



TIME SYSTEM NEWSLETTER

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

JANUARY 2025 IN THIS ISSUE

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Message from the Director

Happy New Year everyone, I hope you have had a great start to the year! CIB is hitting the ground running for 2025. This edition of the TIME System Newsletter has several useful articles for your review.

Locate messages have become a hot topic, when should you do them, do you have to do a locate, please see the article on page 2 for the answers and please reach out to cibtrain@doj.state.wi.us with any questions regarding locates. 2024 had several security incidents at local agencies around the state. CIB needs to be notified within 24 hours of an incident at your agency, see the article on page 4 and please make sure those responsible at your agency know about this requirement.

Does your agency take photos of Scars, Marks, and Tattoos (SMT's) at booking? These images are eligible to be sent to the FBI's SMT Repository and can be searched by law enforcement. Most live scans can transmit these images to the FBI if configured properly. See the flyer attached to this newsletter. Please reach out to your vendor and CIB with any questions! The FBI Biometric Services Section will be conducting outreach in Wisconsin throughout 2025, please make sure staff that oversee booking stations are aware!

The modernization of the CJIS Security policy resulted in agencies needing to create new policy documents for the added and revised control families. In an effort to assist agencies, CJIS created numerous sample policies that conform to the requirements. Don't try to reinvent the wheel, please review the sample policies and modify them to fit your agency. These sample policies are available on WILEnet under the CIB section. Please reach out to CIB with any questions.

At the end of the newsletter, you will find the CIB 2025 training calendar and the save the date for this year's CIB Conference. This year's conference will be at a new location in Green Bay! As always, I appreciate any feedback, suggestions, and thoughts from our users! Please reach out anytime!

Locates

Are locates required? The short answer is, YES! According to the NCIC Operating Manual, the purpose of a locate message is to indicate that the wanted person has been apprehended or the property has been recovered. A locate message **must be transmitted** when an agency other than the originating agency of the record finds the missing person, apprehends the wanted person or recovers the property on file with NCIC. Hit confirmation must occur prior to placing a locate. Once the hit has been confirmed, the locating agency can use Portal XL form 1729 to request TSCC to place the locate.

All records on file for the found missing person, apprehended wanted person, or recovered property must be located to ensure that they are in the correct status. Records which list no extradition, or when your agency is outside of the extradition range listed on the entry should not be located.

The entering agency should not place a locate on their own record, unless the locating agency fails to place a locate, or locates a record incorrectly. CIB has taken the stance that if the apprehending or recovering agency does not place a locate within one hour of hit confirmation occurring the entering agency may locate their own record. A record must be in "located" status for a detainer to be appended to a wanted person record.

The locating agency must choose the most appropriate option from the reason list.

1729 - Locate Request	
Originating Agency Identifier	WI013175Y *
Destination Mnemonic	TSCC
Select File Type:	
<input checked="" type="radio"/> Wanted Person	<input type="radio"/> Missing Person
<input type="radio"/> Article	<input type="radio"/> Boat
<input type="radio"/> Vehicle	<input type="radio"/> Gun
<input type="radio"/> License Plate	<input type="radio"/> Security
NCIC or System ID Number	W985587759 *
Originating Agency Case Number	TESTWANTSMC1 *
Date of Recovery	07302024 *
Recovering Agency Case Number	TESTFOUNDUCK
Hit confirmation must have previously occurred and one of the following reasons exist.	
Select a reason for the locate (only one can be selected):	
<input type="radio"/> Bond has been posted and subject is to be released but warrant is still entered. (NOEX) <input type="radio"/> ORI advises they will not extradite but warrant has not been modified / canceled. (NOEX) <input checked="" type="radio"/> ORI advises they will extradite but warrant has not been modified / canceled. (EXTR) <input type="radio"/> ORI advises to release subject because distance is too far, or no personnel are available to transport, and warrant has not been modified / canceled. (NOEX) <input type="radio"/> ORI advises to release subject after giving them a new court date but record has not been canceled. (NOEX) <input type="radio"/> Wanted person is being held on local charges / is incarcerated in prison. (DETN) <input type="radio"/> Missing person is being detained and arrangements are being made for their return. (DETN) <input type="radio"/> Missing person is not being detained but record has not been canceled. (RELD) <input type="radio"/> Property is to be released and record has not been canceled. <input type="radio"/> ORI advises person or property is no longer wanted / missing / stolen and record has not been canceled. <input type="radio"/> Arresting / incarcerating agency refuses to place locate and you want to add detainer information to the record <input type="radio"/> Other (additional information below required)	
Additional Information:	

MKE/LOCATED WANTED PERSON

EXL/D - NO EXTRADITION - INSTATE PICK-UP ONLY.

SEE MIS FIELD FOR LIMITS

ORI/WI013175Y NAM/DUCK,DAFFY D SEX/M RAC/W
POB/GA

DOB/19620610 HGT/502 WGT/130 EYE/BLK HAI/BLK
OFF/FAILURE TO APPEAR - SEE MIS - FAILURE TO
APPEAR

OOC/DISORD CONDUCT

DOW/20240730 OCA/TESTWANTSMC1

NOA/N

MIS/TEST RECORD - DUCK WANTED FOR FTP

DISORDERLY BEHAVIOR - BOND AMOUNT 350

MIS/DOLLARS AND ZERO CENTS OR 6 DAYS IN JAIL
DNA/N

NIC/W985587759 DTE/20240730 1332 EDT DLU/20240730
1338 EDT

LOCATED/20240730 WI013175Y TESTFOUNDUCK
EXTR

```

/0729 C277 2B8F7F4D WI013175Y
ADMN 309235 86 07/30/24 12:39 01 OF 01
RECEIVING DEVICE: WI013175Y CRIME INFORMATION BUREAU ( PSN C277 (CIB3)
SENDING DEVICE: WI013095Y TIME SYSTEM CONTROL CENTER PSN 1001 (TSCC)

MESSAGES FOR: CIB3

ATTENTION: OPERATOR ON DUTY
REFERENCE: LOCATE REQUEST - W985587759

PER YOUR REQUEST, A LOCATE HAS BEEN PLACED ON THE RECORD ABOVE.

THANK YOU.

AUTHORITY: TIME SYSTEM CONTROL CENTER
MADISON, WI

OPERATOR: MITCHEM954
  
```

After an NCIC record has been located, it will remain in the system as "Located" for a set number of days before purging. A wanted

person or wanted juvenile record in a located status will purge after five days.

An article, boat, gun, securities, and vehicle record in a located status will purge after 10 days.

CIB records are handled differently. If a CIB record is being located, TSCC will contact the ORI and tell them they have TWO hours to cancel the record. If the ORI fails to cancel the record within the time allotted, TSCC will cancel the record.

Mobile Device Queries (MDQ)



Wisconsin recently built the functionality to use the Mobile Device Query through Nlets. This will be

useful to agencies when encountering phones and other mobile devices during an investigation. This query is available in Portal XL, form 0182 – Mobile Device Query, which is located in the folder “NLETS/NCIC Special Messages.”

The query is performed by running the IMEI (International Mobile Equipment Identification) number. The IMEI is a unique 14-digit identifier assigned by the device manufacturer. This is similar to a VIN for a vehicle. The IMEI can be found in the settings of the mobile device or obtained from the carrier associated to the device. You will also need to enter a three-character purpose code. The purpose codes are listed below. There is also an optional field for including the originating agency case number.

CNL – County lines related search
CRP – Crime report pre-check
FND – Device that was found
FOR – Forensic Examination
FUR – Further investigation
INT – Intelligence gathering

PRO – Property office
PRP – Prisoner property
STS – Stop and search
TRA – Training
WAR – Search Warrant

The transaction uses the Recipero National Mobile Property Register (NMPR) service, which is made available to Nlets to aid in law enforcement activities that involve mobile devices. The results of the query will show if a device was entered stolen. It will also show any queries that were previously conducted for the same device. This may lead to further investigative information for agencies, and lead to who the device was previously associated with. Below is an example of a response to a query by mobile phone IMEI.

```
MDR.NL0000000
07:43 12/26/2024 58127
07:43 12/26/2024 10604 WI013175Y
*00111248XX
TXT
*** MOBILE DEVICE QUERY DATA ***
DEVICE IMEI: 356528184714046
PURPOSE CODE: TRA
ACTIVITY IDENTIFICATION: TESTSMCMDQ
```

```
*** MOBILE DEVICE RESPONSE DATA ***
----- MOBILE DEVICE RESPONSE -----
SEARCHED IMEI: 356528184714046
ACTIVITY IDENTIFICATION: TESTSMCMDQ
VALID IMEI: TRUE
MAKE/MODEL: APPLE IPHONE 12 (5G)
```

```
----- SUMMARY -----
PROTECTED BY RECIPERO ASSET WATCH: FALSE
MOBILE NETWORK BLOCK EXISTS: FALSE
POLICE CRIME REPORT EXISTS: FALSE
POLICE FOUND REPORT EXISTS: FALSE
INFORMATION REPORT EXISTS: FALSE
INSURANCE CLAIM EXISTS: FALSE
POLICE LOST REPORT EXISTS: FALSE
REGISTERED ON RECIPERO IMMOBILISE: FALSE
```

SEARCH HISTORY ON RECIPERO SYSTEMS: recipero-nmpr

----- SEARCH RESULTS -----

```
--- RESULT 1 ---
SEARCH REASON CODE: training
SEARCH REASON TEXT: training
DATE OF EVENT: 2024-12-26T14:40:21Z
DATE ADDED TO RECIPERO SYSTEM: 2024-12-26T14:40:21Z
RECIPERO SYSTEM EVENT SOURCE: The NMPR (Police Interest)
EVENT HISTORY TYPE: search
FULL IDENTIFIER MATCHED: 356528184714046
AGENCY NAME: WISCONSIN DEPARTMENT OF, JUSTICE CRIME
INFORMATION, BUREAU/TRAINING SERVICES
AGENCY ADDRESS: PO BOX 2718, MADISON, DANE, WI, 53701-
2718
ASSOCIATED COUNTRY: US
```

Additional examples can be found in the Nlets User Guide, located on the Nlets website <https://service.nlets.org/>. Any questions about the query can be directed to cibtrain@doj.state.wi.us.

Security Incidents

What is a security incident? A security incident can be defined as any physical or logical security breach that negatively affects an agency's devices, systems, and/or networks that connect to, store, or handle information traffic with criminal justice information (CJI), CJIS data (obtained from TIME/NCIC), and/or any confidential information used for the administration of criminal justice or law enforcement.

Examples of security incidents are:

- Hackers gaining access to your network
- Someone clicking on a phishing email
- Allowing an unauthorized person into your facility who gains access to information on your network
- Getting a virus on your computer

If a security incident occurs at your agency and Criminal Justice Information (CJI) on your network is potentially compromised, action must be taken.

Your agency can prepare for potential cyber security incidents by ensuring all agency personnel are aware of your agency's security incident plan, conducting regular cyber security incident training, and implementing advanced monitoring tools to detect unusual activity and potential threats.

What should your agency do if you have a security incident? The agency should immediately notify their Local Agency Security Officer (LASO) and IT support. Notify the Crime Information Bureau (CIB) and WI Statewide Intelligence Center (WSIC)

/ Division of Criminal Investigation (DCI) within 24 hours of the discovery of a security incident. The sooner that CIB is notified, the quicker CIB can act to ensure that the effect to the TIME System is mitigated and service to the affected agency is restored. How do I reach the appropriate personnel at the Wisconsin Department of Justice to report the incident? CIB can be notified by calling the TIME System Control Center (TSCC) at 608-266-7633.

TSCC is available 24 hours a day and 7 days per week, 365 days a year. During normal business hours, agencies can reach out to the TIME and Technical Unit. In order to reach DCI/WI Statewide Intelligence Center, the agency should call 888-324-9742 or email wsic@doj.state.wi.us. There is also an online reporting form available: <https://wifusion.widoj.gov/form/cyber-incident-reporting>.

What happens after my agency reports the incident to CIB? After the initial report to CIB, DOJ's firewalls are adjusted to block the agency's inbound BadgerNet traffic, the agency's main terminal traffic is re-routed to another agency, TIME system interface access is disabled, and all DOJ issued TIME System credentials are completely reset to include issuance of new usernames.

To regain TIME System access, the agency shall provide details of the incident in a detailed report to CIB. Agencies should document and retain evidence from the security incident. This information is pertinent during the investigation and helps prevent future incidents. The initial report of the incident shall include:

1. The specific type of malware/virus or hostile application
2. When the hostile actor was first observed on the network
3. Who was initially contacted and for what purpose

4. What initial steps were performed to isolate or prevent extension
5. Was any extension known or found prior to contacting higher agencies?
6. What caused delays in notification to logically connected agencies?
7. Was there any information found to have been harvested by hostile actors?
8. Was there any credential harvesting found?

WI DOJ is responsible for maintaining the TIME System and the interconnectivity between agencies and data service entities. Regardless of what insurance or any involved legal counsel advise, the items listed above shall be provided to WI DOJ so we can assess any impact to the TIME/NCIC system. Failure to provide the required information will delay or prevent access from being restored.



Scars, Marks, and Tattoo Enrollment

FBI's Scars, Marks and Tattoos Repository

During the booking and fingerprint process, many agencies will capture mugshots or images of the subject's face and send them along with the arrest fingerprint submission. Did you know the FBI CJIS Division also maintains a Scars, Marks, and Tattoos (SMT) repository? Statistics show that WI agencies have historically been submitting images of SMTs at a very low frequency. CIB is

encouraging all agencies with the capability to submit Type 10 images with their fingerprint submissions to start capturing and submitting images of SMTs. If you're unsure whether your booking or livescan equipment and software is capable of submitting SMT images, please contact your vendor. Hint, if you're able to submit face images you should be able to submit SMT images.

The FBI's SMT repository is available for use by law enforcement in Wisconsin as an investigative lead. If your agency has an investigation and would like to initiate a SMT repository search request, email smts@fbi.gov. Your request should include a case number, your ORI number, request type, your contact information, an image and/or description and body location.

For additional information, please see the SMT Enrollment Guidance handout at the end of the newsletter.



Vehicle Classification Update

Is it a Vehicle or an Article?

After consulting with the National Crime Information Center (NCIC), our department is implementing changes to our vehicle classification policy. Effective immediately, the definition of "vehicles" will no longer include items such as electric scooters, mobility devices, and other similar motor-powered devices. This adjustment aims to

ensure our records are in alignment with NCIC standards.

The decision follows a thorough review of the updated NCIC guidelines, which emphasize the importance of precise categorization for law enforcement and public safety purposes. By excluding these items from the vehicle category, we can enhance the accuracy of records.

Agencies that come across any vehicle entries for electric scooters, mobility devices and other similar motor-powered devices during validation or any other time should cancel the vehicle entry and re-enter the item as an article.

For more information, refer to the Vehicle and Article Quick Reference Cards at the end of the newsletter. Contact the CIB training staff if you have any questions.

CHRI Logging

Does your agency create a written log for every CHRI (Criminal History Record Inquiry) your agency performs?

Every time a CHRI query is performed using eTIME, Portal, and your agency's interface, things like the time stamp, attention line, and the operator ID are automatically logged in the DOJ system. Agencies are not required to keep their own written CHRI log for every CHRI queried unless that CHRI is being disseminated. The caveat is agencies must be able to provide justification for the CHRI query. According to the CJIS Security Policy 4.2.5.1, "all users shall provide a reason for all III inquiries whenever requested by NCIC System Managers, CSAs, local agency administrators, or their representatives." When requested by CIB or by the FBI agencies must be able to identify who the person is in the attention line as well as a reason for the query. It is up to your agency

to decide how to document that justification. Your agency may decide that they require you to keep a written CHRI log. Agencies could also require that users include both a unique identifier and a reason in the attention line. Reminder, at a minimum, the attention line must uniquely identify the person making the request. However, adding the reason and dissemination outcomes (if known) are strongly recommended.

Special Plate Queries

With all the different license plate types that the WI DMV issues, it can be a struggle to properly query them via the TIME System. You may not know what plate type to run, or which characters on the plate should be included. Below are a few examples of special plates that WI DMV issues. The two letters at the end of the plate must be included to get a return via the TIME System. These three plates should be queried with the plate type code of CV. If you are not sure what plate type to query, it can be left blank, you can check the Vehicle Type HELP Files in Portal XL, or you can refer to the License Plate Type Code Appendix. The License Plate Type Code Appendix is included in Basic, Advanced and Validation training handouts.



Sample Policies for CJIS Compliance

The Criminal Justice Information Services (CJIS) Security Policy is a set of guidelines that governs the access, use, and dissemination of criminal justice information. The latest version, 5.9.5, has been released and is available here: <https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>. This latest release brings changes to Configuration Management (CM) and also provides priorities for all CJIS Security Policy Controls.

Updates to the CJIS security policy require agencies to have policies and procedures for each compliance area control group. The CJIS Security Policy outlines 16 policy areas and prescribes mandatory procedures for accessing, using, and securing criminal justice information.

Please note the CJIS Security Policy is in the process of being updated and not all compliance areas have requirements for specific policies yet. To ensure that you have the most up-to-date information, it is recommended that you consult the most recent version of the CJIS Security Policy.

Sample policies for CJIS Security Policy compliance can be obtained from the Crime Information Bureau. Available samples include:

- Access control
- Auditing and Accountability
- Awareness and Training
- Configuration Management
- Contingency Planning
- Identification and Authentication

- Incident Response
- Maintenance
- Media Protection
- Personnel Security
- Physical and Environmental Protection
- Planning
- Risk Assessment
- System and Communication Protection
- System and Information Integrity
- System and Services Acquisition

These sample policies can be used as a starting point for developing policies and procedures that are specific to your agency's needs. It is important to note that these sample policies should be reviewed and customized to ensure that they meet your agency's specific requirements. These sample policies have been compiled into one PDF document, which is available on WILENET: <https://wilenet.widj.gov/cib/time-system-audits> under the Audit Documents section.

By having policies and procedures in place for each compliance area in the CJIS Security Policy, law enforcement agencies can ensure that they are following the guidelines and protecting sensitive information from unauthorized access. If you have any questions or concerns, or to request copies of the sample policies, please contact the Crime Information Bureau at cibtrain@doj.state.wi.us.

Crime Information Bureau (CIB)

Contacts

	Name	Telephone	Fax Number	Email
Director	Bradley Rollo	608-264-8134	608-267-1338	rollobr@doj.state.wi.us
Deputy Director-TIME System/Criminal History	Katie Schuh	608-266-0335	608-267-1338	schuhkr@doj.state.wi.us
Deputy Director-Firearms	Andrew Nowlan	608-267-2776	608-267-1338	nowlanam@doj.state.wi.us
TIME System Operations Manager	Brian Kalinoski	608-266-7394	608-267-1338	kalinoskibt@doj.state.wi.us
TIME & Technical Services Manager	Craig Thering	608-261-0667	608-267-1338	theringcd@doj.state.wi.us
Training Officer - Senior	Sarah Cook	608-261-7667	608-267-1338	cooksm@doj.state.wi.us
Training Officer	Ben Brandner	608-266-9341	608-267-1338	brandnerb@doj.state.wi.us
Training Officer	Matthew Woodrum	608-261-5800	608-267-1338	woodrumme@doj.state.wi.us
TIME Analyst - Advanced	Zach Polachek	608-264-9470	608-267-1338	polachekzd@doj.state.wi.us
TIME Analyst	Jeanette Devereaux-Weber	608-266-2426	608-267-1338	devereauxweberjd@doj.state.wi.us
TIME Analyst	Jennifer Virgin	608-266-7792	608-267-1338	virginjm@doj.state.wi.us
TIME Analyst	Megan Smaby	608-261-8135	608-267-1338	smabymn@doj.state.wi.us
Criminal History Unit Manager	Sarah Steindorf	608-261-6267	608-267-1338	steindorfsr@doj.state.wi.us
Criminal History Unit Manager	Brandon Smith	608-266-0872	608-267-1338	smithbp@doj.state.wi.us
Firearms Unit Manager	Jen Garske	608-264-6373	608-267-1338	garskejt@doj.state.wi.us
Firearms Unit Manager	Mike Worth	608-261-8104	608-267-1338	worthmj@doj.state.wi.us
TRAIN			608-267-1338	CIBTrain@doj.state.wi.us
eTIME			608-267-1338	eTIME@doj.state.wi.us
PSN Requests			608-267-1338	cibpsn@doj.state.wi.us
TIME System Audits			608-267-1338	cibaudit@doj.state.wi.us
TIME Billing			608-267-1338	timebilling@doj.state.wi.us
WORCS		608-266-7314		cibrecordcheck@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	tscc@doj.state.wi.us

Additional Resources

Name	Telephone/Website	Terminal Identifier	Email/Fax
WILEnet	https://wilenet.widoj.gov/	608-266-8800	wilenet@doj.state.wi.us
Friction Ridge Database Unit (FRDB, formerly AFIS)			dojcrimelabfrdb@doj.state.wi.us
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)			Nlets User Guide : 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	https://wilenet.widoj.gov/cib/time-system-training-materials-manuals-forms		
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 (LE only)	608-267-0844	WDNR	
Information	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		

BASIC TIME SYSTEM OPERATOR TRAINING 2025

(Two-day class 8:30 a.m. – 4:00 p.m.)
Available online by completing Modules 1-8.

Due to lack of attendance, we will not be hosting any Basic classes for the 2025 Training Year. However, in-person Basic training can be requested if the agency can find a minimum of 10 people to attend the class. Personnel can still obtain a Basic certification by completing modules 1-8 online.

Reminder: Registration for the above classes may be accomplished in the following ways:

1. The agency TRAIN administrator can register personnel online through the registration functions available on TRAIN.
2. For assistance with difficulties or for information on how to register your personnel, the agency TAC or TRAIN administrator may send an email message to cibtrain@doj.state.wi.us

ADVANCED TIME SYSTEM OPERATOR TRAINING 2025

(Two-day class 8:30 a.m. – 4:00 p.m.)
Available online by completing the Person Entry, Vehicle Entry,
Other Property Entry modules followed by the Advanced Project.

March 26 - 27, 2025
April 23 - 24, 2025
June 18 - 19, 2025
July 16 - 17, 2025
October 8 - 9, 2025
October 15-16, 2025

La Crosse County Sheriff's Office
Door County Communications
Rock County Sheriff's Office
Minocqua Police Department
Mount Pleasant Police Department
Green Lake County Sheriff's Office

Reminder: Registration for the above classes may be accomplished in the following ways:

1. The agency TRAIN administrator can register personnel online through the registration functions available on TRAIN.
2. For assistance with difficulties or for information on how to register your personnel, the agency TAC or TRAIN administrator may send an email message to cibtrain@doj.state.wi.us

TIME AGENCY COORDINATOR **(TAC) TRAINING** **2025**

(One-day class 8:30 a.m. – 4:00 p.m.)
TAC training is NOT available online.

March 25, 2025	La Crosse County Sheriff's Office
April 22, 2025	Door County Communications
May 21, 2025	Rusk County Sheriff's Office
June 17, 2025	Rock County Sheriff's Office
July 15, 2025	Minocqua Police Department
August 14, 2025	Marathon County Sheriff's Office Training and Resource Center
October 14, 2025	Green Lake County Sheriff's Office

Reminder: Registration for the above classes may be accomplished in the following ways:

1. The agency TRAIN administrator can register personnel online through the registration functions available on TRAIN.
2. For assistance with difficulties or for information on how to register your personnel, the agency TAC or TRAIN administrator may send an email message to cibtrain@doj.state.wi.us.

TIME SYSTEM INSERVICE/ **RECERTIFICATION TRAINING** **2025**

Available online by completing the Inservice and/or Recertification Modules.

Reminder: Registration for the online classes may be accomplished in the following ways:

1. The agency TRAIN administrator can register personnel online through the registration functions available on TRAIN.
2. For assistance with difficulties or for information on how to register your personnel, the agency TAC or TRAIN administrator may send an email message to cibtrain@doj.state.wi.us.

TIME SYSTEM VALIDATION TRAINING

2025

(One-day class 8:30 a.m. – 4:00 p.m.)
Validation training is NOT available online.

May 20, 2025
August 13, 2025

Rusk County Sheriff's Office
Marathon County Sheriff's Office Training
and Resource Center
Mount Pleasant Police Department

October 7, 2025

Reminder: Registration for the above classes may be accomplished in the following ways:

1. The agency TRAIN administrator can register personnel online through the registration functions available on TRAIN.
2. For assistance with difficulties or for information on how to register your personnel, the agency TAC or TRAIN administrator may send an email message to cibtrain@doj.state.wi.us

Save the Date for the 2025 CIB Conference!

The 2025 CIB Conference will take place Wednesday, September 17th – Friday, September 19th, 2025, at the Hyatt Regency at 333 Main St. Green Bay, WI. Stay tuned for the agenda and registration to open soon!



Scars, Marks, and Tattoos (SMT)

Guidance on SMT Enrollment

The Criminal Justice Information Services Division maintains an SMT repository as a searchable resource for the investigative process. The effectiveness of any repository is gaining quality enrollments to provide investigative leads to the law enforcement community. It is essential for the enrolled SMT images to include a body location and a text description to support the SMT Service's text-based search capability.

To ensure quality SMT enrollments, ask yourself these questions:

Are there visible tattoos?

When photographing a tattoo, refer to the National Institute of Standards and Technology (NIST) Guidelines for Tattoo Image Collection¹: Avoid blurry, unfocused images, and ensure there is adequate lighting to avoid shadows, hot spots, and glare.

Where is the tattoo located?

Describe the body location of the tattoo, for example, neck, abdomen, right or left leg (calf, thigh), right or left arm (forearm, upper arm), chest.

What do you see?

Use the most obvious adjectives for colors, wording, etc.

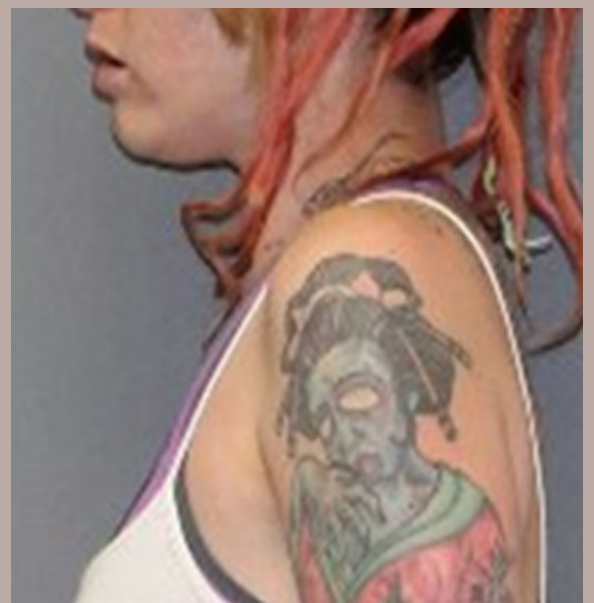
If a tattoo has wording, use the exact words in the description. (e.g., "mom", "MS13"). Note the colors and what you see in the tattoo (e.g., red rose, yellow flower, black skull, mom in red heart, snake, barbed wire, tribal design).

Example for capturing a tattoo photographed in accordance with the NIST Guidelines

1. Photograph tattoo
2. Document the body location (e.g., upper left arm)
3. Document the description (e.g., blue woman, female, robe, zombie, kimono, black hair, green scarf, red robe)

Tattoo Facts

- ***The U.S. spends over \$1.6 billion annually on tattoos.²***
- ***Over 145 million Americans have at least one tattoo.²***
- ***Tattoos are considered a soft biometric and can be used to provide investigative leads of subjects and/or victims when other biometrics are missing or not viable.***
- ***The FBI's Next Generation Identification System houses SMTs tied to an identity-based record.***



¹<https://fbibiospecs.fbi.gov/biometric-modalities-1/smts>

²<https://www.statista.com>



National Crime Information Center

QUICK REFERENCE CARD

Article File

The National Crime Information Center (NCIC) Article File was established in 1967 as one of the first five NCIC Files. The purpose of the NCIC Article File is to aid in locating and recovering:

- Stolen items of value
- Lost or stolen law enforcement related equipment and items of identification

In addition, the file contains records of items that can assist in certain investigations.

Although the use of the NCIC System is voluntary, participation is vital. Information must be entered into the Article File before it can benefit law enforcement. The complete, accurate, and timely entry and maintenance of records ensures system integrity and keeps the NCIC System free of outdated and incorrect information. It is important to remember, an NCIC hit alone is not probable cause to arrest.



Record Entry

Entry of an item into the NCIC Article File depends on the monetary value, the item itself, and/or the investigative value.

- Stolen items are entered if individually valued at or above \$500, or a combined value at or above \$5000 in instances where multiple items were stolen during a single crime.
- Stolen office equipment, television sets, bicycles, and stolen and lost public safety, homeland security, or critical infrastructure items of identification or equipment are entered regardless of monetary value.
- Stolen items can be entered regardless of monetary value if an investigation indicates interstate movement of the property or the seriousness of the crime dictates the investigating agency should enter a record for investigative purposes.

Article File Fast Facts

- Electric bicycles and scooters are entered into the Article File and not the Vehicle File.
- Credit cards, bank drafts, ATM cards, and most checks should not be entered into any NCIC File.
- The only Article File records that require validation are those with type codes Q, T, or Z.
- Article File records with type codes Q, T, or Z are retained until canceled or cleared. All other records are retained for the remainder of the year entered plus one year.
- Querying the Article File using a type code Y or Z will search all Article File records and may aid in locating records for common items like cellphones.

When creating any NCIC File record, all available data should be included, even if it is not mandatory. If missing or additional data becomes available later, the record should be modified to include that additional information.

Type Codes of Special Importance

Q



Lost/stolen public safety, homeland security or critical infrastructure items of identification

T



Stolen toxic and hazardous chemicals

Y



Anything not already covered in the NCIC Code Manual

Z



Lost/stolen public safety, homeland security, or critical infrastructure items or equipment unrelated to identification

Miscellaneous (MIS) Field

The MIS Field is an optional data field, and although the data it contains isn't searchable with an online inquiry of the NCIC System, it is very valuable. The MIS Field should be used when:

- Data cannot be completely entered in its designated field based on established character limits or data type restrictions
- There is not a designated field to enter the data
- Data entered in another field requires further explanation
- When otherwise required or requested by NCIC policy

Locate, Clear, and Cancel Functions

Use of the following functions is critical in keeping the NCIC System free of outdated and incorrect information.



Locate

A locate must be placed on a record when an **agency that did not enter the record** recovers the item in the record.



Clear

A record must be cleared when the **record entering agency** recovers the item in the record.



Cancel

A record must be canceled when the **record entering agency** determines the record is invalid.

Check out the Article File e-Learning module in the NCIC Community on JusticeConnect accessed through the Law Enforcement Enterprise Portal (LEEP).

www.cjis.gov

Additional information is available in the NCIC Community of JusticeConnect or by contacting your CJIS Systems Agency.

For information regarding training, contact the NCIC Training Team:

Phone: 877-FBI-NCIC (324-6242) Email: ncictraining@fbi.gov





National Crime Information Center

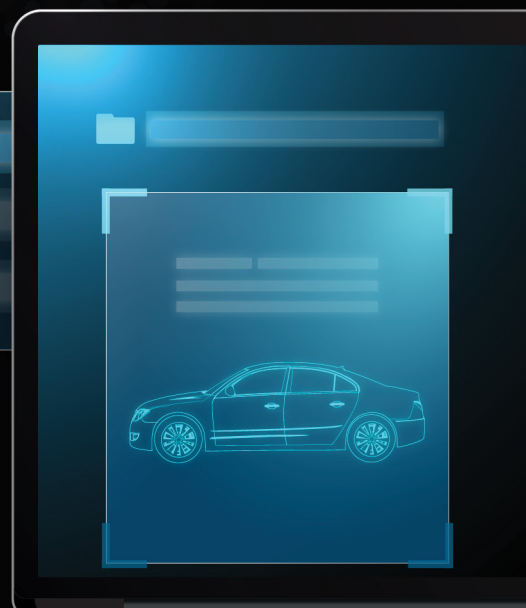
QUICK REFERENCE CARD

Vehicle File

The National Crime Information Center (NCIC) Vehicle File was established in 1967 as one of the first five NCIC Files. The purpose of the NCIC Vehicle File is to aid in locating and recovering:

- Stolen vehicles
- Vehicles involved in the commission of a crime
- Vehicles subject to seizure based on a **federally issued** court order

Although the use of the NCIC System is voluntary, participation is vital. Information must be entered into the Vehicle File before it can benefit law enforcement. The complete, accurate, and timely entry and maintenance of records ensures system integrity and keeps the NCIC System free of outdated and incorrect information. It is important to remember, an NCIC hit alone is not probable cause for arrest.



Record Entry

For NCIC purposes, a vehicle is defined as any motor driven conveyance designed to carry its operator, to include aircraft. Although trailers do not meet this definition, they should also be entered in the Vehicle File.

Vehicles that get entered into the NCIC Vehicle File are classified as either: (1) stolen vehicles or (2) felony vehicles.

Stolen Vehicles

- Vehicle taken during a theft
- Unreturned loaned, rented, or leased vehicle



Felony Vehicles

- Vehicle used in the commission of a felony
- Vehicle subject to seizure based on a federally issued court order

Vehicle File Fast Facts

- To maintain consistency across files, electric bicycles, electric scooters, boats, and vehicle/boat parts do not get entered into the Vehicle File.
- The Vehicle File can be directly queried and is cross searched when an inquiry of an NCIC Person File includes vehicle data.
- Stolen vehicle records that do not contain a Vehicle Identification Number (VIN) or Owner-Applied Number will be retired after 90 days.

When creating any NCIC File record, including an NCIC Vehicle File record, all available data should be included even if it is not mandatory. If missing or additional data becomes available later, the record should be modified to include that additional information.

Notify Originating Agency (NOA) Field

The NOA Field can be used to support investigative leads. By opting in, the NOA Field allows the record entering agency to receive an automatic notification anytime there is a hit on their record.

Miscellaneous (MIS) Field

The MIS Field is an optional data field and although the data it contains isn't searchable with an online inquiry of the NCIC System, it is very valuable.

The MIS Field should be used when:

- Data cannot be completely entered in its designated field based on established character limits or data type restrictions
- There is not a designated field to enter the data
- Data entered in another field requires further explanation
- When otherwise required or requested by NCIC policy

Locate, Clear, and Cancel Functions

Use of the following functions is critical in keeping the NCIC System free of outdated and incorrect information.



Locate

A locate must be placed on a record when an **agency that did not enter the record** recovers the vehicle in the record.



Clear

A record must be cleared when the **record entering agency** recovers the vehicle in the record.



Cancel

A record must be canceled when the **record entering agency** determines the record is invalid.

Check out the Vehicle File e-Learning module in the NCIC Community on JusticeConnect accessed through the Law Enforcement Enterprise Portal (LEEP).

www.cjis.gov

Additional information is available in the NCIC Community of JusticeConnect or by contacting your CJIS Systems Agency.

For information regarding training, contact the NCIC Training Team:

Phone: 877-FBI-NCIC (324-6242) Email: ncictraining@fbi.gov



WSCL - Friction Ridge Database Unit Identity Request Guidelines

Fast/Mobile ID is the fastest way to receive results, typically in under 1 minute. If your agency has access to a 2-finger fast ID or mobile ID unit, we suggest utilizing that technology first to determine if a Wisconsin SID exists on file prior to attempting either Option 1 or Option 2.

Please note - an individual's WI State Identification Number (SID) and FBI number are assigned when the first set of fingerprint standards are submitted upon an individual's first arrest event. Subsequent offenses/fingerprint records are added to an individual's criminal history record based on the fingerprints collected from each of their arrests (because the fingerprints match), not based the demographic information. The name associated with a SID/FBI number is based on the name provided in the first arrest on file and may not reflect the individual's actual name. Their actual name may appear as an alias or not at all. Therefore, it is not possible for us to confirm anyone's name is their real name.

There are two options available to agencies that want to know the WI SID/FBI number/criminal history of the individual in question. The defining point between choosing Option 1 or Option 2 is if the query is related to an arrest or not.

*Option 1: You've **arrested** someone and think they are giving a false name, or they won't tell you their name:*

- If the prints are associated with the individual being involved in a criminal arrest event, please submit them to the WI State ABIS using your normal livescan submission process.
- Once the tenprint record is submitted to the system, it will follow the automated workflow:
 - It will go through a series of quality checks.
 - If no issues are found, then it will automatically search against both the WI state and FBI's NGI database.
 - These databases each contain tenprint records for every arrest event submitted to them.
 - If the fingerprints match to another arrest record during these searches, then this newest arrest event will be added to that person's pre-existing criminal history record/WI SID/FBI number.
 - **This means that the individual in question has been identified to this criminal history record*.**
- You should expect to see these search results returned via a system generated email within 10 minutes.
 - It will be sent to the email(s) your agency has designated they be sent to.
 - If this email needs to be updated contact the FRDB Unit.
- These results will contain the individual's WI SID
 - The WI SID should be used to query the TIME System or Triple I for the associated FBI number and other additional information.
 - If you need assistance using the TIME System, please contact CIB's TIME & Technical Unit at cibtrain@doj.state.wi.us.
- If an email is not returned within 10 minutes, please contact the WI State Crime Lab's Friction Ridge Database Unit (dojcrimelabFRDB@doj.state.wi.us) and provide the associated Transaction Control Number (TCN) for this record.
 - The record may have a quality issue which requires manual intervention before it can be searched. The FRDB Unit can track its progress and email the WI SID information to you.
 - The TCN can be found by opening the record on the livescan after capture of the prints. The TCN is comprised of **your agency's livescan prefix** followed by the **date** and then the **record number from that day**:
 - Example TCN from Anytown PD sent on 10/11/24: **AT1241011001**

*If this record is the establishing record for a person's identity, i.e., this is the first time they've been arrested, this will result in a new WI SID being created with the demographic information that was sent in with it. The FBI # should still be queried as the individual may have a criminal history in another state.

- An agency may update the name or other demographic information on an arrest record they submitted by contacting the Crime Information Bureau's Criminal History Unit cibcriminalhistory@doj.state.wi.us.

Option 2: Someone is unable or unwilling to identify themselves, but they have not been arrested:

- If the prints in question are not for an arrest, perhaps an individual is unable or unwilling to identify themselves, then the record is not eligible to be submitted via livescan and stored in the system. At that point a scan of the fingerprints should be emailed to (dojcrimelabFRDB@doj.state.wi.us) and we can manually search them at both the state and FBI level (but it won't be added to any criminal record).
 - Fingerprint cards that are emailed for comparison purposes should be scanned in color or greyscale (not black and white) at a minimum of 600 dpi and be in a lossless format, preferably TIFF. If not possible, contact the FRDB Unit for further options.
-

The Wisconsin State Crime Lab's Friction Ridge Database Unit is available during regular Crime Lab business hours: M-F 7:45am-4:30pm. In general, all requests submitted to the FRDB Unit during Crime Lab Business Hours have a turn-around time of 24 hours. All comparison requests received outside of regular business hours will be handled on the next business day.

- If a request is high priority, please indicate this and we will prioritize the request.
- A request sent to the FRDB Unit after 2:30 pm on Friday would likely not receive results until the following Monday as there is no weekend staffing.

The FBI is aware we have regular business hour staffing and emergency requests may be needed by agencies in WI. Therefore, they have agreed to perform searches in these situations, when urgent. Requests can be sent to the FBI (email spc@leo.gov) in the following instances:

- If you submit an arrest record but don't receive livescan email results within 10 minutes and it is outside M-F 7:45am-4:30pm, the request can be emailed to the FBI.
- If you have fingerprints you need searched that aren't related to an arrest, and it is outside the Crime Lab's business hours, the request can be emailed to the FBI.