

# TIME System Newsletter Crime Information Bureau



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## Footloose, Mobile, and Unwired

Dick Shulak (Richard J., I believe) used to be a radio guy at Wisconsin State Patrol, along with Bob Bennett (Robert L.). Bob was one of the early representatives, in the 1970's, on the TIME Advisory Committee, and Dick later was on our technology subcommittee. Dick said to me one day, "Haven't we got this backwards, moving away from radios and towards computers? Why would anybody put a keyboard in a squad car when the most natural thing to do is pick up a microphone and call out license plate numbers by voice?"

That's as true today as it was 20 years ago. But, today's computers have enough horsepower to handle voice recognition. Some of you are probably investing in that strategy.

Another thing we've learned is that conventional two-way radio channels don't have enough bandwidth to carry the volume of data needed for mobile dispatching and information access. At first, Cellular Digital Packet Data (CDPD) seemed promising. We're now seeing deployment of the third generation of packaging data (3G) called High Speed Downlink Packet Access (HSDPA).

Where radio and CDPD were limited to 19.2K bits per second data speeds, and second generation systems could do 56Kbps (think Palm and Blackberry), the 3G systems are advertised at 400-700 Kbps. This kind of mobile bandwidth will launch an era of Internet access by cell phones and similarly equipped mobile and handheld computer devices. Where the service is available, police departments are connecting their mobile data equipment to servers using virtual private network (VPN) circuits built over a cellular 3G network. The VPN provides privacy and encryption.

I wouldn't have predicted it, but our eTIME web browser is now a mobile application for officers who have Internet access in a squad car. We didn't optimize that software for that purpose.

But, lots of big companies are working out how to optimize Internet access by cell phones. There are now more cell phones on the planet than PC computers. The 3G wireless data service is expected to blur the distinction between phones and computers. That will affect your unwired world, too.

As always, your comments and suggestions are welcome.

--Gerry Coleman, Director



### III CHRI Use and Dissemination

TIME System audits have shown misuse of the CIB and III criminal history data files. Many of the problems found were related to agencies improperly accessing and utilizing criminal history record information obtained from the Interstate Identification Index (III). A review of proper use of III seems appropriate. Quick quiz:

- A military recruiter comes to your department with a list of new recruits and requests criminal history information on each recruit. Is this an acceptable use of III?
- The city clerk forwards all applications for various city licenses (bartenders, pawnbrokers, door to door salesmen, etc.) to the local police department, requesting a criminal history check on the applicants. Is this an acceptable use of III?
- The chief of the local fire department provides a list of names of subjects who have applied to become a firefighter. Can you use III to check the applicants' criminal backgrounds?
- After a fatal traffic accident, the coroner requests a copy of the deceased subject's III criminal history for his records. Can you give it to him?

The correct answer in all these cases is.....no. Access to and use of III criminal history record information is governed not only by TIME System policies, but also by various federal laws, including Title 28 of the U.S. Code. Title 28 specifically states that criminal history record information contained in the III System may be used by criminal justice agencies for criminal justice purposes. This includes the screening of employees or applicants for employment of criminal justice agencies. Title 28 also allows the use of III information by noncriminal justice agencies, if they are performing criminal justice dispatching functions or data processing/information services for criminal justice agencies.

While the above subjects may be governmental employees, they are certainly not employees or applicants of a criminal justice agency, and as such are not allowed access to III information. Agencies should review their operating procedures regarding the proper use of III with all employees to ensure your department is not in violation of TIME System policy or federal law. The examples above illustrate only some possible situations of III misuse. Take care that your agency is not misusing III to check on town board members...block parents...wastewater treatment employees...park employees...health and human services...etc...

### R<sup>3</sup>: Reason for Record Removal

Two new optional fields are present on TIME System cancellation screens. Operators may use these fields to indicate why a record was removed from the system, and should be aware that this is not a free text field; they must choose one of the listed allowed options.

-Reason for Person Record Removal: Choices include: CASE DROPPED, NOT WANTED, WARRANT DISMISSED, PREVIOUSLY IDENTIFIED OR NOT MISSING.

-Reason for Property Record Removal: Choices include CASE DROPPED or NOT STOLEN.

## Vehicle Registration Information



In early December 2007, the Wisconsin Department of Motor Vehicles made updates to the vehicle registration responses displayed via the TIME System. Responses will include the below additional information:

Unpaid Parking Ticket Information: Details added will include the amount of the ticket due, and the name and phone number of the municipality that issued the ticket. Municipalities must be contacted directly for up-to-date information, because not all unpaid tickets are reported to DMV. The amount of the ticket often increases over time due to non-payment. DMV vehicle registration records do not reflect those increases.

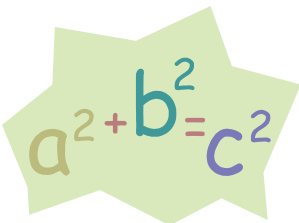
OWI Sanctions: OWI sanctions will be displayed. This could include information regarding a required ignition interlock device (IID), or instructions to immobilize or seize the vehicle.

Driver's License Number: The driver's license number of a vehicle owner, lessee, or driver will be displayed.

Temporary License Plate Information: Information on temporary license plates will be expanded. For example, if a temporary plate is allocated to a dealership, the display will indicate there is no vehicle associated with this plate, but the name, address and phone number of the dealership will be displayed. Law enforcement can then contact the dealership directly for information on the customer to whom they issued the license plate.

Tribal Licensed Vehicles: Tribal license plate owner information will display name, address, date of birth and driver's license number for the person to whom the plate is issued, along with the name of the issuing tribal nation. There is no vehicle description associated with this plate record. (TIME Tip: query a tribal license plate using the 0173 query Wisconsin Plate transaction, but leave the license plate type code field blank. Also, to obtain vehicle owner information on tribal licensed vehicles, query the vehicle by VIN.)

## Advanced Certification



Some TRAIN users have become confused when trying to determine if their personnel's TIME System Advanced certification is current. When viewing a user's skill certifications, an Advanced certification may be listed in one of two ways:

-The skill of 'Advanced' may be listed along with the skill certification expiration date.

-A group of three skills 'Enter Person Records', 'Enter Vehicle Records', and 'Enter Other Property Records'.

To be considered an Advanced TIME System operator a user must have *either* the 'Advanced' skill *or all three* 'Enter' skills (Enter Person Records, Enter Vehicle Records, Enter Other Property Records).



## Prisoner Transport

The TIME System now permits law enforcement agencies to transmit administrative message(s) related to delivering or picking up prisoners in another area of the state. This has been done in an effort to assist in the reduction of travel costs

by being able to check and see if another agency may be transporting or delivering a prisoner in the same area. The following specific mnemonic codes have been created and assigned to specific routes of travel:

<b><u>Mnemonic</u></b>	<b><u>Route of Travel</u></b>
T043	Interstate 43     Rock Co – Brown Co
T090	Interstate 90     Rock Co – La Crosse Co
T094	Interstate 94     Kenosha Co – St. Croix Co
T904	Interstate 90/94   Rock Co – St. Croix Co
T002	Highway 2         Douglas Co – Florence Co
T008	Highway 8         Polk Co – Marinette Co
T029	Highway 29        Pierce Co – Kewaunee Co
T041	Highway 41        Marinette Co – Milwaukee Co
T051	Highway 51        Rock Co – Iron Co
T053	Highway 53        Eau Claire Co – Douglas Co

## Supplementation Salvation – A Celebration

Your agency receives a warrant from the court, and in preparing to make an entry to the TIME system you discover the wanted subject has multiple alias names – over 50! Your heart sinks, knowing the long work you have ahead of you, entering each alias name in a separate TIME System transaction.



Salvation is at hand. The Portal 100 software now allows for multiple supplements of the same fields to wanted/missing person records. The supplemental transaction contains nine boxes for each type of data that may be supplemented to a record.

NCIC only allows nine pieces of supplemental data to be sent in any one transaction. Therefore, when you enter more than nine pieces of data into any record, nine of the supplements at a time are sent by the software. The Portal 100 software will continue to send the remaining data until everything has been added to the record.

Only one field is visible for each of the alias first, middle, last name and suffixes to be added to the entry. Additional names may be added to the transaction by clicking on the “Additional Alias’ (0)” button that appears to the right of these fields on the screen. This button will show a count of how many alias names you are adding to that specific entry.

Caution: When using the same screen again to supplement other records, make sure to clear the form to ensure that you do not add erroneous information to a record. Users should, as always, double check their entry to ensure all supplemental information was accepted and correctly placed on the record.

## Complainant Contact a Necessity



Law enforcement has come to rely on the TIME and NCIC Systems as a reliable information gathering tool. Officers and others use the system to routinely query people and property, and may obtain information indicating a subject is wanted or missing or that property has been reported as stolen.

But what happens when the information is incorrect or no longer valid? Imagine what the consequences to your department would be in each of the following situations:

-Your department is sued by a subject alleging his civil rights were violated. The subject had been arrested on three separate occasions based on a system entry that indicated he was wanted for a narcotics violation. On each occasion the wanting jurisdiction refused to extradite the subject, but failed to ensure the wanted person record was removed from the system or updated with proper extradition limitations.

-An officer makes a traffic stop on a vehicle that he believes is stolen, based on a record entry made by another local agency. The subjects in the vehicle are ordered out of the vehicle at gunpoint, laid on the ground, handcuffed and placed in squad cars. Contact is made with the agency that listed the vehicle as stolen, only to find the vehicle had been previously recovered, but the agency failed to remove the record from the system.

-A mother calls your department in tears. Years ago the mother's teenage daughter had runaway from home. The mother duly reported this to local police, and her daughter was listed as missing on the system. Months later her daughter was killed in a dramatic car accident that was extensively covered by local news agencies. Today she received a phone call from a law enforcement agency advising her that her deceased daughter was still listed as a missing person. She is upset, wondering why she has been so brutally reminded of her daughter's death.

What provides law enforcement with some level of confidence in records received from the TIME/NCIC Systems? In order to answer that question, an understanding of where this information comes from is essential. Individual records in these files are entered and maintained by law enforcement agencies in Wisconsin. Agencies contributing information to these files are obliged to regularly validate their records.

Validation obliges the ORI to confirm the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the original entry and current supporting documents. Recent consultation with any appropriate complainant, victim, prosecutor, court, motor vehicle registry files, or other appropriate source or individual also is required.

Agencies are reminded that validation *requires* the agency to make contact with the originator of the record (complainant, property owner, court, DA, etc.) to determine if the record entry is still valid. Is the missing person still missing, or have they returned home? Is the stolen car still stolen or was it just misplaced? Is the wanted person still wanted or has the warrant been dismissed/the fine paid? Failing to properly validate records can open an agency to possible civil or criminal liability. As for the above examples? All three are true stories, one from Louisiana and two of the incidents occurred in Wisconsin.



## NCIC Query Options

The TIME System now allows four different options for querying the NCIC wanted person file. The default setting is all felony & extraditable misdemeanors. Operators may select what NCIC wanted person records are received based on the type of warrant

(felony/misdemeanor) and the extradition limitations field:

All Felonies & Misdemeanors: selecting this option will return all felony and misdemeanor records regardless of extradition. Not all records included may be actionable by the inquiring agency; however, the information returned may provide investigative leads.

All Felonies & Extraditable Misdemeanors: selecting this option will return all felony records and possibly extraditable misdemeanor records.

Extraditable Felonies & Extraditable Misdemeanors: selecting this option will limit responses to felony and misdemeanor records that are possibly extraditable.

Felonies Only: selecting this option will limit responses to only felony records regardless of extradition.

NCIC responses will be preceded by a warning caveat that reminds agencies what types of records were searched based on the criteria they selected. Agencies with software that is not NCIC2000 compliant are being provided the default setting of all felony & extraditable misdemeanors.

## Protection Order/Injunction File

Enhancements have been made to the TIME System for entry and supplementing of the petitioner's information in the protection order and injunction file.



A field has been added for the entry of the petitioner's social security number. This field has been added to match the NCIC fields available and enhance query options. NCIC has always provided the ability to query a petitioner by both name and date of birth or social security number.

In the past the petitioner's name was not searched in the CIB system. Now when a person query is performed by name and date of birth or social security number the petitioner information is searched through both NCIC and CIB.

The final enhancement is the ability to enter multiple petitioners. An additional nine petitioners may now be entered into any protection order/injunction. For entry purposes NCIC considers the name and date of birth or name and social security number as a group.

Remember, if the petitioner name is entered without a date of birth and/or social security number the name will not appear in the NCIC entry.

Portal 100 software has been updated to allow for use of these new functions.

## Immigration Queries Possible

Lately CIB has been receiving calls from agencies wondering if there was a way to use the TIME System to query a subject's immigration status.



Wisconsin agencies are reminded that they have access to an NLETS query which searches for person information available in various Department of Homeland Security (DHS)/Immigration & Customs Enforcement (ICE) databases. This allows an agency to query a person suspected of being a foreign national and under lawful investigation/arrest. Transaction #0650, Query Immigration/Alien Status, allows a user to input descriptive information such as name, sex, race, date of birth, passport number, etc. The query is then sent to ICE's Law Enforcement Support Center.

Once a query is received by ICE personnel, they systematically search various DHS databases. The information is then collected and analyzed and a consolidated report is created that is sent as a response to the originally requesting law enforcement agency, with a copy being sent to the local ICE office having jurisdiction. Information received may advise that the subject has been previously deported, appears to be in the US legally or illegally, is wanted by ICE for removal or appears to be deportable but not currently wanted. When deemed appropriate, certain queries may be referred to a special agency for review and further examination or action.

Because manual compilation of the information is needed, agencies should be aware there may be a longer than routine response time via the TIME System for these types of queries.



## Select Your Own Search Criteria

TIME System users can now specify certain search criteria when querying NCIC files.

-Expanded Date of Birth Search (EBS): Standard NCIC search technique returns records matching the exact date of birth queried only. If a user enters the number '1' in this field, the search will return NCIC records with the either the exact date of birth of the inquiry as well as records with the exact month and day of birth queried and a range of plus or minus 1 year of the date of birth. This field is defaulted to '1' on the Portal 100 software and in the *e*TIME browser.

-Expanded Name Search (ENS): If a user enters 'Y' in this field, each name part included in the query will be used as a surname, interchanging the remaining name parts as given names. For example, a query of Brian Morgan Lee will also search Lee Morgan Brian, Lee Brian Morgan, Brian Lee Morgan, etc. The Portal 100 software and *e*TIME browser default this field to 'Y'.

-Related Search Hit (RSH): When the RSH field contains a 'Y' secondary hit responses will be returned for all records that have the same ORI and case number as the primary hit response. All records linked by the linking agency identifier and case fields will also be returned. The *e*TIME browser and Portal 100 software default this field to 'Y'.

Users and agencies may wish to review these options and determine which search criteria meet their needs.

A large, stylized graphic of the numbers 10, 9, and 8, with ellipses between them, rendered in a 3D, metallic font.

## Top 10 Signs Your Computer Network May NOT Be Compliant with CJIS Security Policy

- 10) When logging in, instead of a password you are prompted to “Say the secret word and win a prize...”.
- 9) You receive the following response to a driver’s record query: “SUBJECT NOT ON FILE. WOULD YOU LIKE TO FAKE IT? (YES/NO)”
- 8) After sending a modify transaction you receive the message “FIELD EDIT SUCCESSFUL. UPDATE TRANSACTION HAS BEEN SENT TO GUAM...”
- 7) The network diagram you provide the CIB auditor indicates you share your law enforcement computer network with the fire department...city hall...animal control...and the wastewater treatment plant.
- 6) After waiting longer than usual for results of a wanted person query, you receive this message: “ALL OPERATORS ARE BUSY HELPING OTHERS AT THIS TIME. YOUR QUERY IS IMPORTANT TO US AND WILL BE ANSWERED IN THE ORDER IT WAS RECEIVED.”
- 5) Choosing the ‘Query by DL#’ option from the menu causes the screen to change to a small square block that bounces slowly between two paddles and you are able to play Pong with a dispatcher from the neighboring jurisdiction.
- 4) While preparing for a TIME System audit you discover TIME System information is being routed over a circuit you don’t own, but rather lease...from a cable company that is no longer in business.
- 3) The following message appears on your screen: “REJECT – INVALID MFC DATA. CHOOSE ONE: A-ABORT TRANSACTION, R-RETRY, D – DETONATE TERMINAL”.
- 2) In talking with your IT staff you discover your mobile data computers access the network via the free wi-fi service at the local McDonald’s.
- 1) A stolen article query produces a screen showing a large yellow dot that moves around the screen accompanied by a “Wocka Wocka Wocka” sound.

Just a reminder – take steps now to make sure any agency network that connects to the TIME System is compliant with CJIS Security Policy requirements for encryption, public segments, advanced authentication, wireless transmission, etc. Questions regarding CJIS security policy can be directed to TIME System Operations Coordinator Chris Kalina at email [kalinaca@doj.state.wi.us](mailto:kalinaca@doj.state.wi.us) or telephone 608-266-7394.

### Why Won’t My Password Work?

Ask yourself: “Have I changed my *e*TIME password recently?” Personnel who use both Portal 100 and the *e*TIME browser to access TIME System information should know their *e*TIME password and their Portal 100 password are the same. Thus if you change your password for one, it has also been changed for the other....



## Take the Dive...Try Online Validation



So far, over 60 agencies are actively using online validation. Even better, over 40 of those no longer require the paper copy to be mailed to them. These numbers continue to change on almost a daily basis as more agencies express interest.

In the past, processing and mailing the printed validation took two or more CIB staffers 1-2 days...and that did not include time needed to extract the needed information and print the paper copies. As more agencies sign on to utilize online validation the time needed to process the paper version of validation decreases...as does the amount of paper itself. This benefits us all, as CIB staff time is freed to provide more assistance to users and the environment no longer needs to provide trees for extra reams of paper.

Have you tried online validation yet? If an agency chooses to use the online validation process, an authorized agency representative(s) logs into *e*TIME, clicks on the 'Online Validation' link and is able to view and/or print a listing of records needing validation from their agency. Once validation activities have been completed, the agency representative again logs in and certifies that the listed records have been validated, eliminating the need to sign and return the certification form to CIB. If an agency wishes, they may continue to receive a paper copy of the validation as well as participating in the online validation process. When ready, an agency may rely solely on online validation, and have CIB stop mailing the paper validation packet.

Online validation has many advantages: records are available for the most current month, plus the 2 previous months. Records are available to the agency sooner, with no delay due to printing and mailing, meaning agencies have more time to complete validation activities. *e*TIME access can be limited to just allow for online validation. Agencies may view, print, or even download the validation listing in xml format, allowing agencies to automate comparisons between the entered record and their in-house information. Agencies that wish to begin using this new validation process may contact CIB representative Vickie Stamm at 608-266-7955 or [stammvl@doj.state.wi.us](mailto:stammvl@doj.state.wi.us) to obtain needed details and set-up information.



## Who can Shred?

Garbage is garbage, right? Trash is trash.

Not true, according to NCIC/TIME System policy. When no longer being used, NCIC/TIME System information must be disposed of in a secure manner.

For many agencies, that means TIME System information is shredded (although other secure disposal methods, such as incineration, are acceptable). Some agencies may wish to hire an outside company to conduct the document shredding due to volume or lack of staff time to complete the shredding. Can disposal of NCIC/TIME System printouts/information be outsourced to a private company?

A private company may dispose of NCIC/TIME System information *only* if the company is observed by TIME System personnel during the disposal process *or* if background checks are conducted of the company's personnel pursuant to NCIC/TIME System policy.



## Stolen/Fraudulent Identifiers

The fact that an individual is or has been in possession of stolen or fraudulent documents such as a social security card, driver's license, passport, etc. is important information that may be entered into an NCIC/CIB wanted person record. The wanted person entry transaction contains fields for stolen/fraudulent first name, middle name, last name, suffix, date of birth, social security number, miscellaneous number and driver's license number/state/expiration date. The same rules and restrictions apply when entering data into these fields as with all other fields. You must have supporting documentation for everything you enter.

Stolen/Fraudulent fields may be supplemented in the same manner as alias names, dates of birth etc. The Portal 100 software has a specific transaction for supplementing these fields. NCIC considers stolen/fraudulent information supplemental information. This means that you cannot use a modify transaction to correct or remove information from these fields. If the data is entered incorrectly or needs to be removed for any reason there is a specific transaction on the Portal 100 software for cancellation of stolen/fraudulent information.

## New Recreational Vehicle Trailer License Plate

2007 Act 11 created the definition of recreational vehicle (chap. 340.01(48R)) and removed terminology for mobile home, effective January 1, 2008. The Division of Motor Vehicles plans to create a new plate to replace the current mobile home plate. Basically, this law results in a change of plate design and name. Here are the details:

Future registration for recreational vehicle trailers will be known as RV Trailer. New RV Trailer plates will look similar to the school bus plate:

- plate will have the standard sailing/farmer design

- plate number will be a 4 or 5 digit number followed by the stacked letters 'RV'. The series will begin with the number 1001 and expand to 99999

- the words 'RV Trailer' will be shown on the bottom of the plate

On January 1, 2008 issuance of new RV Trailer plates will begin. After that date the Mobile Home plates will no longer be issued. Existing green on white Mobile Home plates will continue to be valid and will receive stickers as usual upon renewal in April 2008. The letters 'MH' will continue to be part of the plate number for these old style plates.

The RV Trailer plate will be used for both non-collapsible recreational vehicle trailers and pop-up camping trailers, just as the mobile home plate has been. The registration fees are unchanged for RV Trailer registration. Law enforcement will use 'TL' to query the RV Trailer plate on the TIME System.

Registration continues to be optional for collapsible camping trailers if the gross weight does not exceed 3000 lbs. and the camping trailer is not used for hire or rental.

## New License Plate: Neighborhood Electric Vehicles

What is a neighborhood electric vehicle (NEV)? Technically defined as a low-speed vehicle by the National Highway Traffic Safety Administration's Federal Motor Vehicle Safety Standard, a NEV meets certain standards for low-speed vehicles under federal law and must have a certification label stating that the vehicle meets those standards. An NEV has:

- 4 Wheels
- A top attainable speed in 1 mile of more than 20 MPH but not more than 25 MPH on a paved, level surface
- A gross vehicle weight rating of less than 3,000 pounds
- An electric drive engine

An NEV may be operated on public roads with a speed limit of 35 miles per hour or less, *IF* the municipality has passed an ordinance allowing their use.

Effective December 4, 2007, state law changed to require titling and registration of NEVs by the Wisconsin Division of Motor Vehicles instead of local municipalities.

The new plate designed for NEV's is an auto-sized single plate with a turquoise background. The word 'Wisconsin' will appear in black at the top of the plate and the words 'Low Speed' will appear in black at the bottom. Plate numbers will be 4 digits, followed by the letters 'LS' stacked on the right side of the plate.

When querying this new license plate via the TIME System include the 'LS' as part of the license plate number and use license plate type code of 'SD' (special designed vehicle).

## Querying Driver's License Numbers

The Wisconsin Department of Transportation has made a change to their system with regards to querying a subject's driver's license number.

Previously, when querying a driver's license number, a TIME System user was required to include the hyphens that separate the various portions of the driver's license number.

Now when querying a driver's license number, a TIME System user may include or omit the hyphens. A properly formatted driver's license number (1 alpha character and 13 numeric characters) will be searched and return the appropriate driver's record whether hyphens are included or not.

### TIME SYSTEM NEWSLETTER

The *TIME System Newsletter* is distributed to over 800 law enforcement, criminal justice and support agencies throughout Wisconsin. The purpose of the newsletter is to provide up-to-date information on the people, programs, events and technological advancements of the TIME System. The newsletter is published quarterly as a service of the Crime Information Bureau, Gerry Coleman, Director. Writers will receive byline credits for submitted articles. Articles for publication and letters to the editor are welcomed. Log onto <http://doj.state.wi.us/dles/cib/forms> for past issues of the *TIME System Newsletter*. Send all correspondence to Wisconsin Department of Justice, Crime Information Bureau, P.O. Box 2718, Madison, WI 53701-2718; Fax 608/267-1338; email [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us).

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