WISCONSIN

TIME SYSTEM

2020 INSERVICE TRAINING

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_Reading Records - _Warrants

Reading records is one of the most important requirements for TIME System users. The ability to read and analyze responses for records that match your query is essential. The TIME System can return many types of records each with their own set of unique information. Some records will be available from CIB and NCIC, others will only be available from NCIC. The ability to read both will serve you well in your career.

Since each data service has different search parameters, you should make sure to review the name and descriptors for each response to ensure they match your subject. Even if the extradition limitations are outside of your area, you'll still want to review the records to ensure there are no officer safety issues that might be present. If the person is from another state, you may also want to query the other state's DOT and CHRI.

The same basic information will be displayed in records in CIB and NCIC, but the information is displayed differently. NCIC displays supplemental information at the bottom of the record whereas CIB displays it below the "Detail" section of the entry. Any locate or detainer information appended to the warrant record is displayed at the top of the CIB record and added to the bottom of the NCIC record.

One of the main differences is NCIC's use of abbreviated field code names whereas CIB gives the literal field name. This makes NCIC records more time consuming to translate so a good knowledge of the field code abbreviations is necessary. The NCIC field code abbreviations can be found in the back of the Basic, Advanced, and Validation handouts.

NCIC warrant records do not state whether the warrant is a felony or misdemeanor. This information is "coded" in the extradition limitation (EXL) field. If the EXL code is a number (1-6) the warrant is a felony; if the EXL code is a letter (A-F) the warrant is a misdemeanor. This code is a requirement so when reading, you will always know the type of warrant and the extradition for the subject chosen by the agency.

Here is an example of the same record as it is displayed in an NCIC vs. CIB response to help you visualize the differences.

MKE/WANTED PERSON.
EXL/4 - NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS
ORI/WI013285Y NAM/RAZZEL, RACHELLE DIANE SEX/F RAC/W
DOB/19700525 HGT/505 WGT/125 EYE/BLU HAI/BR0
SKN/MED SMT/SC UL ARM
SOC/399933999
OFF/BURGL – NO FORCED ENTRY-NONRESID
DOW/19951204 OCA/TEST1-96
VLD/20191105
MIS/SUBJECT HAS BEEN KN0WN T0 RESIST ARREST
DNA/N

ORI IS DEPT OF JUST CRIME INFORMATION BUREAU 608-261-5XXX
DOB/19720715
AKA/ZZZDOTIES, RAPUNZEL
NIC/W90XXX2138 DTE/20020826 0100 EDT DLU/20131211 1335 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

***** WANTED PERSON - WARRANT *****
** FELONY - NO EXTRADITION - IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS
SUBJECT
  NAME/RAZZEL, RACHELLE DIANE
  SEX/FEMALE RACE/WHITE DATE OF BIRTH/05251970
  HEIGHT/505 WEIGHT/125 EYE COLOR/BLUE   HAIR COLOR/BROWN
  SKINTONE/MEDIUM SCARMARK/SCAR ARM LEFT UPPER
  SOCIAL SECURITY #/399933999
DETAIL
  ORI/WI013285Y ORI IS CRIME INFORMATION BUREAU
  SYSTEM IDENT #/12172833 NCIC#/W90XXX2138
  AGENCY CASE #/TEST1-96
  ENTERED BY/SB DATE/08262002 TIME/0000
  UPDATED BY/BENTEDL DATE/12112013 TIME/1235
  VALIDATOR/FRESHEK181 VALIDATION DATE/11052019
  TYPE OF WARRANT/FELONY
  OFFENSE CODE/2205 BURGLARY-NO FORCED ENTRY-NONRESIDENCE
  BOND AMOUNT/$15000.00 DATE OF WARRANT/12041995
SUPPLEMENTAL
  ALIAS/ZZZDOTIES, RAPUNZEL
   DATE OF BIRTH/07151972
REMARKS
    SUBJECT HAS BEEN KNOWN TO RESIST ARREST
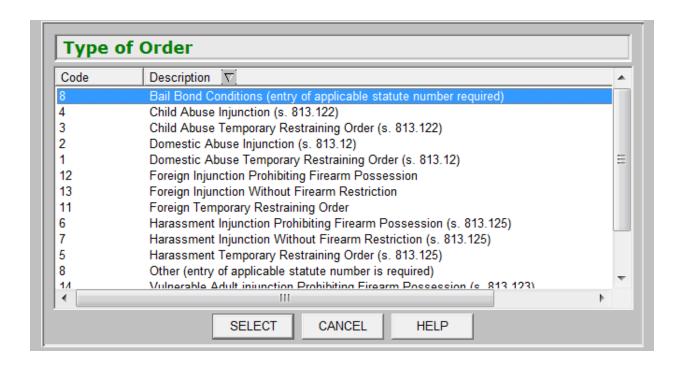*****VERIFY WARRANT/WANTED STATUS IMMEDIATELY WITH ORI*****

For a more interactive look at these records, please go to the online module.

Protection Order Type Code 8

A "No Contact Order" is a condition set in a court proceeding. A judge may order that a defendant not have contact with the victim or any co-defendants in a case. Agencies can use information from bail or bond conditions to enter a No Contact Order into the Protection Order Injunction File without a formal temporary restraining order or injunction being issued. No Contact Orders can be entered by any agency and require cooperation between the agency and the court, DA's Office, or Victim Witness Coordinator to ensure that information on the bail bond condition is shared for entry and update purposes. The entry of No Contact Orders is optional but is helpful for officer safety and awareness.

To enter No Contact Orders into the WI TIME System CIB directs your agency to use Type Code 8 "Bail Bond Conditions." Agencies will fill out the form like they would for any other Protection Order Type, however Type Code 8 requires some additional information. When using Type Code 8 the bail bond conditions **and** the statute number must be entered within the Miscellaneous field prior to submission.

The No Contact Order can be modified and extended as the court case progresses.

Type of Order

Code	Description
8	Bail Bond Conditions (entry of applicable statute number required)
4	Child Abuse Injunction (s. 813.122)
3	Child Abuse Temporary Restraining Order (s. 813.122)
2	Domestic Abuse Injunction (s. 813.12)
1	Domestic Abuse Temporary Restraining Order (s. 813.12)
12	Foreign Injunction Prohibiting Firearm Possession
13	Foreign Injunction Without Firearm Restriction
11	Foreign Temporary Restraining Order
6	Harassment Injunction Prohibiting Firearm Possession (s. 813.125)
7	Harassment Injunction Without Firearm Restriction (s. 813.125)
5	Harassment Temporary Restraining Order (s. 813.125)
8	Other (entry of applicable statute number is required)
14	Vulnerable Adult injunction Prohibiting Firearm Possession (s. 813.123)

SELECT   CANCEL   HELP

Imminent Threat to Law Enforcement (ITLE)

An Imminent Threat to Law Enforcement (ITLE) administrative message can be broadcasted statewide via the TIME System. ITLE messages are used to notify law enforcement officers of a potentially dangerous subject under certain conditions. The following criteria must be met to qualify as an ITLE message:

1. Threat to cause death or serious injury to a law enforcement officer

2. Death or serious injury of a law enforcement officer in the line-of-duty: and/or

3. Law enforcement officer missing in connection with official duties

In the Admin Message form, you should use the mnemonic ITLE as your destination mnemonic.

The criteria for issuing an Imminent Threat to Law Enforcement message closely coincides with the criteria for entry into the Violent Person File (VPF). If your agency is issuing an ITLE message, consider the situation and verify if the subject meets the criteria for entry into the Violent Person File. The criteria for entry include:

1. Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any statute which involves violence against law enforcement.

2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.

3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.

4. A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

If they do qualify for entry your agency should enter them into the Violent Person file using Portal 100 form 1058.

Temporary Wants

It's an uneventful Friday afternoon when your agency receives a call of a fight at the local gas station. Upon arrival, the suspect has fled the area. Your agency identified the suspect but has not been able to locate them and worse yet – you're unable to contact your judge for a warrant. What options do you have?

Depending on the severity of the offense, your agency has a couple of options to help locate and detain the suspect without a court-signed warrant.

In the above scenario, if a felony has been committed or your agency has reasonable grounds to believe a felony has been committed you can enter a Temporary Felony Want in NCIC/CIB or CIB Only. If a misdemeanor has been committed or your agency has reasonable grounds to believe a misdemeanor has been committed, you can enter a Temporary Misdemeanor Want into CIB Only. As with any warrant, CIB recommends you enter it into NCIC/CIB whenever eligible.

Agencies utilizing temporary wants will need to pursue an arrest warrant from the court as soon as possible.

Once obtained, you will need to enter the warrant and cancel the temporary want record. Temporary felony wants will remain in the system for 48 hours, while temporary misdemeanor wants will remain for 72 hours. In the event your agency is unable to obtain a signed warrant within those timeframes, you may reenter the temporary want, if you meet the original entry requirements. Your agency will need to continue actively pursuing an arrest warrant if you choose to reenter the temporary want.

DNR Registration Query

TIME System users now have the capability to query the DNR registration of Utility Terrain Vehicles (UTV) and Off-Highway Motorcycles (OHM). These new vehicle types can be queried in Portal 100, eTIME, and using interface software. The UTVs are queried using the type code AT, which is the same as ATVs. The new type code for Off-Highway Motorcycles is OM.

Query Statute Number to Obtain NCIC Code

A new query has been created that allows users to search state statute numbers to obtain an NCIC code in all 50 states. The new transaction is 0181. The main purpose of this query is to allow the user to research the state statute number in a particular state to identify the associated NCIC code. This query will be very useful when entering warrants because the NCIC code is a required field during entry. It will also be helpful if you are submitting arrest fingerprints to CIB and don't know the NCIC code related to the Wisconsin statute under which the subject is being arrested.

The new query is available in Portal 100, using form 0181, which can be found under NLETS/NCIC Special messages in the menu. The transaction is also available to interface software users.

```
/0181 1009 47B767F2                    WI013015Y
NLET   401512    204 12/03/18 15:17 01 OF 01
CCR.NL0000000
14:17 12/03/2018 06898
14:17 12/03/2018 05040 WI013015Y
*00401512XX
TXT
Matching Statutes
WI Statute 813.122
CHILD ABUSE RESTRAINING ORDER VIOLATION
Equivalent NCIC Code: 5005
WI Statute 813.12(2)
DOMESTIC ABUSE RESTRAINING ORDER VIOLATI
Equivalent NCIC Code: 5005
WI Statute 813.122(11)
Knowingly Violate Child Abuse Order
Equivalent NCIC Code: 5005
```

Nlets VIN Assist Transaction

A new query has been created that allows users to 'decode' a Vehicle Identification Number (VIN). The new transaction is 0405. The query response will verify the validity of the VIN and reveal information about the vehicle. The response will give you specific characteristics, including the country of manufacture, year of production, make, model, and style of the vehicle.

This query will be an asset when entering stolen vehicles into the TIME System as you will be able to verify the VIN is correct and that you are entering accurate information into the stolen vehicle record.

Below is an example of the VIN assist response for the listed VIN.

```
VIN: 3GNEC12J48G183197
BodyClass: Pickup
EngineCylinders: 8
DisplacementCC: 5300.0
DisplacementCI: 323.42584370208
DisplacementL: 5.3
Doors: 4
DriveType: 4x2
EngineModel: LY5
GVWR: Class 2E: 6,001 - 7,000 lb (2,722 - 3,175 kg)
Make: CHEVROLET
Manufacturer: GENERAL MOTORS LLC
Model: Avalanche
ModelYear: 2008
PlantCity: Silao
Series: 1/2 Ton
Trim: LS
VehicleType: MULTIPURPOSE PASSENGER VEHICLE (MPV)
BrakeSystemType: Hydraulic
EngineConfiguration: V-Shaped
FuelInjectionType: Sequential Fuel Injection (SFI)
PlantCountry: Mexico
PlantCompanyName: GMNA
OtherEngineInfo: Active Fuel Mgt.
ErrorCode: 0 - VIN decoded clean. Check Digit (9th position) is correct
EngineManufacturer: GM
ManufacturerId: 984
```

Traffic Management Center Submission Form

A new transaction was created to submit traffic and roadway concerns to the State Patrol Traffic Management Center. The new transaction is 0774. This new transaction includes prompts for information for four categories of traffic submissions: highway closure/traffic incident, wrong way driver reports, signal or light knockdown/issue, and other issues.

In the past, agencies have had to send an administrative message to the Traffic Management Center in order to convey this information. This new transaction prompts the user for certain information to ensure all relevant information is transmitted to State Patrol. Agencies need only complete the portion with the relevant information to submit their concerns.

This new transaction should not be used to report Motor Vehicle Fatalities to State Patrol. A separate transaction exists for this purpose (Transaction 0078 Motor Vehicle Fatality Report).

⦿ Highway Closed / Traffic Incident   ◯ Wrong Way Driver Report (After The Fact Only)

◯ Signal Or Light Knockdown / Issue   ◯ Other Issue On State Highway

Highway Closed / Traffic Incident

Which Highway Closed / Which Direction(S) -

Location / Cross Street -

Reason For Closure -

Work Zone (Y/N) -   Time of incident -   Anticipated Duration -

Injuries Or Fatalities / Reconstruction -

Detour Route (If Available) -

On Scene Contact -

<u>Hit Confirmations</u>

Hit Confirmation is the process by which an agency contacts the entering agency to verify that a record is still valid. The entering agency is required to respond advising that the warrant is still valid or not valid within specific time frames. Hit Confirmation requests can only be sent once the subject **is within the immediate vicinity of the officer and the officer is capable of detaining the subject.**

The one exception to this rule is when the Firearms Unit or National Instant Criminal background check System (NICS) sends a Hit Confirmation request. The Firearms Unit and NICS conduct background checks for firearm purchases and when issuing a concealed carry permit. They will not have the subject in custody, but a determination whether a warrant is valid is still required.

Contact by phone or administrative message can be made to inquire upon the status of a warrant prior to contact with a subject. However, hit confirmation will still need to be performed once contact has been made with the subject before service of the warrant. Warrants should be removed from the TIME System after it has been confirmed that the warrant has been served, unless a detainer will be placed on the record.

Validation

Validation is the process by which an agency confirms that its records are complete, accurate, and active. Validation is accomplished by reviewing the original entry and applicable supporting documentation. Contact with the complainant, victim, prosecutor or court is required. Appropriate databases (DOT, NCIC, CCH, etc.) should also be queried to confirm the content of your record. Records that are no longer active should be promptly removed from the system.

The person identified as your validation officer(s) in the online validation program will receive an email notification that the validation is available. Email reminders for incomplete validations are sent out 20, 10 and 1 day(s) out before the due date.

All listed records must be certified. This includes any records that have been cancelled or cleared but still appear on the list. The On-Line Validations page in eTIME will show you the certification status for the most recent validation periods. To confirm your agency's validations are complete validation officers should check this page to confirm the status indicates "certified."

On-Line Validations

Enter Validating ORI: WI013015Y   **WI DOJ-CRIME INFORMATION BUREAU**

Choose a validation period:

Validation Period	Certification Due Date	Certification Status
○ May, 2017	09/27/2017	**Certified**
○ June, 2017	11/01/2017	**Certified**
○ July, 2017	11/29/2017	**Certified**

If your agency fails to complete the certification of your records **by the due date**, CIB will purge the records. An Administrative Message and a letter will be sent to your agency with the information from the record(s) that were purged. It is up to your agency to re-enter the information into the TIME System, if appropriate.

Your agency should consider having more than one Validation Officer. This will help ensure that if one validation officer is unavailable when the due date arrives, someone else will be able to complete the process. You should also notify CIB, using cibtrain@doj.state.wi.us, of any changes with your validation officers (a new email address, a retirement, etc.). This will help ensure that your agency's validations will also be covered.