TIME System Newsletter

A Message From Our Director

Please join me in welcoming Katie Schuh back to the TIME & Technical Unit as the new TIME & Technical Services Manager, filling the vacancy created by Courtney Doberstein's departure. Katie has held several different positions in CIB since joining us in 2011. She has experience in the Firearms Unit, TIME & Technical Unit, and Criminal History Unit. She now returns to the TIME & Technical Unit as the TIME & Technical Services Manager.

Jodi Hollister, former Training Officer, has accepted a position outside of the Department of Justice. We wish her the best in her new position. Emily Freshcorn and Greg Kosharek as Training Officers continue to be available for any questions, training or audit related.

In a joint effort between the Department of Natural Resources (DNR) and the Department of Justice, UTV and Off-Highway motorcycle registration maintained by the DNR is now available via the TIME System, see the article on page 2 of this newsletter for more information.

Encryption of data and networks outside of secure locations has been a long-time requirement of the CJIS Security Policy. For a plain language explanation of the benefits of encryption please see the article on page 7 of this newsletter. The FBI released Version 5.8 of the CJIS Security Policy on June 1, 2019, an updated version is available on the fbi.gov website.

Please mark your calendars for the **20th** annual CIB Conference in Green Bay on September 11th – 13th. A flyer for the conference is included in this newsletter with online registration available at www.cvent.com/d/n6qmtn

Please feel free to contact me or any of the CIB staff to discuss your thoughts on how we can continue to improve.

Walt Neverman

Walt Neverman

Inside this issue:

TIME and Tech: General Info

The TIME & Technical Services Unit is staffed by 7 full-time employees. The team provides telephone and in-person support and troubleshooting to criminal justice agencies. This team can handle any problem, but most common requests for assistance include:
- eTIME browser
- Interface connections
- Fingerprint submissions
- Audits

Half the team focuses on making sure the system is fully functional and that agencies have appropriate access to the system and critical information. The other half conducts statewide TIME System training for criminal justice personnel. This half of the team is also responsible for conducting a triennial audit of each agency connected to the TIME System. You can email the team at cibtrain@doj.state.wi.us.

DNR Registration Update: UTV/OHM

TIME System users now have the capability to query Utility Terrain Vehicles (UTV) and Off-Highway Motorcycles (OHM) in the TIME System. 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. There is a new type code for Off-Highway Motorcycles: OM.

The eTIME check boxes on the Vehicle Search page have been updated to show "ATV/UTV" and OHM has been added as well. In Portal 100, form 1486 will be used to query the already existing ATV and Snowmobile and also the new UTV and OHM registrations. The form will be updated so it is titled "Query WI Snowmobile/ATV/UTV/OM". To query an off-highway motorcycle enter the type code of "OM" and then click on "Ignore."
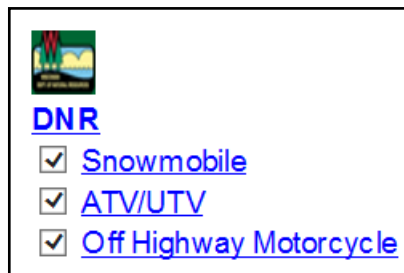
If your agency has an interface application, the following transactions can be used to query the new UTV/OHM registrations:

0492: Query Snowmobile/ATV/UTV/OHM by VIN
0493: Query Snowmobile/ATV/UTV/OHM by Registration Number and VIN
0486: Query Snowmobile/ATV/UTV/OHM by Registration Number or VIN

The new OHM query is not available using MACHbot at this time. MACHbot queries for ATV may return responses for an ATV or UTV.

New Wisconsin License Plates

Five new license plates have been issued by the Wisconsin Department of Transportation. They include Wisconsin 4-H, Choose Life, the Children's Hospital, the Musky Clubs Alliance, and the Medical College of Wisconsin.

To query the Medical College of Wisconsin plate, use plate type "**CV**" or leave blank.
To enter a Medical College of Wisconsin plate, use plate type "**CL**".

To query any of the other four plates use plate type "**CV**" or leave blank.
To enter any of the other four plates use plate type "**OR**".

AFIS Upgrade

Wisconsin Department of Justice's Automated Fingerprint Identification System (AFIS) is in the process of being upgraded. AFIS is a biometric identification methodology that uses digital imaging to obtain, store, and analyze fingerprint data. All fingerprints submitted to the Wisconsin Department of Justice for any purpose are routed through this AFIS System. The upgrade of WI DOJ's AFIS will ensure that our department is using and supporting the newest technology that is available.

The AFIS upgrade is currently scheduled to be deployed in late 2019 or early 2020. This upgrade will primarily occur in the background of DOJ operations, but WI DOJ feels that it is important for law enforcement agencies to be aware of what is occurring. Wisconsin DOJ will alert the law enforcement community in a timely manner when any changes relating to this project are determined to have an outward impact on agencies.

This upgrade will allow Wisconsin DOJ and Wisconsin law enforcement agencies to participate in new FBI programs, such as RISC and Rap Back, in the future.

Rap Back is an FBI service that allows authorized government agencies to receive notification of subsequent activity on individuals who hold a position of trust (e.g. school teachers, daycare workers) or who are under criminal justice supervision or investigation.

RISC is the CJIS Repository for Individuals of Special Concern. RISC will allow law enforcement officers on the street to use a mobile identification device to perform a "lights-out" rapid search of a limited repository of fingerprint records. Officers receive a response within seconds and can quickly assess the threat level of any subject encountered during their normal law enforcement activities.

Recently your agencies received an INFO Broadcast message relating to the discontinuation of two Idemia supported Fast ID products. If you did not receive this message, please reach out to cibtrain@doj.state.wi.us and we'll provide you with more information. More details on this upgrade and its potential impact on law enforcement agencies will be shared as it is made available.

Fingerprint Submissions for CJIS Compliance

There has been some confusion as to how many sets of fingerprints an agency needs to submit when doing a background screening of an applicant and to whom they submit the prints. The short answer is that in any case where fingerprints are submitted electronically to the Training and Standards Bureau (T&S) for sworn personnel with the "LESB" code, you should also send a second set with the "LEAP" code to CIB. If you are completing a background check for non-sworn personnel such as IT, maintenance, civilian, or administrative personnel, you would submit the prints with only the "LEAP" code.

The reason a set of prints needs to be sent to both T&S <u>and</u> CIB for sworn personnel is because the submitting agency does not review or document the results of background checks submitted with reason code "LESB." Results from a "LESB" background check are only reviewed by T&S personnel who are primarily concerned with identifying potential firearm disqualifiers. An agency is only notified of the results of a "LESB" check if a firearm disqualifier is found.

Prior to making a hiring decision, your agency should be aware of any criminal history record for a potential hire. Your agency must determine if an applicant with any criminal history record can or should be granted access to CJI and your physically secure location. Therefore, CIB is requiring that an additional fingerprint submission using code "LEAP" must accompany every "LESB" submission for sworn personnel. This ensures that an agency will receive all information relevant for general hiring purposes and for allowing access to CJI.

The results of the "LEAP" submission, unlike those for a "LESB" submission, are posted to the agency's "Wisconsin Online Record Check System" (WORCS) account for agency personnel to review. To access WORCS, each agency must designate an administrator who will be able to review applicants for potential disqualifiers and document the results of the background check. You can find FAQs and training documentation on the WORCS website; https://www.recordcheck.doj.wi.gov.

If you are not submitting fingerprints electronically and instead are mailing rolled fingerprint cards, take note of the following mailing addresses:

Sworn law enforcement applicants for LESB Certification/303 Submission:
T&S
P.O. Box 7070
Madison, WI 53701-2688

Non-Sworn law enforcement applicants & the 2nd set of LEAP prints for sworn applicants:
CIB
P.O. Box 2688
Madison, WI 53701-2688

Known or Suspected Terrorist (KST) Response Changes

The US Attorney General has granted the Federal Bureau of Investigation (FBI), through the Terrorist Screening Center (TSC), additional authorities to receive, store, maintain, and disseminate identification records regarding individuals reasonably suspected to be engaged in activities that may be harmful to national security. The newly added records will contain a Handling Code 4 and the following caveat message: *"***DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE OF NATIONAL SECURITY INTEREST***"*. These new records became available March 5, 2019.
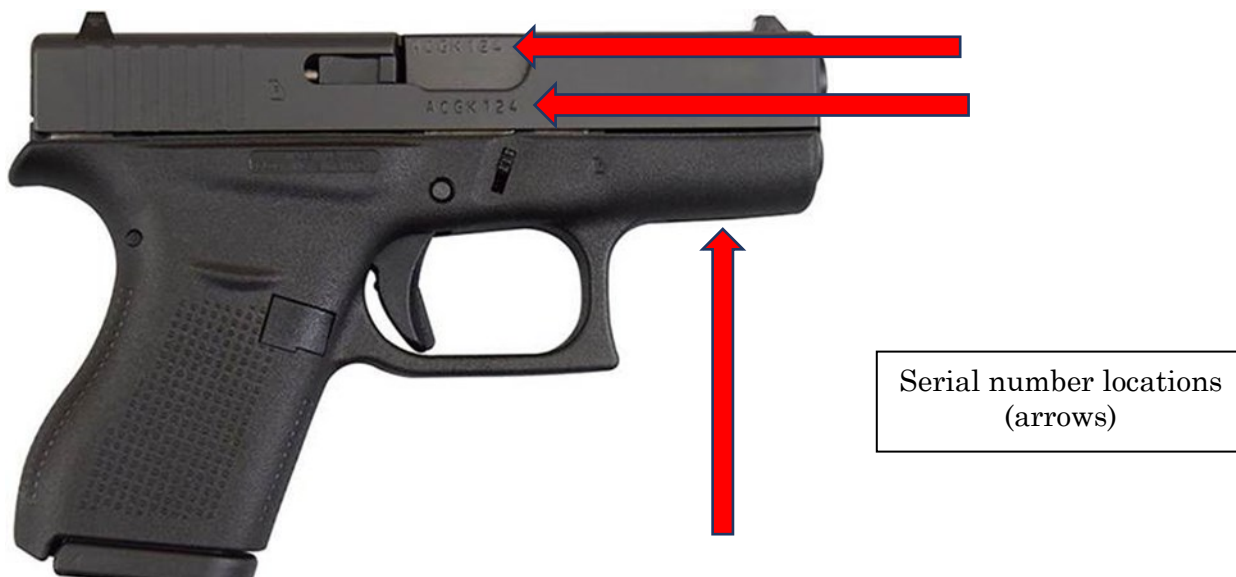
This new handling code should be handled in the same manner as existing KST Files responses. If alerted by NCIC of a possible Handling Code 4 hit, contact the FBI as directed on the hit message. Agencies SHALL NOT take action or advise the individual that he/she may be on a national security watchlist or extend the encounter longer than normal.

The FBI has released Version 5.8 of the CJIS Security Policy. However, you should be aware of the significant change in Version 5.7 that requires state and national fingerprint background checks be conducted ***prior*** to granting access to CJI for all personnel that have unescorted access to CJI or the agency's physically secure location.

Glock Pistol Serial Numbers

NCIC has distributed clarification regarding Glock pistol serial numbers. It appears agencies nationwide have been entering the pistol using the manufacturer stock number (e.g. UI4250201) instead of the actual serial number. The serial number is typically located on the barrel, on the slide, and underneath the frame of the pistol while the manufacturer stock number is often obtained from paperwork or retail websites – not from the firearm itself. Below is an image of the Glock 42 and the typical location of the serial numbers (arrows).

Serial number locations (arrows)

Please ensure your agency is using the actual serial number when entering any stolen, felony, lost or recovered firearm. Use of the serial number will ensure accurate identification by those who may recover the firearm along with receiving the appropriate responses when the serial number is queried.

Vehicle registrations from the Spokane Tribe (Washington state) are now available through NLETS. These can be queried using an out-of-state (WA) vehicle registration query.

Encryption – Protecting Law Enforcement Data in Today's Cyber World

What is encryption?

Encryption is the process of encoding a message or information in such a way that only authorized parties can access it and those who are not authorized cannot. Encryption uses "keys" and mathematical algorithms within programs to secure data at rest and in transfer. The types of keys and algorithms determine the strength of the encryption.

Why do I need encryption?

Encryption is necessary to protect data in storage and while in transit between computers. To protect this data from nefarious persons or groups it is necessary to encrypt the data.

How strong should the encryption be on our agency computers?

If your agency utilizes your computers and/or servers to store and transfer data that is "criminal justice information" (CJI) per the FBI CJIS Security Policy, all computers and the routes of transmission outside your agency's secure location for CJI data shall be encrypted to the Federal Information Processing Standard 140-2 (FIPS 140-2).

To meet the CJIS Security Policy encryption requirements of being FIPS 140-2 Certified, all employed encryption modules must have a certificate issued by the National Institute of Standards & Technology (NIST). NIST Certificates are issued to the manufacturers of specific encryption modules that pass the Cryptographic Module Validation Program testing requirements. The encryption module may not always be manufactured by the brand of hardware or software which you may be utilizing so it is important to research products thoroughly before purchasing and deploying them. If a company says their product's encryption module is FIPS 140-2 *compliant*, that's a step in the right direction, however the encryption module still might not be NIST *certified.* If a company can produce a NIST FIPS 140-2 certificate for the encryption module deployed in their product, then it is safe to say the product's encryption has been tested and certified to meet the requirements of the FBI CJIS Security Policy and WI DOJ's requirements for encryption.

If your agency is looking to procure or deploy computers and/or servers which will store, transmit, and process criminal justice information and you are trying to determine if the encryption is sufficient, look for the NIST FIPS 140-2 Certificate(s) for the product's encryption module. NIST certificates for encryption can be obtained from your vendor and/or the manufacturer's website. NIST FIPS 140-2 certificates can be verified via the NIST website: https://csrc.nist.gov/Projects/Cryptographic-Module-Validation-Program/Validated-Modules/Search

If your agency is still unsure on the encryption requirements, feel free to contact the CIB TIME & Technical Unit at cibtrain@doj.state.wi.us.

NICS Automated Hit Confirmation Process

On April 1, 2019, the National Instant Criminal Background Check System (NICS) Unit began sending automated hit confirmation requests to agencies for Foreign Fugitive, Immigration Violator or Protection Order records that potentially match based on name, sex, race, and DOB for subjects purchasing a firearm.

The hit confirmation request from the NICS Unit will include a Control Field Number. NICS requests that, when responding to the hit confirmation request, agencies use this Control Field Number to route the hit confirmation response back to the appropriate unit.

If you ask additional questions when responding to the automated hit confirmation message sent by the NICS Unit, they will not be addressed immediately, but they will be viewed when the NICS transaction is processed by the NICS Unit.

The Control Field Number can be found between the date/time and TXT information lines on the hit confirmation request.

The Arrows show the Control Field Number used in the automated Hit Confirmation Request from NICS. Include it in your Hit Confirmation response!

```
YQ. WVNICS040
1 1 : 1 2
04/18/2019
01341
11:12 04/18/2019 14631 WI013595Y
*228553187Y
TXT
****HIT CONFIRMATION REQUEST  FIRST NOTICE **** ****RESPONSE PRIORITY:
ROUTINE-RESPOND WITH ONE HOUR ****
```

1684 - Hit Confirmation Response

Originating Agency Identifier WI013225Y

○ Article   ○ Boat   ○ Gun   ○ License   ○ Part   ○ Security   ○ Vehicle
○ Wanted Person   ○ Missing Person   ● Protection Order

Destination

NLETS Control Field 228553187Y

Confirmation Status *   Confirmation Hours

Originating Agency Case Number *

2019 CIB CONFERENCE

September 11-13, 2019

Radisson Hotel Airport Green Bay

2040 Airport Dr.

Green Bay, WI 54313

Tentative Agenda Items:

- Middleton Active Shooter
- Human Trafficking
- Wisconsin Threat Brief
- TIME, Tips & Tricks
- Criminal Histories
- Firearms Disqualifiers
- Department of Corrections
- Tactical Resiliency

Jay Dobyns - Plenary Speaker

Jay was hired by ATF on a Monday in 1987. 4 days later he was shot point-blank in the back by a criminal suspect. The bullet traveled through his lung and exited his chest. He was 26 years old. He rushed back to work and for the next 27 years, enthusiastically accepted every dirty and dangerous assignment possible. Some days he succeeded, on others he failed, but all he ever wanted to do was to defend and protect people who couldn't, or wouldn't, do that for themselves. Every morning when his alarm clock went off he was excited to investigate violent crime on behalf of the American public. Death threats mounted from street criminals. At a point in time, four international crime syndicates held contracts to murder him, gang rape his wife, torture his teenage daughter and kidnap his adolescent son. Jay will share his story and how he overcame the obstacles during and after his career.

Tuesday, September 10th

Early Registration: 3-7 PM

Vendor Reception: 4-9 PM

Registration http://www.cvent.com/d/n6qmtn

CIB Contacts

	Name	Telephone	Fax Number	Email
Director	Walt Neverman	608-264-6207	608-267-1338	nevermanwm@doj.state.wi.us
Deputy Director	Bradley Rollo	608-261-8134	608-267-1338	rollobr@doj.state.wi.us
TIME & Technical Services Manager	Katie Schuh	608-266-0335	608-267-1338	schuhkr@doj.state.wi.us
Training Officer - Senior	Emily Freshcorn	608-261-5800	608-267-1338	freshcornek@doj.state.wi.us
Training Officer	Gregory Kosharek	608-261-7667	608-267-1338	kosharekgr@doj.state.wi.us
Training Officer				
TIME System Operations Manager	Chris Kalina	608-266-7394	608-267-1338	kalinaca@doj.state.wi.us
TIME Analyst	Sarah Steindorf	608-261-8135	608-267-1338	steindorfsr@doj.state.wi.us
TIME Analyst	Craig Thering	608-266-7792	608-267-1338	theringcd@doj.state.wi.us
TIME Analyst	Zach Polachek	608-264-9470	608-266-6924	polachekzd@doj.state.wi.us
TIME Analyst	Jeanette Devereaux-Weber	608-266-2426	608-267-1338	devereauxweberjd @doj.state.wi.us
TIME System Audits			608-267-1338	cibaudit@doj.state.wi.us
TIME Billing			608-267-1338	timebilling@doj.state.wi.us
AFIS Operations Manager	Adrianna Bast	414-382-7500	414-382-7507	bastar@doj.state.wi.us
Criminal History Section (Record Check & Criminal Records)	Jon Morrison	608-261-6267	608-267-4558	morrisonjd@doj.state.wi.us
Supplies and Imaging	Brandon Smith	608-266-0872	608-267-4558	smithbp@doj.state.wi.us
Firearms Unit	Andrew Nowlan	608-267-2776	608-267-1338	nowlanam@doj.state.wi.us
TRAIN		608-266-7792	608-267-1338	cibtrain@doj.state.wi.us
WIJIS Justice Gateway	Zach Polachek	608-264-9470	608-266-6924	wijis@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	
WILENET		608-266-8800		wilenet@doj.state.wi.us

Check the WILENET website for additional data at www.wilenet.org