



TIME System Newsletter

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Please join me in welcoming Jodi Hollister to the CIB TIME & Technical Unit as a training officer. Jodi joins Emily and Greg in meeting our obligations for training and auditing to comply with the FBI CJIS requirements. See page 2 of this newsletter for profiles of all CIB training officers.



There was a significant change in the FBI CJIS Security Policy background check requirements with the release of v 5.7 in August 2018. The fingerprint-based background check requirement was changed from within 30 days of assignment to must now be performed prior to unescorted access. See page 4 for additional information regarding this change. Contact CIB at CIBTrain@doj.state.wi.us if you have any questions regarding this change in policy.

We continue to see an increase in volume of TIME System transactions. In 2018, the TIME System averaged 168,147 transactions per day. To keep this in perspective, NCIC averaged over ten million transactions per day in 2018.

With the recent programmatic changes and your ongoing efforts we continue to see an increase in the number of wanted person records in NCIC. As of January 1st, 80% of felony warrants and 31% of misdemeanor warrants are entered in NCIC. On that date the Wisconsin Hotfiles contained the following records: 151,040 Wanted Persons, 63,456 Prohibited Persons, 1,061 Missing Persons, 17,136 Protection Orders, 6,130 Stolen/Felony Vehicles, 15,526 Stolen License Plates, 479 Stolen Parts, and 404,829 Concealed Carry Licenses (includes all license statuses).

Please mark your calendars for the 20th annual CIB Conference. We are returning to Green Bay the week of September 9th – 13th. Please watch for further information and exact dates.

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

A handwritten signature in black ink that reads "WALT NEVERMAN".

Walt Neverman
Director CIB

Do you know who your CIB Training Officers are?

We have a new training officer in CIB! CIB training staff are here to help answer your TIME System questions, provide training and to offer guidance during your agency audit.

Jodi Hollister, Training Officer

Jodi joined the Crime Information Bureau as a training officer in November of 2018. While new to DOJ, Jodi comes to us with 20 years experience in the criminal justice field. For 18 years she worked with the Department of Corrections as a probation & parole agent, sex offender registry specialist, a P&P academy trainer, and a P&P supervisor. She specialized in sex offender supervision, drug court, and supervision of the seriously mentally ill. In addition to her time with the DOC, Jodi worked with the Eau Claire County District Attorney's Office for two years as the victim witness coordinator. She is also a certified QPR instructor for corrections and law enforcement. Jodi lives in the Eau Claire area and commutes to Madison during the week.



L to R: Jodi, Greg and Emily

Emily Freshcorn, Senior Training Officer

Emily has been with CIB as a training officer since 2016 and was promoted to senior training officer in August 2018. Before moving to Wisconsin, Emily lived in Virginia where she worked for the Charlottesville Police Department for 4 1/2 years as a records specialist. She also served as the validation officer and in-house trainer for the records unit.

Greg Kosharek, Training Officer

Greg has been with CIB as a training officer since 2017 and has worked in the public safety field for most of his life. He's certified as a firefighter, has volunteered as an emergency medical technician, and has served as a law enforcement officer since 1997, in various roles including corrections, dispatch, and patrol. He's been involved in training since the late 1990's when he served as the training officer for his local EMS service. Greg served as a field training officer and also obtained instructor certifications in the law enforcement field in areas such as Tactical Response, Defense and Arrest Tactics, Vehicle Contacts, Active Shooter (ALERRT), and several others.



They rock!

Upgrade to Portal XL is on the Horizon



We are excited to announce that CIB is in the early development stages of working alongside the vendor PsPortals to upgrade from Portal 100 to Portal XL. Integrating Portal XL to the TIME System will be a long-term project that will take a cooperative effort between CIB, PsPortals, and local agencies to ensure its implementation is a success. Keep an eye out in future Newsletters for more details on Portal XL as this project progresses.

eTIME Browser Accounts: Things to Know

eTIME browser is a great tool used to query the TIME System via the internet and the number of active accounts is at its highest ever with 10,539 as of 12/31/2018! There are a few things you need to know regarding eTIME browser accounts and the registration process. A common misconception is that eTIME browser accounts are created after you are added to a TRAIN roster or after you complete TIME System training. eTIME browser accounts are not automatically created and there is a registration process that must be completed.



Here are the steps needed to obtain eTIME access.

- 1) Agency's TRAIN Administrator assigns the eTIME Operator Online Agreement to a user.
- 2) User logs in to TRAIN and completes the eTIME Operator Online Agreement.
- 3) After waiting at least an hour, the user will log in to WILENET and register for eTIME (hover over the eTIME tab at the top of the page and select Register).
- 4) The user will receive an e-mail advising them that eTIME will be activated within 3 days.
- 5) The user will receive a second e-mail when their account has been activated.
- 6) (Optional): If the user requires Open Search authorization, after receiving the second email confirming eTIME activation, the TAC or TRAIN Administrator must send an email to eTIME@doj.state.wi.us requesting the user be granted Open Search authorization.

Remember: your eTIME browser account is ORI specific, meaning you will need to submit a separate eTIME Operator Online Agreement and eTIME registration for every agency you are employed with. If you have submitted eTIME registrations for multiple agencies, upon login to eTIME browser you will have the ability and must select the ORI of the agency you are working for at that moment from the drop-down menu.

If you have any questions regarding the eTIME registration process or your eTIME browser account, you can email us at eTIME@doj.state.wi.us.

Complete Fingerprint Background Checks Now!

In August 2018, the FBI released version 5.7 of the CJIS Security Policy. While much of the policy remains the same, there is an important change regarding the fingerprinting of new hires and/or unescorted personnel with physical and/or logical access to your agency's secure location. Prior to version 5.7, the policy stated that agencies were allowed up to 30 days to complete fingerprint background checks on personnel with unescorted access to criminal justice information (CJI). This no longer applies.



So what does this mean to you as the local agency?

Agencies are now required to complete the state of residency and national fingerprint background check on all personnel prior to allowing them unescorted access to your secure location.

Once you submit the fingerprints, you will need to log in to WORCS (<https://recordcheck.doj.wi.us>) and review the results to determine if access should be granted. If access is granted, you will need to save the results for future reference.

Is your agency getting a new CAD/RMS software application that will interface with the TIME System? If so, have you contacted CIB to obtain the interface plan documentation and to schedule a meeting to review? If not, please contact CIB at CIBTrain@doj.state.wi.us.



Green Alert



Wisconsin has enacted legislation (2017 Wisconsin Act 175) relating to “alerts for missing veterans who have a service-related health condition.” This legislation has been commonly referred to as “Green Alert.”

According to the act, <https://docs.legis.wisconsin.gov/2017/related/acts/175>, “veteran at risk” is a veteran or an active-duty member of the armed forces, the national guard, or the military reserve forces of the United States who is known, based on the information provided by the person making the report, to have a physical or mental health condition that is related to his or her service.

Should your agency receive a report of a missing veteran at risk that is provided within 72 hours of the individual's disappearance, according to Wisconsin Act 175, your agency must issue a Green Alert using the Wisconsin Crime Alert Network (WCAN) as soon as practically possible if your agency determines the following applies:

- There is reason to believe the veteran at risk is missing due to his or her physical or mental health condition.
- There is sufficient information available to release that could assist in locating the missing veteran.

Agencies issuing Green Alerts should continue to be aware, and take advantage, of the requirements for entering a missing person report through the TIME System. Missing person entries which qualify for a Green Alert should also be evaluated for specific categories such as Disability or Endangered. Issuance of a Green Alert through the Wisconsin Crime Alert Network does not automatically create a missing person entry through the TIME System. Both the TIME System entry and Crime Alert entry processes need to be completed. Agencies should take advantage of the TIME System and consider sending an area broadcast message or send a request to TSCC for a statewide broadcast.

A law enforcement agency will directly issue the Green Alert through the WCAN using a newly created “Green Alert – Missing Veteran at Risk” form. Agencies themselves make the determination when to issue a “Green Alert” through WCAN. The Wisconsin Department of Justice does not have a role in approving or sending out Green Alerts.

Because Green Alerts are always disseminated to the general public and the alerts are for a missing veteran who has a service-related health condition, agencies sending out Green Alerts should evaluate all of the information contained in the alert to determine if such health-related information is appropriate for public dissemination.

The username and password for TRAIN, eTIME browser, WIJIS, UCR and Portal 100 are all the same.



Interpreting Driver Records Manual (2018)

An updated version of DOT’s “Interpreting Driver Record Manual 2018” has been uploaded to the secure side of WILENET. To locate the manual, hover over “Resources,” then click on “Department of Transportation.” The manual is listed under “Manuals and Instructions.”

An important change to the manual is the addition of the Invisible Disability Act (2017 Wisconsin Act 244) that was passed effective January 1, 2019. Customers may request to have a notation added to the driving record to alert Law Enforcement of a person’s condition that may not be apparent.

Invisible Disability Notations

- Appears deaf or unable to understand
- Has difficult speaking or communicating
- Engages in repetitive or self stimulating behaviors such as rocking or hand flapping
- Appears anxious, nervous, or upset
- Becomes agitated due to physical contact or stressful situations
- Acts indifferent or unresponsive
- Free Form—whatever the customer indicates on the form submitted to DMV

Below is a sample of what the TIME response would look like:

Notation:	12/12/2018 Invisible Disability - See Special Notn
Notation:	01/01/2018 Insurance Filed

Notation:	Invisible Disability Present: Appears Deaf Or Unable To Understand.; Invisible Disability Present: Acts Indifferent Or Unresponsive.; Invisible Disability Present: Becomes Agitated Due To Physical Contact Or Stressful Situations.; Invisible Disability Present: Appears Anxious, Nervous, Or Upset.; Invisible Disability Present: Engages In Repetitive Or Self-stimulating Behaviors Such As Rocking Or Hand Flapping.; Invisible Disability Present: Has Difficulty Speaking Or Communicating.
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The eTIME response “Not Certified to Run Requested Transaction” means your TIME System certifications have expired and you will need to recertify!



Locates

With the recent change in entering all felony and misdemeanor warrants in both CIB and NCIC, it is important to understand that entering a locate after hit confirmation is REQUIRED as it protects both agencies from civil liability in the event of an erroneous arrest/detention. A locate is used to indicate the wanted person has been found or stolen property has been located. If the originating agency fails to cancel or place a detainer on the record, the locate will purge that record within five days, or immediately for a missing person. If a locate is requested against a record that is in CIB only, TSCC will advise the ORI they have two hours to cancel the record or place a detainer. If TSCC has not received a response from the agency within two hours, they will purge the record.

A locate is placed against a record by contacting TSCC via administrative message or Portal 100 users may use form #1729. The message should contain:

- The type of record to be located.
- NIC# or System ID#.
- Your agency's case number assigned to the incident.
- Date of Recovery

Indicate the reason for the locate:

- EXTR: EXTR should be used to indicate the subject will be returned to the record holding agency by extradition or when picked up within the state, or when the person is wanted by a federal agency and has been apprehended/located by federal or local authorities.
- NOEX: NOEX should be used to indicate the subject will not be returned to the record holding agency because the agency that entered the record advised the apprehended/located person will not be extradited based on circumstances at the time of apprehension/location or the apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information.
- DETN: DETN should be used to indicate the subject is being detained and will be returned to the record holding agency upon release when the apprehending agency intends to hold the subject on local charges or when the wanted person has been found in a government holding facility, such as in prison.

Before requesting a locate be sure to query the original record to verify the record has not already been cleared, located, and/or a detainer has been placed on the record. When requesting a locate, do not use the Portal 100 F8 key in the locate form as it will auto-fill data in the field from the last locate request your agency sent and may not apply to this particular request.



Google Chrome and Microsoft Edge are not compatible with eTIME browser, TRAIN, or Portal 100. You must use Internet Explorer!



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
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TIME Analyst	John Ide	608-264-9490	608-267-1338	idejh@doj.state.wi.us
TIME Analyst	Jeanette Devereaux-Weber	608-266-2426	608-267-1338	Devereauxweberjd@doj.state.wi.us
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TIME Billing			608-267-1338	timebilling@doj.state.wi.us
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Criminal History Section (Record Check & Criminal Records) Supplies and Imaging	Jon Morrison	608-261-6267	608-267-4558	morrisonjd@doj.state.wi.us
Firearms Unit	Andrew Nowlan	608-267-2776	608-267-1338	nowlanam@doj.state.wi.us
TRAIN		608-266-7792	608-267-1338	cibtrain@doj.state.wi.us
WIJIS Justice Gateway	Zach Polachek	608-264-9470	608-266-6924	wijis@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	
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Check the WILENET website for additional data at www.wilenet.org