TIME SYSTEM NEWSLETTER

A Newsletter for the Crime Information Bureau Published by the Wisconsin Department of Justice

Message from the Director

This year has brought more changes to the Crime Information Bureau. Craig Thering recently started as the new TIME and Technical Supervisor. Craig previously supervised the Criminal History Unit and prior to that worked in the TIME and Technical Unit. Jennifer Garske, Sarah Steindorf, and Michael Worth have also been promoted to supervisor positions throughout CIB. I would also like to welcome three new TSCC operators Lori Ibarra, Beth Mitchell, and Montana Christenson.

The FBI's NICS Section is requesting assistance from law enforcement agencies. The NICS section is required by the Bipartisan Safer Communities Act passed by Congress last year to inquire if agencies have information regarding subjects 18 to 20 years old trying to purchase a long gun at a gun dealer. Please see the article in the newsletter. Any questions please reach out to our Firearms Unit.

In May, the TIME Advisory Committee set the rates for calendar year 2024. The rate sheet is attached to this newsletter, and I am happy to announce that there will be no increase of the TIME System fees for next year.

As a reminder to all, the CIB Conference is back! The conference will be held in Green Bay September 20th to the 22nd, and we hope to see all of you there! Registration is now open!

As always, if there is anything that CIB can do for your agency or if you have any suggestions or feedback for CIB, please do not hesitate to reach out to me anytime!

Promotions in CIB

Craig Thering - TIME & Tech Manager

Craig returned to the TIME and Technical Unit in February 2023 as the TIME and Technical Manager. Craig began his career with CIB in 2013 with the Firearms Unit and then in 2014, he joined the TIME and Technical Unit as a Program and Policy Analyst where he spent six years helping to keep the TIME System running. In December 2020, Craig accepted a new position as a Criminal History Unit Manager, working to ensure the criminal history repository was maintained in accordance with Wisconsin State Statute 165.83. Craig is excited to be back in the TIME and Technical Unit and welcomes any feedback or suggestions on how we can improve the TIME System.

Mike Worth - Firearms Supervisor

Mike started in CIB in 2016 as a member of the Firearms Unit. He joined as the first wave of concealed carry permits in Wisconsin became eligible to renew and helped update staff training in the unit. In June 2021, Mike entered a new role in CIB as a Program and Policy Analyst with the TIME and Technical Unit. During his time there, he built new relationships with law enforcement and gained a fresh perspective on the intricacies of the TIME System. In late September, Mike returned to Firearms as a Firearms Section Manager. Mike is very excited about this new leadership opportunity within CIB.

Jennifer Garske - Firearms Supervisor

Jennifer started in CIB as a member of the Criminal History Unit as an LTE in 2016. Later that year, she joined the Firearms Unit after helping to implement the online Concealed Carry website. During her time in the Firearms Unit, Jennifer became a resource for other team members and began training new team members as they were hired. She helped to implement new training procedures, manuals, and best practices for the unit. In September, she accepted the position of Firearms Section Manager. She is eager to see what this leadership opportunity with CIB and the Firearms Section holds for the future.

Sarah Steindorf – Criminal History Unit Supervisor

Sarah started in CIB in 2012 as a member of the Firearms Unit Sarah helped implement the current version of the Handgun Hotline and CCW online application programs. In 2016, Sarah joined the TIME and Technical Unit as a Program and Policy Analyst where she spent the last 7 years assisting law enforcement with TIME System related requests and issues. In May, Sarah accepted a new position as a Criminal History Unit Manager. She is excited for the new leadership role as well as taking on new challenges within another CIB unit.

NICS Unsolicited Message

$.H.U21 Request for Information

In November 2022, the NICS Section of the FBI began sending $.H.U21 unsolicited messages to local law enforcement agencies requesting information on potential firearms transferees that are under the age of 21. This request is initiated by a person under the age of 21 attempting to purchase a long gun (rifle or shotgun) and are subject to a background check being conducted by the NICS Section. The law enforcement agency contacted is determined by the subject's address.

This request from NICS includes a request for any juvenile information that potentially can be used to determine whether the transferee can purchase or possess a firearm. If your agency receives a $.H.U21 unsolicited message, your agency should respond to the NICS Section in a timely manner with the information requested, if state statute allows it to be released. If you have no information on the potential transferee, you should respond to advise the NICS Section that you have no information.

More information on the $.H.U21 and an example of the request is provided in the 2023 Inservice Training covering this topic. Please reach out to the Firearms Unit with any questions, 608-267-2776.

Retention Periods

How Long Do Entries Stay in the TIME System

As most of you know, each record entry type has its own retention period and the information that you are entering could impact the amount of time the entry stays in the TIME system before it automatically purges. It is important to pay close attention to these retention periods so that your agency is aware that some of the records may be purged relatively soon after entry and may need to be re-entered.

Here's a reminder on how long each entry type remains in the TIME system:

Warrants/Wants
Temporary Felony Want = 48 hours
Temporary Misdemeanor Warrant = 72 hours (CIB only)
Warrant = Indefinitely
Juvenile Warrant = Indefinitely
Detainers = Midnight the Date Sentence Ends

Missing Persons/Unidentified Persons
Missing Person (Disabled, Endangered, Involuntary, Other, Juvenile & Disaster Victim) = Indefinitely
Unidentified Person = Indefinitely
Person With Information (PWI) = Indefinitely

Protection Orders
Temporary Restraining Orders = 96 hours after the expiration of the order
Injunctions = Midnight of the expiration date (can be non-expiring for Kayleigh's Law situations)

Violent Persons
Violent Person = Indefinitely

Gang Organization

Organization = Indefinitely (or until all agencies remove interest in the organization)

Gang Member

Gang Member = Up to 5 years (if being released from incarceration, 5 years from the date of release)

Identity Theft Victim

Identity Theft Victim = Up to 5 years (determined by the entering agency)

Vehicles

Stolen and entered with VIN or OAN = 4 years plus the year of entry
Stolen and entered with plate (no VIN or OAN entered) = 90 days
Felony = 90 days
Stolen/Missing License Plate = 4 years plus the year of entry

Boats

Stolen and entered with Boat Hull Number (VIN for boat) = 4 years plus the year of entry
Stolen and entered with Boat registration (no Hull number included) = 90 days

Parts

Vehicle and Boat Parts = 4 years plus the year of entry

Guns

Stolen, Lost or Felony Guns = Indefinitely
Recovered Guns = 2 years plus the year of entry

Articles

Most articles = 1 year plus the year of entry
T, Q or Z articles (Toxic/Hazardous Materials, Public Safety / Homeland Security / Critical Infrastructure Items of ID, Lost or Stolen Equipment associated with Public Safety, Homeland Security & Critical Infrastructure) = Indefinitely

Securities

Regular Securities = 4 years plus the year of entry

Travelers Checks and Money Orders = 2 years plus the year of entry
Ransom Money = Indefinite

As you can see from the list above, having a VIN or OAN number for a vehicle and a Hull number for a boat will extend the retention period. It is always better to have more information in the entry if you have the documentation for it. Also, please remember that even if a record reaches its retention period, you can re-enter the record if there is law enforcement value in having the record in the TIME system and the complainant confirms the information is still valid.

Note: The different retention periods are scattered through the Advanced Handout and there is an entire section dedicated to retention periods in the Validation Handout.

Warrant Service

Recently, CIB staff members have received clarifying questions from field users about the definition of warrant service. One common question is "When is a warrant considered served?"

CIB staff cannot give legal advice or opinions. However, state law does provide a clear answer to this question. Wis. Stat. § 968.04(4)(b) specifically states that "*A warrant is served by arresting the defendant **and** informing the defendant as soon as practicable of the nature of the crime with which the defendant is charged.*"

Therefore, two conditions must be met for a warrant to be considered served:
1) The subject must have been arrested.
2) The subject must have been informed of the warrant and the reason for the warrant.

Both criteria must be met for the warrant to be considered "served". Why is the answer to this question so important? Once a warrant has

been served, it is no longer a valid warrant and as such should not be listed on the TIME System.

So, ask yourself: have both conditions been met? If yes, the warrant has been served, is no longer valid and must be removed from the system. If not, the warrant is still valid.

Scenario 1: A subject calls a local sheriff's office to find out if there is a warrant for their arrest. After confirming their identity, the subject is notified that there is a warrant out for them. Is this person considered "served" simply by telling them that there is a warrant? No, because they are not under arrest.
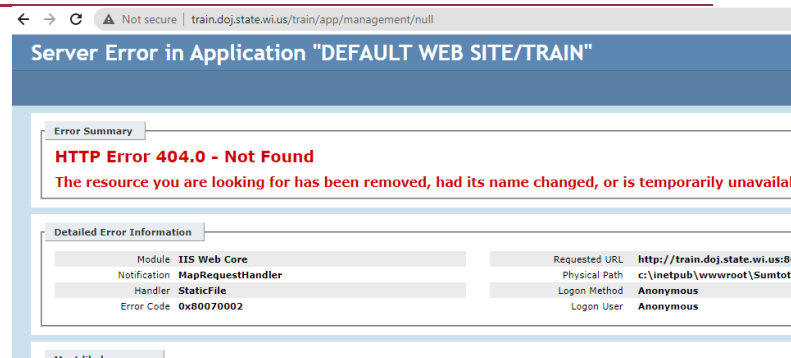
Scenario 2: A burglary suspect is taken into custody following an attempted burglary. The individual also has a warrant out for their arrest from a neighboring agency. The officers that have arrested the individual on the burglary charges but have not yet notified the individual of the warrant. So, has the individual been served on the warrant? No, because they have not been notified of the warrant.

Scenario 3: An officer makes a traffic stop on an individual for speeding. When querying the driver, the officer sees there is a warrant for Disorderly Conduct on the individual. After proper hit confirmation procedures are completed, the officer takes the driver into custody and notifies them of the warrant for DC. Has this warrant been served? Yes, since both conditions have been met, the warrant is considered "served."

Please remember that if both conditions are met, that entry must be removed from the TIME system immediately or a locate must be placed on the record.

Edge in IE Mode

When logging into TRAIN, are you getting a 404 Error Code?

Are you getting an error when logging into Portal 100? Below is an example of the error message you might see. (This is the error received when logging into Portal using the Chrome browser or while using Edge **not** in IE mode.)

Before you call TSCC or the TIME and Tech Unit, double check: are you using the right browser? (Hint: It's the Edge browser and you should be in "IE mode"). If so, that's great, but you will need to take another step to complete troubleshooting on your end. Recently, we made a slight modification to the Edge in IE mode instructions that were sent out in summer of 2022. In these modified instructions, we suggest things such as clearing the cache and restarting the browser. For the full set of instructions, please go to the WILENET website TIME System Training Materials-Manuals-Forms | WILENET (widoj.gov) and scroll down to the "Additional Training Materials section" to click on the hyperlink "Edge IE mode" to download the instructions.

If you are unable to make any browser setting changes, your agency may have group policies in place, which will require your agency's IT department to update the settings correctly. Please reach out to TSCC or the TIME and Tech Unit for further guidance on modifying group policies if needed.

Ransomware

Ransomware is a type of malware malicious software which can prevent you from accessing your agency's network, systems, or files. The perpetrators of ransomware attacks will demand payment (often in cryptocurrency) to regain access to your network, system, or files. They often also threaten to release sensitive files to the public if the ransom is not paid.

Ransomware often infects systems through advanced phishing schemes (emails with a malicious file or link), utilizing stolen credentials, or exploiting vulnerabilities in third-party software. Municipal governments are often the target of ransomware attacks, as they may lack the funding or technical expertise necessary to protect against these attacks.

According to the FBI's Internet Crime Complaint Center (IC3) statistics, ransomware attacks have increased a 243 percent between 2013 and 2020 (991 reported incidents in 2013 up to 2,400 incidents in 2020). In addition to being locked out of systems vital to providing public safety services, ransomware attacks come with an eye watering price tag. IBM's 2022 cost of a data breach report lists the average cost of a data breach at $9.44 million dollars.

To protect against ransomware, your agency should employ these cyber defense best practices:
- Back up your agency's data on a regular basis.
- Provide ransomware training which could include a simulated phishing attempt.
- Ensure your operating system and third-party applications are patched and up to date to reduce vulnerabilities.
- Ensure anti-virus and anti-malware software is in place and set to auto update and utilize strong passwords and multi-factor authentication for your users' accounts.

Taking these steps can offer significant protection for your agency against an increasing threat to public safety.

For more information about what your agency can do to prevent ransomware consult the joint Cybersecurity and Infrastructure Security Agency (CISA) and Multi-State Information Sharing and Analysis Center (MS-ISAC) ransomware guide: (https://www.cisa.gov/stopransomware/ransomware-guide)

New License Plate Available – Ice Age Trail Alliance

A new license plate has been issued by the Wisconsin Department of Transportation. The new plate is the "Ice Age Trail Alliance" plate. The Mission of the Alliance is to conserve, create, maintain, and promote the Ice Age National Scenic Trail. The plate is primarily a blue background with a thick yellow border on the bottom with a wooly mammoth on it. To query the Ice Age Trail Alliance plate, use code "CV." To enter the plate as lost or stolen, use code "OR" (organization).

STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Josh Kaul
ATTORNEY GENERAL

Division of Law Enforcement Services
Crime Information Bureau

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608/266-7314

May 2023

TO: **Wisconsin Administrators**

SUBJECT: *TIME System Rates for Calendar Year 2024*

This letter will assist you in budgeting for TIME System fees for next year. These rates were presented to, and passed by, the TIME System Advisory Committee on May 2nd, 2023:

System Access Fees	*Current*	*Effective January 1, 2024*
Traditional *	$60/month	no change
Department of Corrections	$6,500/month	no change
District Attorneys	$6,500/month	no change
Non-Traditional **	$125/month < 75,000 transactions	no change
	$150/month => 75,000, <150,000 transactions	
	$200/month => 150,000 transactions	
System Support		
Per Certified Officer	$4.25/month	no change
Minimum Officer Annual Billing	$204/year	no change
BadgerNet		
Per TIME Circuit	$620/month	no change

*   Traditional agencies are those that also pay the per officer System Support fee; i.e., Police and Sheriff Departments.

**   Non-Traditional agencies are those that do NOT pay the per officer System Support fee; i.e., Courts and Federal Agencies.

Should you have specific questions about costs and fees applicable to your agency, please do not hesitate to contact CIB via email at timebilling@doj.state.wi.us.

Sincerely,

Bradley Rollo
Director
Crime Information Bureau

cc: Steve Wagner, Administrator
       Division of Law Enforcement Services
       Brian Kalinoski, TIME System Operations Manager
       Craig Thering, TIME & Technical Unit Manager

2023 CIB Conference
Radisson Hotel & Conference Center
Green Bay, WI

We are pleased to announce the return of the CIB Conference, September 20-22, 2023!

Look for the return of some great plenary speakers and breakout sessions to include such topics as:

- NLETS
- School Safety
- CJIS
- Officer and Dispatcher Wellness Programs
- Chaplains in your Agency
- Cybersecurity
- UCR and Use of Force Data
- And of course, updates form TIME & Tech, Firearms, and the Criminal History Unit

Please visit https://wisdoj.eventsair.com/cib-conference-2023 for more details.

<u>CIB Contacts</u>

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TIME System Audits				cibaudit@doj.state.wi.us
TIME Billing			608-267-1338	timebilling@doj.state.wi.us
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Firearms Unit Managers	Jen Garske	608-264-6373	608-267-1338	garskejt@doj.state.wi.us
	Mike Worth	608-261-8104	608-267-1338	worthmj@doj.state.wi.us
TRAIN			608-267-1338	CIBTrain@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	
WORCS		608-266-7314		cibrecordcheck@doj.state.wi.us
WILEnet		608-266-8800		wilenet@doj.state.wi.us

Check the WILEnet website for additional data at https://wilenet.widoj.gov/

Resources

Name	Telephone/Website	Terminal Identifier	Email/Fax
National Crime Information Center (NCIC)			
Recalls	304-625-3000		ioau@leo.gov
Hits to Wants	304-625-9245		304-625-9899
WI Division of Criminal Investigation (DCI)			
General	608-266-1671		
AMBER/Silver Alerts	844-WSP-HELP		info@wisconsincrimealert.gov
International Justice and Public Safety Information Sharing Network (Nlets)			
Control Center	800-528-4020		helpdesk@nlets.org
WI Crime Information Bureau (CIB)			
TIME System Control Center	608-266-7633	TSCC	
Training, Policies & Manuals	www.wilenet.widoj.gov		
Fingerprint card requests	See link below		
WI Recalls			cibtrain@doj.state.wi.us
WI Dept of Corrections (DOC)			
Community Corrections	608-240-5300		
Central Records	608-240-3750		
Monitoring Center	888-222-4362		
WI Dept of Natural Resources (DNR)			
Enforcement	608-266-2141	WDNR	
Registration	608-266-2621	RDNR	
WI Dept of Transportation			
Vehicle Records	608-264-7447	WREG	
Driver's Records	608-264-7049	WOLN	driverrecords.dmv@dot.state.wi.us
National Center for Missing or Exploited Children (NCMEC)	800-THE-LOST www.missingkids.com	VA007019W	
National Insurance Crime Bureau (NICB)	847-544-7000	ILNICB000	investigativeassistance@NICB.org
WI Clearinghouse for Missing & Exploited Children & Adults	800-THE-HOPE		wimissingpersons@doj.state.wi.us
WI Consolidated Court Access (CCAP)	https://wcca.wicourts.gov/		
US I.C.E. Bulk Cash Smuggling Center (BCSC)	866-981-5332	VTICE1600	
Fingerprint card requests	https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form		