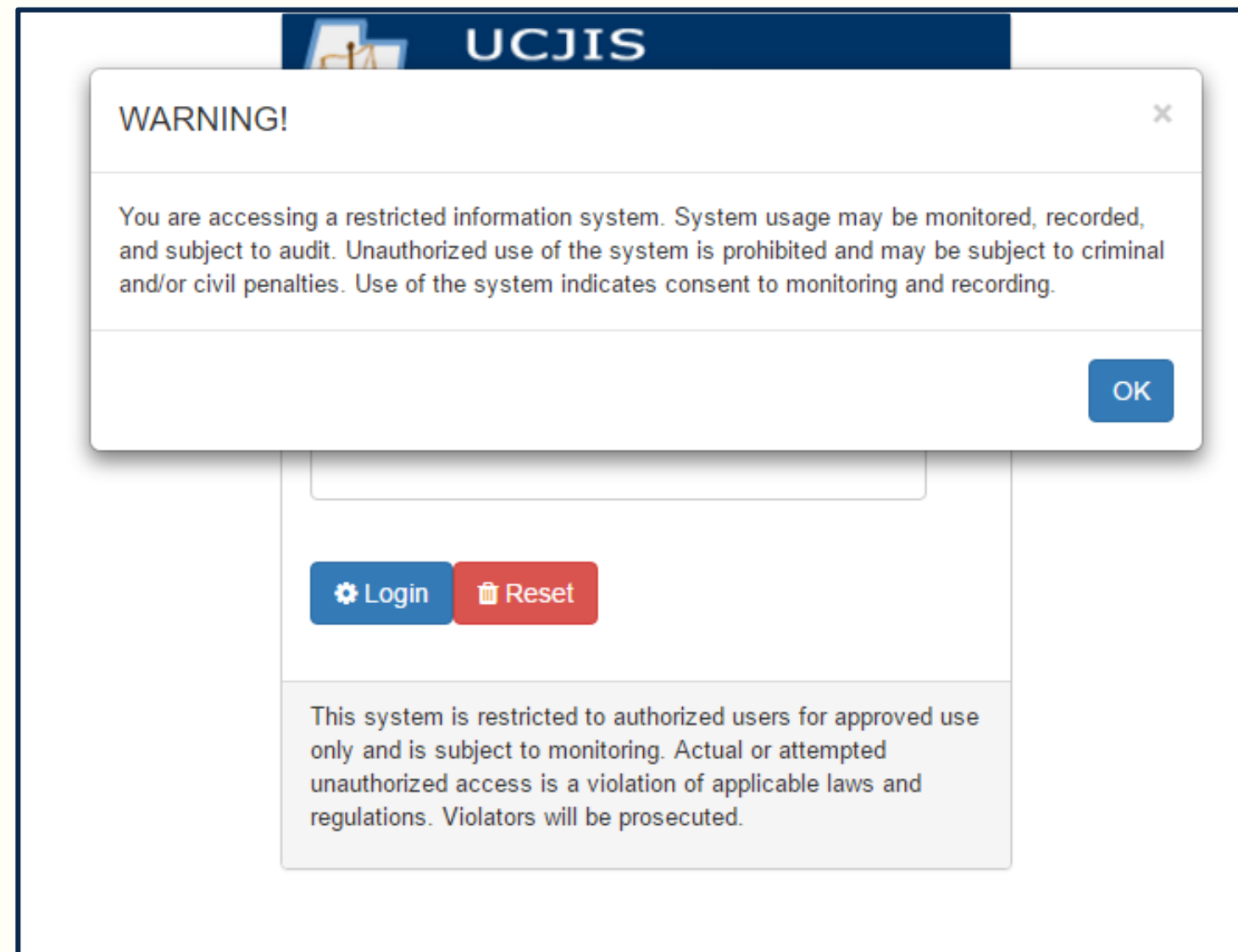
- Assigned a login unique to within your agency
- Login & ORI identifies you
- BCI tracks every transaction
- Log off UCJIS or lock workstation when leaving the space unattended
- You will be held responsible when something is accessed with your login
  - Be sure to safeguard your login credentials



# About the System

## *Login Message*

- You're met with this pop up message every time you go to login to UCJIS
- Acts as a reminder to use the system appropriately



# About the System

## *Session Lock*

- UCJIS default is a 30 minute timeout
- Law Enforcement and Dispatch are allowed to have a 60 minute timeout limit
  - Contact the UCJIS Help Desk to change timeout limit



The screenshot displays the UCJIS (Utah Criminal Justice Information System) interface. On the left, the UCJIS logo is visible. The main area contains several elements: a white box labeled 'TRANSACTION C' with a blue 'Close All' button below it; a blue button labeled 'New Broadcast Message'; a red warning box with a triangle icon and the text '(18) UTAH AMBER ALERT...'; and a yellow-bordered box in the bottom right corner showing '59:59 until timeout'. On the far right, the user's name 'Alan Duane Leidig (Log Out)' is displayed.



# About the System

## *Information Handling*

- Information may be accessed through a vendor software
  - Still comes from UCJIS and is therefore protected information
- Electronic and physical copies of CJI should be safeguarded
  - Kept in secure area away from public
- Printouts must be properly destroyed when no longer needed
  - Cross cut shred or burn



# About the System

## *Information Handling*

- Communication of CJI must follow dissemination rules
- Any device containing CJI need to be encrypted
- Any emails containing CJI need to be encrypted
  - I.e., NCIC Validations, Audits, etc
  - BCI uses the Google extension 'Virtru'
- Protect information subject to confidentiality concerns



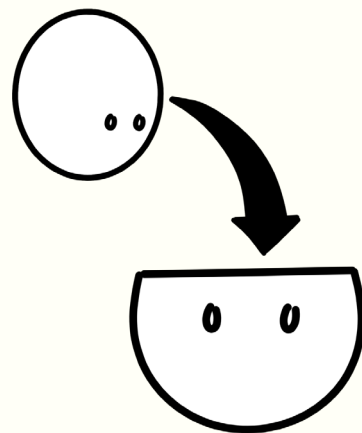
# About the System

## *Dissemination*

- Definition: Giving UCJIS information to another person
- Can disseminate between Users and Non-Access Users within your agency

## *Secondary Dissemination*

- Definition: Giving UCJIS information to other criminal justice agencies
- Only to authorized persons
- Must keep dissemination log (who, what, when, why)



# About the System

## *Passwords*

- Passwords are valid for 90 days and expire at midnight
- Longer than 8 characters
- Includes upper and lowercase letters and special characters
- Cannot be identical to the previous 10 passwords
- Do not use a dictionary word or name (i.e., changeme, passpass)
- Avoid using personal information such as birthdays or pet names
- Avoid using anything similar to your login ID
- Keep passwords confidential and never let anyone use your password

# About the System

## *Threats, Vulnerabilities, and Risks Associated with CJI*

- Natural Disasters
  - I.e., floods, wildfires, earthquakes, hurricanes, etc
- Hostile Attacks
  - Social Engineering: an attempt to trick individuals into revealing information or taking an action that can be used to breach, compromise, or impact a system
    - I.e., baiting, piggybacking or tailgating, shoulder surfing, phishing, etc
  - Social Mining: an attempt to gather information about the organization that may be used to support future attacks

# About the System

## *Implications of Noncompliance*

- Violating security regulations can result in:
  - Civil lawsuits
  - Criminal prosecution
    - Class B Misdemeanor
  - Loss of access for User, Agency, or State
- Other repercussions of misuse and/or dissemination:
  - Loss of POST certification
  - Loss of employment

# Using UCJIS

# Background

(i) UCA 53-10-108

(ii) Utah Administrative Code R722

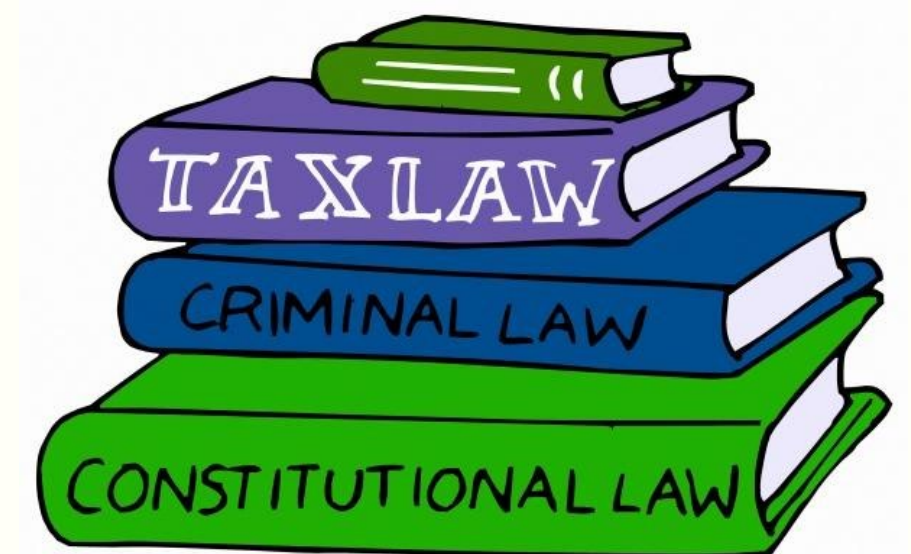
(iii) CJIS administered by the FBI

by  
can



# Reasons for Accessing UCJIS

UCJIS can only be used for criminal justice purposes. This is defined as the **“administration of criminal justice”** or **“criminal justice employment”**.



# Administration of Criminal Justice

Official duties in connection with the administration of criminal justice. This means performance of any of the following activities:

- Detection
- Apprehension
- Detention
- Pretrial Release
- Post-trial Release
- Prosecution
- Adjudication
- Correctional Supervision
- Rehabilitation of accused persons or criminal offenders
- Dignitary Protection

# Criminal Justice Employment

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.

For example- **vendors, contractors, or volunteers** at the criminal justice agency involved with the actual administration of criminal justice

# Requestor Information



# Background

FBI CJIS Division maintains an audit trail of the purpose for each disclosure of a criminal history record and the recipient of each record. All III criminal history inquiries must include a purpose for why the subject's record information is to be used, along with the reason for the transaction. Requestor information is also required for criminal history inquiries through Utah, Nlets, and NCIC files.

# Audit Purpose Code Field


Requestor Info

<b>Audit Purpose: *</b>	<input type="text"/>	<b>Requestor: *</b>	<input type="text" value="ENTER REQUESTOR"/>
<b>Audit Reason: *</b>	<input type="text" value="ENTER AUDIT REASON"/>		

# Audit Purpose Code Field


This should be **WHY** the inquiry was made.

- Purpose Code '**C**' for criminal justice investigations
- Purpose Code '**P**' for running right of access applicants
- Purpose Code '**D**' for courts hearing domestic violence cases



A - BCI AFIS - RECORDS  
C - CRIMINAL JUSTICE  
D - DOMESTIC VIOLENCE AND STALKING  
F - WEAPONS RELATED CHECKS  
H - HUD HOUSING  
I - BCI AFIS  
J - CRIMINAL JUSTICE EMPLOYMENT  
P - RIGHT OF ACCESS  
X - EMERGENCY PLACEMENT OF CHILDREN

There are 9 purpose codes Users can pick from when running a criminal history. Please be careful when selecting a purpose code for your search. Users will want to be properly trained on which code to select for their search.





A - BCI AFIS - RECORDS

C - CRIMINAL JUSTICE

D - DOMESTIC VIOLENCE AND STALKING

F - WEAPONS RELATED CHECKS

H - HUD HOUSING

I - BCI AFIS

J - CRIMINAL JUSTICE EMPLOYMENT

P - RIGHT OF ACCESS

X - EMERGENCY PLACEMENT OF CHILDREN

Purpose code 'A' should only be used by **BCI**.

A - BCI AFIS - RECORDS

C - CRIMINAL JUSTICE

D - DOMESTIC VIOLENCE AND STALKING

F - WEAPONS RELATED CHECKS

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Purpose code 'C' should be used for official duties connected to the administration of criminal justice (i.e., running a typical background check or criminal history search). Majority of searches should be using purpose code 'C'.

# Administration of Criminal Justice

- Detection
- Apprehension
- Detention
- Pretrial Release
- Post-trial Release
- Prosecution
- Adjudication
- Correctional Supervision
- Rehabilitation of accused persons or criminal offenders
- Dignitary Protection

# Other Authorized Uses of Purpose Code C

- **Vendors or contractors** at the criminal justice agency not involved with the actual administration of criminal justice
  - Carpet cleaners
  - Janitors
  
- **Volunteers** at criminal justice agencies not involved with the actual administration of criminal justice
  - Ride-along participants
  - Confinement facility volunteers providing social or community services rather than rehabilitative services

# Other Authorized Uses of Purpose Code C

- **Visitors** of a confinement facility
- **Inmates** of a confinement facility
- Inmate mail

- **Visitors** to federal or state military facilities
- Off-site protection of very important persons
- Site security for federal facilities
  - Limited to contractor personnel
  - Requires follow-up fingerprint submission
- Firearms training events sponsored by law enforcement

# Even More Authorized Uses of Purpose Code C

- Law enforcement agencies investigating a criminal incident or when an agency/officer has reasonable suspicion a person is acting in a suspicious manner while taking pictures or loitering at a critical infrastructure facility.

- Domestic violence investigations conducted by a law enforcement agency
- **Governmental social service agencies** with child protection responsibilities and the **National Center for Missing and Exploited Children** to access national crime information databases.

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Purpose code 'D' should only be used by **Courts** hearing domestic violence cases.

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J - CRIMINAL JUSTICE EMPLOYMENT  
P - RIGHT OF ACCESS  
X - EMERGENCY PLACEMENT OF CHILDREN

Purpose code 'F' should be used for releasing firearms by law enforcement and Brady gun checks. Keep in mind you still need to contact BRADY.



# Weapons Related Checks

- **Handgun Violence Protection Act** requires background checks to be performed on
  - Individuals purchasing guns from federally licensed firearms dealers; and
  - Owner/third parties of every firearm released by a Utah LEA
- **Contact BRADY-**
  - [bcibrady@utah.gov](mailto:bcibrady@utah.gov)
  - (801) 965-GUNS (4867)

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Purpose code 'H' should only be used by **Housing Authority** agencies.



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- H - HUD HOUSING
- I - BCI AFIS
- J - CRIMINAL JUSTICE EMPLOYMENT
- P - RIGHT OF ACCESS
- X - EMERGENCY PLACEMENT OF CHILDREN

Purpose code 'I' should only be used by **BCI**.



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- I - BCI AFIS
- J - CRIMINAL JUSTICE EMPLOYMENT
- P - RIGHT OF ACCESS
- X - EMERGENCY PLACEMENT OF CHILDREN

Purpose code 'J' should be used for employment with criminal justice agencies.



# Criminal Justice Employment

- **Vendors or contractors** at the criminal justice agency involved with the actual administration of criminal justice
  - Computer system maintenance personnel
  - Data entry clerks

- **Volunteers** at the criminal justice agency involved with the actual administration of criminal justice
  - Volunteer dispatchers
  - Confinement facility volunteers providing inmate rehabilitation

# Authorized Uses of Purpose Code J

- Criminal justice employment can be ran under Purpose Code 'J' ONLY if they're employed by criminal justice and paid by criminal justice funds
- Paid by "the city" or "the county" does not qualify
  - I.e., employees getting their checks from the school district

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- H - HUD HOUSING
- I - BCI AFIS
- J - CRIMINAL JUSTICE EMPLOYMENT
- P - RIGHT OF ACCESS**
- X - EMERGENCY PLACEMENT OF CHILDREN

Purpose code 'P' should ONLY be used by agencies with a current ROA contract with BCI.

# Right of Access

- Right of Access (ROA) agencies have the ability to complete their own city employee and volunteer background checks, along with background checks for local citizens
- To become an ROA agency, you must apply through your field services rep-
  - Email [bcifs@utah.gov](mailto:bcifs@utah.gov) for more information



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- J - CRIMINAL JUSTICE EMPLOYMENT
- P - RIGHT OF ACCESS
- X - EMERGENCY PLACEMENT OF CHILDREN

Purpose code '**X**' should only be used by **DCFS** (Division of Child and Family Services).

# Reminders

- Information returned and the amount of it depends on the Purpose Code
  - Purpose Code 'P' returns less information compared to Purpose Code 'C'
- Certain Purpose Codes are used for reasons that only allow access to limited information
  - Running these things under a different Code that returns more information is inappropriate
- Do not run things for another Agency/User that doesn't have that access
  - If you receive no return back on certain information, you cannot have another Agency run it for you under their ORI either

# Requestor Field

## Requestor Info

Audit Purpose: \*

Requestor: \*

ENTER REQUESTOR

Audit Reason: \*

ENTER AUDIT REASON

# Requestor Field

This should be **WHO** receives the information.

- Trooper on the road running a criminal history on a potential wanted person
- Judge running a criminal history for a case; or requests the clerk run this information and provide it to them
- Right of Access applicants

# Audit Reason Field

Requestor Info

Audit Purpose: \*

Audit Reason: \*

Requestor: \*

# Audit Reason Field

**WHAT** is the reason for the inquiry.

- 25 character field
- Be specific
- Avoid using generic terms

# Audit Reason Field

- For Criminal Justice Employment searches run under Purpose Code 'J', include the job title-
  - i.e., "New Hire Police Officer"

- For ROA searches run under Purpose Code 'P',
  - i.e., "Right of Access" or "ROA"

# Audit Reason Field

Case Number



Specific Phrase



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Acronyms



“Booking”



“Investigation”



“Criminal Justice”





# Please Remember

UCJIS can not be used for curiosity and personal inquiries, employment for non-criminal justice purposes, business licenses, military recruiters, city/county employees, citizen advisory boards, etc.

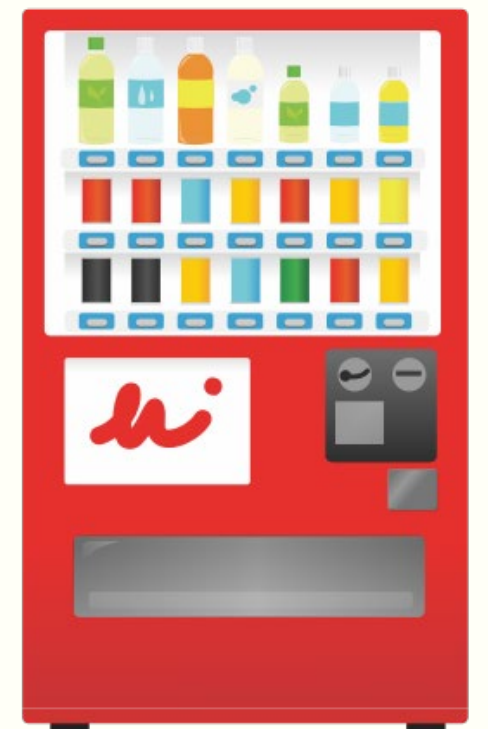
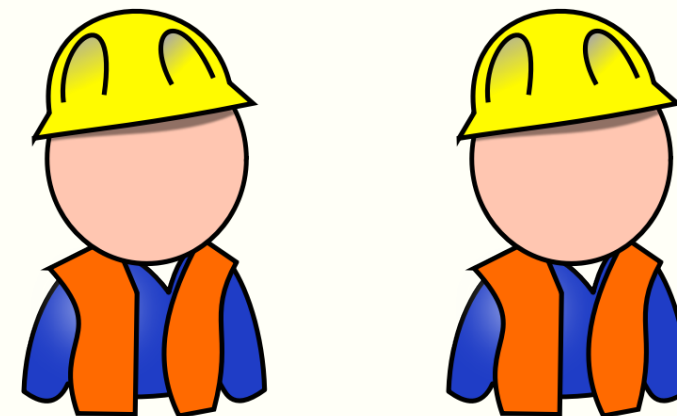


# Scenarios

# SCENARIO #1

A set of vending machines was recently installed in the office and a team of individuals was hired to maintain them (stock, fix, etc). The vendor/contractor personnel will be escorted, but your agency would still like to run a record check on them prior to granting any kind of access to the office space where CJI is stored. What Purpose Code can they be run under?

## Purpose Code C



## SCENARIO #2

Your agency administrator requests you run a background check on animal control officers that are paid by the city's general fund. They're UCJIS Users and can write citations for animal control related incidents. What Purpose Code can they be run under?

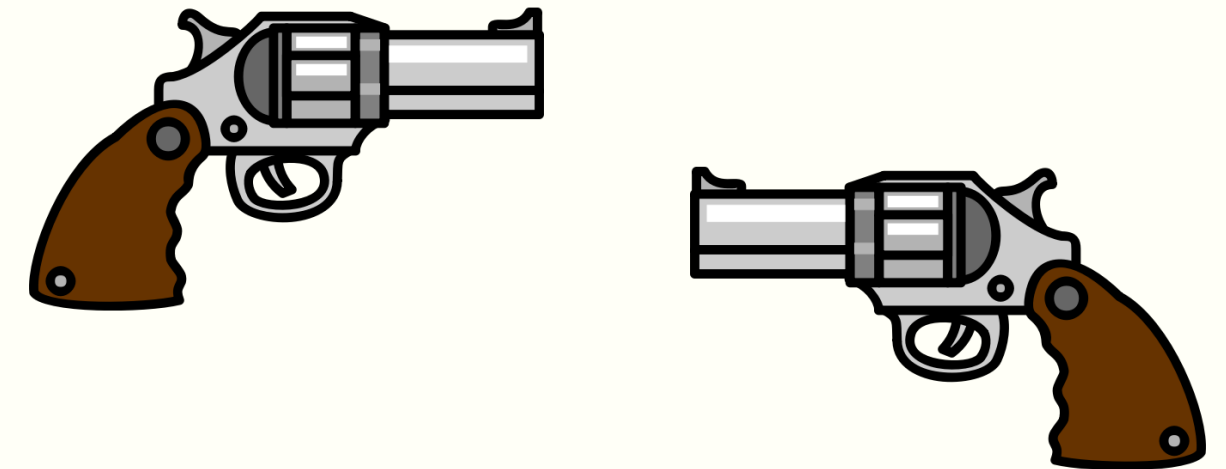
**Cannot run them at all**



# SCENARIO #3

Utah PD recovers a stolen gun they had listed on NCIC. Prior to releasing the firearm from evidence and back to its rightful owner, the agency would like to run a III check. (They will still need to contact Brady before releasing the firearm from police custody). What Purpose Code can this be run under?

## Purpose Code F



# SCENARIO #4

A high-profile inmate was recently transferred to the state prison and you have reason to believe they are corresponding with someone on the outside to bring contraband in. You want to run a record check on one of the names/addresses frequently sending inmate mail to him. What Purpose Code can this be run under, if it's allowed at all?

**Purpose Code C**



# SCENARIO #5

You work at a rural police department that heavily relies on volunteers to staff the agency and complete the administration of criminal justice. A new volunteer dispatcher was hired and you were asked to initiate a background check on them within UCJIS. What Purpose Code can they be run under?

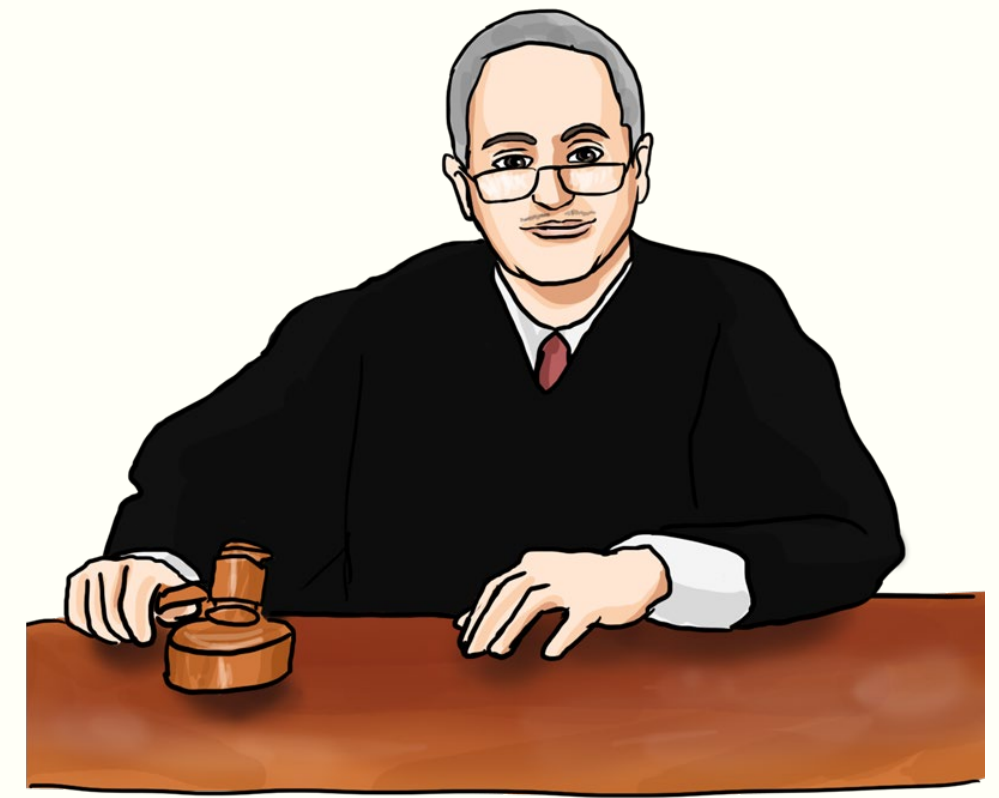
## Purpose Code J



# SCENARIO #6

A criminal court is hearing a domestic violence case next week and the judge is needing to run a QH inquiry on the defendant beforehand. What Purpose Code can this be run under?

**Purpose Code D**





# SCENARIO #7

Zootopia PD was recently approved to be an ROA (Right of Access) agency and now has the ability to complete background checks for local citizens. A local citizen named Yogi Bear comes in, fills out a waiver, and pays a fee to obtain a copy of their Utah Criminal History Record. What Purpose Code can this be run under?

**Purpose Code P**



# SCENARIO #8

You recently started working for a local housing authority (HUD) agency and today were asked to run a pre screening on a potential tenant for section 8 housing. What Purpose Code can they be run under?

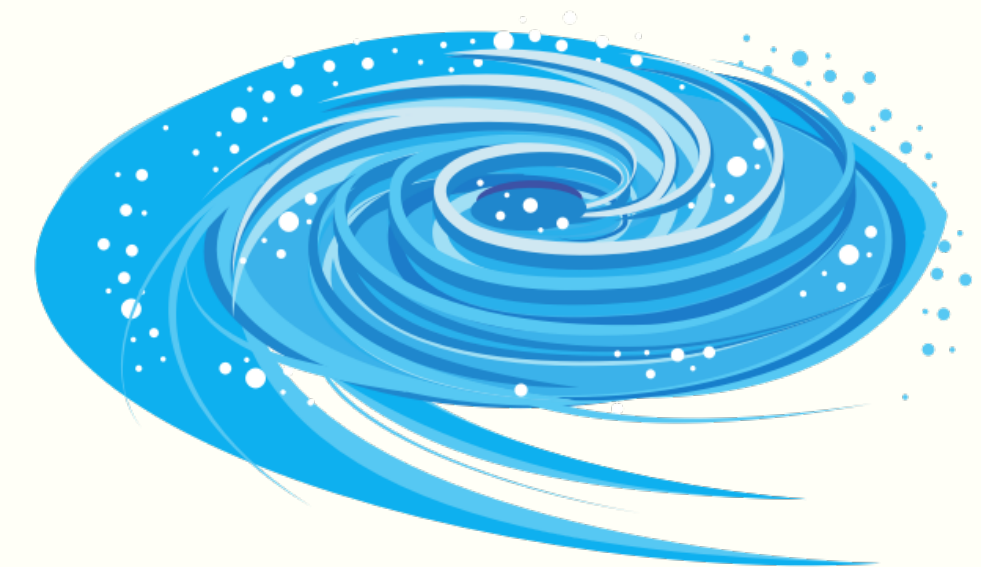
**Purpose Code H**



# SCENARIO #9

In light of a recent earthquake, DCFS is reaching out to house families, children, and youth after reviewing individual records (QH/QR). What Purpose Code can they be run under?

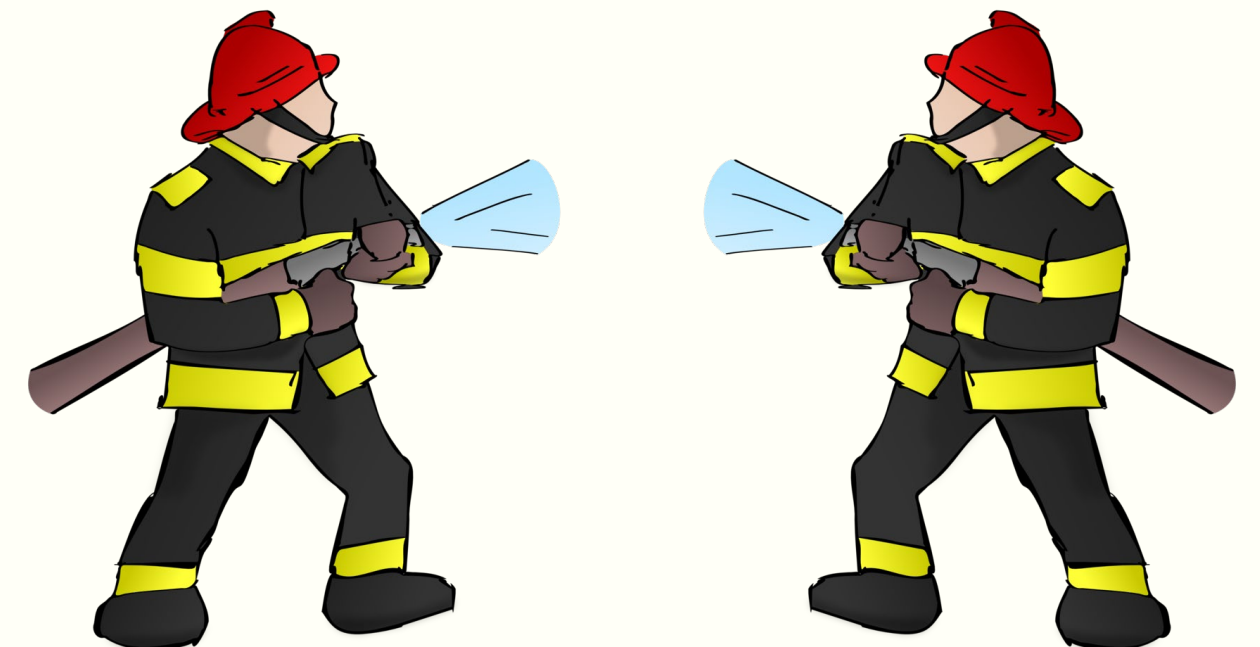
**Purpose Code X**



# SCENARIO #10

The local Police Department was requested to run background checks for Fire Department employment. The Fire Department is paid by the city but has access to the PD's RMS system and is set up on UCJIS for criminal citations and investigations. What Purpose Code can they be run under, if it's allowed at all?

**Cannot run them at all**



**Questions?**