

Bureau of Criminal Identification

Audits: Courts POV



TAC Conference 2025



OVERVIEW

AUDIT PROCESS

CJIS AUDIT SYSTEM

**HIT CONFIRMATION
AGREEMENTS**

**SWW VALIDATION POLICY
& PROCEDURES**

**NCIC VALIDATION POLICY &
PROCEDURES**

**SWW & NCIC QUALITY
CONTROL**

CRIMINAL HISTORY LOGS

\$P MESSAGES

MISSED HIT CONFIRMATIONS

Audit Process

BCI Audit Compliance Request Inbox x

O **Ofa Ki Kolisi Vaisima** <ovaisima@utah.gov>
to me, Mandy

Your message, protected by Virtru
No expiration date

Dear TAC,

Your agency has been selected for a BCI compliance audit. This audit cycle, BCI Field Services will be utilizing CJIS Audit as the software platform in which the audit will be performed instead of the former Excel/PDF questionnaire. You should receive a notification from cjisapps.com with the link to your audit. You may find instructions and more information [here](#).

The attached Audit Information Request outlines the actions required to complete the audit. Some documentation must still be submitted to your BCI Field Services auditor through secure email. This will be clearly marked and requested by the auditor. The remainder will be uploaded with the audit questionnaire in the CJIS Audit program.

Your audit is due on August 27, 2025. We cannot issue extensions with our new process, however, your audit will remain open until completed in a compliant status.

Your agency administrator has also been copied on this message. Please contact us if you have any questions or concerns.

Thank you.

—
Ofa Vaisima
Field Services
Utah Bureau of Criminal Identification
ovaisima@utah.gov
[385-499-1421](tel:385-499-1421)
Monday-Thursday 7am-5pm

If immediate assistance is needed, please contact our Help Desk (CIC - available 24/7) [801-965-4446](tel:801-965-4446) Fax: [801-969-7065](tel:801-969-7065)

This e-mail and any attachments are confidential and protected by legal, professional, or other privileges. Do not disseminate without expressed permission by the original sender.
If you are not the intended recipient do not store, copy, re-transmit, use, or disclose any of its contents. Return it to the sender immediately and delete the email from your system.

FS auditor will email your agency notifying you that your agency has been selected for an audit

Audit Process

CJIS Audit email notifying you of the audit being initiated and provide you with the link to the audit questionnaire

Audit Assignment Notification External Inbox x



donotreply@cjisapps.com

to jarrelbeal, me

Audit Name: BCI Compliance Audit 2024-2027

Audit Description: The BCI Compliance Audit is administered by BCI's Field Services section. This audit consists of assessing an agency's usage of state and federal files as well as verifying all user types and agency personnel are properly background checked, trained and tested, and using the system properly. This audit will evaluate agency policies to verify all required documents are in order for UCJIS and CJIS Security compliance.

Agency ORI: UT0000008

Agency Name: Zootopia Police Department

Please log in to CJIS Audit to begin completing your online audit questionnaire.

The web address for CJIS Audit is <https://utah.cjisapps.com/cjisaudit/>.

This audit questionnaire must be completed and submitted to your auditor, with any and all requested documentation, within 30 days. Failure to complete the audit questionnaire within the required time frame could put your agency's access to criminal justice information at risk.

To login to CJIS Audit please go to <https://utah.cjisapps.com/cjisaudit/> and click Agency Login. You will automatically be redirected to the Utah ID (id.utah.gov) login page.

If you have questions or concerns regarding the BCI/ABC Non-Criminal Agency Audit, reach out to dpsabcaudit@utah.gov.

Should you have any questions or concerns regarding the CJIS IT Security Audit, please reach out to cjisits@utah.gov.

Reply

Reply all

Forward

Audit Process



Sign In

Your UtahID serves as a central key, providing secure access to multiple State of Utah systems. Log in here, then return to the appropriate system to accomplish your work.

Username or Email *

Remember Me

Sign In

Don't have a UtahID? [Create an account](#)

[Forgot password?](#)

To login to CJIS Audit, you will need to create a Utah ID. If you have already created a Utah ID, you can login with your existing login as long as it is on file with BCI

Audit Process

Enter Email 1/5

Create a UtahID Account

Establish secure and reliable access to Utah's official online services. Your Utah ID account provides a streamlined experience, ensuring efficiency, security, and accountability in every interaction with state services.

Email Address *

Submit

For uninterrupted UtahID access:

Personal accounts:
Use a personal email. Add a backup personal email if using a work email.

Business accounts:
Use a company email, not an employee's personal email. Add a backup email for recovery.

[Cancel Account Creation](#)

When creating your Utah ID, please ensure that your email is on file with BCI. If your domain changed, please let your auditor know

Audit Process

Enter Email

1/5

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Establish secure and reliable access to Utah's official online services. Your Utah ID account provides a streamlined experience, ensuring efficiency, security, and accountability in every interaction with state services.

Email Address *

Submit

For uninterrupted UtahID access:

Personal accounts:

Use a personal email. Add a backup personal email if using a work email.

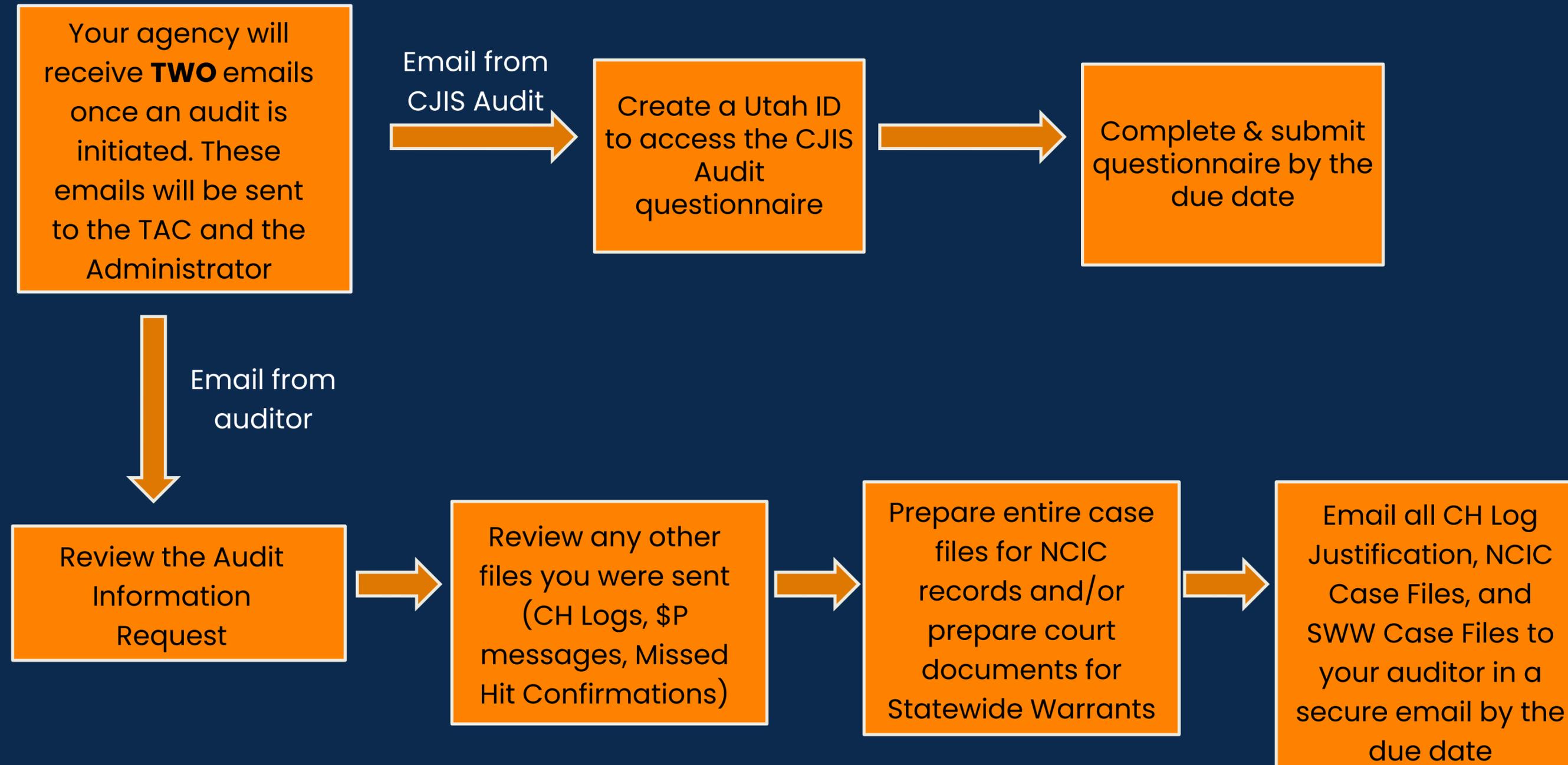
Business accounts:

Use a company email, not an employee's personal email. Add a backup email for recovery.

[Cancel Account Creation](#)

Using a utcourts.gov email at this time is causing errors. A ticket has been submitted by the CJIS IT team. If you are assigned an audit and are currently using a utcourts.gov email, please use your agency email address instead and notify BCI so we can update our system for the audit

Audit Process Flowchart



OVERVIEW

✓ **AUDIT PROCESS**

CJIS AUDIT SYSTEM

**HIT CONFIRMATION
AGREEMENTS**

**SWW VALIDATION POLICY
& PROCEDURES**

**NCIC VALIDATION POLICY &
PROCEDURES**

**SWW & NCIC QUALITY
CONTROL**

CRIMINAL HISTORY LOGS

\$P MESSAGES

MISSED HIT CONFIRMATIONS

CJIS Audit System

Utah Department of Public Safety

CJIS Audit CHIEF

Be sure to check out the CJIS Audit Tutorial! [View Tutorial](#) [Dismiss](#)

[Active Audits](#) [Audit History](#) [My Info](#) [Help Manual](#)

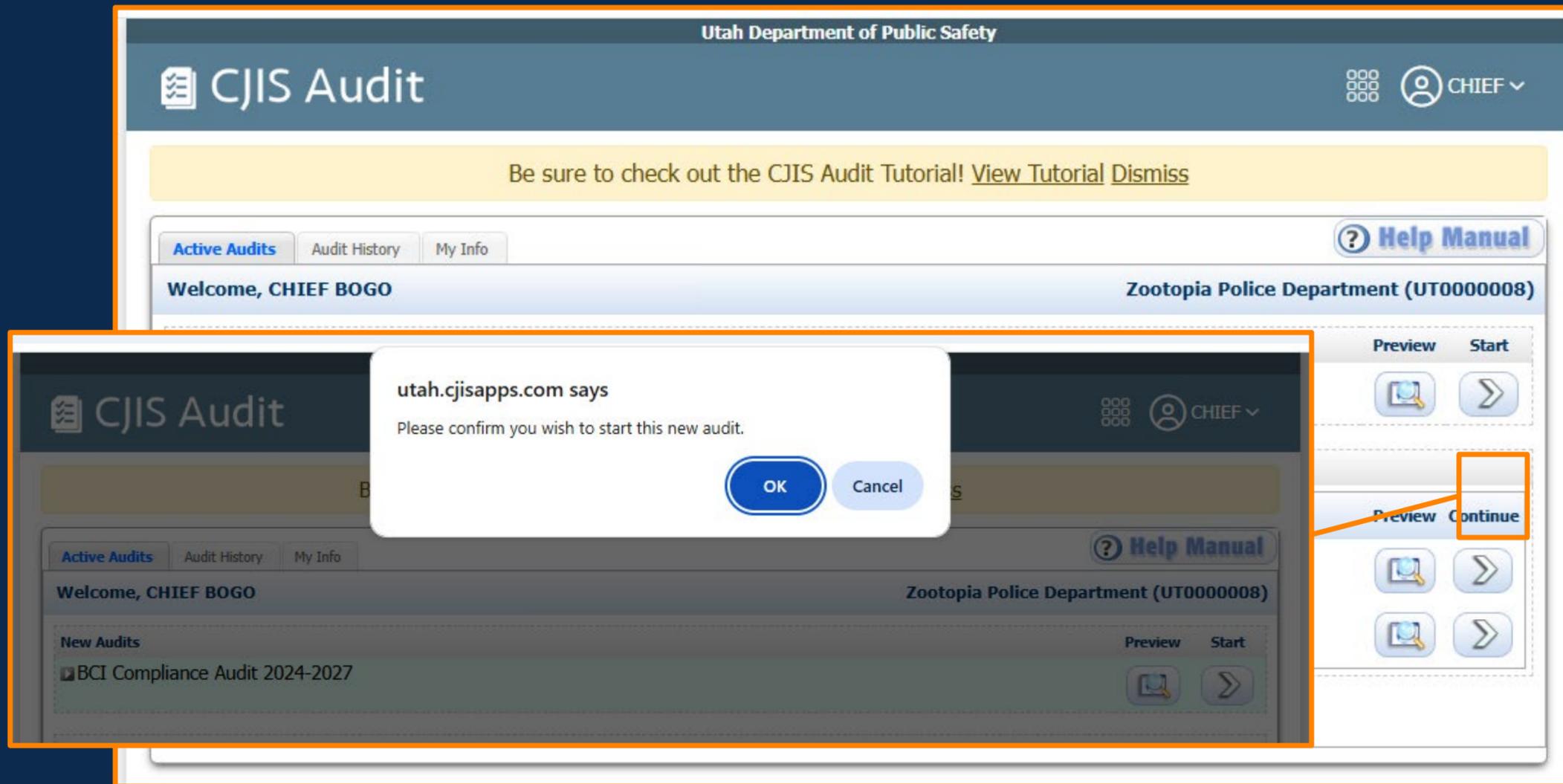
Welcome, CHIEF BOGO Zootopia Police Department (UT0000008)

New Audits Preview Start

BCI Compliance Audit 2024-2027 Preview Start

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
<input checked="" type="checkbox"/> CJIS IT Security Pre-Audit Questionnaire 2023-2026	0	14	0% Complete	Preview	Continue
<input checked="" type="checkbox"/> CJIS IT Security Audit Questionnaire 2025-2026	2	63	3% Complete	Preview	Continue



You will need to acknowledge that you want to start the audit by selecting "Ok"

Audit Section: Requested Documents

2

Is your agency a 24 hour record owning agency?

Yes

No

N/A

Save and Continue »

Close and Finish Later

Skip Question

This question is asking if you are a 24 hour operating record owning agency meaning you own records on NCIC and monitor your records 24/7

Audit Section: Requested Documents

2 Is your agency a 24 hour record

Yes

No

N/A

Save and Continue » Close

2 Is your agency a 24 hour record owning agency?

Yes

No

N/A

1. Please upload your agency's Hit Confirmation Agreement. Agencies that own records in NCIC but are not available 24 hours must have a Hit Confirmation Agreement in place with a 24-hour agency. This agreement should delineate the responsibility for handling hit confirmation and provide instructions for after-hour hit confirmation. (NCIC Intro 1.3)

I don't have this document.

-- Or --

Please do not upload documents that contain CII.

Document Title	File Upload	Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Edit	Document Title	Filename	Replace	Remove
<input type="button" value="✎"/>	Hit Confirmation Agreement	dissemination-log-review...	<input type="button" value="🔄"/>	<input type="button" value="✕"/>

Save and Continue » Close and Finish Later Skip Question

CJIS Audit System

Audit Section: Requested Documents

3 Does your agency have records listed on NCIC?

Yes

No

↳ 1. Please submit your agency's NCIC Validation Policy/Procedure.

I don't have this document.

-- Or --

Please do not upload documents that contain CJI.

Document Title	File Upload	Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

CJIS Audit System

Audit Section: Requested Documents

3 Does your agency have records listed on NCIC?

Yes

No

↳ 1. Please submit your agency's NCIC Validation Policy/Procedure.

I don't have this document.

-- Or --

Please do not upload documents that contain CJL.

Document Title

File Upload

No file chosen

CJIS Audit System

Audit Section: Requested Documents

3 Does your agency have records listed on NCIC?

Yes

No

↳ 1. Please submit your agency's NCIC Validation Policy/Procedure.

I don't have this document.

-- Or --

Please do not upload documents that contain CJJ.

Document Title	File Upload	Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

CJIS Audit System

Audit Section: Requested Documents

This question is marked for Re-Answer

2 Is your agency a 24 hour record owning agency?

Yes

No

N/A

1. Please upload your agency's Hit Confirmation Agreement. Agencies that own records in NCIC but are not available 24 hours must have a Hit Confirmation Agreement in place with a 24-hour agency. This agreement should delineate the responsibility for handling hit confirmation and provide instructions for after-hour hit confirmation. (NCIC Intro 1.3)

I don't have this document.

-- Or --

Please do not upload documents that contain CJJ.

Document Title

File Upload No file chosen

Edit	Document Title	Filename	Replace	Remove
	Hit Confirmation Agreement	dissemination-log-review-...		

CJIS Audit System

Audit Section: Requested Documents

4

Does your agency enter Statewide Warrants in CORIS?

Yes

No

CJIS A

Audit Section: Requested Documents

4 Does your agency enter Statewide Warrants in CORIS?

Yes

No

Audit Section: Requested Documents

4 Does your agency enter Statewide Warrants in CORIS?

Yes

No

↳ 1. Please upload your agency's SWW Validation Policy/Procedure

I don't have this document.

-- Or --

Please do not upload documents that contain CJ.

Document Title	File Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Edit	Document Title	Filename	Replace	Remove
	SWW Policy	dissemination-log-review-...		

CJIS Audit System

Audit Section: Requested Documents

7

Did your agency receive a file of Criminal History Logs to justify by answering the following questions for each log:

- 1) Why was the transaction run?
- 2) Was the correct purpose code used and if not, what should the code have been?
- 3) Was the requestor the person who received the information?
- 4) Is the auditing purpose a case number or specific phrase?
- 5) If an inquiry is highlighted in Yellow indicating a Utah Right of Access inquiry, please provide the signed ROA Waiver Form.

Yes

No

CJIS A

Audit Progress:  14% Answered: 10 of 74 questions

 View/Edit Audit

Audit Section: Requested Documents

7

Did your agency receive a file of Criminal History Logs to justify by answering the following questions for each log:

- 1) Why was the transaction run?
- 2) Was the correct purpose code used and if not, what should the code have been?
- 3) Was the requestor the person who received the information?
- 4) Is the auditing purpose a case number or specific phrase?
- 5) If an inquiry is highlighted in Yellow indicating a Utah Right of Access inquiry, please provide the signed ROA Waiver Form.

Yes

No

↳ 1. Please email your Criminal History Justification logs to your auditor.

I have read and will comply.

Save and Continue »

Close and Finish Later

Skip Question

Audit Section: Requested Documents

7

Did your agency receive

- 1) Why was the tran
 - 2) Was the correct p
 - 3) Was the requesto
 - 4) Is the auditing pu
 - 5) If an inquiry is hig
- Waiver Form.

Yes

No

CJIS Audit System

Audit Section: Requested Documents

8

Does your agency have NCIC Case files to submit?

Yes

No

CJIS Audit System

Audit Section: Requested Documents

8 Does your agency have

Yes

No

Audit Section: Requested Documents

8 Does your agency have NCIC Case files to submit?

Yes

No

↳ 1. Please email a copy of your NCIC Case files to your auditor.

I have read and will comply.

Save and Continue » Close and Finish Later Skip Question

CJIS Audit System

Audit Section: Requested Documents

9

Does your agency have Utah Statewide Warrant files to submit?

Yes

No

CJIS Audit System

Audit Section: Requested Documents

9

Does your agency have Utah Statewide Warrant files to submit?

- Yes
- No

↳ 1. Please email a copy of your SWW Files to your auditor.

I have read and will comply.

Save and Continue »

Close and Finish Later

Skip Question

Audit Section: Requested Documents

9

Does your agency

Yes

No

CJIS Audit System

Audit Section: UCJIS Usage

This question is marked for Re-Answer

17 Please use the following purpose codes to answer the following questions. If these don't apply to your agency please use "Don't run"

Purpose codes: C, J, D, F, X, P, A

What purpose code does your agency use to run self-inquiries for training purposes?

C

Save and Continue » Close and Finish Later Skip Question

This portion of the audit is not a quiz. If you do not run certain inquiries, please type in "Do not run"

CJIS Audit System

Audit Section: NCIC Entry

This question is marked for Re-Answer

1 Does this agency own, have the potential to own, or enter records in NCIC?

(If this agency is a court, please mark no for this question. You will be asked to answer regarding protection orders in another section in the audit.)

Yes

No

[Save and Continue »](#) [Close and Finish Later](#) [Skip Question](#)

For this question on the audit, please answer “No” as courts will be asked about protection orders in a different section of the audit

CJIS Audit System

Audit Section: Court

1

Is this agency a court?

(If this agency is not a court, please answer "No")

Yes

No

CJIS Audit

Audit Section: Court

1 Is this agency a court?

(If this agency is not a court, please answer "No")

Yes

No

Audit Section: Court

1 Is this agency a court?

(If this agency is not a court, please answer "No")

Yes

No

1. Please provide your Court ID (This begins with a J, D, or V followed by 4 digits)

J1234

2. Does this court enter any SWW records without personal identifiers?

Yes

No

3. How often does this court access their booking reports?

Daily

Weekly

Monthly

Yearly

4. During the validation process, does this court search all available UCJIS files for missing identifiers to add to the existing SWW record?

Yes

No

Save and Continue >> Close and Finish Later Skip Question

CJIS Audit System

Audit Section: Court

2

Was this agency provided Statewide Warrant number(s) to submit files for?

(If this agency is not a court, please answer no)

Yes

No

CJIS Audit System

Audit Section: Court

2 Was this agency provided Statewide Warrant number(s) to submit files for?
(If this agency is not a court, please answer no)

Yes

No

Audit Section: Court

2 Was this agency provided Statewide Warrant number(s) to submit files for?
(If this agency is not a court, please answer no)

Yes

No

1. After reviewing these files for these warrants, were all statewide warrant listings valid and accurate?

Yes

No

Save and Continue » Close and Finish Later Skip Question

CJIS Audit System

3 Does this agency have the potential to own Protection/Temporary Protection Orders on NCIC?

(If this agency is not a court, please answer no)

Yes

No

For this portion of the audit, you will answer yes. This will then populate NCIC questions in regards to protection orders

CJIS Audit S

3 Does this agency have the potential to own Protection/T

(If this agency is not a court, please answer no)

Yes

No

Audit Section: Court

3 Does this agency have the potential to own Protection/Temporary Protection Orders on NCIC?

(If this agency is not a court, please answer no)

Yes

No

1. Please list all ORI(s) that handle hit confirmations for your agency

UTfakeORI

2. Are there case files for ALL NCIC entries?

Yes

No

3. Can the case files be accessed 24 hrs a day?

Yes

No

4. If this agency shares access to their case files with a secondary agency, please explain how case access is shared.

The law enforcement agency that covers after hours hits on our records has access to exchange and can view the case file in that database.

CJIS Audit System

Review Response Notification External Inbox x

 **donotreply@cjisapps.com**
to me ▾ 3:45 PM (13 minutes ago) ☆ ↶ ⋮

Audit Name: BCI Compliance Audit 2024-2027
Audit Description: The BCI Compliance Audit is administered by BCI's Field Services section. This audit consists of assessing an agency's usage of state and federal files as well as verifying all user types and agency personnel are properly background checked, trained and tested, and using the system properly. This audit will evaluate agency policies to verify all required documents are in order for UCJIS and CJIS Security compliance.
Agency ORI: UT0000008
Agency Name: Zootopia Police Department

Your audit has been reviewed by the Utah DPS Audit Team. Some of your audit responses have been identified as non-compliant and require an additional response. Please login to CJIS Audit to view your agency's compliance report and update your responses to the non-compliant findings. These responses should include corrective action plans and estimated dates of correction for each item.

To login to CJIS Audit please go to <https://utah.cjisapps.com/cjisaudit/> and click Agency Login. You will automatically be redirected to the Utah ID (id.utah.gov) login page.

If you have questions or concerns regarding the BCI/ABC Non-Criminal Agency Audit, reach out to dpsabcaudit@utah.gov.

Should you have any questions or concerns regarding the CJIS IT Security Audit, please reach out to cjisits@utah.gov.

...

[Message clipped] [View entire message](#)

↶ Reply ↷ Forward

When your audit is submitted, you will wait for a response from the system and auditor letting you know that you can login to the system to review your responses

CJIS Audit System

Active Audits | Audit History | My Info ? Help Manual

Welcome, CHIEF BOGO Zootopia Police Department (UT0000008)

New Audits Preview Start

No New Audits Available	N/A	N/A
-------------------------	-----	-----

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
<input checked="" type="checkbox"/> CJIS IT Security Pre-Audit Questionnaire 2023-2026	0	14	0% Complete		
<input checked="" type="checkbox"/> CJIS IT Security Audit Questionnaire 2025-2026	2	63	3% Complete		

Pending Audit(s)

Audit Name	Date Completed	Compliance	Status
<input checked="" type="checkbox"/> BCI Compliance Audit 2024-2027	August 5, 2025	Audit Report N/A	Response Required

Showing 1 - 1 of 1

Pending Audit(s)

Audit Name	Date Completed	Compliance	Status
<input checked="" type="checkbox"/> BCI Compliance Audit 2024-2027	August 5, 2025	Audit Report N/A	Response Required

Showing 1 - 1 of 1

CJIS Audit - Edit Notes - Google Chrome
utah.cjisapps.com/cjisaudit/audit/index.pl?cmd=AGENCY_RSP&SID=175443131927885504513006&SS_ID=922&...

BCI Compliance Audit 2024-2027

Agency Information: Zootopia Police Department - (UT0000008)

Submitted By: CHIEF BOGO - On: August 5, 2025

Compliance Report with Agency Responses:



BCI
4315 S 2700 W
Ste 1300
Taylorsville, UT 84129

Compliance Report with Agency Responses

Per the Criminal Justice Agency Agreement, each agency with an active ORI agrees to be audited by BCI and/or the FBI at least once every three years. If at any time the TAC or Agency Administrator has any questions about the compliance audit process, please contact your agency's BCI Field Services Representative.

Item:	1
Section Name:	UCJIS Usage
Question:	Please use the following purpose codes to answer the following questions. <u>If these don't apply to your agency please use "Don't run"</u> Purpose codes: C, J, D, F, X, P, A <i>What purpose code does your agency use to run self-inquiries for training purposes?</i>
User Answer:	C
Compliance Response:	This agency used purpose code C for self-inquiries for training purposes. Self-inquiries should not be ran and is considered misuse.
Agency Response:	Add Your Response By Clicking the Add button » Add

[? Help Manual](#)

Zootopia Police Department (UT0000008)

	Preview	Start
	N/A	N/A

Preview Continue

	Preview	Continue
	Preview	Continue

Compliance	Status
N/A	Response Required

Compliance Report with Agency Responses

Per the Criminal Justice Agency Agreement, each agency with an active ORI agrees to be audited by BCI and/or the FBI at least once every three years. If at any time the TAC or Agency Administrator has any questions about the compliance audit process, please contact your agency's BCI Field Services Representative.

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Section Name:	UCJIS Usage
Question:	Please use the following purpose codes to answer the following questions. <u>If these don't apply to your agency please use "Don't run"</u> Purpose codes: C, J, D, F, X, P, A <i>What purpose code does your agency use to run self-inquiries for training purposes?</i>
User Answer:	C
Compliance Response:	This agency used purpose code C for self-inquiries for training purposes. Self-inquiries should not be ran and is considered misuse.
Agency Response:	Editing... Add

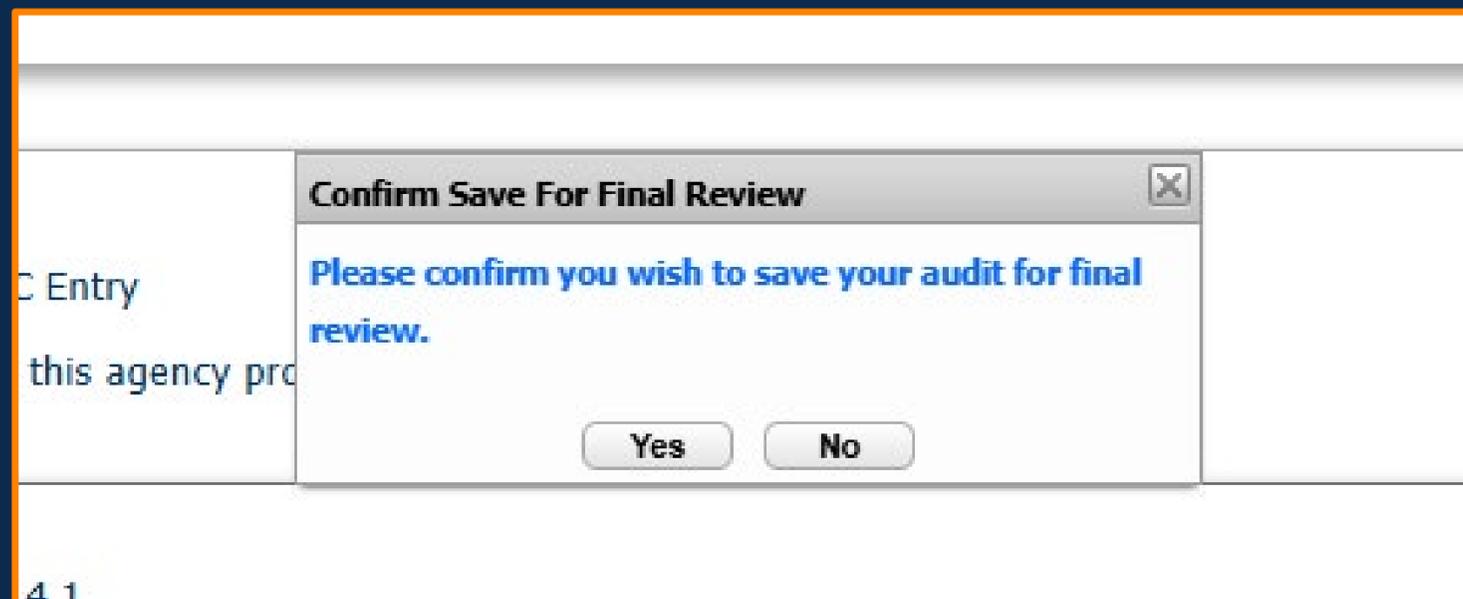
Editing Agency Response ×

B *I* U | ↶ ↷ ↻

This was answered in error. Our agency does not run self-inquiries per our misuse policy and UCA 53-10-108. If we were to find this, we would report it to BCI and the Commissioner of Public Safety.

Save Response Cancel Edit

CJIS Audit System



Welcome, CHIEF BOGO Zootopia Police Department (UT0000008)

New Audits	Preview	Start
No New Audits Available	N/A	N/A

Pending Audit(s)

Audit Name	Date Completed	Compliance	Status	Continue
<input checked="" type="checkbox"/> BCI Compliance Audit 2024-2027	August 5, 2025	Audit Report N/A	In Final Review	>

Pending Audit(s)

Audit Name	Date Completed	Compliance	Status
<input checked="" type="checkbox"/> BCI Compliance Audit 2024-2027	August 5, 2025	Audit Report N/A	In Final Review

Showing 1 - 1 of 1

CJIS Audit System

Final Response Notification External Inbox x

 **donotreply@cjisapps.com**
to me ▾ 4:30 PM (1 minute ago) ☆ ↶ ⋮

Audit Name: BCI Compliance Audit 2024-2027
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Thank you for completing your audit. An audit report is available for your review in CJIS Audit. Please log in to confirm and complete your audit.

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↶ Reply ↷ Forward

When your auditor has completed your audit, you will receive an email notifying you that the final response is ready to be viewed

Welcome, CHIEF BOGO

Zootopia Police Department (UT0000008)

New Audits

Preview Start

No New Audits Available

N/A N/A

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
<input type="checkbox"/> CJIS IT Security Pre-Audit Questionnaire 2023-2026	0	14	0% Complete		
<input type="checkbox"/> CJIS IT Security Audit Questionnaire 2025-2026	2	63	3% Complete		

Pending Audit(s)

Audit Name	Date Completed	Compliance	Status
<input type="checkbox"/> BCI Compliance Audit 2024-2027	August 5, 2025		

Showing 1 - 1 of 1

Pending Audit(s)

Audit Name	Date Completed	Compliance	Status
<input checked="" type="checkbox"/> BCI Compliance Audit 2024-2027	August 5, 2025	Audit Report	Review Final Notes

Final Review Notes

Final Review Notes: BCI is satisfied with the corrections that have been made in order to be in compliance with the policies and regulations surrounding BCI systems. We appreciate your agency's response and hope this audit has been beneficial to your department. Should you need any further assistance or have any questions please contact the BCI Field Services staff.

Audit Completed: Compliant

BCI Field Services has completed this agency's 2024-2027 BCI Compliance Audit and would like to commend this agency on successfully completing the audit process. This agency has been found to be compliant in all areas. We appreciate this agency's attention to both state and federal policies that govern all of the information within BCI systems.

[Click Here to Confirm You Have Read the Final Review Notes](#)

Showing 1 - 1 of 1

[? Help Manual](#)

Zootopia Police Department (UT0000008)

Preview	Start
N/A	N/A

Progress	Preview	Continue
0% Complete		
3% Complete		

Compliance	Status
Audit Report	Review Final Notes

Pending Audit(s)

Audit Name	Date Completed	Compliance	Status
<input checked="" type="checkbox"/> BCI Compliance Audit 2024-2027	August 5, 2025	Audit Report	Review Final Notes

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[Click Here to Confirm You Have Read the Final Review Notes](#)

Showing 1 - 1 of 1

[? Help Manual](#)

Zootopia Police Department (UT0000008)

	Preview	Start
	N/A	N/A

Progress [Preview](#) [Continue](#)

0% Complete

3% Complete

Compliance	Status
Audit Report	Review Final Notes

To close out your audit, you must confirm your final review notes

OVERVIEW

✓ **AUDIT PROCESS**

✓ **CJIS AUDIT SYSTEM**

HIT CONFIRMATION
AGREEMENTS

SWW VALIDATION POLICY
& PROCEDURES

NCIC VALIDATION POLICY &
PROCEDURES

SWW & NCIC QUALITY
CONTROL

CRIMINAL HISTORY LOGS

\$P MESSAGES

MISSED HIT CONFIRMATIONS

Hit Confirmation Agreement

Why are these required for courts?

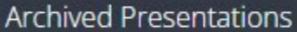
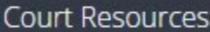
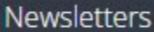
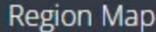
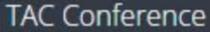
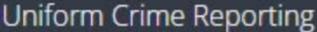
Results from the 2014-2017 Audit Cycle included that Hit Confirmation Agreements should be required from courts because they own Protection Orders listed on NCIC

What do I do?

Download a Hit Confirmation Agreement from the TAC website, fill out pertinent information (hours and days covered by LEA/dispatch), send it to LEA/dispatch to sign as the servicing agency, and submit the completed agreement to BCI

Hit Confirmation Agreement

Featured Services

 Forms	 Manuals	 Presentations	 Upcoming Trainings	 Contact Information	 Missing Persons/Alerts Resources
 Archived Presentations	 Court Resources	 Newsletters			
 Region Map	 TAC Conference	 Uniform Crime Reporting			

Hit Confirmation Agreement

Forms

The fingerprint submission and login activation forms have been combined and are now called the User Setup Form.

[Domestic Violence Resources](#)

[ORI Validation 2025](#)

[Criminal Justice Agency Agreement 2025-2026](#)

[User Security Agreement](#)

[UCJIS Training and Testing Agreement](#)

[Non-User Security Agreement](#)

[Authorization for Livescan](#)

[User Setup Form \(Physical Card\)](#)

[User Setup Form \(Livescan\)](#)

[Dissemination Log Review Request Form](#)

[NCIC Hit Confirmation Agreement](#)

[User Type Change](#)

[User Deletion](#)

[Privacy Statement \(for fingerprint background checks\)](#)



NCIC HIT CONFIRMATION AGREEMENT



This agreement is between _____ (Servicing Agency)
and _____ (Recipient Agency).

All of the information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI and the State of Utah. Access to any of these files is restricted to criminal justice purposes only. Violation of dissemination, privacy, and security regulations may result in civil sanctions or criminal prosecution of the person(s). Utah Code Annotated 53-10-108(12)(a) states:

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 or any information contained in 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.

If the servicing agency is acting on behalf of the recipient agency with the handling of NCIC records, both agencies must abide by the following FBI CJIS Security Policy regulations:

- **Timeliness:** Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
- **Validation:** Both agencies acknowledge that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders).
- **Hit Confirmation:** In the event that the recipient agency is not a 24-hour agency, the servicing agency will monitor and respond to any NCIC hit confirmations after business hours in accordance to the policies and procedures set forth by NCIC on behalf of the recipient agency. The servicing agency agrees to respond to a priority NCIC hit confirmation within ten (10) minutes or within one (1) hour on a routine NCIC hit confirmation. The servicing agency will be responsible for responding to all hit confirmation requests between the hours of _____ and _____, on the following days: _____.

This agreement is effective beginning _____.

This agreement may be terminated by either party based on a thirty day written notice. The servicing agency has the right to suspend furnishing information under this agreement when any rule, policy, procedure, regulation, or law described in the FBI CJIS Security Policy, the NCIC Operating Manual, the BCI Operating Manual, or UCA 53-10-108 is violated or appears to be violated. By signing this agreement, both parties agree to abide by all federal and state laws governing UCJIS information.

Signature of Servicing Agency authorized representative

Date

Servicing Agency phone and email

Signature of Recipient Agency authorized representative

Date

Recipient Agency phone and email



NCIC HIT CONFIRMATION AGREEMENT



This agreement is between _____ (Servicing Agency)
and _____ (Recipient Agency).

All of the information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI and the State of Utah. Access to any of these files is restricted to criminal justice purposes only. Violation of dissemination, privacy, and security regulations may result in civil sanctions or criminal prosecution of the person(s). Utah Code Annotated 53-10-108(12)(a) states:

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This agreement is between _____ (Servicing Agency)
and _____ (Recipient Agency).

Recipient Agency will be the court requesting the service

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Signature of Servicing Agency authorized representative Date

Servicing Agency phone and email

Signature of Recipient Agency authorized representative Date

Servicing Agency will be the LEA or Dispatch agency that will monitor your hits



NCIC HIT CONFIRMATION AGREEMENT



This agreement is between _____ (Servicing Agency) and _____ (Recipient Agency).

All of the information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI and the State of Utah. Access to any of these files is restricted to criminal justice purposes only. Violation of dissemination, privacy, and security regulations may result in civil sanctions or criminal prosecution of the person(s). Utah Code Annotated 53-10-108(12)(a) states:

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If the servicing agency is acting on behalf of the recipient agency with the handling of NCIC records, both agencies must abide by the following FBI CJIS Security Policy regulations:

- **Timeliness:** Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
- **Validation:** Both agencies acknowledge that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders).
- **Hit Confirmation:** In the event that the recipient agency is not a 24-hour agency, the servicing agency will monitor and respond to any NCIC hit confirmations after business hours in accordance to the policies and procedures set forth by NCIC on behalf of the recipient agency. The servicing agency agrees to respond to a priority NCIC hit confirmation within ten (10) minutes or within one (1) hour on a routine NCIC hit confirmation. The servicing agency will be responsible for responding to all hit confirmation requests between the hours of _____ and _____, on the following days: _____.

This agreement is effective beginning _____.

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Signature of Servicing Agency authorized representative Date

Servicing Agency phone and email

- **Timeliness:** Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
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This agreement is effective beginning _____.

Include the hours and days the servicing agency will service your agency. Enter the date this agreement will go into effect



NCIC HIT CONFIRMATION AGREEMENT



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If the servicing agency is acting on behalf of the recipient agency with the handling of NCIC records, both agencies must abide by the following FBI CJIS Security Policy regulations:

- **Timeliness:** Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
- **Validation:** Both agencies acknowledge that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders).
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This agreement is effective beginning _____.

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Signature of Servicing Agency authorized representative Date

Servicing Agency phone and email

- **Timeliness:** Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
- **Validation:** Both agencies acknowledge that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders).
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This agreement is effective beginning _____.

Reminder: A new agreement is required if times/days of service change



NCIC HIT CONFIRMATION AGREEMENT



This agreement is between _____ (Servicing Agency)
and _____ (Recipient Agency).

All of the information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI and the State of Utah. Access to any of these files is restricted to criminal justice purposes only. Violation of dissemination, privacy, and security regulations may result in civil sanctions or criminal prosecution of the person(s). Utah Code Annotated 53-10-108(12)(a) states:

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If the servicing agency is acting on behalf of the recipient agency with the handling of NCIC records, both agencies must abide by the following FBI CJIS Security Policy regulations:

- **Timeliness:** Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
- **Validation:** Both agencies acknowledge that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders).
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Signature of Servicing Agency authorized representative Date

Servicing Agency phone and email

Signature of Recipient Agency authorized representative Date

This agreement may be terminated by either party based on a thirty day written notice. The servicing agency has the right to suspend furnishing information under this agreement when any rule, policy, procedure, regulation, or law described in the FBI CJIS Security Policy, the NCIC Operating Manual, the BCI Operating Manual, or UCA 53-10-108 is violated or appears to be violated. By signing this agreement, both parties agree to abide by all federal and state laws governing UCJIS information.



NCIC HIT CONFIRMATION AGREEMENT



This agreement is between _____ (Servicing Agency) and _____ (Recipient Agency).

All of the information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI and the State of Utah. Access to any of these files is restricted to criminal justice purposes only. Violation of dissemination, privacy, and security regulations may result in civil sanctions or criminal prosecution of the person(s). Utah Code Annotated 53-10-108(12)(a) states:

It is a class B misdemeanor for a person to disseminate a record created, maintained, or stored in a record creation division for a purpose prohibited or restricted by law.

If the servicing agency is acting on behalf of the recipient agency, both agencies must abide by the following:

- **Timeliness:** Both agencies acknowledge that records are entered, modified, and removed in a timely manner.
- **Validation:** Both agencies acknowledge that records are accurate and complete. Records include NCIC (boat, license plate, and Statewide (warrants and pro
- **Hit Confirmation:** In the event of a hit, the servicing agency will monitor a file for a period of 24 hours in accordance to the policy of the recipient agency. The servicing agency will provide confirmation within ten (10) minutes of the hit. The servicing agency will provide confirmation requests between the following days: _____

This agreement is effective beginning _____

This agreement may be terminated by either party if the servicing agency has the right to suspend access to the record, rule, policy, procedure, regulation, or law. This agreement is subject to the Operating Manual, the BCI Operating Manual, and any other rules, regulations, or policies violated. By signing this agreement, both parties agree to abide by the governing UCJIS information.

Signature of Servicing Agency authorized representative

Date

Servicing Agency phone and email

Signature of Recipient Agency authorized representative

Date

Signature of Servicing Agency authorized representative

Date

Servicing Agency phone and email

Signature of Recipient Agency authorized representative

Date

Recipient Agency phone and email

LEA/Dispatch representative

Court



NCIC HIT CONFIRMATION AGREEMENT



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and _____ (Recipient Agency).

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This agreement is effective beginning _____

This agreement may be terminated by either party at any time. The servicing agency has the right to suspend access to the information if the recipient agency violates any rule, policy, procedure, regulation, or law. This agreement is subject to the FBI Operating Manual, the BCI Operating Manual, and any other applicable laws. By signing this agreement, both parties agree to be bound by the terms and conditions governing UCJIS information.

Signature of Servicing Agency authorized representative

Date

Servicing Agency phone and email

Signature of Recipient Agency authorized representative

Date

Signature of Servicing Agency authorized representative

Date

Servicing Agency phone and email

Signature of Recipient Agency authorized representative

Date

Recipient Agency phone and email

Reminder: A new agreement is required if either representative leaves agency or is no longer considered an authorized representative.

OVERVIEW

✓ **AUDIT PROCESS**

✓ **CJIS AUDIT SYSTEM**

✓ **HIT CONFIRMATION
AGREEMENTS**

**SWW VALIDATION POLICY
& PROCEDURES**

**NCIC VALIDATION POLICY &
PROCEDURES**

**SWW & NCIC QUALITY
CONTROL**

\$P MESSAGES

CRIMINAL HISTORY LOGS

MISSED HIT CONFIRMATIONS

SWW Validation Policy & Procedure

What does BCI look for?

- Clear policy and procedures for daily booking reports and audit report
- Formalized
- Revision date

Is this required?

- Yes, this is required for all courts
- This is a compliance issue if it cannot be supplied in an audit

What should the procedures include?

- How reports are received
- When to recall warrants
- Files accessed to verify information

SWW Validation Policy & Procedures



Gotham Justice Court SWW Validation Policy & Procedures

From Booking Report

1. Clerk will print booking report daily
2. Warrant will be recalled from CORIS if defendant's name appeared in the Booking Report
3. If defendant is in custody, clerk will contact jail and arrange video/transport
4. If defendant is not in custody, clerk will hold case for 2 weeks (10 days)
5. If defendant does not contact the court during those 2 weeks, their case will be referred to judge for new warrant
6. If defendant was to contact the court during the 2 weeks, matter will be set for hearing accordingly

From Audit Report

1. Clerk will print audit report every Monday
2. Information from audit report will be clarified to information from CORIS system
3. If warrant was recalled by court's order, but defendant's name/warrant still appeared on Audit Report, clerk will recall the warrant from UCJIS

SWW Validation Policy & Procedures



Gotham Justice Court SWW Validation Policy & Procedures

Agency Header,
formalized

From Booking Report

1. Clerk will print booking report daily
2. Warrant will be recalled from CORIS if defendant's name appeared in the Booking Report
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Revised 8/22/2024

SWW Validation Policy & Procedures



Gotham Justice Court SWW Validation Policy & Procedures

From Booking Report

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Revision date

Revised 8/22/2024

SWW Validation Policy & Procedures



Gotham Justice Court SWW Validation Policy & Procedures

From Booking Report

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Revised 8/22/2024

Procedures
separated by
Booking Report &
Audit Report

OVERVIEW

✓ **AUDIT PROCESS**

✓ **CJIS AUDIT SYSTEM**

✓ **HIT CONFIRMATION
AGREEMENTS**

✓ **SWW VALIDATION POLICY
& PROCEDURES**

**NCIC VALIDATION POLICY &
PROCEDURES**

**SWW & NCIC QUALITY
CONTROL**

\$P MESSAGES

MISSED HIT CONFIRMATIONS

NCIC Validation Policy & Procedure

Why is this required?

- Due to Protection Orders now having to be validated manually by courts, this policy & procedure is now required for all courts

Why are these now manually validated?

- Results from the 2021-2024 FBI Audit, the automatic validation done via batch job was found out of compliance and insufficient to meet the requirements set by the FBI

What should this policy include?

- Formalized
- Revision date
- When/how validations will be downloaded
- Files used to validate/pack the record
- Second party check procedures
- Transactions used to validate

NCIC Validation Policy & Procedure



Gotham Police Department

NCIC Validation Policy & Procedures

Procedure

1. TAC will log into UCJIS and download the validations for the month using the NVAL transaction the first Monday following the first Saturday of the month
2. TAC will search all available UCJIS files and all available records (CAD, Court files, reporting party, social media, etc.) and add missing information to the record
3. TAC will validate each record using the modify transaction of the file type (MW for Wanted Persons, MG for Guns ,etc.) and add any information found to the record
4. TAC will have the record checked by a second party
 - Second party checker will compare dates entered with the dates in the case file
 - Second party checker will compare the descriptors, unique identifiers, make/model/type, etc. with the information in the case file and double check the correct NCIC codes are used applicable
 - Second party checker will compare the information found in all available files against the NCIC entry to ensure the record is packed as best as possible

Policy

1. Agency must ensure that a second party check is completed for all entries by filling out the cover sheet for the record and initialing the records that were searched along with the date that the validation was completed
2. This agency will follow NCIC protocol in confirming that the record is complete, accurate and still outstanding or active.
3. Per NCIC Policy 3.4 this agency will accomplish validation by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual

Revised 8/3/2025

NCIC Validation Policy & Procedure



Gotham Police Department

NCIC Validation Policy & Procedures

Agency Header,
formalized

Procedure

1. TAC will log into UCJIS and download the validations for the month using the NVAL transaction the first Monday following the first Saturday of the month
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Revised 8/3/2025

NCIC Validation Policy & Procedures



Gotham Police Department

NCIC Validation Policy & Procedures

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Revised 8/3/2025

Procedures are clear.
When and how validations are downloaded, what records are searched, how the validation is completed, second party check procedures provided

NCIC Validation Policy & Procedure



Gotham Police Department

NCIC Validation Policy & Procedures

Procedure

1. TAC will log into UCJIS and download the validations for the month using the NVAL transaction the first Monday following the first Saturday of the month
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Policy

1. Agency must ensure that a second party check is completed for all entries by filling out the cover sheet for the record and initialing the records that were searched along with the date that the validation was completed
2. This agency will follow NCIC protocol in confirming that the record is complete, accurate and still outstanding or active.
3. Per NCIC Policy 3.4 this agency will accomplish validation by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual

Revised 8/3/2025

Policy includes what is expected of agency personnel conducting the validations and references NCIC Policy about validations

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✓ AUDIT PROCESS

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✓ SWW VALIDATION POLICY
& PROCEDURES

✓ NCIC VALIDATION POLICY &
PROCEDURES

SWW & NCIC QUALITY
CONTROL

CRIMINAL HISTORY LOGS

\$P MESSAGES

MISSED HIT CONFIRMATIONS

Quality Control

When receiving the Audit Information Request, you will find if your agency will need to provide NCIC case files and/or SWW case files



Utah Department of Public Safety
Bureau of Criminal Identification
2024-2027 Compliance Audit Information Request



Per the Criminal Justice Agency Agreement, each agency with an active ORI or who owns records in NCIC, agrees to be audited by BCI and/or the FBI at least once every three years. This audit is a way of assessing agency usage of state and federal files. If at any time the TAC or the Administrator has any questions about the compliance audit process, please contact BCI Field Services.

This document itemizes the Requested Documents needed, the Criminal History Logs Justification, the SP messages, and Missed Hit Confirmations. The questionnaire will be sent via email from CJIS Apps. Please upload and/or submit these documents to BCI Field Services by the due date below.

Requested Documents- please upload a copy of each of the following where requested in the audit software:

- Misuse Policy: Per UCA 53-10-108, the agency Misuse Policy must state one of the following: 1) The "Commissioner and Director of BCI" will be notified if misuse of UCJIS information is suspected; or 2) The agency will abide by UCA 53-10-108.
- NCIC Validation Policy/Procedure (if applicable).
- SWW Validation Policy/Procedure (if applicable).
- AMBER Alert/EMA Procedures (if applicable).
- MDM Policy (if applicable).
- REPT Report: Submit only the first page of the report.
- ROA Agreement (if applicable): This is for Right of Access agencies only.
- Blank ROA Waiver (if applicable).
- Hit Confirmation Agreement: If your agency enters NCIC records but is not a 24-hour agency, you should have an agreement in place (e.g. with a dispatch center) outlining roles for after-hours hit confirmation.

NCIC Case Files (if applicable)

Copy the entire case file from the original report to the last time it was updated or validated. Please compare the NCIC record with the case file prior to submitting the documents.

NIC/H000165897	NIC/H000681297	NIC/H000160027	NIC/H000174597	NIC/H220165897
OCA/GJ0458796	OCA/GJ0458887	OCA/GJ0458224	OCA/GJ0458238	OCA/GJ0455421
NIC/H003365890	NIC/H022165895	NIC/H0054658967	NIC/H000165747	NIC/H200115897
OCA/GJ0450527	OCA/GJ0458657	OCA/GJ0444001	OCA/GJ0358791	OCA/GJ0450096

Utah Statewide Warrants (if applicable)

Copy the original document requesting the warrant, the court order issuing the warrant (signed by the judge), and any additional documents pertaining to the warrant.

WNO/685700148657	WNO/685789148657	WNO/00068571567
OCA/GJ987521	OCA/GJ689122	OCA/GJ5213455
WNO/000125467966	WNO/225784682	WNO/66201577866
OCA/GJ012587	OCA/GJ952647	OCA/GJ8975466

NCIC Quality Control

NCIC Case Files (if applicable)

Copy the entire case file from the original report to the last time it was updated or validated. Please compare the NCIC record with the case file prior to submitting the documents.

NIC/H000165897	NIC/H000681297	NIC/H000160027	NIC/H000174597	NIC/H220165897
OCA/GJ0458796	OCA/GJ0458887	OCA/GJ0458224	OCA/GJ0458238	OCA/GJ0455421
NIC/H003365890	NIC/H022165895	NIC/H0054658967	NIC/H000165747	NIC/H200115897
OCA/GJ0450527	OCA/GJ0458657	OCA/GJ0444001	OCA/GJ0358791	OCA/GJ0450096

Courts may receive a sample of up to ten NIC numbers and case numbers for quality control. Courts will need to provide the entire case file, from the original report to the last time it was updated or validated

NCIC Quality Control

What does BCI look for?

- BCI will complete a thorough quality control
 - Timeliness
 - Accuracy
 - Completeness
- Missing searchable information
- Missing aliases
- Incorrect dates
- Valid PO to support the entry
- Incorrect information, etc.

Example

NCIC ENTRY QUALITY CONTROL						
NIC NUMBER	INCORRECT OR UNTIMELY DATES (DOE/ DOT/ DOW/ DOL/ ETC.)	MISSING SEARCHABLE INFORMATION (Personal Identifiers / Serial # / OAN/ ETC.)	INCORRECT NCIC CODING (MAK / MOD /MKE/ ETC.)	MISSING NON-SEARCHABLE INFORMATION (SMT / IMG/ ETC.)	MIS FIELD	OTHER
H000165897		ALIASES BEAR, YOGI; BEAR, YOGARIUS; BOO, YOGI; BOOBOO, BEAR; AND BEAR, YOGALICIOUS FOUND IN CHQ. PLEASE ADD TO ENTRY.				
H000681297	PO WAS ENTERED ON 7/3/2023. PO WAS ISSUED ON 6/5/2023. PER NCIC, TIMELY ENTRY MUST NOT EXCEED 3 DAYS.					
H000160027		OLN AZ/AZ2457468 AND WA/WA-56764358 FOUND IN QH2. PLEASE ADD TO ENTRY.				
H000174597		OLN LISTED AS UT/45997964413, DLQ LISTS THE OLN AS UT/459796413. PLEASE UPDATE ENTRY.				
H220165897	PO WAS ENTERED ON 1/16/2025. PO WAS ISSUED ON 12/31/2025. PER NCIC, TIMELY ENTRY MUST NOT EXCEED 3 DAYS.					
H003365890		SID NUMBERS IA356413, WN25465, KS546577, AND PA265449 FOUND IN QH2. PLEASE ADD TO ENTRY				
H022165895			**COMPLETE**			
H005465896			**COMPLETE**			
H000165747			**COMPLETE**			
H200115897	PO WAS ENTERED ON 4/5/2025. PO WAS ISSUED ON 3/22/2025. PER NCIC, TIMELY ENTRY MUST NOT EXCEED 3 DAYS.					
REMINDERS TO PACK THE RECORD						
NOT A COMPLIANCE ISSUE, FIELD DID NOT EXIST AT TIME OF ENTRY						
COMPLIANCE ISSUES						

Example

NCIC ENTRY QUALITY CONTROL						
NIC NUMBER	INCORRECT OR UNTIMELY DATES (DOE/ DOT/ DOW/ DOL/ ETC.)	MISSING SEARCHABLE INFORMATION (Personal Identifiers / Serial # / OAN/ ETC.)	INCORRECT NCIC CODING (MAK / MOD /MKE/ ETC.)	MISSING NON-SEARCHABLE INFORMATION (SMT / IMG/ ETC.)	MIS FIELD	OTHER
H000165897				SMT TATTOO ON L LEG, TATTOO ON R ARM, TATTOO ON L HAND, SCAR ON FACE FOUND IN QH2. PLEASE ADD TO ENTRY		
H000681297					MIS FIELD MISSING TATTOO DESCRIPTION "TATTOO ON NECK IS OF A RAVEN". PLEASE ADD TO ENTRY	
H000160027				IMAGE OF TATTOOS FOUND IN OTRACK. PLEASE ADD TO IMAGE FILE		
H000174597						
H220165897						
H003365890				MUGSHOT IMAGE FOUND IN CHQ. PLEASE ADD TO ENTRY		
H022165895			**COMPLETE**			
H005465896			**COMPLETE**			
H000165747			**COMPLETE**			
H200115897						
REMINDERS TO PACK THE RECORD						
NOT A COMPLIANCE ISSUE, FIELD DID NOT EXIST AT TIME OF ENTRY						
COMPLIANCE ISSUES						

NCIC Quality Control

NCIC ENTRY QUALITY CONTROL						
NIC NUMBER	INCORRECT OR UNTIMELY DATES (DOE/ DOT/ DOW/ DOL/ ETC.)	MISSING SEARCHABLE INFORMATION (Personal Identifiers / Serial # / OAN/ ETC.)	INCORRECT NCIC CODING (MAK / MOD /MKE/ ETC.)	MISSING NON-SEARCHABLE INFORMATION (SMT / IMG/ ETC.)	MIS FIELD	OTHER
H000165897		ALIASES BEAR, YOGI; BEAR, YOGARIUS; BOO, YOGI; BOOBOO, BEAR; AND BEAR, YOGALICIOUS FOUND IN CHQ. PLEASE ADD TO ENTRY.		SMT TATTOO ON L LEG, TATTOO ON R ARM, TATTOO ON L HAND, SCAR ON FACE FOUND IN QH2. PLEASE ADD TO ENTRY		
H000681297	PO WAS ENTERED ON 7/3/2023. PO WAS ISSUED ON 6/5/2023. PER NCIC, TIMELY ENTRY MUST NOT EXCEED 3 DAYS.				MIS FIELD MISSING TATTOO DESCRIPTION "TATTOO ON NECK IS OF A RAVEN". PLEASE ADD TO ENTRY	
H000160027		OLN AZ/AZ2457468 AND WA/WA-56764358 FOUND IN QH2. PLEASE ADD TO ENTRY.		IMAGE OF TATTOOS FOUND IN OTRACK. PLEASE ADD TO IMAGE FILE		
H000174597		OLN LISTED AS UT/45997964413, DLQ LISTS THE OLN AS UT/459796413. PLEASE UPDATE ENTRY.				
H220165897	PO WAS ENTERED ON 1/16/2025. PO WAS ISSUED ON 12/31/2025. PER NCIC, TIMELY ENTRY MUST NOT EXCEED 3 DAYS.					
H003365890		SID NUMBERS IA356413, WN25465, KS546577, AND PA265449 FOUND IN QH2. PLEASE ADD TO ENTRY		MUGSHOT IMAGE FOUND IN CHQ. PLEASE ADD TO ENTRY		
H022165895			**COMPLETE**			
H005465896			**COMPLETE**			
H000165747			**COMPLETE**			
H200115897	PO WAS ENTERED ON 4/5/2025. PO WAS ISSUED ON 3/22/2025. PER NCIC, TIMELY ENTRY MUST NOT EXCEED 3 DAYS.					
REMINDERS TO PACK THE RECORD						
NOT A COMPLIANCE ISSUE, FIELD DID NOT EXIST AT TIME OF ENTRY						
COMPLIANCE ISSUES						

NCIC Quality Control

What do I do with the Quality Control sheet?

- Agency will be responsible for updating the record
 - Modify using the MPO transaction in UCJIS
 - Update the information
- Date of entry cannot be modified
 - Make a note of it in the case file of the audit issue
- Make these changes prior to submitting your audit response to BCI
- Make note of audit issues for agency training

SWW Quality Control

Utah Statewide Warrants (if applicable)

Copy the original document requesting the warrant, the court order issuing the warrant (signed by the judge), and any additional documents pertaining to the warrant.

WNO /685700148657 OCA/GJ987521	WNO/685789148657 OCA/GJ689122	WNO/00068571567 OCA/GJ5213455
WNO /000125467966 OCA/GJ012587	WNO/225784682 OCA/GJ952647	WNO/66201577866 OCA/GJ8975466

Courts will receive a sample of up to six warrant numbers and case numbers chosen at random by BCI for their audit. Courts will need to provide original documentation requesting the warrant, the court order issuing the warrant, and any additional documents pertaining to the warrant

SWW Quality Control

What does BCI look for?

- BCI will complete a thorough quality control
- Missing descriptors
- Missing names and DOB
- Validity of warrant

SWW Quality Control

UTAH STATEWIDE WARRANT QUALITY CONTROL FOR ORIXXX						
(Checked ONLY if missing from UCJIS Screen)						
	WARRANT 685700148657	WARRANT 000125467966	WARRANT 225784682	WARRANT 685789148657	WARRANT 66201577866	WARRANT 00068571567
NAME	<input type="checkbox"/>					
ALIAS	<input type="checkbox"/>					
DOB	<input type="checkbox"/>					
HGT	<input type="checkbox"/>					
WGT	<input type="checkbox"/>					
EYE	<input type="checkbox"/>					
HAI	<input type="checkbox"/>					
ADDRESS	<input type="checkbox"/>					
SSN	<input type="checkbox"/>					
OLN / UT	<input type="checkbox"/>					
DOW	<input type="checkbox"/>					
VALID	<input type="checkbox"/>					
COMPLETE	<input type="checkbox"/>					

All of these are compliance issues. If the box is checked under that warrant number, it is a compliance issue

SWW Quality Control

UTAH STATEWIDE WARRANT QUALITY CONTROL FOR UTBCI0000						
(Checked ONLY if missing from UCJIS Screen)						
	WARRANT 685700148657	WARRANT 000125467966	WARRANT 225784682	WARRANT 685789148657	WARRANT 66201577866	WARRANT 00068571567
NAME	<input type="checkbox"/>					
ALIAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HGT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WGT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EYE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDRESS	<input type="checkbox"/>					
SSN	<input type="checkbox"/>					
OLN / UT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VALID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPLETE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>WNO/685700148657: ALIAS BEAR, YOGARIOUS FOUND IN CHQ. DOB 1/1/2000 FOUND IN CHQ AND DLQ. OLN FOUND IN DLQ. DOW INCORRECT PER WARRANT DOCUMENTS, QSW LISTED DOW AS 1/1/2025, WARRANT DATE ON DOCUMENTS IS 12/15/2025. PLEASE UPDATE WARRANT.</p> <p>WNO/000125467966: WARRANT IS NO LONGER VALID AND SHOULD BE REMOVED</p> <p>WNO/225784682: HGT/67, WGT/202, EYE/BRO, AND HAI/BLK FOUND IN CHQ. PLEASE UPDATE WARRANT</p> <p>WNO/685789148657: ALIAS BEAR, BOOBOO FOUND IN CHQ. PLEASE UPDATE ENTRY</p>						

SWW Quality Control

What do I do with the Quality Control sheet?

- Agency will be responsible for updating the warrant
 - Update in CORIS
- Make these changes prior to submitting your audit response to BCI
- Make note of audit issues for agency training

Quality Control Tips

- Make a checklist of files to check every time a warrant or PO is issued
 - Keep a cover sheet of checklist in case file



NCIC ENTRY CHECKLIST

CHOOSE TYPE: WANTED PERSON	ENTER DESCRIPTION: Bear, Yogi
--------------------------------------	---

COPY AND ATTACH FOLLOWING TO ENTRY

<input checked="" type="checkbox"/> Attach EW Paperwork <input type="checkbox"/> Attach Email Request <input checked="" type="checkbox"/> Check NCIC prior to Entry and Attach Copy <input checked="" type="checkbox"/> Print and Attach Copy of Incident Report <input checked="" type="checkbox"/> Copy of "HIT" Attached VEHICLE / LICENSE PLATE / BOAT ENTRY <input type="checkbox"/> Registration Information <input type="checkbox"/> Stolen Vehicle Affidavit (if applicable) <input type="checkbox"/> Image (if available)	WANTED / MISSING / UNIDENTIFIED PERSON <input checked="" type="checkbox"/> Extradition Area: <u>West of the Mississippi</u> <input checked="" type="checkbox"/> Approved by Tony Baird <input checked="" type="checkbox"/> Statewide / Local Records Check <input checked="" type="checkbox"/> Drivers License Information <input checked="" type="checkbox"/> Utah Criminal History <input checked="" type="checkbox"/> Ill Record <input checked="" type="checkbox"/> O-Track (if over 18) <input type="checkbox"/> Check CJJU (if under 18) - DO NOT PRINT <input checked="" type="checkbox"/> Image (from DL files, OTRK, Picture, etc.)
---	---

ENTERING DISPATCHER: Kayli W REQUESTING OFFICER: Det. Wursten
 DATE ENTERED: 01/16/2024 AGENCY: LCPD NIC #: W000000000 CASE #: TEST52365

Info emailed to Tony Baird, Laurilee Tarbet, and Requesting Officer

SECOND PARTY TAC CHECK / QUALITY CONTROL

ENTRY / MODIFY / SUPPLEMENTAL

<input type="checkbox"/> ENTRY	OPERATOR: <u>EW</u>	DATE: _____	(TAC) _____
<input checked="" type="checkbox"/> IMAGE	OPERATOR: <u>Kayli Williamson</u>	DATE: <u>01/16/2024</u>	(TAC) <u>J. Hancey</u>
<input checked="" type="checkbox"/> MODIFY	OPERATOR: <u>Kayli Williamson</u>	DATE: <u>01/16/2024</u>	(TAC) <u>J. Hancey</u>
<input type="checkbox"/> SUPP.	OPERATOR: _____	DATE: _____	(TAC) _____

Wants Document Updated _____ (Initial)

REASON FOR REMOVAL / CLEAR / CANCELLATION

REASON FOR REMOVAL:

<input type="checkbox"/> Requesting Officer Notified	OPERATOR: _____	DATE: _____	TIME: _____
<input type="checkbox"/> CLEAR	OPERATOR: _____	DATE: _____	(TAC) _____
<input type="checkbox"/> CANCEL	OPERATOR: _____	DATE: _____	(TAC) _____

Wants Document Updated _____ (Initial)

EXTRADITION

IF WANTED PERSON IS APPREHENDED OUTSIDE OF UTAH, NOTIFY THE CCSO EXTRADITION SGT.

OPERATOR: _____ DATE: _____ TIME OF CALL/MESSAGE: _____

Email copy of the following: NCIC Checklist Warrant NCIC Want YQ YR Locate

Randall 4/11/24
NOTES
Frankie 4.16.25

WANTED PERSON
Det. Wursten

Quality Control Tips

- Make a checklist of files to check every time a warrant or PO is issued
 - Keep a cover sheet of checklist in case file
- Incorporate quality control checklist into training
- Make a list of compliance issues BCI looks for
 - Use this to pack the record

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CRIMINAL HISTORY LOGS

\$P MESSAGES

MISSED HIT CONFIRMATIONS

Criminal History Logs

Criminal History Justification

Trans Type	Purpose Code	Audit Purpose	Requestor	Agency ID	User ID	ORI	Date/Time	Search Type	Search Criteria	Why was Trans Ran	Correct Purpose Code	Requestor Correct	Case Number or Phrase	Yellow ROA
L	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7/12/2024	Name	[REDACTED]	Criminal history updated for upcoming court date	Yes	Yes	Yes it is police case number	N/A
QH	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7/1/2024	SSN	[REDACTED]	Request for case to be expunged	Yes	Yes	Yes it is a police case number	N/A
L	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7/2/2024	SSN	[REDACTED]	Case initiation for next court date	Yes	Yes	Yes it is a citation number and court case number	N/A
QR	D	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7/8/2024	FBI_N	[REDACTED]	Case initiation for next court date	No - incorrect suppose to be a C. Notified individual who added it in.	Yes	Yes, it is a police case number and citation number	N/A
L	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7/9/2024	SSN	[REDACTED]	Request for case to be expunged	Yes	Yes	Yes, it is a police case number	N/A
QH	C	01050100101015000117	DRainey	WIPBAT	Paul J W	HT0100011	7/12/2024	SSN	701050500	Case initiation for next court date	Yes	Yes	Yes, it is a citation number and court case number	N/A
QH	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11/26/2024	Name	[REDACTED]	Criminal history updated for upcoming court date	Yes	Yes	Yes, it a police case number and court case number	N/A
L	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/23/2024	SID	[REDACTED]	Criminal history updated for upcoming court date	Yes	Yes	Yes it is a police case number	N/A
QH	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2/25/2025	Name	[REDACTED]	Criminal history updated for upcoming court date	Yes	Yes	Yes it is the court case number	N/A
QR	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2/25/2025	FBI_N	[REDACTED]	Request for case to be expunged	Yes	Yes	Yes it is a police case number	N/A
QH	C	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/24/2025	SSN	[REDACTED]	Case initiation for next court date	Yes	Yes	Yes it is a citation number and police case number	N/A

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✓ CRIMINAL HISTORY LOGS

\$P MESSAGES

MISSED HIT CONFIRMATIONS

\$P Messages

- \$P messages will be received when a record has been purged due to failure to validate
 - Messages will be sent approximately 60 days after it has been due for validation
 - BCI will compile a list of all \$P messages that an agency has received from the beginning of the audit cycle to the month the audit is initiated
- 

\$P Messages

\$P Messages	
NIC	OCA
H9987654321	GJ9865552
H1458978511	GJ1125878
H6589758412	GJ6512333
H2589755681	GJ6987882
H3258974615	GJ2857941

\$P Messages (if applicable)

Agencies that receive a \$P message for Purged Records due to failure to validate will receive a file with all \$P messages for their agency from the beginning of the audit cycle to the time they are audited. Agencies will need to review the \$P messages and answer the following question in the audit questionnaire:

Please explain in detail the changes this agency has implemented to ensure NCIC Validations are validated in a timely manner and to prevent future records from purging.

\$P Messages

What to do with \$P message sheet?

- Review the sheet
 - Did your agency re-enter the record into NCIC if it still needed to be listed?
 - What has your agency implemented to ensure that records are validated in a timely manner?
- Agency will provide an answer in the questionnaire sent from CJIS Audit
 - *Please explain in detail the changes this agency has implemented to ensure NCIC Validations are validated in a timely manner and to prevent future records from purging.*

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MISSED HIT CONFIRMATIONS

Missed Hit Confirmations

- Hit Confirmations
 - YQ
 - Inquiring agency was called to a residence and the individual involved in this call is listed on a PO
 - Agency will send a YQ to the record owning agency
 - Priority 1
 - Urgent: 10 mins
 - Priority 2
 - Routine: 60 mins

Missed Hit Confirmations

- Hit Confirmations
 - **YR**
 - Entering agency will compare the potential hit with their records to determine if it is a match
 - Entering agency will determine if the PO was violated in any way during this house call
 - Agency will then respond within the allotted time frame of 10 minutes or 60 minutes depending on the priority selected by the inquiring agency

Missed Hit Confirmations

- Missed hits occur when a YR isn't sent out in the allotted time frame
- Once a hit is missed, it becomes a compliance issue
 - Hits are monitored 24/7 by the UCJIS Help Desk
- Hit Confirmation Agreement
 - Important to have in place since courts are not operating 24/7
 - Share case file with LEA/Dispatch that will monitor hits
- BCI will compile a list of all missed hits from the beginning of the audit cycle to present

Missed Hit Confirmations

Missed Hit Confirmations	
NIC	OCA
H9987654321	GJ9865552
H1458978511	GJ1125878
H6589758412	GJ6512333
H2589755681	GJ6987882
H3258974615	GJ2857941

Missed Hit Confirmations (if applicable)

Agencies that receive a missed hit confirmation due to failure to respond to a YQ message in the required time frame will receive a file with all missed hit confirmations from the beginning of the audit cycle to the time they are audited. Agencies will need to review the missed hit confirmations and answer the following question in the audit questionnaire:

Please explain in detail what changes your agency has implemented to ensure hits are confirmed within the specified times.

Missed Hit Confirmations

What to do with Missed Hit Confirmations sheet?

- Review the sheet
 - What has your agency implemented to ensure that hits are not missed in the future?
- Agency will provide an answer in the questionnaire sent from CJIS Audit
 - *Please explain in detail what changes your agency has implemented to ensure hits are confirmed within the specified times.*

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Reminders

- Your email address must be up to date with BCI to access the CJIS Audit Questionnaire
 - At this time, utcourts.gov domains are not able to login to the CJIS system
 - Please use your agency email for the time being
- Contact your auditor if you are having issues with logging in
- Send all files to your auditor via secure email
 - CH Logs justification
 - Case files (SWW & NCIC)
- If you have any questions, please contact your auditor

THANK YOU

