



Master the Method

“Train the Trainer”



TAC Conference 2025

A stylized fingerprint graphic in the top left corner, with several white footprints leading from it towards the center of the slide.

Agenda

01

What To Train

When to Train

02

03

How we Do it

Preparing for Audits

04

05

Resources

Types of Users



Users

Individuals with direct access to UCJIS



Non-Access Users

Individuals who can request and receive information but has no direct access to UCJIS



Non-Users

Individuals that have unescorted access to secure areas

Security
Awareness

01

BCI & NCIC
Manuals

What to Train

Misuse &
Consequences

Privacy,
Dissemination, and
Security of CJIS



02

When to Train

New Users

New users must be trained
within 6 months

Existing Users

Existing users must be
trained yearly on CJIS
Security Awareness and
trained and tested every 2
years in the other areas



How We do It

How we make the process just
slightly less painful

03





Starting the Process...



Onboarding

Be part of the process



Account Creation

Set up accounts as soon as a start date has been set



Testing & Training

Schedule initial training as soon as possible and test immediately following training

Onboarding

This form gives us all the information we need to setup a new account. Is filled out for all new users.

*We have a slightly different version for non-users

UCJIS New User Set Up Form Date: _____
Used for Spillman/Mobile/UCJIS Access
The information below needs to be completed and handed in at the earliest convenience.

Agency Name: _____

Full Name: _____ Sex: _____

AKA's (maiden name): _____ Date of Birth: _____

SSN: _____ DL#: _____

Cell Phone#: _____

Email: _____

Which Department? ☐ DISPATCH ☐ INTREL ☐ RECORDS ☐ AC ☐ CODE BWP ☐ UPS ☐ NCTM SERVICES ☐ CUSTODY/OTHER

UCJIS Access

Has the employee ever had a UCJIS login with another agency? _____ yes _____ no
If yes, what agency/agencies? _____

Check below fields for access needed:

- ☐ General Patrol (27, 28, 29's, Citations)
- ☐ E warrants (requires additional training)
- ☐ Juvenile Criminal History
- ☐ Criminal History / Triple I (requires additional training)
- ☐ Non-User (meaning they won't access the program at all just need it for security purposes)

☐ Complete a set of fingerprint cards
☐ Turn completed form into Amber Despain for Spillman/Mobile access
☐ Turn completed form into Erin Sullivan Or Meghan Bench for UCJIS access

This section is for Dispatch Use Only

- Run background check - SWIPO/UCCHIII
ANY CRIMINAL HISTORY? YES _____ NO _____ (print and attach to folder) Date Completed _____
- Enter info using the ADD transaction Date Completed _____
- BCI User Setup Google Form (LIVE SCAN) & Fingerprints
ADD LAPE & LAPO ON SPECIAL INSTRUCTIONS Date Completed _____
- Submit one set of fingerprint cards & User Setup form
If employee worked for another agency from 2015-current, fingerprints won't be needed Date Completed _____
- User/Non User Security Agreement Date Completed _____
- User Security Agreement sent to BCI Date Completed _____
- Reset password in UCJIS for new registration Date Completed _____

Form Updated 11/2023 UCJIS User ID: _____

1

New User Setup Form

2

Livescan prints

3

Account creation

4

Schedule training

5

Send training materials

6

Testing

Virtual Training

Utah Criminal Justice Information System

New Officer UCJIS Training

We have transitioned to virtual training and have tailored training presentations to meet the needs of each role. Initial training walks them through initial set up and usage as well as security

We have saved email templates that help with sending training emails. For their initial training, we include their login and temporary password.

Recipients

Subject

Good Morning!

I have attached your UCJIS training presentation, this is a virtual training that you can do on your own. Please click the presentation link below, then hit Ctrl + F5 so it brings it up as a slideshow. I do talk on every slide, so make sure your volume is turned up.

As you go through the presentation, there will be hyperlinks added in so that you can set up your UCJIS login. I have attached your login information for that part of the presentation.

Once you have completed the training, there is a link to a test. The test is simple - it's all online and open book. It takes only a couple mins. Painless, I promise :) Also, you must pass with an 80% (you can only miss 4), but you're free to take the test as many times as needed to achieve a score that you're happy with. Once you have completed the test, you will digitally sign the Training and Testing Agreement and it will automatically send the completed form to me.

User ID:

Agency: **SOPD**

Temporary Password:

Please let me know if you have any questions!

Thanks and Welcome!

 2022 New Officer UCJIS Training



Meghan Bench

St. George Consolidated Communications Center
Emergency Medical Dispatcher III
BCI Alt- TAC
435-627-4300

Testing



**Plan
Ahead**



**Utilize
REPT**



**Keep
Records**



**Provide
Feedback**

Good Morning,

Your UCJIS training expiration date is approaching, and it's time to test again. I have included a link for the test and the manuals. Once you have completed the test, you will digitally sign the Training and Testing Agreement and it will automatically send the completed form to me.

The test is simple - it's all online and open book. It takes only a couple mins. Painless, I promise :) Also, you must pass with an 80% (you can only miss 4), but you're free to take the test as many times as needed to achieve a score that you're happy with.

Expiration Date:

[Test](#)

[Manual](#)

(or you can access it from the regular UCJIS site, by typing TAC in the transaction bar, located in the top left hand corner)

Thanks!



Meghan Bench

St. George Consolidated Communications Center
Emergency Medical Dispatcher III
BCI Alt- TAC
435-627-4300

Approximately one day a month is spent scheduling training expiration reminder emails.

Templates are handy for this as well.

For example: In September, all the emails will be scheduled for those expiring in October.

As the expiration date approaches, if they have not taken and passed the test, they will be reminded again 10 days prior to expiration.

Good Morning,

Just a reminder that your UCJIS will expire on:

Please take the test as soon as possible so that I can update your training and you can continue to have UCJIS access without interruption.

**If you have already completed this, please disregard this email*

Thank you, |



Meghan Bench

St. George Consolidated Communications Center
Emergency Medical Dispatcher III
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Training Logs

A	B	C	D	E	F	G	H	I
User ID	Full Name	Training Expiration Date	User Security Agreement	User Testing Agreement	Access Level	1st Email Sent	2nd Email Sent	Notes
jsmith	John Smith	10/01/2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2			
jdoe	John Doe	12/30/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2			
jadoe	Jane Doe	01/20/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2			
ybear	Yogi Bear	5/10/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2			
trecord	Thesa Record	10/31/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2			
jtest	Joseph Test	01/01/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2			
mmouse	Mickey Mouse	02/15/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2			

Our training log spreadsheet has a different tab for each group we are responsible to train, i.e. Patrol, Dispatch, Custodial, IT, etc...
Sort the "Training Expiration Date" column "A-Z" to get the soonest expiring date at the top.
We are able to see at a glance, who needs to be tracked down to test



Timestamp	Email Address	Score	Suzanne's Law is a federal law	Utah vehicle registration	It is a Class ____ Misdemeanor	What is an EMA?	A silver alert is mandatory *Criteria: Anyone over the age of 18
8/13/2025 16:11:18	[REDACTED]	20 / 20	21	Any of the above	B	A system to rapidly disseminate information	TRUE
8/13/2025 16:05:24	[REDACTED]	18 / 20	21	Any of the above	B	A system to rapidly disseminate information	TRUE
8/13/2025 16:00:29	[REDACTED]	17 / 20	21	Any of the above	B	A system to rapidly disseminate information	TRUE
8/13/2025 7:57:07	[REDACTED]	18 / 20	18	Any of the above	B	A system to rapidly disseminate information	TRUE
8/8/2025 22:49:21	[REDACTED]	19 / 20	21	Any of the above	B	A system to rapidly disseminate information	FALSE
8/8/2025 22:44:13	[REDACTED]	15 / 20	18	Any of the above	B	A system to rapidly disseminate information	FALSE
8/7/2025 13:10:21	[REDACTED]	19 / 20	21	Any of the above	B	A system to rapidly disseminate information	TRUE
8/8/2025 10:11:51	[REDACTED]	18 / 20	21	Any of the above	B	A system to rapidly disseminate information	TRUE

Section 3 of 3

Training and Testing Agreement

UCJIS USER AND NON-ACCESS USER AGREEMENT

I certify that by signing this document that I have been trained and/or proficiency tested according to the procedure set by my agency, BCI, and CJIS. I accept that I will be held accountable for any information accessed under my user ID. I understand per **Utah Code Annotated 53-10-108 (12)(a)**, 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 BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

Type your name for your electronic signature *

Short answer text

Once they have taken the test, the results populate to a spreadsheet where I can easily track who has taken the test and verify they passed.

They will digitally sign the Training & Testing Agreement and it is emailed directly to me so I can update their CERT.





Feedback

Using Google forms for testing allows us to provide feedback at the time of testing. We have it set up so feedback will be provided for both correct and incorrect answers

It also allows us to see which question is missed the most and adjust our training accordingly

☒ Choose correct answers:

Suzanne's Law is a federal law that requires missing persons under the age of ____ to be entered in NCIC within 2 hours of receiving the minimum data required to enter an NCIC record

13 points

☐ 13

☐ 18

☐ 19

☒ 21

Feedback for correct answers

On April 7, 2003, the United States Congress enacted Suzanne's Law that modified Title 42, United States Code, Section 5779(a). In accordance with this change, agencies are now required to immediately enter records into NCIC Missing Person Files for missing juveniles under the age 21. Previously, immediate entry was required for juveniles under the age 18. The federal law is named after Suzanne Lyall, a University of New York State at Albany student who has been missing since 1998.

[Missing Persons](#)

Feedback for incorrect answers

On April 7, 2003, the United States Congress enacted Suzanne's Law that modified Title 42, United States Code, Section 5779(a). In accordance with this change, agencies are now required to immediately enter records into NCIC Missing Person Files for missing juveniles under the age 21. Previously, immediate entry was required for juveniles under the age 18. The federal law is named after Suzanne Lyall, a University of New York State at Albany student who has been missing since 1998.

[Missing Persons](#)

Done

Frequently missed questions ?

Question

Correct responses

What is the criteria for entry on NCIC for stolen articles? (select all that apply)

34 / 145



Audit Process



Maintain Records

Validation &
account/log audits



Make your changes

Easy, Right?



Breathe don't Cry

Don't Panic - They
aren't out to get you



Build your packet

Checklists and
attention to detail




Review all Details

Awaken your inner
investigator



Send it Off

That's it. You'll get results
& you're done.



Resources



Scan me



End of Performance

Do you have any questions?



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