



# TAC Reminders

TAC Conference 2025



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# Introduction to BCI



# Utah Bureau of Criminal Identification

- Division of the Department of Public Safety
- Created in 1927 as a central repository for fingerprints and criminal histories
- 12 sections with over 150 employees



# ABC

- Applicant Background Check  
Section
- Non-criminal justice background  
checks for individuals who work  
with children, vulnerable adults, etc.
- Fingerprints the public





# AFIS

- Automated Fingerprint Identification System Section
- Database of fingerprints obtained from citations, arrests, and bookings
- Adds fingerprints to the WIN database
- Verify fingerprints on possible name hits for Right of Access applications, Expungement applications, and Record Challenge forms



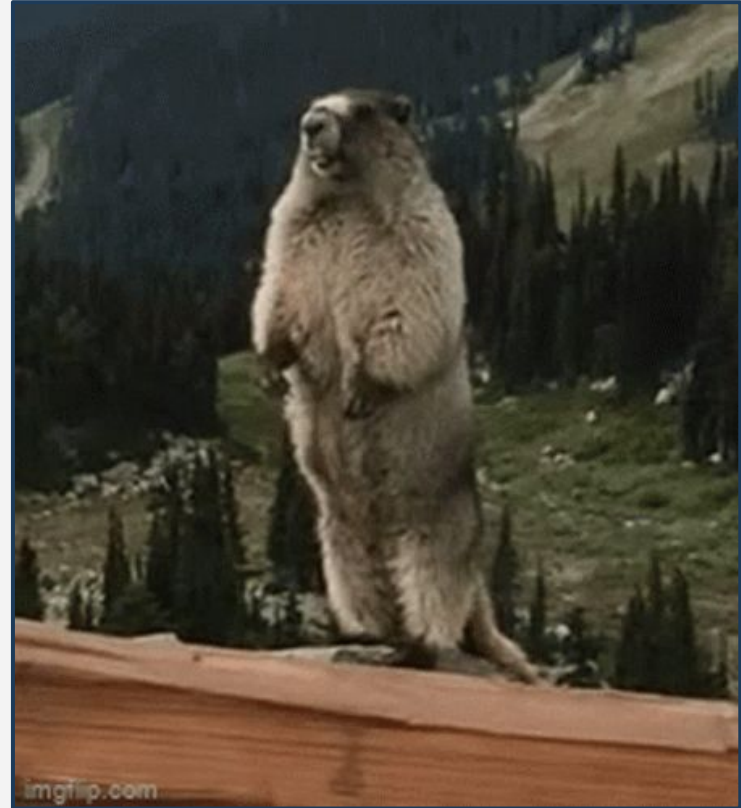
# Brady

- Brady Handgun Violence Prevention Act
- Background checks on firearm purchases
- Enters into the NICS Indices
- Completes all evidence releases for firearms throughout the State of Utah



# CIC/Help Desk

- Communication Information Center – CIC
  - UCJIS Help Desk
- 24 hours a day – 7 days a week
- Reasons to call CIC –
  - Forgot your password
  - Forgot what transaction code to use
  - Receiving an error
- Contact information –
  - (801) 965-4446
  - [dpscic@utah.gov](mailto:dpscic@utah.gov)





# Expungements

- Researching and processing requests for removal of cases from a Utah Criminal History
- Approving or denying individual requests
- Processes applications for Removal of Name from the Sex Offender/Kidnap Registry and Board of Pardons Order of Expungement



# Firearms

- Issues and renews Utah Concealed Firearm Permits (CFPs)



# Grants (Research)

- The Grants Section ensures that Utah Criminal History records are both accurate and complete
- The section is named after a federal grant program that provides its funding
- Verifies that data in state records align with FBI records
- Assists the Records Section with managing citations and dispositions sent in from other agencies



# Investigations

- Responsible for issuing denials, suspensions, and revocations of Utah Concealed Firearm Permits – CFPs
- Trains new and renewing permit instructors
- Investigate complaints related to Utah Boards



# Records

- Responsible for maintaining and updating Utah Criminal History (UCH) records
- Work with state agencies, prosecutors, and courts to add and update disposition information on criminal histories





# Sex Offender Registry

- Investigate possible convictions that would have a registration requirement per Utah Code 53-29
- Testify on Failure to Register cases to assist law enforcement
- Responsible for maintaining the Registry for both the public accessible website and the law enforcement specific information (NSOR through NCIC) for the entire state
- Investigate eligibility for applications for early removal from the Registry



# Sex Offender Registry Facts

There are 10,057 registered offenders in Utah as of today

- Registration periods can vary from 10 years to a lifetime, depending on the nature of the offense
- Sexual abuse is often underreported, meaning the actual prevalence may be higher than the data suggests, according to Utah State University
- Specific areas like daycares, public pools, schools, and playgrounds are designated as protected zones where registered sex offenders may face restrictions



# Support Services

- Assists the public with:
  - Requests for fingerprints
  - Expungements
  - Right of Access requests
- Operates BCI's main phone line
- Process all financial transactions
- Process all mail for BCI



# Field Services

- Responsible for training and auditing criminal justice agencies with access to BCI systems
- Write and update training manuals
- Crime statistics
- Missing persons clearinghouse
- Utah AMBER Alert



Region One: Ofa Vaisima 385-499-1421

Region Two: Scott Williams 385-266-0190

Region Three: Whitney Wilson 385-499-6963

Region Four: Alena Douglas 385-499-0186

Region Five: Dylan Cane 385-266-1093

Region 6: Emmalee Sosa 801-783-6668

Region 7: Anita Knowley 801-652-6287





# Region Breakdown

## Region One/Alerts: Ofa Vaisima

Cache County  
Box Elder County  
Davis County  
Tooele County  
Juab County

## Region Two: Scott Williams

Rich County  
Weber County  
Morgan County  
Summit County  
Daggett County  
Uintah County  
Duchesne County

## Region Three: Whitney Wilson

Salt Lake County  
Navajo Nation  
Microsoft  
Versaterm

# Region Breakdown



## Region Four: Alena Douglas

Salt Lake County  
Motorolla/Spillman

## Region Five: Dylan Cane

Wasatch County  
Utah County  
Millard County  
Vendors

## Region Six: EmmaLee Sosa

Sanpete County  
Carbon County  
Grand County  
Sevier County  
UHP/DPS  
Tyler Technologies



# Region Breakdown



## Region Seven: Anita Knowley

Emery County  
Beaver County  
Piute County  
Wayne County  
Iron County  
Garfield County  
Washington County  
Kane County  
San Juan County



# Contact Information



## Region One/ Alerts: Ofa Vaisima

[ovaisima@utah.gov](mailto:ovaisima@utah.gov)  
385-499-1421

## Region Two: Scott Williams

[scottgwilliams@utah.gov](mailto:scottgwilliams@utah.gov)  
385-266-0190

## Region Three: Whitney Wilson

[wthomsen@utah.gov](mailto:wthomsen@utah.gov)  
385-499-6963

## Region Four: Alena Douglas

[amdouglas@utah.gov](mailto:amdouglas@utah.gov)  
385-499-0186

## Region Five: Dylan Cane

[dcane@utah.gov](mailto:dcane@utah.gov)  
385-266-1093

## Region Six: EmmaLee Sosa

[emmaleegolder@utah.gov](mailto:emmaleegolder@utah.gov)  
(801) 783-6668



# Contact Information

**Region Seven:  
Anita Knowley**

[anitaknowley@utah.gov](mailto:anitaknowley@utah.gov)  
801-652-6287

**Alerts /UCR:  
Alex (Maria) Martinez**

[mmartinez@utah.gov](mailto:mmartinez@utah.gov)  
385-499-5500

**Field Services  
Supervisor:  
Mandy Biesinger**

[mbiesinger@utah.gov](mailto:mbiesinger@utah.gov)  
801-281-5098

**Help Desk /CIC**

[dpscic@utah.gov](mailto:dpscic@utah.gov)  
801-965-4446

**Field Services Email**

[bcifs@utah.gov](mailto:bcifs@utah.gov)



# Contact Information



## BCI Records

[bcirecords@utah.gov](mailto:bcirecords@utah.gov)  
801-965-4445 opt 8

## BCI AFIS

[dpsafis@utah.gov](mailto:dpsafis@utah.gov)  
801-965-4445 opt 7

## BCI Expungements



[bcexpungements@utah.gov](mailto:bcexpungements@utah.gov)  
801-965-4445 opt 5

## BCI Registry

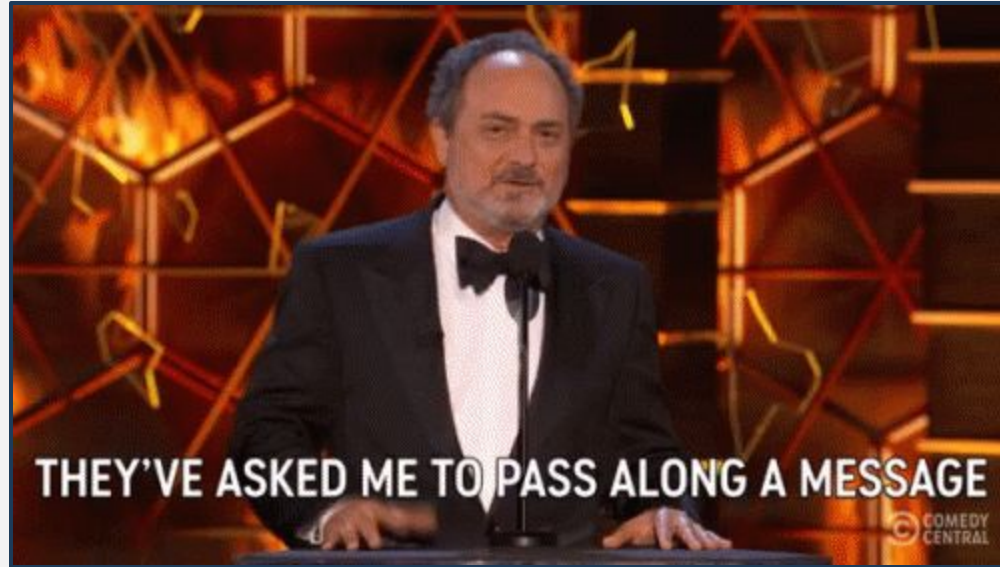
[registry@utah.gov](mailto:registry@utah.gov)  
801-495-7700

## BCI ABC

[dpsabc@utah.gov](mailto:dpsabc@utah.gov)  
801-965-4445 opt 6



# Reminders



# Password Management

- Passwords are valid for 90 days and expire at midnight
- Passwords will need to be longer than 8 characters (CJISSECPOL IA-5(1)(a)(5))
  - Do not use personal information
  - Avoid using anything similar to your Login ID
  - Cannot be identical to the previous 10 passwords
  - Include upper and lower case letters
  - Include special characters
    - !^\*()\_-=+;,:'{}[]



# Password Management

- Please do not store your passwords anywhere accessible or viewable by the public or anyone else
- This includes, but is not limited to:
  - Writing it down on post it notes & leaving them around your computer
  - Pinning it to your corkboard
  - Storing it in your filing cabinet



# Good Computer Practices

- Secure location
- Screen is not visible by unauthorized users
  - Monitors need to be facing away from windows viewable by the public
  - Monitors that cannot be moved away from windows need a privacy screen
- Log off UCJIS when not in use
- Lock your screen
- Keep all printouts from UCJIS in a secure area





# Visitors

- Visitors must be accompanied at all times
- It is recommended to keep a visitor log



# Destroying CJI

- Per CJIS Policy 5.8(MP-6)
  - Physical CJI no longer needed will be destroyed by crosscut shredding or incineration
  - Digital media must be sanitized at least 3 times before disposal or released for reuse by unauthorized individuals
  - Inoperable digital media must be destroyed (cut up, shredded, etc.)



# Information Handling

All UCJIS files are subject to federal, state, and local laws and policies

- CJIS Security Policy
- UCA 53-10-108
- Administrative Rule R722-900
- Driver's Privacy Protection Act



# UCA 53-10-108(12)(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.”

# Misuse

- Anything that doesn't fall under the scope of Administration of Criminal Justice or Criminal Justice Employment is misuse
  - Curiosity checks are never ok
- Misuse can lead to:
  - Civil lawsuits
  - Criminal prosecution -Misdemeanor B
  - Loss of access for user, agency and/or state





# Social Engineering

- Social Engineering is the use of deception to manipulate individuals into divulging confidential or personal information that may be used for fraudulent purposes





# Baiting

- Asking questions to probe for information



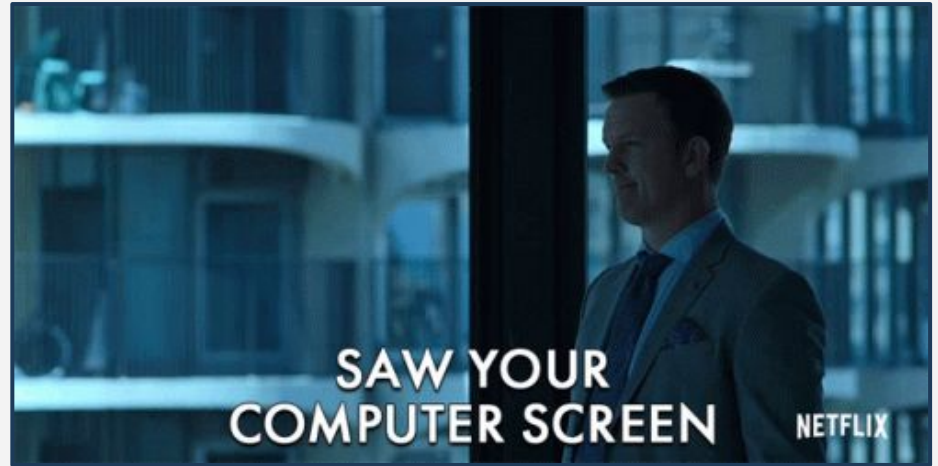
# Piggybacking or Tailgating

- An authorized person lets an unauthorized person through a secure area intentionally or accidentally
- An unauthorized person following a authorized person into a secure area



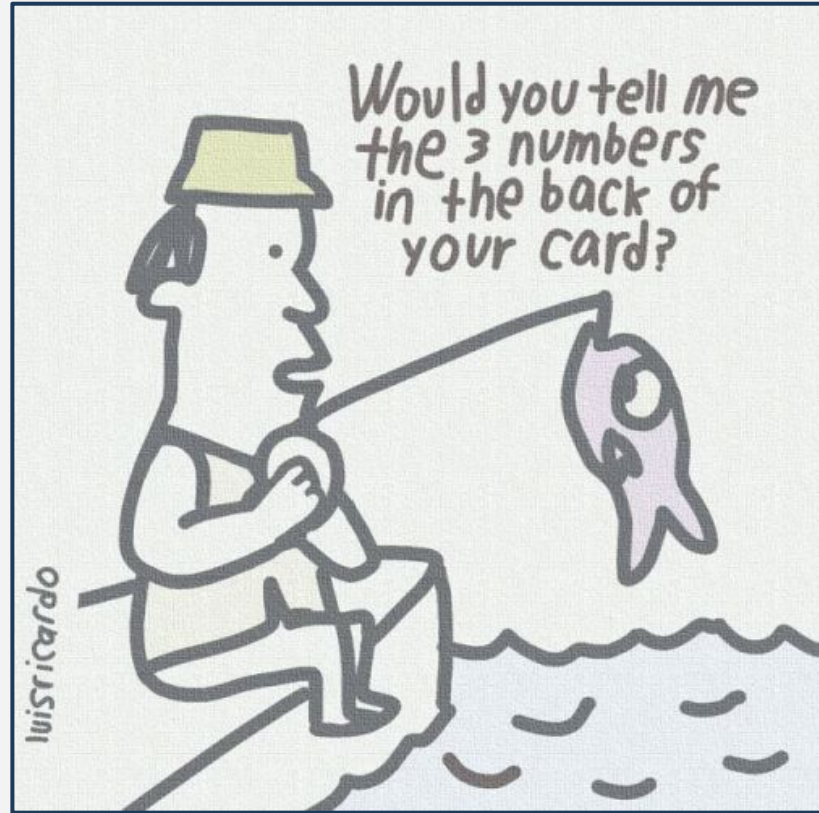
# Shoulder Surfing

- Viewing what someone is working on on their computer screen
  - Can also be listening in on conversations



# Phishing

- Phishing
  - E-mails asking for personal data
- Spear phishing
  - Targets a specific person
  - Appears to come from a trusted source



# Social Mining

- Social mining is an attempt to gather information about the organization that may be used to support future attacks



# Security Awareness Training

- Required to be trained annually for Users, Non Access Users, and Non Users
- Training agreement is not required
- SAT must be updated within 30 days

[Click here to see more information on how to use this transaction.](#)

## User Details

User ID: \*

Agency: \*



Training Date: \*

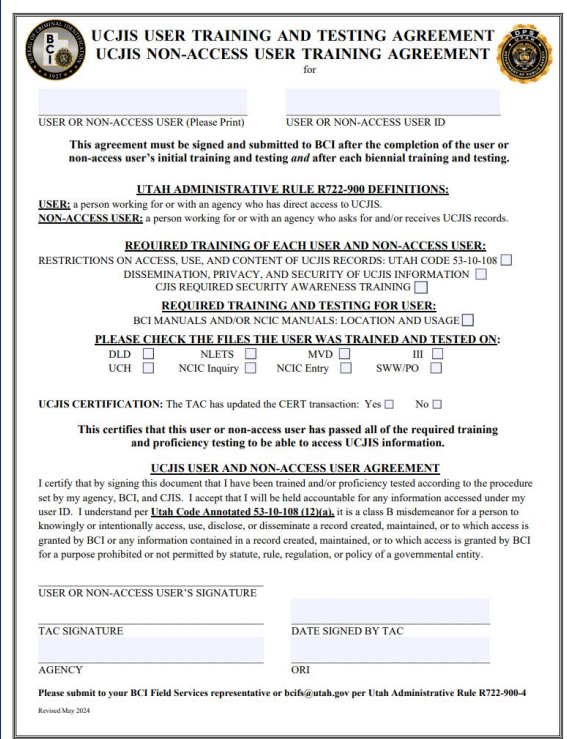
Test Date must be within the past 30 days.

By entering a Train/Test Date, I acknowledge that I have trained the individual on all Security Awareness requirements.



# Training and Testing: Users and Non Access Users

- Must be trained on:
  - ◆ Misuse
  - ◆ Dissemination
  - ◆ Security Awareness
  - ◆ All applicable UCJIS files
- Testing agreement needs to be signed by TAC and User/Non Access User and then sent to FS rep
- CERT needs to be updated



The image shows a "UCJIS USER TRAINING AND TESTING AGREEMENT" form. At the top, it has the BCI logo on the left and the Utah State Seal on the right. The title is "UCJIS USER TRAINING AND TESTING AGREEMENT" and "UCJIS NON-ACCESS USER TRAINING AGREEMENT" for [redacted]. Below this, there are two lines for "USER OR NON-ACCESS USER (Please Print)" and "USER OR NON-ACCESS USER ID". The form then states: "This agreement must be signed and submitted to BCI after the completion of the user or non-access user's initial training and testing and after each biennial training and testing." It follows with "UTAH ADMINISTRATIVE RULE R722-900 DEFINITIONS:" and defines "USER" and "NON-ACCESS USER". Then, it lists "REQUIRED TRAINING OF EACH USER AND NON-ACCESS USER:" with checkboxes for "RESTRICTIONS ON ACCESS, USE, AND CONTENT OF UCJIS RECORDS: UTAH CODE 53-10-108", "DISSEMINATION, PRIVACY, AND SECURITY OF UCJIS INFORMATION", and "CJIS REQUIRED SECURITY AWARENESS TRAINING". Next, it lists "REQUIRED TRAINING AND TESTING FOR USER:" with checkboxes for "BCI MANUALS AND/OR NCIC MANUALS: LOCATION AND USAGE", "PLEASE CHECK THE FILES THE USER WAS TRAINED AND TESTED ON:", and a grid of checkboxes for DLD, UCH, NLETS, NCIC Inquiry, MVD, NCIC Entry, III, and SWW/PO. It then has "UCJIS CERTIFICATION: The TAC has updated the CERT transaction: Yes [ ] No [ ]" and a statement: "This certifies that this user or non-access user has passed all of the required training and proficiency testing to be able to access UCJIS information." It follows with "UCJIS USER AND NON-ACCESS USER AGREEMENT" and a paragraph: "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 (2)(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." At the bottom, there are lines for "USER OR NON-ACCESS USER'S SIGNATURE", "TAC SIGNATURE", "AGENCY", "DATE SIGNED BY TAC", and "ORI". A footer note says: "Please submit to your BCI Field Services representative or bcifs@utah.gov per Utah Administrative Rule R722-900-4" and "Revised May 2024".

# Training: Non Users

- Must be trained on:
  - ◆ Security Awareness
- Does not need training agreement
- Update SAT



# BCI and NCIC Manuals

Required for all Users/ Non Access Users

→ BCI Manuals

Required for agencies who utilize NCIC

→ NCIC Manuals

## Manuals

*BCI Operating Manual*

[BCI Introduction](#)

[UCJIS Basics](#)

[TAC 101 Packet](#)

[TAC Responsibilities](#)

[Utah Criminal History](#)

[Utah Driver License](#)

[Utah Motor Vehicle](#)

[Missing Persons](#)

[Utah Alerts: AMBER/EMA/Blue/Silver Alert](#)

[UCJIS Test Records](#)

[Utah Statewide Warrants](#)

[CJIS Acronyms Quick Reference](#)

*FBI/NCIC/III Manuals*

[NCIC Operating Manual](#)

[NCIC Code Manual June 2025](#)

[III Manual](#)

[CJIS Security Policy](#)

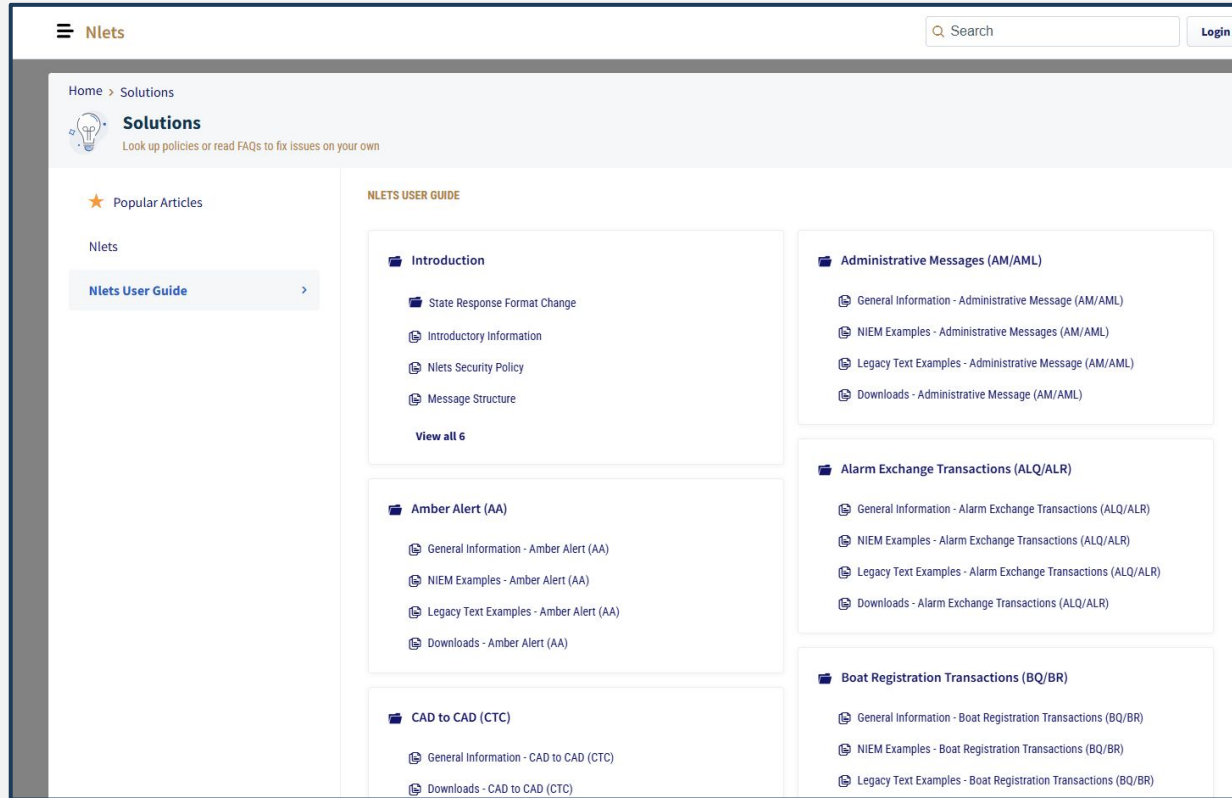
*Nlets Manual*

<https://service.nlets.org>

*Miscellaneous Documentation*

[Compact Council Identity Verification Program Guide](#)

# NLETS User Guide



\*found on the  
TAC website

# What training does Field Services offer?

- Quarterly
  - ◆ Entry
  - ◆ Inquiry
  - ◆ TAC 101
- Yearly
  - ◆ TAC Conference (September)
  - ◆ 1st Quarter training (February)
- As needed
  - ◆ In person
  - ◆ Virtual



# What training does BCI offer?

- Fingerprints- live scan and ink
- Suspense Files
- Failed Dispositions Report
- Citations
- Criminal History



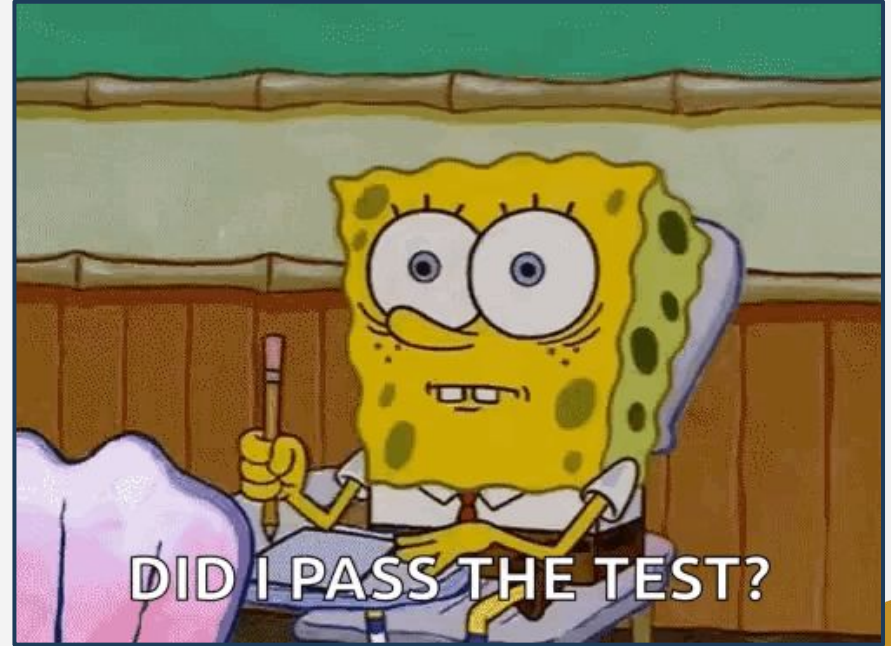
Contact Erin Paulsen [epaulsen1@utah.gov](mailto:epaulsen1@utah.gov)





# TAC Test

- Make sure to list all ORIs you are TAC/ Alt TAC under
- Due for ALL TACs/ Alt TACs on 10/31/2025
- Found on the TAC website
  - ◆ You will get an email from your FS rep when the test is available





# TAC Test Certificate

- You will need to email your TAC Test Certificate to your field service representative
- Comes from Dylan Cane's email.  
[dcane@utah.gov](mailto:dcane@utah.gov)
  - ◆ Note: it can take a couple of hours for the certificate to email to you.

dcane@utah.gov

Wed, Sep 3, 3:05 PM (2 days ago)

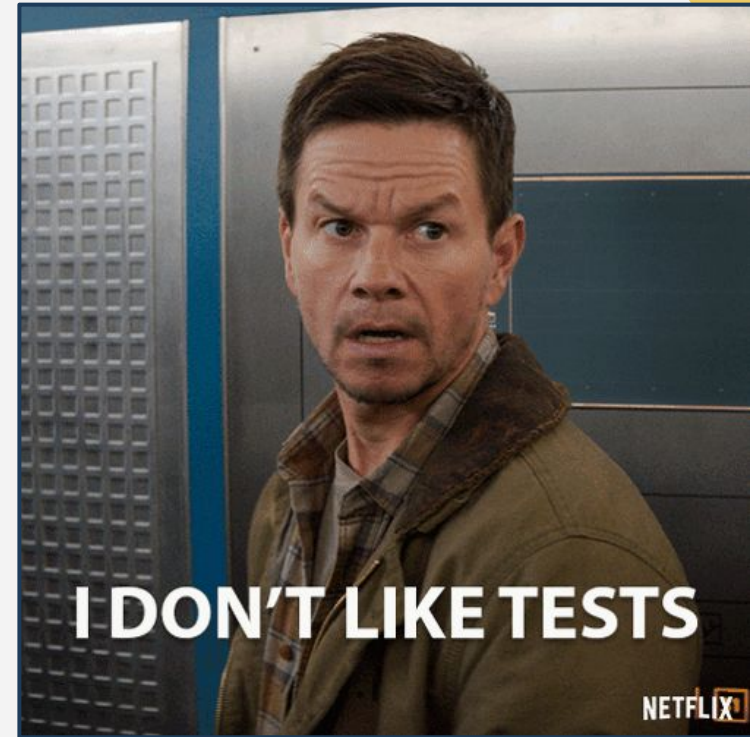


to me ▾

Hello,

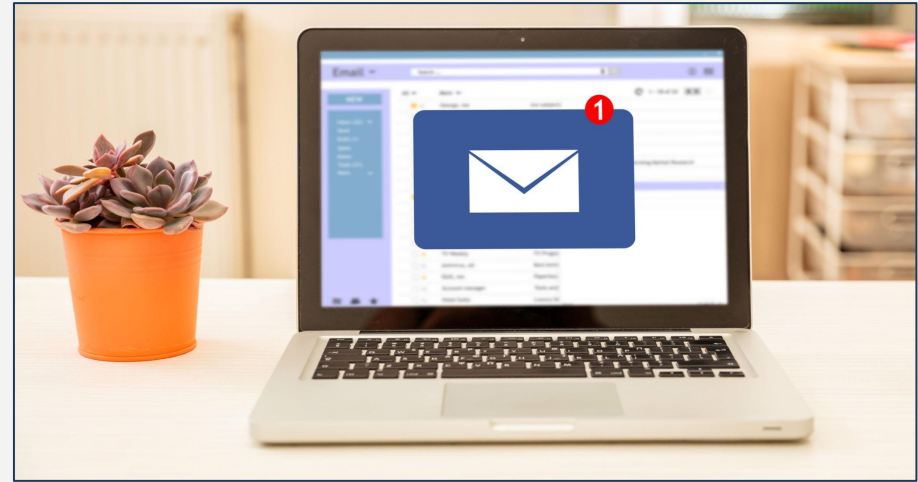
You have successfully passed the 2025 TAC Test. Below is a copy of your certificate. Please send this to your Field Service Rep.

One attachment • Scanned by Gmail ⓘ



# Emails for account set up

- Personal emails can not be used for UCJIS accounts - if it must be used initially it must be changed to the work email as soon as possible
- Please don't use the TAC/ Alt TACs email when setting up an account



# Updated Emails

- If your agency domain changes please update all users through MUSR
- TAC/Alt TACS email your field service representative
- Having the correct email on file is essential for receiving UCJIS information



# User Types

- User
  - ◆ Can directly access UCJIS
- Non- Access User
  - ◆ Does not have access to UCJIS,  
BUT can view UCJIS information
- Non- User
  - ◆ Does not have access to UCJIS  
directly or indirectly



# User Set Up Forms

- Please only send one user set up form per account
- Sending more than one can cause the account to be set up improperly
- You can email the help desk to check on the account



# Employee Type in ADD

→ Employee Type needs to be updated by January 15, 2025 for all individuals listed on the REPT using MUSR

→ This is now a requirement for any new users through ADD

User Details

NOTE: Complete the below information to add the user or non-user to your agency. Then email or fax the appropriate forms to the BCI CIC Help Desk.

User Type: \*

UCJIS USER

User ID: \*

Employee Type: \*

OTHER

Agency: \*

BCIFS

Employee Type Other: \*

Person Information

Last Name: \*

Middle Name:

Date of Birth: \*

CORRECTIONS

OTHER

PROSECUTOR

DISPATCHER

IT PERSONNEL

AGENCY ADMINISTRATOR

SWORN

JUDGE

RECORDS/CLERK

CONTRACTOR/JANITOR

First Name: \*

ENTER FIRST NAME

Suffix:

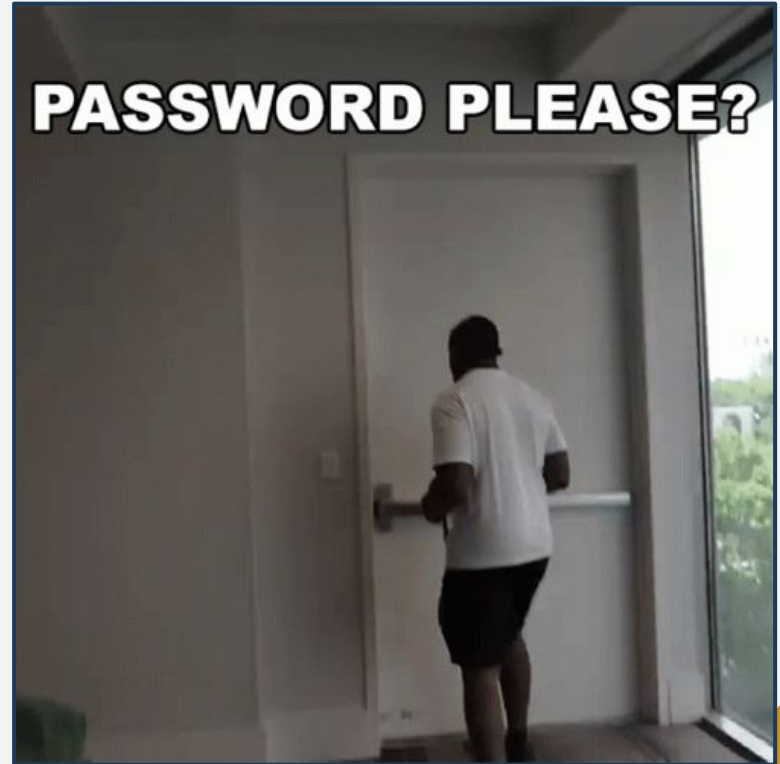
ENTER SUFFIX

Gender: \*



# Passwords

- TAC or Alt TAC should be assigning the initial password using RSPW
- TAC will walk User through the two-factor authentication and resetting of the password
- Due to the 2024 FBI audit, UCJIS will now require two-factor authentication every time you login
  - ◆ The register device button is no longer active





# Fingerprints

- Must be submitted within 30 days of account creation
  - ◆ If not submitted, the account will be deleted



# Admin Qualifications

Admin must be able to:

- Hire/Fire
- Approve policies
- Make decisions for agency regarding audits and misuse

Admin must be set up as User or Non Access User for each ORI

A new Agency Agreement must be submitted with the Admin Changes



# LASO

- This is the IT individual who will help answer questions regarding the IT audit
- Non-Access User account must be set up for each ORI they are representing



# Users from another Agency

- You can not add individuals to an ORI who are with a different agency
- They must apply for their own ORI



# ORI Changes

- An agency cannot change the purpose for which they were granted an ORI
- If your agency purpose has changed, please reach out to your Field Service rep to determine if a new ORI will be needed
- It is misuse to continue using the ORI for a purpose other than what it was established for



# Secondary Dissemination

Not allowed to disseminate UCJIS information to:

- City mayor
- Fire department or EMT (unless they have proper UCJIS access and authorization to receive the information)Ex: arson investigator
- City council member
- Legislator or representative of the legislature
- The public
- Prosecutor that does not have access to UCJIS (must be an authorized recipient)
- Coaches/rec center employees

\*Make sure an agency has an active ORI, and the individual is an authorized recipient before disseminating





# TQ/ QO

- Make sure this is updated with a number that is available 24/7
- This is for other law enforcement agencies to contact you with criminal justice information
- Check these each time an ORI Validation is submitted , or contact information for your agency changes



# Agency Agreements



## ORI VALIDATION 2025

The ORI Validation form is used to update agency contact information. Please submit this form to your BCI Field Services Representative via email by June 30, 2025. When the agency has changes to contact information, please submit a new form.



Agency ORI:			
Agency Name:			
Address:			
Mailing Address (If Different):			
Phone Number:		Fax Number:	
General Email Address for the Agency:			

Name of IT Security Officer (LASO):			
Phone & Email Address:			
Live Scan IP address (if applicable):			
If Live Scan, mark box for which type:	Criminal <input type="checkbox"/>	Applicant <input type="checkbox"/>	Both <input type="checkbox"/>
Name of Crime Statistics POC:			
Phone & Email Address:			
Name of Vendor (if applicable):			

Is this ORI a 24 hour agency? <input type="checkbox"/> YES <input type="checkbox"/> NO	A 24 hour agency is available 24 hours a day to handle NCIC Hit Confirmations. Per the NCIC OPERATING MANUAL, INTRODUCTION SECTION: To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries.
If this ORI has entries in NCIC and is not a 24 hour agency, please enter the <b>ORI and NAME</b> of the agency that provides this service for your agency:	

Confirmed ORI Information:	No Access	Yes, no changes	BCI - Please change the following:
Reviewed in Q0 in NCIC	<input type="checkbox"/>	<input type="checkbox"/>	
Reviewed in TQ in NLETS	<input type="checkbox"/>	<input type="checkbox"/>	

☐ YES ☐ NO agency, the agency must have an approved contract on file with BCI, use the purpose code 7, and obtain and keep on file a signed waiver from the private citizen.

Form filled out by \_\_\_\_\_

Date \_\_\_\_\_

Revised April 2025

# MDM Policy

- Guidelines are listed in the CJIS Security Policy
- Must have on file with BCI if using UCJIS on any mobile device
  - ◆ Laptop, Mobile Device, Tablet ETC



# Purpose Codes

A - BCI AFIS - RECORDS

C - CRIMINAL JUSTICE

D - DOMESTIC VIOLENCE AND STALKING

F - WEAPONS RELATED CHECKS

H - HUD HOUSING

I - BCI AFIS

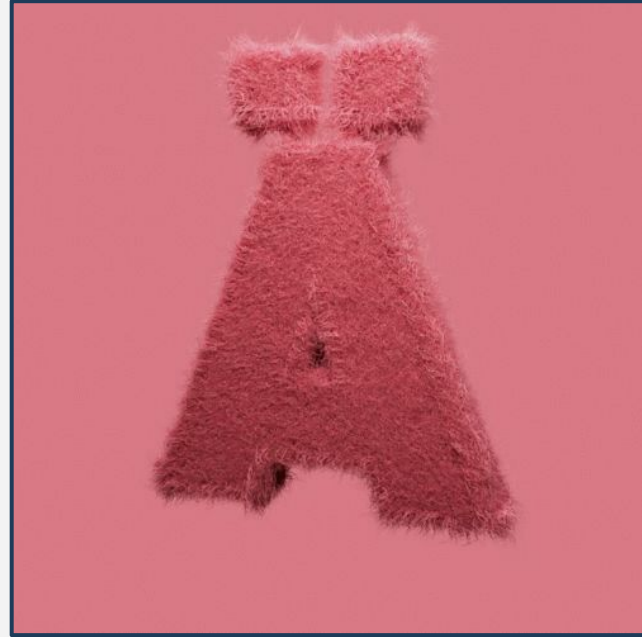
J - CRIMINAL JUSTICE EMPLOYMENT

P - RIGHT OF ACCESS

X - EMERGENCY PLACEMENT OF CHILDREN

# Purpose Code A- Administrative

BCI Use Only



# Purpose Code C- Criminal Justice

The administration of Criminal Justice:

- Detection
- Apprehension
- Detention
- Pretrial/Post-trial release
- Prosecution
- Adjudication
- Correctional supervision
- Rehabilitation





# Purpose Code C- Criminal Justice

## Authorized Non Criminal Justice examples

- Vendors, contractors, or volunteers serving a non criminal justice purpose
- Confinement facility visitors
- Inmates
- Inmate mail
- Off site protection of important persons
- Visitors to military facilities
- Firearms training events



# Purpose Code D- Domestic Violence

Authorized for use in domestic violence and stalking cases

- Limited to civil and criminal courts involved with the case
- Law enforcement may utilize D when the purpose is to disseminate the information to a civil or criminal court involved



# Purpose Code F- Weapons Related Checks

- To issue a firearms related permit (BCI)
- To return a firearm to their lawful owner
- To enforce federal or state law that prohibits certain persons from possessing a firearm



# Purpose Code F

Brady Handgun Violence Prevention Act

- Established in 1993 by President Bill Clinton
  - ◆ Named after James Brady, who was shot during the assassination attempt on President Reagan
- Requires federal firearms licensees to conduct background checks on firearm purchases through NICS



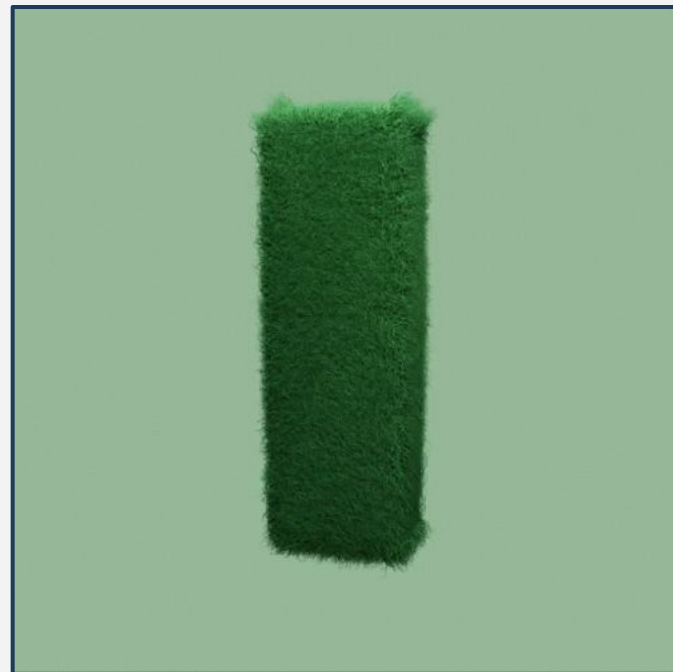
# Purpose Code H- Housing

Used under the authority of the  
Housing Opportunity Extension  
Act of 1996



# Purpose Code I

BCI Use Only



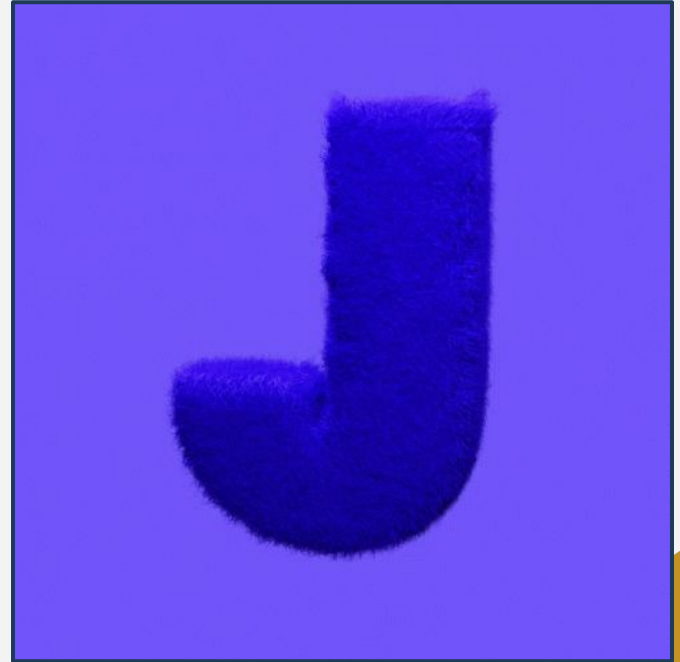


# Purpose Code J- Criminal Justice Employment

Used for employment background checks for individuals with a criminal justice agency

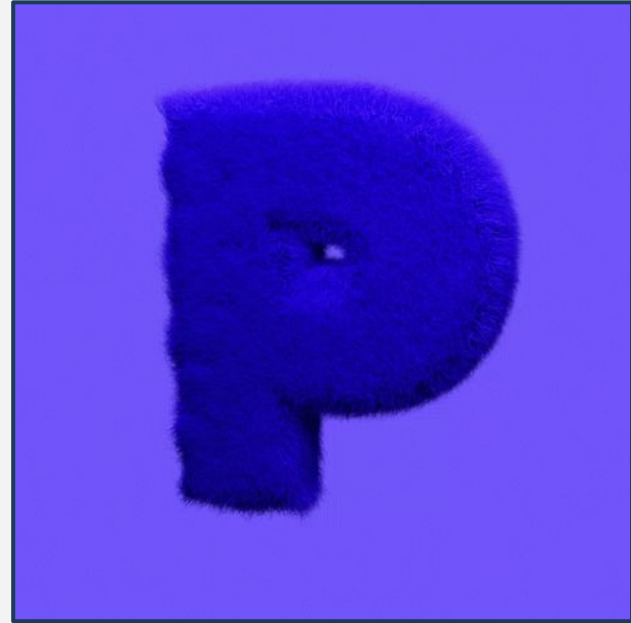
This can include:

- Vendors or contractors who are involved with the actual administration of criminal justice
- Volunteers at the criminal justice agency who are involved with the actual administration of criminal justice



# Purpose Code P- Right of Access

- ROA- Right of Access
- Must have a current ROA contract on file with BCI
- Follow the guidelines listed on the ROA contract for usage of this purpose code



# Purpose Code X- Emergency

- Purpose code X is used during an emergency situation when the health and safety of a group may be endangered
  - ◆ large scale disasters such as hurricanes
- Used for the emergency placement of children



# Impound

- Users can pull impound entries from their LOGS for 21 days after submitted



# ODNA

- The Crime Lab has had an increase in questions about ODNA charges not showing, entering the wrong information on ODNA, etc.
- For these types of inquiries, please reach out to Tonya Fischer and she will be able to assist you.

## Contact information:

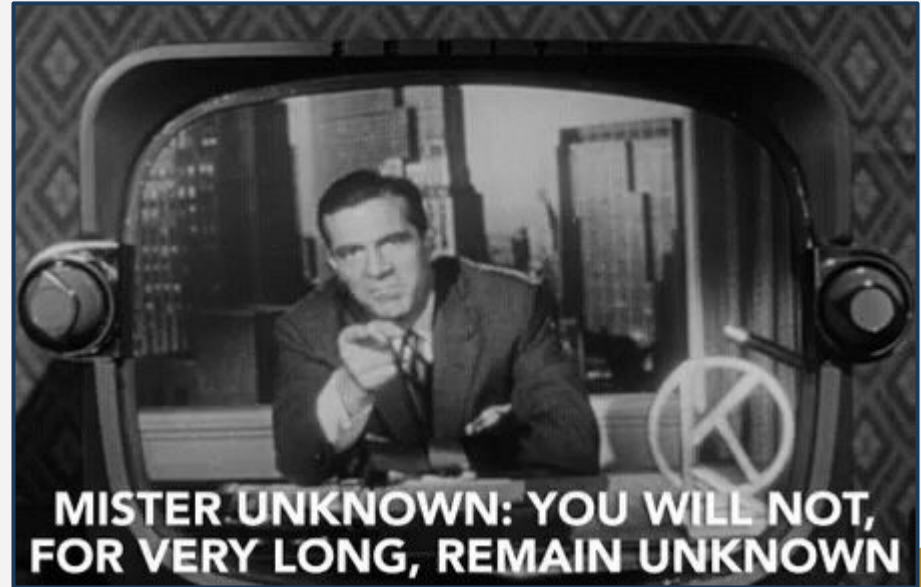
Tonya Fischer  
801-957-8548  
tfischer@utah.gov



# Unidentified Person Validation/Entry/Modification

Unidentified Persons Entry, Modification, and Validation are handled by Ofa Vaisima and Alex Martinez

- Upon validation of an Unidentified Person record, please email Ofa and Alex with the NIC Number and the OCA (Originating Agency Case Number). Please include any modifications that you need added or changed





# Statewide Warrant vs Felony Warrant

- The Statewide Warrants File (QSW) contains information on outstanding Utah felony, misdemeanor, or infraction warrants
- The warrant information contained in QSW has been entered by the Courts. These warrants are electronically transmitted from the Court's computer records (CORIS) into UCJIS.
- Warrants can also be entered manually using the Warrant Management System (WMS) which is available to all courts and electronically transmits to UCJIS.



# Statewide Warrant

Court responsibility

- Enter and remove
- Responsible for packing SWW

Law enforcement responsibility

- Responsible for updating served/arrest information (UCA 53-10-207(4))



# Felony Warrants

## UCA 53-10-214

The bureau shall submit a record received pursuant to Section [53-10-208.1](#) for all nonextraditable warrants issued for violent felonies as defined in Section [76-3-203.5](#) and all nonextraditable warrants issued for knowingly failing to register under Title 53, Chapter 29, Sex, Kidnap, and Child Abuse Offender Registry, for a sexual offense pursuant to Section [53-29-305](#) to the National Crime Information Center within 48 hours of receipt, excluding Saturdays, Sundays, and legal holidays.

# Felony Warrants

## UCA 76-3-203.5

(c) "Violent felony" means:

(i) any of the following offenses, or any attempt, solicitation, or conspiracy to commit any of the following offenses punishable as a felony:

- (A) arson as described in Section 76-6-102;
- (B) causing a catastrophe as described in Subsection 76-6-105(3)(a) or (3)(b);
- (C) criminal mischief as described in Section 76-6-106;
- (D) aggravated arson as described in Section 76-6-103;
- (E) assault by prisoner as described in Section 76-5-102.5;
- (F) disarming a police officer as described in Section 76-5-102.8;
- (G) aggravated assault as described in Section 76-5-103;
- (H) aggravated assault by prisoner as described in Section 76-5-103.5;
- (I) mayhem as described in Section 76-5-105;
- (J) stalking as described in Subsection 76-5-106.5(2);
- (K) threat of terrorism as described in Section 76-5-107.3;
- (L) aggravated child abuse as described in Subsection 76-5-109.2(3)(a) or (b);
- (M) child torture as described in Section 76-5-109.4;

\*For a full  
list, please  
refer to the  
Utah Code

# Statewide Warrant vs Felony Warrant

- When the courts enter the qualifying Statewide Warrant into CORIS, that warrant will enter into NCIC via a batch job
- An EW message will come through BMSG to the Law Enforcement agency that was assigned the Felony Warrant
- That law enforcement agency will now be responsible for the NCIC record.



# Felony Warrants

If your agency has arresting authority, you must be set up to receive a felony warrant

- NCIC Validation Policy
- Hit confirmation agreement (unless 24 hour agency)

Court must provide record owning agency with a copy of the signed warrant





# Audit Reason

Used to remind the requestor why they ran that inquiry at a later date:

The case number should be used when available

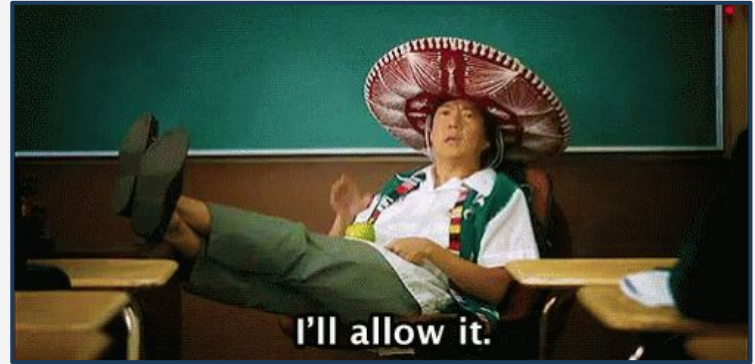
\*up to 30 characters

## Accepted

- Case Number 123456
- Employment- Clerk
- Traffic Stop- Yogi Bear

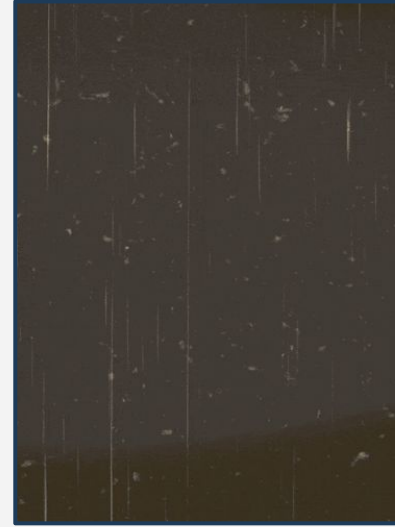
## Not Accepted

- Criminal Justice, DUI, DV, Investigation, etc
- N/A
- Curiosity



# Recalled warrant list

- Contact your field service representative to be added
- This will notify you when the SWW is recalled, you can then remove the NCIC record



Statewide warrant recalled  DTS/SADLER/S Clark/PROJECTS/hb478 x



**ucjis-test@utah.gov**

to me, ryockey ▾

Tue, May 26, 8:22 AM (2 days ago)

The statewide warrant associated with the following NIC number has been recalled by the court: W890006257

# YQ/YR

- YQ/ YR is only needed on NCIC Warrants, not needed for Statewide Warrants



# SID- State Identification Number

For NCIC Person Files

→ SID must be entered with  
the state code

EX: UT0123456



# Second Party Checks

- NCIC records must be double checked by a second party
- This includes
  - Any available UCJIS Files
  - Case File
  - CAD/RMS
- The second party is looking to make sure all data on the NCIC record matches the available files



# Case File

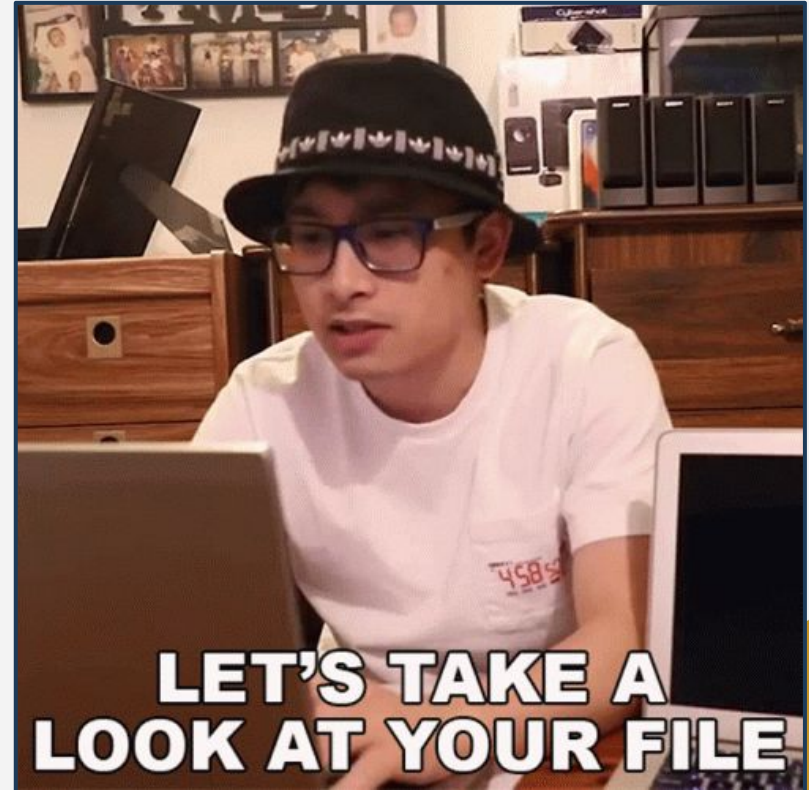
Case files will be requested when your audit is initiated.

What is required?

- Police Report
- Supplemental Reports
- NCIC Entry
- Copy of the signed Warrant

What is not required

- Photos
- Evidence Sheets





# RMS

Records Management System- also known as the CAD

- The RMS system stores UCJIS information, therefore it is required to meet CJIS security policy standards. Anyone accessing the RMS should be set up accordingly.



# RMS Audit Questions

If your agency  
uses a CAD,  
mark "yes" here

**1** Does this agency store CJIS data in an RMS (Record Management System)?

» **Sub Questions**

**1** What types of employees have access to the RMS (Record Management System)?

User Type and  
Job Titles

**2** Does your agency disseminate UCJIS information outside of your agency?

» **Sub Questions**

**1** *Using the list below please answer the following question: What does this agency record in dissemination logs?*

Name of Requestor  
Type of Record Shared  
Intended Purpose  
Date  
Signature of Requestor  
Requesting Agency  
User ID

# MMJL Test Card

\*Must only be used in UCJIS Test

Card



**Medical Cannabis Patient Card**

Utah Department of Health & Human Services  
Center for Medical Cannabis

Patient Name : Yogi Bear  
Patient DOB: 01/01/1950  
Patient Address: 123 Main Street,  
Salt Lake City, Utah, 84111  
Issue Date: 07/15/2025  
Expiration Date: 07/14/2026  
ID Number: PAT-25-0000303340



Utah Department of Health & Human Services  
Center for Medical Cannabis

Provider: CMC QMP  
medicalcannabis@utah.gov  
evs.utah.gov

Results

UCJIS Home MMJL ✕						
Query Results ✕						
Medical Marijuana Patient Search Results Created by douglasa on 08/05/2025 13:14:01						
Registration #	First Name	Last Name	Application Status	Effective Date	Expiration Date	Date of Birth
PAT-25-0000303340	Yogi	Bear	true	2025 July 15	2026 July 14	1950 January 1

# ROA

- Must have a current ROA contract with BCI
  - ◆ Renews each June
  - ◆ Make sure you have an updated contract on file with us
- If you would like to cancel your contract, or complete a new contract please email Ofa Vaisima
- Each June, the ROA contract is sent to all agencies, if not interested please ignore this email
- Your contract must be valid in order to process ROA's, if your contract is not active, this is misuse
- If you are a qualifying entity, you must set up an account with ABC



# NIBRS

- Please don't ignore Alex (Maria) Martinez! [mmartinez@utah.gov](mailto:mmartinez@utah.gov)
- Make sure to check your NIBRS Validations
- NIBRS files and Use of Force reports are due on the 16 of each month per UCA 53-10-204



# Document Retention

- Agency documents should be retained for 3 years, or for the length of the triennial audit cycle
  - ◆ Agency Agreements
  - ◆ User/ Non-User Agreements- no longer with agency
  - ◆ Audit Documents
- User/ Non- User Agreements for those still listed on the REPT should be retained until removed and the audit cycle has passed
- Documents should continue to be retained until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes





# NCIC record retention

- You must retain the full case file for the duration of the active entry PLUS three years
- ◆ NCIC entry
  - ◆ Second Party Check
  - ◆ Police Report
  - ◆ Supplemental Reports
  - ◆ Signed copy of Warrant
  - ◆ Any other applicable documents



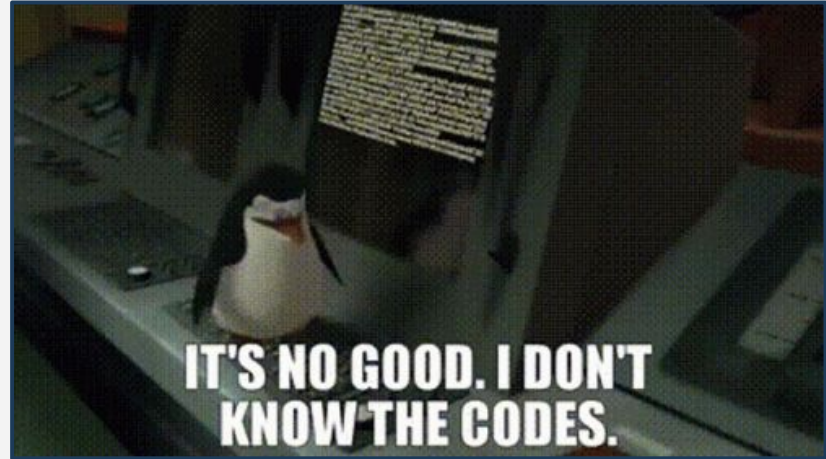
# MVQ

- Disabled and temporary permits are both queried using MVQL
- Temporary permits now have a later expiration than before due to the plate distribution center

The screenshot displays the UCJIS Home MVQL interface. At the top, there are tabs for 'UCJIS Home' and 'MVQL' with a red 'x' icon. Below the tabs is a 'Query' button. The main content area is titled 'Originating Agency Identifier' and features a dropdown menu with the selected value 'UTUTCVI60-MOTOR VEHICLE ENFORCE DIV'. Below this, there is a list of search criteria: 'By License Plate', 'By VIN/HIN', 'By Decal Number', 'By Permit Number', 'By OHV, FAA or Watercraft Number', 'By Impound Number', 'By Placard Number', 'By Person Name', and 'By Business Name'. At the bottom of the form is a 'Submit' button with a magnifying glass icon.

# SMOT Table

- It is very important that agencies use the correct active statute code when submitting charges.
- With the influx of newly added effective dates, extra care needs to be taken to ensure that the appropriate statute is selected.



# Suspense Reports

- As a reminder, courts should continue to regularly review and work their suspense reports to ensure cases are matched and processed accurately
- Prompt attention to these reports is essential to maintaining the integrity of criminal history records
- For training or questions related to suspense reports and court responsibilities, please reach out to the Records Section at [bcirecords@utah.gov](mailto:bcirecords@utah.gov)



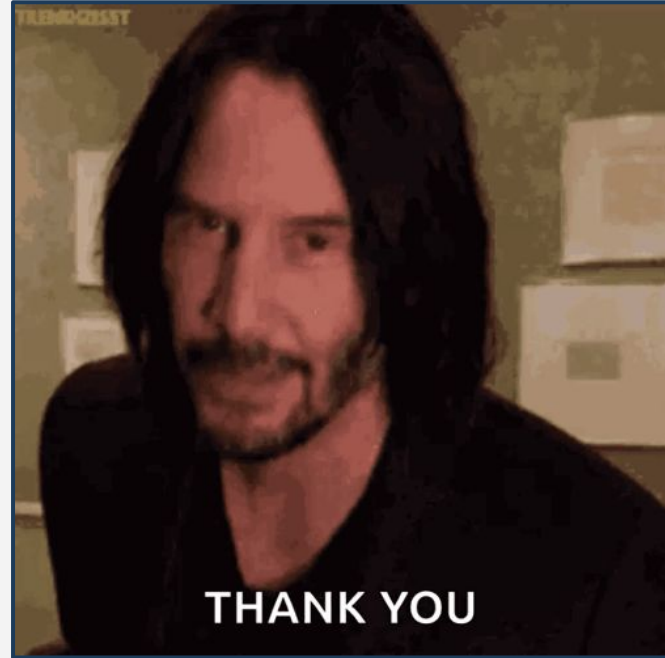
# Declinations

- BCI, following **UCA 53-10-207(2)**, requires timely notification **within 14 working days** when charges are declined
- This information is critical to ensure the accuracy of Utah's criminal history records
- If a declination or disposition is not received, BCI Records staff will need to follow up directly with prosecutors to obtain the necessary information
- Please send all declinations promptly to [bcirecords@utah.gov](mailto:bcirecords@utah.gov)



# Message from Records

Thank you for your continued efforts in supporting public safety and the accuracy of Utah's criminal history records.





# Fingerprints

- Please ensure that all fingerprint images are submitted with citations, whether ink-printed and mailed or submitted electronically, and are clear and legible
- Every arrest must have a fingerprint that meets quality standards to be posted to the RAP sheet
- For electronic submissions, the fingerprint and citation should be submitted at the same time. Incomplete, poor-quality, or mismatched submissions will be rejected



# Fingerprint Quality

Quality includes more than just clear ridge detail

- Please ensure prints are placed in the correct order on both fingerprint cards and Live Scan systems
- Pay close attention to box labels on fingerprint cards and on-screen prompts when using Livescan to ensure each image is placed correctly



○ This small step makes a significant difference in accuracy and processing

# Fingerprint Quality

## Slap Prints

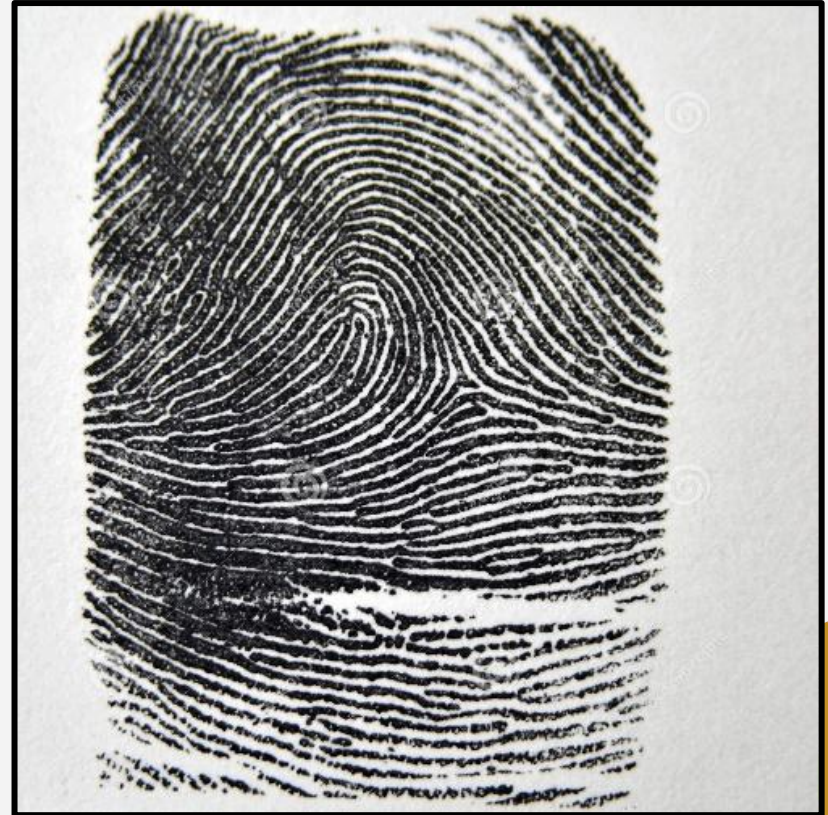
- Notice the pattern is visible (whorl)
- Notice both deltas are present
- The ridge detail is clear
- Can easily be compared by AFIS



# Fingerprint Quality

## Rolled Prints

- Notice it was rolled nail to nail
- Notice there is detail of the first knuckle
- Notice you can see the pattern type (left slant loop)
- Notice the delta is visible
- The ridge detail is clear
- Can easily be compared by AFIS



# Fingerprint Quality

## Bad Quality Prints

- Not rolled
- Fingertip only
- Loops and whorls not visible
- Basically a blob!





# Fingerprints

- BCI offers public fingerprinting services through our office in the Taylorsville State Office Building
- BCI cannot provide criminal fingerprinting, book and release or court ordered fingerprinting as described in UCA §53-10-110; UCA §53-10-200 et seq





# Fingerprint Machines

- Please verify that your Livescan software is updated regularly. Contact your Livescan vendor to ensure your system is running the most current version, which helps prevent technical issues and ensures compatibility with state systems
- BCI has a limited number of Bluetooth single-finger scanners available for use with citation submissions. Please contact BCI Records, and they will be happy to provide more information



# Warrant Charge Entry

- When entering charges into the Livescan, be sure to designate if a charge is related to a warrant
- Use the “charge type” or “charge modifier” field to note this distinction

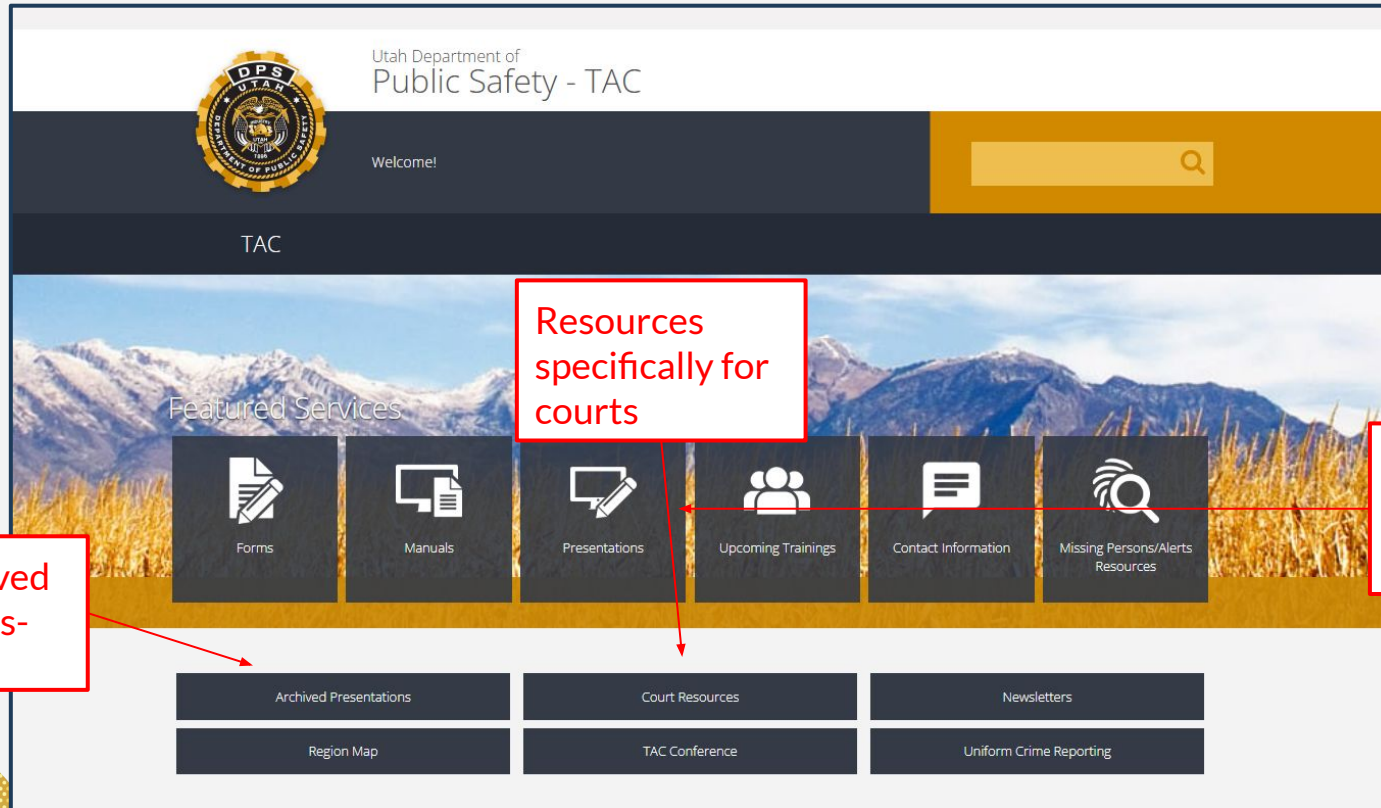


# National Sex Offender Registry

- Per NCIC, law enforcement cannot search, detain, or arrest based solely on a NSOR record
- If an offender is listed as non-compliant, please conduct an investigation per your agency policies to determine if an arrest or future charges are appropriate



# TAC Website Updates



Added Archived  
Presentations-  
Before 2024

Resources  
specifically for  
courts

The most up  
to date  
presentations

# 2026 TAC Conference


- Save the date  
**September 14-16, 2026**
- The conference will be held in St. George, Utah at the Dixie Convention Center located at 1835 S Convention Center Dr.



# Housekeeping

- Please adhere to the breakouts you registered for, seating is capped and priority goes to those who registered for the breakout
- TAC Conference presentations will be on the TAC website as well as the 2025 TAC test
- Reminder we will be using Kahoot, please use appropriate names while participating
- Post TAC Conference Survey helps us determine future training, we greatly appreciate the feedback





**Thank you, and happy TAC  
Conference!**