

Using UCJIS

Part Two



Utah Bureau of Criminal Identification

Overview

- **Audit Cycle 2024-2027**
 - What you can do to ensure your agency's audit goes smoothly
- **Criminal History**
- **SWW**
- **NCIC**
- **Agency Policy**
 - Misuse

Audit

Audit

Audit Cycle 2024-2027

- We have started our audit cycle
- All CJ agencies will be audited once between now and June 2027
- What you can do to help your agency's audit go smoothly
 - Review your agency's policies
 - Use the correct audit information when searching criminal history
 - Follow correct NCIC procedures

Criminal History

Criminal History

Requestor Information

Audit Purpose: Requestor: *

Audit Reason: *

- Requestor Information is logged and audited
- We have noticed an increase in incorrect requestor information used while we have been auditing agencies

Criminal History

Requestor Information

Audit Purpose: Requestor: *

Audit Reason:

- Audit Purpose will be the purpose code that fits why you are querying an individual's criminal history
- Purpose Code C is the most commonly used. For other purpose codes and when to use them, please refer to the III Manual on the TAC website or the Using UCJIS Part One presentation

Criminal History

Requestor Information

Audit Purpose: *

Audit Reason: *

Requestor: *

- The requestor will always be the individual who is wanting the criminal history ran
 - If the judge requests his clerk to run a criminal history, the judge would be the requestor
- Please use first initial last name, first name last name initial, or user ID
 - Avoid using "Judge", "Chief", etc.

Criminal History

Requestor Information

Audit Purpose: Requestor: *

Audit Reason: *

- The audit reason should be as unique as possible
 - Case Number
 - OTN
 - New Hire Police Officer

SWW

Statewide Warrants

- **Comments field not being utilized**
 - **Advising individual of a warrant**

The screenshot shows a web interface for managing warrants. On the left, a 'Warrant' card displays the following information: Warrant Status: AC, Offense: MISUSE, Statute: 53-10-108, Warrant Number: 1, Bail: \$10, Court: (blank), Issue Date: 01/01/20, and Originating Agency: DEPT PUBLIC SAFETY - MIS. A modal window titled 'Add Warrant Comment' is open in the center, featuring a text input field with the placeholder 'ENTER WARRANT COMMENT' and a red asterisk indicating a required field. The modal has 'Save' and 'Cancel' buttons at the bottom. On the right side of the main form, there are two buttons: 'Add Warrant Comment' and 'Serve Warrant'.

Statewide Warrants

- **Comments field not being utilized**
 - **Advising individual of a warrant**

Comment: OFFICER A GARCIA ADVISED ON WARRANT ON TODAY'S DATE AT PDPD

User ID: RTURNER

Agency ID: PLSGRV

Date: 09/15/2022

Comment: SGT BOOBOO WAS OUT WITH SUBJECT AND ADVISED HIM OF THE WARRANT

User ID: JMORGAN

Agency ID: SPRGPD

Date: 06/28/2022

Comment: SUBJECT WAS ADVISED OF THIS WARRANT BY OFFICER CANNADY. UT250800

User ID: ACANNADY

Agency ID: SPRGPD

Date: 02/25/2022

Comment: SUBJ WARNED AND RELEASED - UVUPD OFFICER BUDWEISER

User ID: NADAMS

Agency ID: UVUPD

Date: 09/28/2021

Statewide Warrants

- **Please utilize these comments fields if your agency advises individuals of warrants**
- **Familiarize yourself with your agency's policy with statewide warrants**

NCIC

NCIC

Ensuring your NCIC records are entered correctly and maintained properly

Packing the Record

Are the records packed to the best of your agency's ability?

- Checking all available UCJIS files
- Search CAD, Court records, agency case files, etc
- Contact reporting party

Second Party Check

- Are you familiar with your agency's second party check procedures?
- What does a second party check entail?

NCIC Quality Control Issues

- Are searchable fields being entered properly?
- Is the MIS field being utilized?
- Is the Scars, Marks & Tattoos field being utilized?
- Are records entered in a timely manner?

NCIC Hits

- Are hits responded to in a timely manner?
- Are records cleared or canceled in a timely manner?
- Are you familiar with the hit confirmation process?
- Do you know what agency handles your hits after hours (if applicable)?

Packing the Record

- **Packing the record refers to ensuring that all available information the entering agency has access to is listed on the NCIC record**
- **This includes, but is not limited to:**
 - **Aliases**
 - **State Identification numbers**
 - **Miscellaneous numbers**
 - **Scars, marks, and tattoos**
 - **Miscellaneous field**

Packing the Record

- **Search all available files in UCJIS**
 - **MIL**
 - **You must have access to run each transaction**

Transactions to Run

Check All Clear All

<input checked="" type="checkbox"/> Driver's License - UTAH (DLQ)	<input type="checkbox"/> Criminal History - UTAH (CHQ)
<input type="checkbox"/> Drivers License - NLETS (DQ)	
<input checked="" type="checkbox"/> State Wide Warrants (QSW)	
<input checked="" type="checkbox"/> Query Wanted - NCIC (QW)	
<input type="checkbox"/> Juvenile History - UTAH (JUV)	
<input checked="" type="checkbox"/> Motor Vehicle - UTAH (MVQ)	

DLQ - Requires ORI and Name.
CHQ - Requires ORI, Requestor Information, and at least one of the following: Name, SSN, or License Number.
DQ - Requires ORI, Name, DOB, Sex, and State other than UT.
IQ - Requires ORI, Requestor Information, Name, DOB, Sex, Race, and State other than UT.
QSW - Requires ORI, Name, and State.
QH - Requires ORI, Requestor Information (Right of Access isn't valid), Name, DOB, Sex, and Race.
QW - Requires ORI, Name, and DOB.
JUV - Requires ORI and Name.
OTRK - Requires ORI and Name.
MVQ - Requires ORI and Name.
PO - Requires ORI and Name.
You can only run transactions you have permission to run.

Packing the Record

- **Search all available files in UCJIS**
 - **MIL**
- **CAD/RMS**
- **Court records**
- **Jail records**
- **Agency case files**
- **Reporting party**
- **Social media**

Packing the Record

- **Why is packing the record important?**
 - **Assists law enforcement**
 - **Increases chances of a hit**
- **What can you do?**
 - **Double check the entry before having it checked by a second party**
 - **Have a checklist of files to check when creating an entry**

Packing the Record



A high-school senior named Hae Min Lee disappeared one day after school in 1999, in Baltimore County, Maryland. A month later, her body was found in a city park. She'd been strangled. Her 17-year-old ex-boyfriend, Adnan Syed, was arrested for the crime, and within a year, he was sentenced to life in prison. The case against him was largely based on the story of one witness, Adnan's friend Jay, who testified that he helped Adnan bury Hae's body. But Adnan has always maintained he had nothing to do with Hae's death.

Timeline

- Jan 13-Hae goes missing
- Jan 14-BOLO issued

DATE	TIME	TERMINAL ID	OBI	AGENCY
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011499	0248	HC69	MD013143N	Harford Co. Emergency Operation
011499	0446	ZBER	MD0030627	Baltimore Co. P. D. MUT311
011599	0324	ZBAS	MD00301N5	Baltimore Co. P. D. MUT168
012999	1027	BCAA	MD0030121	Baltimore Co. P. D.
020499	0335	ZBAK	MD00301N7	Baltimore Co. P. D. MUT160
020499	0944	ZBFT	MD0030676	Baltimore Co. P. D. MUT349

- Feb 10-plates were entered
- Feb 28-vehicle was found

Second Party Checks

- **Per NCIC, the accuracy of NCIC records is an integral part of the NCIC system. The accuracy of a record must be double checked by a second party. The verification of a record should include assuring all available cross checks were made and the data in the NCIC record match the data in the investigative report**

Second Party Checks

- **Familiarize yourself with your agency's second party check procedures**
- **Contact your TAC if you are not sure what it is or where to find it**
- **Second party checks should include:**
 - **Cross check all the information in the entry with UCJIS and all other available files**
 - **Court and jail records**
 - **CAD/RMS**
 - **Reporting party**
 - **Compare data in the entry with the investigative report**

NCIC Quality Control Issues

- **Timely Entry**
 - **NCIC records must be entered immediately when conditions for entry are met, not to exceed 3 days, upon receipt (electronic or hard copy format) by the entering agency**
 - **BCI will compare the DTE with the date on the report or warrant**
 - **Dates that don't match are compliance issues**
 - **Familiarize yourself with NCIC timeliness definitions. Each file type is different and may need to be entered within 24 hours rather than 3 days**

NCIC Quality Control Issues

- **Incorrect dates**
 - **We have noticed an increase of incorrect dates on NCIC entries**
 - **Date of Warrant**
 - **Date of Last Contact**
 - **Date of Loss**
 - **Date of Theft**
- **These dates assist with increase in hits and identifying that the record or individual is who or what the locating agency found or came in contact with**
- **These dates should be the earliest possible date**

NCIC Quality Control Issues

- **Example: An individual files a stolen gun report, they state that the last time they saw the gun was between December 1, 2024 - January 1, 2025. The report was made on February 2, 2025. What would the DOT be?**
 - 2/2/2025
 - 1/1/2025
 - **12/1/2024**

NCIC Quality Control Issues

- **Example: An individual files a missing person report for their neighbor on September 20, 2024. They aren't sure when was the last time that they saw them. After some prompting from the officer, they say that the last time they saw their neighbor was around the beginning of September 2024, but no later than September 15, 2024. What would the DLC be?**
 - 9/20/2024
 - **9/1/2024**
 - 9/15/2024

NCIC Quality Control Issues

- **Missing searchable fields**
 - **SIDs are not being added to entry**
 - **SID now has its own field, can add up to 9 in the supplemental**

SID:

ENTER SID

NCIC Quality Control Issues

- **Scars, Marks, Tattoos**
 - **We have noticed more NCIC entries are missing scars, marks and tattoos listed on the entry**
 - **When entering multiple SMT, the most recognizable SMT should be listed on the base entry**
 - **9 more can be added into the supplemental**
 - **BCI recommends listing these from the most recognizable to the least**

NCIC Quality Control Issues

- **Example: What would you list in the base entry in the SMT field?**

SCARS, MARKS, TATTOOS and AMPUTATIONS:				
CODE:	DESCRIPTION:	COMMENTS:	OTN:	DATE:
SC HAND	SCAR HAND NONSPECIFIC			1/1/1900
SC L KNEE	SCAR LEFT KNEE			1/1/1900
TAT R ARM	TATTOO RIGHT ARM			1/1/1900
TAT BACK	TATTOO BACK			4/7/2021
TAT BACK	TATTOO BACK	PICNIC BASKET	9879797979	7/25/2021
TAT LEG	TATTOO LEG NONSPECIFIC	A PICNIC BASKET WITH PICNIC BASKETS INSIDE	9879797979	7/25/2021
RTAT R ARM	REMOVED TATTOO RIGHT ARM	FERRET	99999991	9/26/1924

NCIC Quality Control Issues

- **MIS Field**

- **We've noticed that this field isn't being utilized as much as it could be**
 - **Describe scars, marks, and tattoos**
 - **Describe clothing a missing individual was last seen in**
 - **Include contact information if hits are being handled by a 24 hour agency**
 - **Remember, this is a non-searchable field**
 - **Do not include anything that has its own field**

NCIC Hits

- **Increase of missed hits**
 - **Hits are not being responded to within a timely manner**
 - **Urgent**
 - **10 minutes**
 - **Routine**
 - **60 minutes**

NCIC Hits

- **Records should be cleared or canceled in a timely manner**
 - **Once the hit confirmation process is completed, the record should be cleared**
 - **Once a record has been found, the record should be cleared**
 - **Once a record has been identified as entered in error or having erroneous data, the record should be canceled**

Agency Policies

Agency Policies

- **Misuse Policy**
 - **Familiarize yourself with your agency's misuse policy**



Gotham Police Department Misuse Policy

Commissioner
James Gordon

EFFECTIVE DATE

POLICY NUMBER

II. PROCEDURE

In accordance with UCA 53-10-108, Gotham City Police Department (GPD) will notify the commissioner and director of the Utah Bureau of Criminal Identification (BCI) upon the discovery of unauthorized access, use, disclosure, or dissemination of a record created, maintained, or to which access is granted by BCI.

federal law and promulgating policies and procedures, which protect an individual's right to privacy while maintaining a balance of fairness for which criminal history information is used and disseminated.

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- **U**
- **Notify the commissioner of**
- **DPS and director of BCI of misuse**

Questions?

