TIME System Newsletter

A Message From Our Director

Please join me in welcoming new staff to CIB and congratulating others. Sara Phelan has transferred back to CIB's TIME & Technical Unit as a Training Officer. Sara previously held positions in CIB's Criminal History Unit and TIME & Technical Unit before transferring to Training & Standards as a Training Officer. Brandon Smith of the TIME System Control Center (TSCC) was promoted to co-supervisor of CIB's Criminal History Unit.

Thank you for all your efforts to ensure your wanted person records are entered in NCIC. As part the national "Fix NICS" initiative we made programmatic changes to automatically forward all felony and misdemeanor warrants to NCIC. Thanks to your ongoing efforts of reviewing your existing records, cancelling, and reentering when appropriate. We have made significant advancements in the number of warrants entered in NCIC. As of January 1st, 2019, 80% of felony warrants and 31% of misdemeanor warrants were entered in NCIC. As of October 1st, 2019, we had 85% of the felony warrants and 52% of the misdemeanor warrants in NCIC. CIB will be contacting those agencies that still have felony warrants entered in CIB only to discuss reentering them, so they appear in both CIB and NCIC.

Please review the technology and CJIS Security Policy articles contained in this newsletter to ensure you are keeping up with technology changes, current and supported software and security policy requirements. If you have any questions, please contact CIB at cibaudit@doj.state.wi.us

Thank you to everyone that attended the 20th annual CIB Conference in Green Bay on September 11th – 13th. We have already started discussions for next year which is scheduled for the week of September 21st – 25th.

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
Director CIB

Inside this issue:

New Faces in CIB

Brandon Smith - Supervisor Criminal History

Brandon joined the Criminal History Unit in July of 2019. Prior to working with the Criminal History Unit, he spent four years with the TIME System Control Center as an Operator assisting various levels of law enforcement personnel with accessing, monitoring, maintaining records, and troubleshooting in all areas of the TIME System.

Before working with the Wisconsin Department of Justice, he spent 13 years working with the Wisconsin Department of Corrections in various roles including as a Program Supervisor for the Wisconsin Sex Offender Registration Program (SORP), and Corrections Communications Supervisor for the Electronic Monitoring Center.

Sara Phelan - Training Officer

Sara Phelan is the newest Training Officer in CIB. Sara has been with the Department of Justice since 2006 and previously served in CIB's Criminal History and the TIME & Tech units before transferring to Training & Standards as a Training Officer - Event Coordinator. She worked on career development programs such as LPO and First Line Supervisor and collaborated with local, state and federal agencies to bring training for first responders to the state of Wisconsin.

Sara brings a broad range of knowledge to the bureau and is eager to collaborate with the agencies in the field. Sara also has a strong passion for Public Safety & Officer Wellness. Please help us welcome Sara to her new role.

Windows 7 Support Ends January 14, 2020

Did you know that Microsoft will end their extended support of Windows 7 in January 2020? At that point, Microsoft will cease providing any updates for the Win 7 operating system and as such it will no longer be able to be kept up to date or patched for security vulnerabilities. Because of this, it will no longer meet the requirements found in the CJIS Security Policy, Section 5.10.4.1 Patch Management. As such, an agency would be found out of compliance during an audit. The expectation is that agencies have already upgraded to a more current operating system or at a minimum have a migration plan in place for upgrading as soon as possible to be CJIS compliant.

Keep in mind this requirement only applies to systems storing and/or processing criminal justice information (CJI). Those systems that do not touch CJI would be out of scope and not required to be upgraded.

Support for the Internet Explorer Browser

Did you know that Internet Explorer is a component of the Windows operating system? Internet Explorer v.11 is the last major version of the Internet Explorer browser. IE v.11 will continue receiving security updates and technical support for the supported version of the Windows operating system on which it is installed. Therefore, at a minimum your agency should be using Internet Explorer v.11. Internet Explorer v.10 will reach the end of its support on January 31st, 2020. Any other version of the Internet Explorer browser (lower than v.10) has already reached the end of its support.

Internet Explorer v.11 will remain supported for the foreseeable future as long as it is used on a supported operating system (i.e. Windows 10).

On devices that access or support CJIS systems or information, agencies using outdated operating systems and internet browsers will be found out of compliance during their next IT Technical audit. The expectation is that agencies will have already upgraded to a more current operating system and browser or at a minimum have a migration plan in place for upgrading as soon as possible to be CJIS compliant.

Fingerprint Submissions for LESB - UPDATE

CIB would like to clarify some additional information when it comes to Law Enforcement Standards Board (LESB) fingerprint submissions. There are four categories that are required for LESB fingerprinting, which includes **non-sworn** Jailers and Secure Juvenile Detention Officers:

**Law Enforcement Officer:** _"Any person employed by the state or any political subdivision of the state for the purpose of detecting and preventing crime and enforcing laws or ordinances, and who is authorized to make arrests for violations of the laws or ordinances the person is employed to enforce."_

**Jail Officer:** _"Any person employed by any political subdivision of the state for the purpose of supervising, controlling or maintaining a jail or the persons confined in the jail. "Jail officer" includes officers_ **_regardless of whether they have been sworn_** _regarding their duties or whether they serve on a full-time basis."_

**Secure Juvenile Detention Officer:** _"Any person employed by any political subdivision of the state or by any private entity contracting under § 938.222, Wis. Stats., to supervise, control, or maintain a juvenile detention facility or the persons confined in a juvenile detention facility. "Secure Juvenile detention officer" includes officers_ **_regardless of whether they have been sworn_** _regarding their duties or whether they serve on a full-time basis."_

**Tribal Law Enforcement Officer:** _"Any of the following: 1. A person who is employed by a tribe for the purpose of detecting and preventing crime and enforcing the tribe's laws or ordinances, who is authorized by the tribe to make arrests of Indian persons for violations of the tribe's laws or ordinances, and who agrees to accept the duties of law enforcement officers under the laws of this state. 2. A conservation warden employed by the Great Lakes Indian Fish and Wildlife Commission who agrees to accept the duties of law enforcement officers under the laws of this state."_

Statutorily required fingerprints (Wis. Stat. 165.85) need to be submitted for all of the above officers with a reason code of LESB in addition to Law Enforcement Applicant (LEAP). If submitting electronically each set of prints will need to have a different TCN. If you are ink and rolling, one set of prints should be mailed to T&S and one set should be mailed to CIB. Remember to review the results of all LEAP fingerprints through the WORCS website https://recordcheck.doj.wi.gov/

LESB Certification/303 prints:
Training & Standards
P.O. Box 7070
Madison, WI 53701-7070

LEAP prints:
Crime Information Bureau
P.O. Box 2688
Madison, WI 53701-2688

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 possible.

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.

Second Party Reviews

You just finished a long shift where you and your co-workers have been working hard from start to finish. During your shift you were a masterful blur of action where you handled call after call, completed your paperwork, and even managed to enter a missing person and stolen vehicle record.

During the following shift a co-worker receives a hit confirmation on the vehicle you entered; however, upon reviewing the record they noticed that the stolen vehicle was a Chevrolet and you entered it as a Chrysler. By reviewing the case file, your co-workers were able to provide the corrected information to the requesting agency.

How can you ensure simple oversights and errors such as this are caught – before another agency potentially takes action on an errant record? The answer: **Second Party Reviews**.

As a safeguard against these and other errors such as misspelling, incorrect information, etc., NCIC and CIB require all records entered to be reviewed by a second party. These second party reviews help to protect you, your agency, and other involved agencies from taking action against an inaccurate person or property record. This step also helps maintain system integrity and the trust all criminal justice users need to have in the system. As someone checking for warrants or stolen status, you need to ensure the information received is as accurate as possible.

To accomplish this, users need to have another person review their entries as soon as possible. This second party check is to ensure the information entered into your record (e.g. warrant, missing person, protection order, stolen vehicle, felony gun, etc.) is documented in your files, that no other information is missed (e.g. an out of state criminal history), and that the entered information is accurate (correct spellings, etc.). Agencies should have policies that identify that this step is completed. If you find any information that needs to be updated, added, or removed you should modify the record with the appropriate changes.

By completing this second party review, you can maintain the accuracy of your records and continue the strong tradition of providing a system that users can trust.

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.

Open Search

Did you know there is the ability to do partial license plate, Wisconsin motor vehicle records by owner name and Wisconsin driver's license file searches? These partial searches allow users to search DOT files using partial plate numbers, partial motor vehicle records, or a subject's name and one other identifier, such as city, to obtain driver's license information. Anyone who has the approval of their agency and access to the eTIME Browser application can be given the authorization for this Open Search functionality.

If you have any questions, please contact the TIME & Tech Unit at cibtrain@doj.state.wi.us.

Validation Contacts

The validation process requires agencies to review each record for accuracy, completeness, and validity. As part of the validation process agencies will need to contact certain individuals, agencies, or organizations to ensure the continued validity of the record. For example, any court-issued document (e.g. warrant, protection order, etc.) should be verified with the court. Other entries (e.g. missing person, stolen vehicles, stolen guns, etc.) should involve a contact with the complainant.

Some of the items you will review during this contact is ensuring the record is still valid and verifying if there are any changes or updates needed to the records. Any changes or updates should then be made to the record entry. Finally, you'll want to ensure you document this contact in your case file.

These contacts can occur in numerous ways. Some of the common methods used by agencies include:

Personal contact: With this approach, the agency has staff contact the complainant, court, or responsible party in-person to verify the necessary information. This information is relayed to those entering or maintaining the records to complete any updates and to maintain any updated documentation.

Telephone contact: With this approach someone from the agency reaches out to the responsible party by telephone to verify there have been no changes or to obtain any necessary updates.

Mail contact: With this approach, the agency mails a letter or similar item to the responsible person requesting any updated information. The letter requests the responsible person contact the agency or possibly return a form with any updates or changes to the record.

Second party reviews and validation contacts are all designed to help ensure agencies submit and maintain valid and accurate records. This will help ensure quick and correct identification of people and property allowing agencies to correctly detain, arrest, return property, or otherwise resolve the record received.

Online Auditing – New URL

The online auditing tool for TIME System access agencies went through an update in August, and the website for that tool was changed during the update. The new website address is " https://wisconsin.cjisapps.com"; this has been changed from " https://cjisportal.com/WI," so any bookmarks should be updated. The functionality of the website has not been changed, only the address. Please continue to notify cibtrain@doj.state.wi.us of any changes in the status of your TAC as the point of contact. Please contactcibaudit@doj.state.wi.us with any questions about the online audit tool or if you encounter any issues with the system.

DNR Vehicle Hold

Effective July 21, 2019, additional information will accompany DNR vehicle registrations that contain a Law Enforcement (LE) Hold status by displaying a caveat at the top of the vehicle registration responses. The caveat says: *DNR LE Hold: If the vehicle is not currently listed as stolen in NCIC, please call DNR Dispatch at 608-267-7691 for more information*. You should query NCIC to see if the vehicle is listed as stolen, if it is not entered as stolen contact DNR for additional information.

Contracts and the CJIS Security Addendum

The CJIS Security Addendum is a uniform addendum to an agreement between the government agency and a private contractor. Each individual contractor is required to sign a CJIS Security Addendum if working within the designated physically secure locations and/or the networks and systems in which CJIS information may pass through. Some examples of applicable private contractors may include (but are not limited to): outside IT/IS support companies, external maintenance/utility personnel, private janitorial/cleaning staff, vending machine operators, etc.

Incorporating the CJIS Security Addendum into private vendor contracts has long been a requirement per the CJIS Security Policy (Section 5.1.1.5). Due to recent discussions at the national level, Wisconsin DOJ (starting with the next round of audits in 2020) will be focusing on compliance with this requirement. Going forward, all agencies that access the WI TIME System shall incorporate, into any new and/or renewal contracts with private party support services entities, the CJIS Security Addendum.

Agencies are required to maintain the signed CJIS Security Addendum of those contracted personnel on file for as long as the contract is in effect with their respective private contractor and those specific personnel are still actively assigned to the contract.

Images with Fingerprint Submissions

Did you know that Wisconsin's Criminal History Repository allows agencies to include images with arrest submissions? Mug shots and other Identifying Images can help identify the person on a record and serve a very useful purpose for law enforcement. Images will be forwarded to the FBI with the fingerprint submission and be made available for use by law enforcement on a national scale.

A good standard for mug shots is 3 images (front facing and right and left profiles). Please make sure before you submit that all images attached to the record pertain to that specific person!

In Wisconsin, you can view the most recent mugshot on a record when you run a background check through WORCS or through a Criminal History check (make sure to mark the "Include Images" box on a person search in eTIME!). If you need to review more than the most recent image for law enforcement purposes, you may contact the Criminal History Unit at CIBCriminalHistory@doj.state.wi.us.

Before submitting, check with your vendor for specifics of your live scan. If your vendor does not already have the mug shot specification requirements, it is highly recommended to contact TIME & Tech (cibtrain@doj.state.wi.us) before submitting mug shots to obtain specification information. The specification information not only contains the device specs, but also contains information on lighting and photo background fabric colors, backdrop construction methods and ideas, and even paint brand color specifics for a number of major paint brands. Make sure to contact the TIME and Technical Unit before changing your submission practices – we'll watch the first few transactions come through and make sure everything is working correctly!

WILEnet: FBI Mug Shots video (https://wilenet.org/secure/html/videos/FBI_MugShots_Med.mp4)
        Note, must be logged in on WILEnet to view

FBI Biometric Training (https://www.fbi.gov/services/cjis/fingerprints-and-other-biometrics)
        Includes Palm Print poster and Capture Guide, plus guidelines for providing various biometrics

Tattoo Image Collection (http://www.nist.gov/itl/iad/ig/tatt-bp.cfm)

Best practice guidelines on tattoo image collection Mug Shot poster:

(https://www.fbi.gov/services/cjis/cjis-link/photo-finish-your-mug-shots-should-look-much-like-this)

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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