



TIME System Newsletter

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The TIME System averaged 157,788 transaction requests per day in 2016, another increase from the previous year. The TIME System peak processing times continue to be 3-5 pm while 4-6 am remain the slowest hours. Not at all surprising, person and vehicle inquiries represent 47% and 38% respectively of the total TIME System transactions in 2016. How does Wisconsin compare to national statistics? NCIC averages 14.5 million transactions per day with a new record high day set on April 6th, 2017 with 18.6 million transactions. Nlets processed 1,671,816,876 transactions in 2016 for a daily average of over 4.5 million per day.



We have had several changes in our TIME System training staff. Susan Whitstone is Training Officer - Senior joined by Emily Freshcorn and Gregory Kosharek as Training Officers. All three have come to CIB with prior experience in the criminal justice / law enforcement community and are welcomed additions to the staff here at CIB. Susan and Emily are already conducting training in the state.

As we all know we must use our limited resources to the best of our abilities. After piloting an online auditing tool with the N-DEX access agencies in 2016 we are expanding its use in 2017 to include TIME System audits. This new auditing tool allows audit questionnaires to be assigned to agencies based on their type of access. Documents containing potentially confidential data, i.e. rosters, will be sent via an encrypted file in an email. The audit processes overall remains very similar but utilizes newer technology and makes the best use of our and your resources. You can read more about the new online audit tool on page 3 of this newsletter.

Version 5.6 of the CJIS Security Policy was released on June 5th, 2017. Some changes worth mentioning here include: creation of a separate appendix that provides best practices for encryption (Appendix G.6); creation of a new section related to one-time passwords and out-of-band authenticators (Section 5.6.2.1.3). A complete list of changes can be found in the Summary of Changes section of the new policy.

Mark your calendars; the 2017 CIB Conference is returning to Green Bay and is scheduled for September 20th – 22nd at the Radisson Hotel. Registration is open and available by clicking on the CIB Conference logo on the secure side of WILENET. I look forward to seeing you at this year's conference.

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

Portal 100 Software

The latest update to the Portal 100 software will tentatively be released in early July 2017. The following updates were included:

Query

- Gun queries now have the option to request associated images.
- Guns in the INTERPOL Illicit Arms file can now be queried through Nlets. The query form can be found in the Nlets/NCIC Special Messages folder of the Portal 100 menu.
- Wanted person queries to another state (State Warrant Query/SWQ) now allows for “NL” as a location code and will return one response from ALL participating states.
- TASER registration data can now be queried through Nlets. A query by serial number will search the TASER CEW Cartridge and Handle Purchase/Registration database and may be used to identify the agency or individual who purchased the equipment. The query form can be found in the Nlets/NCIC Special Messages folder of the Portal 100 menu.



Entry

- Gun entries allow images. Entry of an image remains a 2-step process; enter the weapon into NCIC and use the NIC # provided to enter the image using the type of “I”.
- Missing person entries now allow for “UNK” in the height and weight fields. Use of “UNK” requires the following in the miscellaneous remarks field “PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS”.
- Violent Person File (VPF) entries now allow for selection of Notify Originating Agency (NOA) and the ability to add an individual’s State Identification Number (SID) to the entry. Please note that with all of the recent and widespread violence towards law enforcement a VPF entry could improve officer safety. CIB encourages you to utilize this file whenever possible and appropriate. If you would like to refresh yourself on the specifics of VPF entries please see the additional information section following this article.

Other

- Law Enforcement Officer Flying Armed form number 1469 in Portal 100 software is located in the Administrative Messages Folder in the menu and O/S or Special Messages sub-folder. The completion of the Law Enforcement Officer Flying Armed form can be successfully sent to TSA with improvements added.
- Code tables for many fields were updated to include new NCIC codes (i.e. vehicle models and makes, gun makes, article types, part brands, etc). The current NCIC Code Manual can be found on WILEnet.

Additional information available:

INTERPOL Gun Query: INTERPOL website <https://www.interpol.int/Crime-areas/Firearms/Firearms> and Nlets website <https://www.nlets.org/our-members/services>

SWQ: Participating states Nlets website <https://www.nlets.org/our-members/services>

TASER query: Nlets website <http://www.nlets.org/our-impact/news/f2b1dff0-708a-11e6-89a3-00155d003202>

Images: TIME Newsletter November 2011 <https://wilenet.org/html/cib/news-time/201011.pdf> , Advanced handout on WILEnet

<https://wilenet.org/html/cib/training-handouts.htm>

Missing person: Advanced handout on WILEnet <https://wilenet.org/html/cib/training-handouts.htm>

VPF Violent Person File: Advanced handout on WILEnet <https://wilenet.org/html/cib/training-handouts.htm>

Code updates: NCIC Code Manual on WILEnet <https://wilenet.org/html/cib/manuals-forms/manuals/NCICCodeManual%20-%2004032017.pdf>

Flying Armed can be found in TIME Newsletters January 2009 <https://wilenet.org/html/cib/news-time/200901.pdf> and March 2006

<https://wilenet.org/html/cib/news-time/200603.pdf>



Online Auditing

Our team is excited to announce the launch of a brand new online auditing tool as of June 1, 2017. The team currently conducts an audit of every TIME System *access* agency every three years amounting to approximately 700 audits for each triennial cycle. Historically, audits were conducted either through the mail or by way of an *onsite* visit by a CIB auditor. During 2016 the team piloted the new audit tool by successfully conducting all FBI CJIS National Data Exchange System (N-DEx) audits entirely “online”. We appreciate the participation of those agencies during our piloting of the new audit process.

With an overwhelming success in the pilot audit process we are happy to announce the continuation of online auditing for TIME system *access* agencies. Notification of the online audit tool was sent to agencies at the end of May 2017 with instructions for system access. This new program allows questionnaires to be assigned to the appropriate agency based on the type of system access. Documents like the agency roster, training certification list, PSN list and criminal history summary will be delivered via encrypted file in an email versus the US Postal Service. All of these audit processes remain very similar to our past methods but utilize newer technology instead of mailing paper documents, making the audit process more efficient for TIME System agencies.

The major transformation will be noticed by agencies with TIME System *entry* access. These agencies will notice the absence of a physical visit from a CIB auditor. Creation of a questionnaire exclusively for *entry* agencies allows the agency to review designated entries in the same way CIB auditors have done in the past. Agencies with *entry* access will provide answers to specific questions and CIB auditors will review those responses without leaving the office. CIB auditors spend many hours reviewing criteria including completeness, accuracy and timeliness of designated entries before physically visiting an agency where they finish the record review process by examining the associated agency case file. Instead of having to schedule personnel and space on a specific date to accommodate a CIB visit, this approach allows your agency to perform the case file examination when most convenient for your operations. Our goal is to streamline the audit process while restoring productivity to your agency by eliminating the need for time, space and personnel.

CIB auditors will still be conducting physical *onsite* audit visits at randomly selected agencies during each three year cycle. A CIB auditor may also visit an agency to conduct follow up on any audit submitted through the online audit tool. Please note that all communication will now be delivered via email to the address CIB has on file for your agency TIME Agency Coordinator (TAC). Please continue to notify cibtrain@doj.state.wi.us of any changes in the status of your TAC as the point of contact. Any questions about the new online audit tool or if you encounter any issues with the system please contact cibaudit@doj.state.wi.us.

Additional information:

N-DEx: April 2004 TIME Newsletter on WILenet and on the FBI’s N-DEx website <https://www.fbi.gov/services/cjis/ndex>

License Plates

The current auto configuration for standard Wisconsin plates (123-ABC) is nearing its end and the transition to the new seven digit plates (ABC-1234) has begun. The design and color remain the same only moving the three alphas back to the beginning, keeping the dash and adding a fourth numeric. DMV and third party agents will continue to issue the six digit plates until their stock is depleted. Current six digit plates will continue to be good to use as long as they are legible and have valid registration. Use license plate type PC for query in the TIME System.

Additional information: <http://wisconsin.gov/Pages/about-wisdot/newsroom/news-rel/041317-dmv-7digit-plates.aspx>



Wisconsin Department of Transportation issuing five new styles of license plates:

The five new styles of plates are: “Childhood Cancer”, “Scouting Alumni”, “Nurses Change Lives”, “Rocky Mountain Elk Foundation” and “Whitetails Unlimited”. For all five styles of plates use license plate type CV for TIME System query and license plate type OR for entry.

Additional information on all of the plates: <http://wisconsin.gov/Pages/dmv/vehicles/title-plates/special.aspx>

Transnational Organized Crime

Transnational Organized Crime (TOC) poses a significant and growing threat to national and international security resulting in NCIC implementing a project that added 1200 members of transnational criminal organizations in the Known or Appropriately Suspected Terrorist (KST) File for law enforcement. The newly added records will contain the following caveat message: “The person identified in the record above may belong to an individual identified as having possible ties to Transnational Organized Crime”.

The FBI will begin watch-listing select members of transnational criminal organizations who are deemed to pose a threat to national security. These subjects will be entered in NCIC into the KST File, along with existing terrorist watch-list subjects, for law enforcement awareness. If alerted by NCIC of a possible TOC watch-list hit, contact the FBI at 866-872-9001, as directed on the hit message. The FBI will confirm with you that you have a valid watch-list hit. Do not advise the individual that they may be on a national security watch-list.

Purpose Code C - III Updates for Criminal Justice Agencies

Purpose Code C is one of the most widely used purpose codes for CHRI requests. It is the code used for official duties in connection with the administration of criminal justice for detection and apprehension to correctional supervision or rehabilitation.

Purpose Code C should also be used for criminal justice agencies to secure their facilities. In 2015, the CJIS Advisory Policy Board (APB) came to the determination that in limited situations, site security is an administration of criminal justice function as defined under Title 28, CFR 20.3(b). In regards to those certain limited situations outside of official duties for the administration of criminal justice, agencies may use Purpose Code C when querying the Interstate Identification Index (III) for the following:

- Site security for federal facilities, limited to contractor personnel (requires follow-up fingerprint submission).
- Off-site protection of VIPs (dignitaries, etc.).
- Visitors to federal and state military facilities (active, guard, and reserve).
- Firearms training events sponsored by law enforcement.

In addition to the above listed situations, a law enforcement agency may conduct a III criminal history record check when investigating a criminal incident, or if there is a reasonable belief that a person is acting in a suspicious manner (i.e. taking pictures of or loitering at a critical infrastructure facility) in regards to the security of the site. The results of the III inquiry cannot be disseminated for other purposes.

As defined by the NCIC Operating Manual, Purpose Code C must be used when a III request is for official duties in connection with the administration of criminal justice.

If you or your agency has questions about the proper use of Purpose Code C you may contact the TIME & Technical Services Unit (weekdays) at CIBTrain@doj.state.wi.us; or for urgent after hour situations the TIME System Control Center (TSCC) at 608-266-7633.

Additional Information: Title 28, CFR 20.3(b) <https://docs.legis.wisconsin.gov/statutes/statutes/165/8287/1/a>



WORCS-Wisconsin Online Record Check System:

WORCS replaced INTCH July 5, 2016. WORCS is used to access adult criminal record files for public and licensing requests. A name based search through WORCS is an alternative to a name based search through the TIME System using Purpose Code E. The general public is not authorized to receive information from the TIME System but are allowed to query eligible information through WORCS. The Department of Justice is required to charge a fee to record check requestors for criminal history searches for purposes other than criminal justice. Individuals use the Department of Justice WORCS (Wisconsin Online Record Check System) at <https://recordcheck.doj.wi.gov> to run background checks and access the results.

Law enforcement agencies are encouraged to perform licensure and other checks through WORCS. Running these types of queries through the TIME System requires authorization by an associated federal law, state statute or ordinance. Queries through WORCS do not have these same requirements. A billing account is required for agencies running these types of background checks. You can find more information about setting up a billing account here: <https://recordcheck.doj.wi.gov/Home/FAQ> You may still submit an Identification Record Request form with a self-addressed stamped envelope for the results to be returned to the following address:

Wisconsin Department of Justice
Crime Information Bureau-Criminal History Unit
17 West Main Street
PO BOX 2688
Madison, WI 53701-2688

If you have any questions please contact the unit at 608-266-7314 or cibrecordcheck@doj.state.wi.us

Protection Order Type 8

What is a No Contact Order? A No Contact Order is a condition set in a court proceeding. The judge may order that the defendant not have contact with the victim or any co-defendants in a case. This is a No Contact Order. An agency can enter these conditions as No Contact Orders in the Protection Order Injunction File (POIF) in the TIME System.

If the court sets a condition for no contact, then it is eligible to be entered as a No Contact Order. How do law enforcement officers know that such conditions exist? This requires communication with your court clerk's office, DA's office or Victim Witness office to convey information that a no contact condition exists. The next court date can be used as the date of expiration and updated as future court dates are set. No Contact Orders require more maintenance than a protection order/injunction issued by the court as court dates change regularly. CCAP can be used to obtain the documentation if official records are not available. Entry of No Contact Orders is optional.

No contact orders are always entered as order type 8 "other". With a future Portal software update there will be the option to select type 8 "Bail Bond Conditions." which will still display as "other" in the response. The statute number will still be required. Any agency-police department or sheriff's office-can enter No Contact Orders.

Immigration Notifications

Starting in June 2015, Immigration and Customs Enforcement (ICE) began using the Law Enforcement Notification System (LENS) to transmit ICE release notifications. These messages are sent to TSCC when a subject is being released from ICE custody and will reside in the state. TSCC will send these notifications through a statewide administrative message to the AMIC broadcast group. LENS will consist of an automatic notification generated by ICE upon the release of a subject from the ICE detention case management system. The notification will go to the appropriate state based on the jurisdiction of the address provided by the subject at the time of the release. The notifications are transmitted through the International Justice and Public Safety Network (Nlets) as an Administrative Message for situational awareness only, no enforcement action may be taken. A sample release notification is provided below.



FROM NLETS ON 01/13/15 AT 15:58:23

AM. VTCICE00000

13:58 01/01/1900

13:58 01/01/1900 VTCICE0000

THE INDIVIDUAL IDENTIFIED BELOW IS EXPECTED TO BE RELEASED FROM THE CUSTODY OF THE U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) DALLAS FIELD OFFICE TODAY 01/01/1900. FOR FURTHER INFORMATION PLEASE CONTACT THE LESC ON (802) 872-6020 OR VIA NLETS ADMINISTRATIVE MESSAGE (AM) TO VTINS07S0 / VTCICE0900.

SUBJECT INFORMATION:

LNAME: TESTING FNAME: TEST MNAME: TEST

CITZ: VIETNAM DOB: 01/01/1900 A# 123456789

ALIAS: VIN LIADDRESS: 123 Main Street, Phoenix, AZ 20009

FBI# A1234567 SID# 123456789 FIN# 123456789

For your situational awareness only. This is For Official Use Only. Please forward to need-to-know entities as appropriate

Windows XP & Vista No Longer Supported

Microsoft has discontinued the issuance of security patches, automatic fixes, updates, and online technical support for both the Windows XP and Vista operating systems. The Windows XP support was discontinued April 8th, 2014. The Windows Vista support was discontinued on April 11th, 2017. It is important to note that Microsoft has advertised both systems to be at or near the end-of-life (EOL) for some time.



All agencies that have workstations currently using XP or Vista are required to upgrade to newer hardware or to a newer operating system. All workstations on your agency network that utilize XP or Vista operating systems are to be removed as they are no longer in compliance with Section 5.10.4.1 (Patch Management) of the CJIS Security Policy. This applies to all XP and Vista workstations regardless of whether the workstation accesses or has programs which access the TIME System.

Section 5.10.4.1 of the FBI CJIS Security Policy (v5.5) states:

The agency shall identify applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws.

The agency (or the software developer/vendor in the case of software developed and maintained by a vendor/contractor) shall develop and implement a local policy that ensures prompt installation of newly released security relevant patches, service packs and hot fixes. Local policies should include such items as:

- 1. Testing of appropriate patches before installation.*
- 2. Rollback capabilities when installing patches, updates, etc.*
- 3. Automatic updates without individual user intervention.*
- 4. Centralized patch management.*

Patch requirements discovered during security assessments, continuous monitoring or incident response activities shall also be addressed expeditiously.

For copies of the current FBI CJIS Security Policy (v5.5), please visit the FBI CJIS website at: <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>. If you or anyone within your agency has questions, you may contact the CIB TIME & Technical Services Unit via email at CIBTrain@doj.state.wi.us. This email address is monitored Monday-Friday during normal business hours.



CIB Contacts



	<u>Name</u>	<u>Telephone</u>	<u>Fax Number</u>	<u>Email</u>
Director	Walt Neverman	608-264-6207	608-267-1338	nevermanwm@doj.state.wi.us
Deputy Director	Dennis Fortunato	608-267-2235	608-267-1338	fortunatodj@doj.state.wi.us
TIME & Technical Services Manager	Courtney Doberstein	608-266-0872	608-267-1338	dobersteincl@doj.state.wi.us
Training Officer - Senior	Susan Whitstone	608-264-9341	608-267-1338	whitstone@doj.state.wi.us
Training Officer	Emily Freshcorn	608-261-5800	608-267-1338	freshcorn@doj.state.wi.us
Training Officer	Gregory Kosharek	608-261-7667	608-267-1338	kosharekgr@doj.state.wi.us
TIME System Operations Manager	Chris Kalina	608-266-7394	608-267-1338	kalinaca@doj.state.wi.us
TIME & eTIME	Mary Moroney	608-266-2426	608-267-1338	moroneym@doj.state.wi.us
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TIME & eTIME, Validation, Livescan Analyst	Craig Thering	608-266-7792	608-267-1338	theringcd@doj.state.wi.us
TIME & eTIME, Validation, Livescan Analyst	Steven Erdmann	608-266-2795	608-267-1338	erdmannsa@doj.state.wi.us
TIME & eTIME, Validation, Livescan Analyst	Zach Polachek	608-264-9470	608-266-6924	polachekzd@doj.state.wi.us
TIME & eTIME, Validation, Livescan Analyst	John Ide	608-264-9490	608-267-1338	idejh@doj.state.wi.us
TIME System Audits				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) Supplies and Imaging	Katie Schuh	608-266-0335	608-267-4558	schuhkr@doj.state.wi.us
	Jon Morrison	608-261-6267		morrisonjd@doj.state.wi.us
Firearms Unit	Andrew Nowlan	608-267-2776	608-267-1338	nowlanam@doj.state.wi.us
	Bradley Rollo	608-261-8134	608-267-1338	rollobr@doj.state.wi.us
TRAIN		608-266-7792	608-267-1338	cibtrain@doj.state.wi.us
WIJIS Justice Gateway	Zach Polachek	608-261-6267	608-266-6924	wijis@doj.state.wi.us
Interoperability	Jim Klas	608-266-8913	608-266-7315	klasjd@doj.state.wi.us
TSCC		608-266-7633	608-266-7315	
WILEnet		608-266-8800		wilenet@doj.state.wi.us

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