# TIME System Newsletter
# Volume 2014-1
# July 2014

The TIME System Control Center (TSCC) moved to its new location within CIB in February.  This included the renovation of an existing space within CIB and installation of four state of the art workstations.  In July 2013, Chris Kalina was promoted to the TIME System Operations Manager and is responsible for supervision of TSCC.  Chris was directly involved in the transition to the new TSCC workspace which should have been completely transparent to you.  TSCC continues to be staffed 24 x 7 and can be contacted at 608-266-7633.

The TIME System processed 50,502,092 transactions in 2013 for a daily average of over 138,000, a slight increase from the previous year.  The TIME System peak processing times shifted slightly in 2013 with 3-5pm as the busiest hours while 4-6 am remained the slowest.  Not at all surprising, person and vehicle inquires represent 43% and 42% respectively of the total TIME System transactions in 2013.  How does Wisconsin compare to national statistics?  Nlets processed over 1.4 billion transactions in 2013.  NCIC experienced a new record high of 9.7 million transactions in a single day with 19 million records in NCIC.

Jessica Sash, a training officer with CIB since 2010, transferred to the State Courts as of March 28th and is no longer with CIB.  We wish her well in her new career.

Version 5.2 of the CJIS Security Policy, effective August 9th 2013, extended the advanced authentication requirement (section 5.6.2.2.1) from a police vehicle until September 30th, 2014 if you had not upgraded since 2005.  In June 2013 the Advisory Policy Board (APB) passed a motion to include a police vehicle as part of the physically secure location definition.  As this article is being written we are still waiting for the FBI Director to sign this policy change and officially revise the CJIS Security Policy requirement essentially postponing the requirement for advance authentication from within a police vehicle indefinitely.  However, if your mobile device in the squad is used for TIME System from outside the confines of the squad you are still required to implement advanced authentication since outside the squad is not a secure location.  CIB will keep you updated as we hear further details on this policy change.

Mark your calendars, the 2014 CIB Conference is scheduled for September 17th – 19th in Green Bay.  More information related to the conference is included in this newsletter.  Registrations to date are exceeding those at this time last year which was a record attendance.  Hope to see you there.

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
Director, Crime Information Bureau

## Adding New Users

**NEW!**

To add an individual to your agency's TRAIN roster the agency TAC or TRAIN administrator should send an email to cibtrain@doj.state.wi.us. The email should include the subject's name including middle initial. The email should advise if the individual has ever worked for another Wisconsin law enforcement/criminal justice agency. If the person has ever used another name (married, maiden, etc.) include this information in the email as well.

CIB staff will add the user to the agency roster and reply with an email. This email will include the userid assigned to the individual. The email will indicate which default password the individual was assigned and how to obtain that password.

Following are hints to help make adding a user a smooth process:

- Once the user has been added, they should log in to TRAIN as soon as possible. They will be prompted to establish a personal identification number (PIN) and challenge question. After these items have been established, the individual will then be able to use the 'Forgot My Password' feature of TRAIN to reset their password when needed.

- The individual user, *not* the TRAIN administrator, should log in to TRAIN to establish their PIN and challenge question. Some TRAIN administrators log in as their new user and set these options. This causes issues later when the individual tries to reset their password and does not know the challenge question answer, etc.

- Specify in the initial request if the user will need Portal 100 access. Portal 100 access is not automatically given to every new user added to TRAIN. Indicate what level of Portal 100 access is desired for the user: Level 1 users can make queries, entries, and send administrative messages. Level 4 users have all Level 1 abilities and can also adjust message handling and printer settings for the Portal 100 software. Level 9 users can perform all Portal 100 functions and adjust Portal 100 settings, including IP addressing, adding ORIs, printer set-up, etc.

- If a new user requires *e*TIME browser access they must first complete the required *e*TIME Operator Online Agreement module via TRAIN. After completing the *e*TIME Operator Online Agreement, they must wait at least one hour and then login to WILEnet to complete the *e*TIME registration form.

- Requests for WILEnet access should be directed to WILEnet@doj.state.wi.us. The WILEnet access policy can be found at https://wilenet.org/html/access.pdf

## OLY Unknown



A change was made to the operator's license year of expiration field (OLY). NCIC policy now allows a value of UNKN (unknown) to be entered in this field if the expiration year is unknown.

The driver's license or identification card expiration date may be entered as any one of the available expirations documented within the agency case file. This includes the expiration date as documented on the DOT response or the year a former driver's license or identification card number was changed. UNKN should only be used when an agency is unable to determine another valid expiration date.

# INTERPOL Information & Background Checks

INTERPOL policy has changed. INTERPOL maintains databases containing information on wanted persons, terrorists, persons with criminal histories, persons connected to crimes, missing persons, stolen and lost passports and travel documents, stolen vehicles and other information. The information contained in the databases is provided voluntarily by INTERPOL's member countries.

Effective November 1, 2013 agencies may access the INTERPOL information databases for background checks on law enforcement/detention officer positions. Agencies may access this information only in connection with the hiring or continued employment of a subject who would occupy or occupies a position of public trust as a law enforcement officer or detention officer having direct contact with the public or with prisoners or detainees.

If an applicant check of INTERPOL's databases results in a positive result, the agency must immediately contact the US National Central Bureau (a component of the US Department of Justice and the US point of contact for all INTERPOL matters). The US National Central Bureau will confirm the validity of the information with authorities of the country where the information originated. In addition, INTERPOL information may NOT be disclosed to the applicant without consulting with and obtaining the consent of the US National Central Bureau.

# DOT Veteran Identifier

There has been a change to Wisconsin DOT driver's license responses. Beginning 1/5/2014, a new 'veteran indicator' field may be displayed on a DOT driver's license or identification card response.

DOT allows individuals to voluntarily declare their veteran status on their driver's license or ID card. To be eligible to show 'veteran' status on a Wisconsin driver's license or ID card, an individual must have been discharged from military service under honorable conditions after serving at least two years of active duty or 90 days of active duty during a statutorily designated wartime period.

To get the veteran identifier on a driver license or ID card:

- Individuals verify their eligibility with the Wisconsin Department of Veterans Affairs at 1-800-WIS-VETS.

- Individuals then request the identifier when renewing or obtaining a driver's license/ID card. Individuals have the option to get a duplicate product online at www.wisconsindmv.gov. Individuals do not need to provide proof of eligibility as the Wisconsin Department of Veterans Affairs has provided verification of status to DOT.

# Wi Fi Hot Spot

What article type code is used to enter a wireless mobile hotspot device reported stolen? A mobile hotspot is an Internet connected mobile device that can act as a portable wireless access point and router for devices connected to it. For entry purposes, the correct article type code would be DWIRREC (wireless receiver).

# CDL Tiers

In order to comply with federal regulations, the Wisconsin Department of Motor Vehicles (DMV) will be implementing a process called Commercial Driver Certification: Tier of Operation.

A holder of a commercial driver's license (CDL) who has not taken the proper steps to certify their tier of operation, will have their CDL surrendered (SUR) automatically. SUR is what you will see on a driving record return when a CDL driver has not submitted their tier of operation to the DMV. Each law enforcement agency can determine if they wish to allow a grace period on issuing a citation. Wisconsin state statute reference is 343.05(2)(a) Section II in the bond book.

Once it is determined a CDL driver is operating in a SUR status the CDL driver will need to provide the DMV with a valid medical card or choose the appropriate *TIER*, if applicable, that accepts them. If you have an enforcement contact involving a CDL driver in a SUR status, please provide the driver with the public DMV FED MED hotline number (608) 267-2290 or this website: http://www.dot.wisconsin.gov/drivers/drivers/selfcert.htm. The provided website will assist a CDL driver to self-certify their tier of operation, upload a medical certificate, or view their status.

Below are the driver record returns you will see depending on which tier the driver has selected. This terminology has gone into effect January 5, 2014.

- Tier 1 with valid FEDMED: med cert valid to *date*. CMV interstate/intrastate operation allowed.
- Tier 1 with expired FEDMED: current med cert not filed. No CMV operation w/o valid CDL & cert in possession.
- Tier 2: CMV interstate/intrastate operation allowed only if excepted.
- Tier 3: CMV intrastate operation allowed only if valid med cert in possession.
- Tier 4: CMV intrastate operation allowed only if excepted.

Tier 1 with expired FED MED is a return you will not see often but needs further clarification: DMV has 10 days to key the uploaded FED MED card to the driving record. Once a FED MED card expired, the driver will not go into a SUR status until 10 days after the expiration of their current FED MED card. It is possible the driver has taken the steps necessary to submit the valid FED MED card to DMV and they have not yet updated the driving record.

The following website can assist dispatchers, officers, or CDL drivers on the different tiers: http://www.dot.state.wi.us/drivers/drivers/apply/types/cdl-medical-tiers.htm.

Note:

** If a CDL driver fails to upload a valid FED MED card or select a tier that is accepted, that driver will go into a SUR status. The SUR status will stay in effect until the CDL comes up for renewal, and if there is no action the CDL status will change to expired. It is possible that a CDL driver could be in a SUR status for up to 8 years depending on when their current CDL expires.

** Drivers may also be surrendered because they have surrendered their CDL voluntarily. If that is the case, they will not go into valid status simply by certifying their tier.

** Drivers who are surrendered for FED MED reasons will only become valid immediately by changing their tier to 2, 3, or 4.

** Drivers from other states who have not complied may not be surrendered. That is how Wisconsin has downgraded them, but each state was able to select its own administration of this federal rule.

** Drivers who have not complied by 1/30 will have tier 1 selected for them and will then be surrendered. This is per the federal rule, so that may be confusing on the record.

# CJIS Security Policy Requirement

CJIS Security Policy section 5.8.3 requires that agencies sanitize electronic media prior to disposal or release for reuse. Inoperable electronic media must be destroyed. Sanitization or destruction must be witnessed or carried out by authorized personnel. The agency must maintain written documentation of the steps taken to sanitize or destroy electronic media.

"Electronic media" means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media such as magnetic tape or disk, optical disk, flash drives, external hard drives, digital memory card, etc.

Many of today's copiers are multi-functional, allowing an agency to print, copy, fax, and scan documents. In order to perform these functions the copier must have a hard drive or computer memory. If used to print, copy, or fax TIME System material, TIME System information may remain in the device's hard drive. Before the used copier is sold or repurposed, the agency should ensure its memory is sanitized or destroyed per CJIS Security Policy standards.

# NCIC Advisory Files

NCIC allows agencies to make entries into three advisory files that warn law enforcement about individuals who may pose a danger to officers and others: the Violent Person File, the Gang File, and the Known or Appropriately Suspected Terrorist File. Agencies should make entries into these files for subjects who meet the entry criteria.

An entry in the Violent Person File, the Gang File, or the Known or Appropriately Suspected Terrorist File is not an automatic disqualifier for purchase or issuance of a concealed carry permit, but is enough to trigger further review. This provides time for the CIB Firearms Unit and the FBI NICS Unit to conduct further research into the documentation behind the entry in an effort to determine if a valid disqualifier is present.

# SIM Card

What is the correct article type code for entry of a cellular phone SIM card? If the card has been reported stolen and displays a unique identifiable serial number it can be entered into the NCIC Article File using article type code DCIRCUI (circuit card).
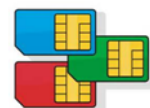
## STATE OF WISCONSIN
## DEPARTMENT OF JUSTICE

**J.B. VAN HOLLEN**
**ATTORNEY GENERAL**

Kevin M. St. John
Deputy Attorney General

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Date:  01-02-13
To:    Agency Administrators
From:  Wisconsin Department of Justice
Ref:   Continued Use of Secure Portion of WILENET by Civilians

The Training & Standards Bureau is transitioning to a new software system that will be utilizing a new unique identifier for those who use the secure portion of the WILENET website. Many agencies/organizations have civilian personnel who use the website and continued use of the secure portion of the website will require the establishment of this new unique identifier. In order to create this UID, additional information must be provided for these users.

I've included a list of civilian personnel identified by your agency as users. Please review the list and advise me if the list is accurate. If there are personnel listed who no longer require access, please identify those individuals and they will be removed. If you need to add to the list, please provide all the necessary information and that person will be added. If the list is accurate, please provide the remaining necessary information to allow for UID assignment and continued use.

To be assigned a UID and therefore authorized to access the secure portion of WILENET, each user must provide the following information.

1. Full name (First, Middle initial, Last)
2. Birth Date (MM/DD/YYYY)
3. Last 4 (four) digits of their Social Security number.
4. Email address
5. First Letter of the City of their birth.

I appreciate your attention to this request so that this valuable tool will continue to be available to those civilians. If you have any questions or concerns, please don't hesitate to contact me.

Regards,
Scott K. Sleeter
Wisconsin Department of Justice
Training & Standards Bureau
Quality Assurance Compliance Officer
Field Representative  Region 5
608-301-6025
sleetersk@doj.state.wi.us

**Wisconsin Department of Justice**

# 2014 CIB CONFERENCE
## START PLANNING NOW

**Wednesday September 17th – Friday September 19th, 2014**
**Radisson Hotel & Conference Center, Green Bay**

This year's conference offers sessions of interest to Patrol Officers, Investigators, Administrators, IT, Dispatchers, District Attorneys, Judges, Clerk of Courts, Jailers, Probation and Parole and more. Tentative agenda is:

*Prison Radicalization & Gangs*

*Domestic Terrorism*

*Boston Marathon Bombing*

*Workplace Culture & Civility*

*Video/Camera Surveillance*

*TIME/Interface Updates*

*TRAIN Administrators*

*More to come...*

## Tuesday September 16th
**Early Registration 3 – 7pm**
**Vendor Reception with beverages and appetizers from 4 – 9pm**

## 2014 Presenters

**Bob Harris**
Senior research associate with the Institute for Intergovernmental Research on State & Local Anti-Terrorism Training Program, the Valor Initiative, and the Nationwide Suspicious Activity Reporting Initiative.

**Lieutenant Daniel Linskey**
Incident Commander for the Boston Marathon. He oversaw the response to the bombings as well as the investigation and eventual manhunt that lead to the arrest and capture of the terrorists responsible.

## COMMENTS FROM PREVIOUS ATTENDEES:
"Best conference yet!"

"Another great conference"

"Good topics covered"

"This by far had the best information and speakers"

# New Social Security Numbers

Both the TIME and NCIC Systems have been updated to allow for the entry and query of social security numbers with the number 8 in the first position. The *e*TIME browser has also been updated to reflect this change. In the past, the first three digits of a social security number had a geographical significance. Beginning in June 2011, social security numbers began being assigned randomly. In addition, the Social Security Administration began issuing social security numbers with the number 8 in the first position.

# Junked Motor Vehicles

The status 'junked' may appear on a DOT vehicle registration response.

VEH  Vehicle Information:
VEH2   2H4XI25U5OE474588 / AUTOMOBILE / Status: JUNKED
VEH3   Year: 1992 / Make: OLDSMOBILE
VEH4   Model: CUTLASS SUPREME S / Style: COUPE
VEH5   Color: RED / RED

DOT defines a junked vehicle as a vehicle that is incapable of operation upon public roads and has no resale value except as a source of parts, or a vehicle for which an insurance company has taken possession of, or title to, if the estimated cost of repairing the vehicle exceeds its fair market value, in other words, a vehicle dismantled for parts or scrapped. Operation of such a motor vehicle is NOT legal under any circumstances, the vehicle can only be towed. A junked vehicle cannot be titled in Wisconsin.

A recent TIME System audit discovered a vehicle entered as stolen, however a check of the DOT files returned a response indicating the vehicle has been reported junked to DOT *after* it had been reported stolen. DOT adds the 'JUNKED' status to a vehicle record only after receiving notice that the vehicle has been junked from the owner, salvage yard, etc. Most salvage yards will not accept a vehicle unless the owner signs the vehicle title over to the yard. The decision to leave a junked vehicle entered as stolen is left to the discretion of the entering agency. The junked status of a vehicle may be of investigative value and this information should be forwarded to the investigating office. A query of the National Insurance Crime Bureau's files may also produce further information.

# E₁ Purpose Code E

Purpose code E is used for authorized employment or licensing purposes. Authorized means that the criminal history inquiry is required by state statute, local ordinance or federal regulation. There is a cost for this type of request that will be billed to the ORI of the request. This code is prohibited when using the *e*TIME browser.

Only adult criminal history records are returned when purpose code E is used. Juvenile and other information may be returned from the other files searched as part of a standard criminal history query: the probation/parole file, the protection order/injunction file, and the sex offender registration file. Responses returned from these files when criminal history record information is queried using purpose code E may not be used for the purposes of licensing/employment. Agencies using a TIME System terminal to conduct this type of non-law enforcement Wisconsin background check are encouraged to use http://wi-recordcheck.org instead.

# CIB Contact List

| | Name | Telephone | Fax Number | Email |
|---|---|---|---|---|
| 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 & Tech. Serv. Mgr. | Courtney Doberstein | 608-266-0872 | 608-267-1338 | dobersteincl@doj.state.wi.us |
| Training Officer | Donna Bente | 608-264-9452 | 608-267-1338 | bentedl@doj.state.wi.us |
| Training Officer | Jim Muller | 608-261-5800 | 608-267-1338 | mullerjj@doj.state.wi.us |
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| Criminal Records | Mary Meyer | 608-266-9561 | 608-261-0660 | meyerma@doj.state.wi.us |
| Firearms Unit | Capri Lione | 608-264-6213 | 608-264-6200 | lioneca@doj.state.wi.us |
| | Brad Rollo | 608-261-8134 | 608-264-6200 | rollobr@doj.state.wi.us |
| TRAIN | Kristi Hammes | 608-266-7792 | 608-267-1338 | cibtrain@doj.state.wi.us |
| Data & Statistics | Derek Veitenheimer | 608-266-7185 | 608-266-6676 | veitenheimer@doj.state.wi.us |
| Uniform Crime Reporting | Derek Veitenheimer | 608-266-7185 | 608-266-6676 | veitenheimer@doj.state.wi.us |
| WIJIS Justice Gateway | Dennis Powers | 608-261-6267 | 608-266-7315 | powersdj@doj.state.wi.us |
| Interoperability | Tim Pierce | 608-261-7536 | 608-266-7315 | piercetj@doj.state.wi.us |
| TSCC | | 608-266-7633 | 608-266-7315 | |
| WILENET | Vacant | 608-266-8800 | | wilenet@doj.state.wi.us |

Check the CIB website for additional data at: www.wilenet.org