Talk UCJIS to Me

Communicating via UCJIS

New Broadcast Message

⚠ (6) UTAH SILVER ALERT...

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Utah Criminal Justice
Information System

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54:03 until timeout

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Purpose

- Public and officer safety
- Help communicate from one agency to another
- Paper trail
- Record maintenance notification
  - Brady denials
  - Auto expungements
  - Expungements
  - PC approvals/served warrant notifications. etc

Nlets Messaging

AM Messages

YQ

YR

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AM: Administrative Message

- A criminal justice related point-to-point free form message
- May be used for practically any type of information transmission not associated with a specific message type
- Choose multiple ORIs or region codes to send to
- May be in response to a request from another agency
- Similar to the BC message, except AM is used for out of state

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What to Use it For

- All Points Broadcast (APB)
- Information or assistance
- Response to a request from another agency
- Request for statewide or national broadcasts
- Name-based matches

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Tips

- The Help Desk sends AM messages when you have failed to remove a listing from NCIC
- The Help Desk sends an AM message and an email to the TAC after doing quality control on NCIC entries with missing information your agency can possible add to the record
- The Help Desk also sends AM's regarding errors they see on YQ/YR's an agency has sent
- The Help Desk will forward or send on any AM message from out of state that they receive

Message Details

ORI:

UTBCI0000

Message Type:

AM

Message:

```
ORIGINATING ORI:UTBCI0000
DESTINATION ORI(S):UT027013A
Received Date: 04/11/2025 02:27
Filed Date: 04/11/2025 02:27


WHILE CONDUCTING QUALITY CONTROL FOR NIC#:  W141598547   SOME INFORMATION WAS FOUND TH
AT NEEDS TO BE ADDED OR CORRECTED FOR THE NCIC RECORD LISTED. THAT INFORMATION IS:

FBI #, OLN, OLS, OLY, AKA'S, SSN ALIAS'S, DOB ALIAS'S, SCARSMARKS AND TATTOOS (SMT).
THIS INFORMATION CAN BE FOUND ON UTAH DLQL AND QH2, QR2. PLEASE UPDATE LISTING WITH MI
SSING INFORAMTION.

ALL AGENCIES ARE RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF THEIR OWN NCIC ENTRI
ES. PLEASE VERIFY AND ADD OR CORRECT THIS INFORMATION AS SOON AS POSSIBLE. THANK YOU F
OR YOUR HARD WORK. BCI.

WANTEDPERSONDETAIL:
  RECORDSUMMARY:
    NIC: "W141598547"
    MKT: "WANTED PERSON"
    DTE: "2025-04-07T10:17:00-0600"
    DLU: "2025-04-07T10:17:00-0600"
    ORIGINATINGORGANIZATION:
      ORI: "UT027013A"
      DESCRIPTION: "ORI IS WASHINGTON COUNTY ATTORNEY'S OFFICE 435 634-5723"
  CAVEAT:
  - "IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI"
  WANTEDPERSON:
    WNO: "985957075"
    DOW: "2025-04-07"
    EXL: "04"
    EXL-TEXT: "NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS"
    PERSON:
      NAM:
        FIRSTNAME: "IVAN"
        MIDDLENAME: "ROY"
```

NCIC Quality Control AM from the Help Desk

Subject: NCIC Quality Control

DPS CIC <dpscic@utah.gov>

to Whitney Wilson <wthomsen@utah.gov>

While conducting quality control for NIC#: W12345678 some information was found that needs to be added or corrected for the NCIC record listed. That information is:

FBI #, Alias DOB, SMT and a mugshot. Please verify on QH2 and Chql and update listing.

All agencies are responsible for the accuracy and completeness of their own NCIC entries. Please verify and add or correct this information as soon as possible. Thank you for your hard work. BCI.

BCI UCJIS Help Desk
dpscic@utah.gov
Phone: 801-965-4446
Fax: 801-969-7065

Click here for a brief customer service survey.

NCIC Quality Control Email from the Help Desk

Message Details

Message: *

THIS IS WHERE I AM GOING TO PLACE ANY PERTINENT INFORMATION
REGARDING MY QUESTION, HIT CONFIRMATION, ETC

Don't forget your message- keep it to the point and no PPI unless necessary

Requestor Information

Authority: JASON RICKS

Agency: BCI

Location: TAYLORSVILLE

Initials: * WW

Time: 13:24

All required to be filled out

Q Submit

Acknowledgement

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NCIC Intro Manual 3.5

- Nlets is the recommended network for hit confirmation. Even if the initial confirmation is handled via telephone, Nlets should be used for documentation. Nlets has created an inquiry (YQ) and a response (YR) format for hit confirmation. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

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YQ: Hit Confirmation Inquiry

- Nlets message sent to a listing agency to verify if the specific NIC is still outstanding
  - 2 different priorities can be selected. The entering agency must reply back to the inquiring agency within the given priority time
    - Urgent- 10 minutes
    - Routine- 1 hour

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YR: Hit Confirmation Response

- The entering agency will return a hit confirmation response providing the requested information
- A response is defined as either:
  - A positive or negative confirmation; or
  - Notice of specific amount of time necessary to confirm or reject

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Hit Confirmation Process

- Must be handled through Nlets using the YQ and YR format
- Ensure subject inquired upon is identical to the person or property identified in the record
- Ensure warrant, missing person report, theft report, or PO is still outstanding
- Entering agency must respond back to the YQ within designated time frame

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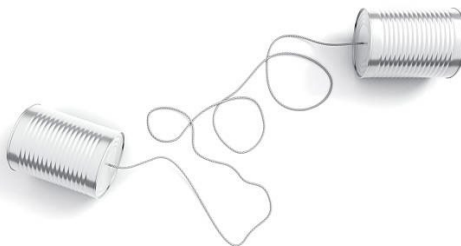
(Log Out)

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Hit Confirmation Process

***If you do not respond within the timeframe specified within the message, you will be marked out of compliance for a missed hit

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Tips

- Common reasons for missed hits
  - Not watching broadcast messages at all
    - Someone should be watching your broadcast messages 24/7, even if it is another agency you have a contract with
  - Not responding when they are trying to get answers from an officer, detective, administrator, etc
    - You should respond and let them know you are still trying to get the verification or you will need more time
  - Got busy
    - Is there someone else who can take on something you are working on so a response can be sent in a timely manner?

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Tips

- Make sure that you actually sent a first request (YQ) before you second a second or third request
- It is important to make sure that you check TQ and Q0 at least yearly, so that phone numbers and other contact information is verified to be accurate
  - Don't list your direct number UNLESS that number is manned 24/7. We also encourage you to not put a number for the mainline. You never know when another agency may call you with questions.
  - Try not to list a number with a lengthy menu to get to the correct person

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Stats

- 60 missed hits this audit cycle so far
  - 25 of them were slow to respond
  - 17 the agencies were not watching for messages
    - This number includes those that knew they were needing to watch messages and those that didn't know
  - 7 responded slowly because they didn't respond they needed more time
  - 2 were because the sending agency didn't give the allotted time before sending the 2nd request
  - 3 had notes the YR didn't go out correctly
    - One the NIC was used in place of the destination ORI
    - ORI was incorrect- copied and pasted and the 0's were entered as O's
    - One showed as sent, but the actual YR didn't show as going through

Local Messaging

Utah Broadcast Messages

BC

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BC Messages

- BC messages are for local agencies to communicate with other Utah agencies. This is the transaction used to send statewide broadcast messages by the help desk
  - AMBER Alerts
  - Attempt to Locate (ATLs)
  - Be On The Lookout For (BOLOs)
  - Probable Cause Approvals
  - Probable Cause Denials
  - Protective Order Issued
  - Training Opportunities

Send a BC with me

Query

Broadcast Log Query

Originating Agency Identifier

ORI: * | UTBCI0000-UT BUREAU OF CRIM IDE ⌄

You will want to ensure your ORI is in the box

Message Type: | ENTER MESSAGE TYPE

If wanted, you can put a message type in and only query for that type- leave it blank and it will find all messages

Timeframe

Timeframe: | TODAY ⌄

Start Date Time: | 08/01/2025 | 0 ⌄ | 0 ⌄

End Date Time: | 08/02/2025 | 0 ⌄ | 0 ⌄

If you wish to change the time frame you may select on of the following:

Timeframe: | TODAY ⌄

Start Date Time:

End Date Time:

TODAY
YESTERDAY
LAST HOUR
LAST HALF HOUR
LAST 15 MINUTES

If you want to customize your search for a particular day, you will leave the timeframe blank and insert the start and end date of your search. You can go back 90 days

🔍 Submit

Checking Messages

BMSG

- The BMSG transaction can show you the messages your agency has received in the last 90 days
- What can be found using the BMSG transaction?
  - AE messages
  - EX messages
  - AM messages
  - Alerts
  - BC messages
  - BD messages
  - $ messages, etc

EX/AE Reports

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Reminders

- Please communicate via UCJIS when you can
- Other states may not send messages via Nlets, feel free to ask them to send one so you have the paper trail
- BCI encourages you to keep a copy of any pertinent message you receive- again that paper trail is important
- Do no put more than what is needed into the broadcast message- keep it relevant to the receiving agency