



WISCONSIN TIME SYSTEM

2021 INSERVICE TRAINING

Table of Contents

***Timely Entry of Records* 3**

***Gender X* 4**

***Vehicle Purge Requirements*..... 5**

***Summary CHRI Available in eTIME/S2S* 6**

***Hazardous Materials* 7**

***BLUE Alert* 8**

Timely Entry of Records

Certain types of records in the TIME System have time frame requirements for the entry. Did you know that some records even have different time frame requirements based on specific information included within the record? These times frames are based on federal and state laws and policies. As part of an agency audit this is one of the areas that the FBI and CIB focus on for compliance of the agency's records. Below we discuss details for warrants and missing person records.

Warrants

When an agency receives a warrant, every effort should be made to enter the record immediately, if not attainable the record shall be entered within a 72-hour period of receipt. It is best practice to date and time stamp all warrants upon receipt. If the warrant is not able to be served 24 hours a day, 7 days a week, the warrant should not be entered into the TIME System*.

*There currently is an exception to the above rule based on the National COVID-19 pandemic. If your agency is not able to satisfy the warrant due to the pandemic the hit confirmation should still be utilized but the warrant should not be located if pick up is not available due to COVID-19. This exception will remain in effect until canceled by the FBI.

Missing Persons

There are two categories for missing persons when it comes to entry, one is 20 years old and under and one is 21 years old and over.

20 years old and under

All persons 20 years old and under shall be entered into NCIC within two hours of receipt. This entry does not require signed written documentation from the parent or legal guardian, next of kin, physician, or other authoritative source. A missing person report filed with an agency is sufficient documentation for entry. The Juvenile category can only be used for individuals who are 17 years old and under.

21 years and older

All persons 21 years old and over require written and signed documentation stating the conditions under which the person is declared missing from an authoritative source prior to entry into NCIC. It is best practice that once documentation had been received entry is made in NCIC within a two-hour time frame.

A Missing Person record remains in the system until it is canceled by the entering agency.

Gender X

As society changes, traditional definitions for gender have changed. This has led to sex being defined as the sex at birth while gender is the sex a person more closely relates to at a particular point in their life. Today, there are many individuals that do not fit into one of the NCIC defined categories for sex: male or female. This can cause confusion for law enforcement agencies today because a subject's appearance may not reflect the sex with which they identify. Sex/gender is a factor of DOT's matching logic and the use of a specific code (male or female) during a query creates potential for a DOT record to be missed as a result.

In 2020, based on the recommendation of the TIME Advisory Committee, CIB stopped sending the sex code to DOT. The query transaction in the TIME System **will still require the use of a sex code** but DOT has made a change to their search algorithm to exclude sex during the search. This could result in multiple matches to a search including both male and female results.

There will be no change at the user level. Users will still be required to include a sex code during a query as other data services still require the use of a sex code for their search algorithms. Users should review the results of the query to determine if the response is a match to their subject.

Vehicle Purge Requirements

Stolen and felony vehicles have set retention periods in the TIME System. A felony vehicle remains in the system for 90 days. A stolen vehicle will remain in the system for four years plus the year of entry if the entry includes a Vehicle Identification Number (VIN) or an Owner-Applied Number (OAN). If the record does not include a VIN or OAN, and only includes a registration number (license plate data), the record will remain in the TIME System for 90 days. An entry should include as much information as is available to the agency.

Once a vehicle has been found by law enforcement officers, the record should be located to ensure no other law enforcement agency stops the car after it has been returned to the owner in case the entering agency has not had the time to remove the record. Once the vehicle is located, it will remain in the TIME System for ten (10) days before it is purged.

MKE/LOCATED STOLEN VEHICLE
ORI/WI013225Y LIC/1205 LIS/WI LIY/2021 LIT/PC
VYR/1967
VMA/CHEV VMO/IMP VST/4D VCO/BLK DOT/20201101
OCA/TEST123 20201120 WI0130000 TEST123
NOA/N
MIS/TEST RECORD--1967 BLACK CHEVY IMPALA
OAN/123520AA
OPT/IN AS OF 20201120
NIC/V962468928 DTE/20201120 1305 EST DLU/20201120 1341 EST
ORI IS DEPT OF JUST CRIME INFORMATION BUREAU 608 266-7314

***** LOCATED VEHICLE - STOLEN *****

VEHICLE
PLATE #/1205 STATE/WISCONSIN EXPIRES/2021 TYPE/PASSENGER CAR
OAN/123520AA
YEAR/1967 MAKE/CHEVROLET
MODEL/IMPALA STYLE/4 DOOR SEDAN COLOR/BLACK
DETAIL
ORI/WI013225Y ORI IS CRIME INFORMATION BUREAU
SYSTEM IDENT #/30258067 NCIC #/V962468928
AGENCY CASE #/TEST123
DATE OF THEFT/11012020
ENTERED BY/FRESHEK181 DATE/11202020 TIME/1205
UPDATED BY/CIBHANDLER DATE/11202020 TIME/1241
LOCATED DATE/11202020 LOCATE ORI/WI0130000 TEST123
REMARKS
TEST RECORD--1967 BLACK CHEVY IMPALA

*****VERIFY VEHICLE STATUS IMMEDIATELY WITH ORI*****

Summary CHRI Available in eTIME/S2S

The Summary CHRI transaction has been available in Portal 100 and interface software for many years and it is a good method of viewing an individual's criminal history record in a condensed abbreviated format. A Summary CHRI response will provide arrest and disposition information including the date of arrest, the charge, the arresting agency, and the disposition, which may be beneficial in a traffic stop scenario to provide a high-level overview of a person's criminal history record.

CIB has deployed the Summary CHRI functionality in eTIME. The Summary CHRI transaction is also available for S2S users (i.e. State Patrol MACHBot users). Because of the strict search parameters, the Summary CHRI continues to produce just one record or a "no record" response. This means if the subject's criminal history record does not match your query, you will not receive a criminal history response even if the subject has a criminal history record. This could occur because no near hits are returned with the Summary CHRI.

If you need a more detailed version of a subject's criminal history, you can use the full record detail queries available for criminal history record searches.

Only Purpose Code C can be used when conducting a query using the Summary CHRI transaction, which means the query must be for criminal justice/law enforcement purposes only.

IDENTIFICATION			
RAPUNZEL D ZZZDOTIES			
Female / White			
07/15/1972, 05/27/1970			
5'05"; 125lbs; Blue Eyes; Brown Hair;			
		SOCIAL SECURITY #: 399-93-3999	
STATE ID:	WI966332	Click here to submit Full Record	
DRIVERS LICENSE #:	WI-Z3327247275519		
OFFENDER NOTICE:	NO DNA IS ON FILE		
SCARS MARKS TATTOOS DATA:			
SCAR ARM,LEFT UPPER ; HERCED NOSE			
ALIAS NAMES/FRAUDULENT DATA:			
RACHELLE DIANE RAZZEL			
<hr/>			
ARREST & DISPOSITION DATA			
DATE	CHARGE LITERAL	ARRESTING AGENCY	DISPOSITION
10/31/2003	ISSUE OF WORTHLESS CHECK	WI DEPT OF JUSTICE DIV OF CRIMINAL INVES	CONV

Hazardous Materials

Hazardous materials travel across our roadways, over our rivers, and through the air every day. In the event of an incident agencies will need quick access to information on what the material is and how to respond appropriately. The Hazardous Material file can assist with that and provides users with information on hazardous materials. An inquiry may be made on the chemical name or the four digit internationally recognized code call a “UN number”. This number, normally found on a placard on the vehicle, will relate directly to the hazardous material therein. The response will indicate a variety of information including:

- Chemical Name
- Personal safety precautions
- General handling procedures
- Disposal methods
- Degree of hazard to public health
- Availability of countermeasure materials

The file and updates are provided to Nlets by the U.S. Department of Transportation and mirror the Department of Transportation’s Emergency Response Guide.

To run the Hazardous Material query use transaction 1118 (Portal 100 form 1118).

1118 - Hazardous Material Query

Originating Agency Identifier

Destination Code

Enter **One** of the Following Fields:

UN Number

Chemical Name

Operator

BLUE Alert

In 2015 Congress passed the Rafael Ramos and Wenjian Liu National Blue Alert Act in order to encourage, enhance, and integrate Blue Alert plans. The Blue Alert was created to rapidly disseminate information to law enforcement agencies, the media and the public to aid in the apprehension of violent criminals who have killed, or seriously injured an officer in the line of duty. Blue Alerts can also be issued when a suspect poses an imminent and credible threat to law enforcement, or when an officer is missing in the line of duty.

Even though Wisconsin is not currently participating in this program, users should still be aware of this new caution indicator. The Blue Alert caveat is for officer safety and awareness purposes. Agencies should continue to handle records based on the record type with the additional knowledge that if the Blue Alert caveat appears additional caution should be used. The following Blue Alert caveat may be found on NCIC Missing Person, Wanted Person, Violent Person and Vehicle records. A Blue Alert will also be noted in the first ten characters of the miscellaneous field.

Example Wanted Person Record with Blue Alert:

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***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT
LIMITATIONS.
MKE/WANTED PERSON
BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS
INDIVIDUAL.
EXL/D - NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR
LIMITS
ORI/WI013175Y NAM/ARDMAN,STAN D SEX/M RAC/W
DOB/19800116 HGT/603 WGT/200 EYE/GRN HAI/BRO
OFF/AGGRAV ASSLT - POL OFF-WEAPON
DOW/20201118 OCA/TEST
NOA/N
MIS/BLUE ALERT TEST RECORD ONLY TAKE NO ACTION BASED ON THIS RECORD
PICK UP
MIS/IN DANE COUNTY WI ONLY
LIC/1784 LIS/WI LIY/2021 LIT/PC
DNA/N
ORI IS DOJ CIB TRAINING SERVICES TERMINAL 2 MADISON 608 266-7314
NIC/W640010906 DTE/20201118 1409 EST DLU/20201118 1409 EST
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