



Utah Bureau of Criminal Identification Field Services Newsletter

New process for SAT Training

Per CJIS Security Policy, Security Awareness training that meets the requirement for the SAT training is now required to take place prior to granting UCJIS access.

Please ensure to train on Security Awareness before you finalize setting up a new user.

Updated Manuals on the TAC Website

Field Services is excited to announce that we have an updated TAC 101 Packet available on the TAC website. Other manuals have also been updated and should show a revision date for reference. We recommend checking the TAC website regularly for updates and other current forms and information.

Fingerprinting User Set up Form Reminder

When processing UCJIS users, non-access users, or non-users via livescan, please ensure you use the Google form available on the TAC website. Even if you are sending individuals to BCI for fingerprinting, you must still submit the Google User Setup form.

The hard copy User Setup form should only be used for physical 10-print cards that are sent by mail. We have had instances where individuals arriving for livescan appointments have presented hard copy forms that could not be accepted.

Law Enforcement Agencies- Fingerprint Reminder

Please ensure that all fingerprint images are submitted with citations, whether ink-printed and mailed or submitted electronically. Please also ensure prints are clear and legible. Every citation must have a fingerprint that meets quality standards to be posted to the Utah Criminal History (UCH). For electronic submissions, the fingerprint and citation should be submitted at the same time. Incomplete, poor-quality, or mismatched submissions will be rejected. If your agency needs assistance or training on how to properly obtain fingerprints and citations, please contact the Records Section at bcirecords@utah.gov.

Reminder for Courts Working Suspense Reports

As a reminder, courts should continue to regularly review and work on 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

Reminder for Prosecutors: UCA 53-10-207(2) Requirement to Notify BCI of Decline to Prosecute

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

Security Agreements and Testing and Training Agreements

Just a reminder that security agreements are only required to be submitted once, unless you are changing the user type i.e. from non-user to user. In addition non-users are not required to submit testing and training agreements, but they are required to be trained on Security Awareness annually.

Upcoming Trainings

BCI Field Services is excited to provide important training to all criminal justice agencies in February. These training courses are geared towards all UCJIS users, and we would like to invite you to share this information with your agencies and register your users to attend. Please check the TAC website for future training topics.

Field Services will be holding our 1st Quarter Training with session one on 2/19/26 and session two on 2/26/26 both from 8:30 AM to 3:00 PM. You only need to attend one session. Registered participants will receive a Google Meet link prior to the training(s). We are also offering evening breakouts of the trainings as listed below.

2/19/2026 Session One:

<https://forms.gle/BF2GbEq6Maqb6sp27>

2/27/2026 Session Two:

<https://forms.gle/ScziUqhd9MKXDyja6>

Evening classes

Virtual UCJIS Training: Welcome to UCJIS/The Tea on NCIC 2/25/26 6-7:30PM:

<https://forms.gle/w37GFhzRK2AuiNCD7>

Virtual UCJIS Training: To Enter or Not to Enter: NCIC Property Files/Ins and Outs of Felony Warrants 3/4/26 6-7:30PM:

<https://forms.gle/fdcTGnFDBqxZ8JUu6>

Virtual UCJIS Training: Security Awareness: UCJIS User Level/The Ins and Outs of Dissemination 3/11/26 6-7:30PM:

<https://forms.gle/DD2JpouTWkYmnomx7>



Featured Missing Person

Tina Marie Jones



Between August 13 – August 16, 2023, Tina was reported to have been staying with an acquaintance at an apartment complex in Clearfield. Occupants of the apartment reported last seeing Tina on August 16, 2023, and reported Tina left all her personal belongings, besides her wallet, at the apartment. Surveillance cameras from a nearby business captured Tina leaving the apartment complex on August 16, 2023, at 2:13PM, and showed her walking westbound over the Center Street Bridge. Tina has not been seen or heard from since.

Tina was last seen wearing a black shirt that reads “New York’s 5 Boroughs”, grey pants, and a possessing a white female wallet.

Please Contact the Clearfield City Police Department with any information at (801)-525-2800

Agency Case #: C23-09367

Date of Birth: 05/10/1971

Height: 5'5

Hair Color: Brown

Date Last Seen: 8/16/2023

Agency: Clearfield Police Department

On August 28, 2023, family members of Tina Marie Jones, reported her missing to Clearfield Police Department. Information gathered indicates Tina has some mental illnesses and has experienced homelessness for several years throughout various parts of the country. Tina last had contact with family on August 9, 2023. Tina checked out of a homeless shelter in Salt Lake City on August 13, 2023.



Contact Us

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