TIME SYSTEM NEWSLETTER

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

Message from the Director

The TIME System Newsletter continues to be our primary method of communicating TIME System information to our users. The Newsletter is posted on WILEnet along with TIME System Information messages and an email blast out to those of you that subscribed to TIME System Notifications. If you are not receiving these notices and want to subscribe, please contact the TIME System Control Center, tscc@wisdoj.gov or call 608-266-7633.

As we kick off the new year, we have articles related to TIME system misuse reminders, CIB Audits, NCIC images, new DOT plates, and several other helpful informational topics. Our goal is to publish a newsletter every quarter. If you have any suggestions for future articles, please reach out to cibtrain@wisdoj.gov.

This edition of the newsletter also has our 2026 TIME training calendar. If your agency would like to have additional trainings or have any questions about training, please reach out to CIB.

Mark your calendars; based on feedback from last year's CIB Conference, it is returning to Green Bay for 2026. The 2026 CIB Conference is scheduled at the Hyatt Regency September 9-11. I look forward to seeing you at this year's conference.

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

TIME System Misuse

Is there ever a reason outside of criminal justice purposes to use the TIME System? The answer is no. Information obtained from the TIME System can only be used by law enforcement/criminal justice personnel and can be used only for law enforcement/criminal justice purposes. If someone violates these (for example, a dispatcher runs their daughter's new boyfriend) there may be internal, civil, and/or criminal penalties.

Each criminal justice agency authorized to receive TIME System information is required to have appropriate written standards for discipline of policy violators. However, internal policy and discipline are not the only potential consequence. Depending on the data accessed and why, various federal and state laws may apply. These include Title 28 CFR Chapter 1 Part 20 (access and use of III CHRI), Title 18 CFR Part 1 Chapter 123 (Federal Driver Privacy Protection Act). There is no specific state statute specifically dealing with TIME System misuse but various laws regarding computer misuse, misconduct in public office, bribery or privacy may apply.
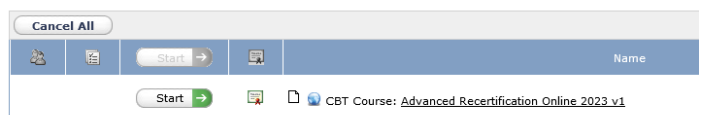
TRAIN Modules

You may have noticed that our TRAIN (Training Resources Available on the Internet) website is a bit outdated. We have been working toward transitioning to a different learning management system (Acadis). For full transparency, we have hit a few speed bumps along the way in our transition and have had to take a couple of detours due to higher priority projects. We are still working on moving away from TRAIN; however, our timeline to go live with Acadis is still unknown. Until we are ready to switch to Acadis, we will continue using TRAIN to provide TIME System training.

Whether you are a TAC or an end user, you will notice the online training modules available in TRAIN are labeled as "2023." If you are questioning whether you should be taking the 2023 modules, the answer is yes, you should be. The 2023 labeled online modules are the correct trainings to choose until CIB advises otherwise. We have been adding some supplemental training to TRAIN (current handouts and power point presentations) and we strongly encourage end users to review those.

As a reminder, please ensure you are using the Microsoft Edge browser in "IE mode" prior to taking any online course in TRAIN. If you are having issues, try clearing the browser's cache and restarting the browser. Upon completion of an online course, it is a good idea to take a picture or screenshot of your score and be prepared to send that to your TAC, so they may forward to CIB to manually update your score if it does not post correctly.

Activity Details

Advanced Recertification Online 2023 v1

Cancel All				
⚖	▤	Start →	▦	Name
		Start →	▦	🗋 🌐 CBT Course: Advanced Recertification Online 2023 v1

Threat Screening Center File

The Homeland Security Presidential Directive-6, signed in September 2003, established the Threat Screening Center (TSC) to consolidate the Federal Government's approach to terrorism screening and provide for the appropriate and lawful use of terrorist information. The Attorney General has granted TSC the authorization to receive, store, maintain and disseminate identification records concerning other national security threat actors.

TSC is the only entity with the authority to enter or update a record in the Threat Screening Center (TSC) file, formerly called the Known or Suspected Terrorist (KST) file. TSC keeps either electronic or hard copy documentation on file to support the record. TSC files have an unlimited retention period and will remain on file indefinitely or until action is taken by the TSC to modify or remove the record.

When an agency queries the NCIC wanted person file, the TSC file will be searched as well. A positive TSC response includes the caveat that the individual cannot be arrested or detained solely based on that information. The inquiring agency will also be advised to contact TSC using a toll-free number, which is in the response and the caveat. Do not ever advise someone that they may be on the terrorism watchlist!

There are five different handling codes utilized by TSC for their file records. The inquiring/receiving agency should adhere to the information and direction within the caveat. Below is an example of one of the handling codes:

LAW ENFORCEMENT SENSITIVE INFORMATION
 WARNING – APPROACH WITH CAUTION
DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE
 DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST
MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER – CAUTION CONTACT THE THREAT SCREENING CENTER XXX-XXX-XXXX
ORI/DCTSC1000 NAM/SMITH, JOHN SEX/M RAC/W DOB/19960213 GNG/DMST XTMST*DFBI SGP/HANDLING CODE 3*DFBI ECR/A DOP/20240725 OCA/17US003 NOA/N DNA/N
ORI IS FBI THREAT SCREENING CENTER - TSC XXX-XXX-XXXX NIC/T000000512 DTE/20190725 1244 EDT DLU/20190725 1244 EDT
IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER. ***LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION. ***
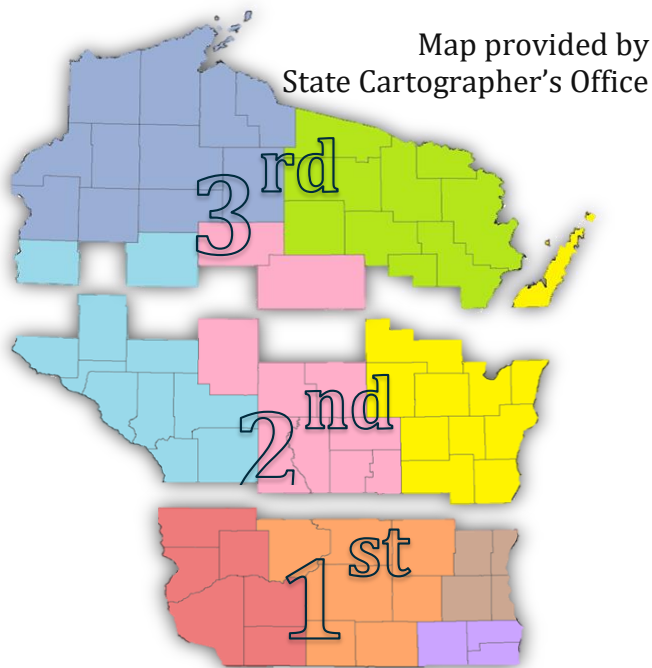
When a positive TSC file response is received, the inquiring agency must **not** advise the individual that they may be on a United States Government (USG) watchlist. The unauthorized disclosure of USG watchlist information is **prohibited**. Information that an individual may be on a USG watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC. This means that it is also prohibited to share/disseminate this information as part of a public records request or discovery in a court case.

CIB Audits

Did you know that the CIB audits every agency with TIME System access every three years? The FBI requires CSAs (CJIS System Agencies, including CIB) to audit the agencies in their state for compliance with the CJIS Security Policy at minimum on a triennial basis (once in a three-year period). One of the goals is to make sure that CJI (Criminal Justice Information) is protected at

every level. Another goal is to ensure that agencies are properly entering and packing records to increase the likelihood of arresting wanted individuals, locating missing persons, and recovering stolen property.

The current audit cycle started in 2024 and ends in 2026, so we are nearing the end of the second year of the cycle. We just finalized the audit schedule for 2026, and our seven auditors will be auditing nearly 200 agencies with TIME System access. We typically audit the southern part of the state in the first year, the middle part of the state in the second year and the northern part of the state in the third year, though there may be some adjustments when agencies first get access, have a security incident, or are part of a statewide agency.

Map provided by State Cartographer's Office

CIB temporarily stopped performing on-site audits during the pandemic. On-site audits then resumed in 2024; starting with five on-site audits, ten in 2025, and we plan to perform 15 on-site audits in 2026. All other agencies complete their audits through the auditing website Peak Performance (aka CJIS

Audit: https://wisconsin.cjisapps.com/cjisaudit/index.pl).

CIB sends out two questionnaires for most agencies, one about technical requirements and the other geared towards the actual use of the TIME System. The TIME Agency Coordinator (TAC), who is the primary point of contact for the agency, will receive emails notifying them that their audit questionnaires have been launched. One of the two emails will include a pdf with the materials required to complete the audit. The TAC will have 30 days to fill out and/or sign several documents, answer questions, and submit them back to CIB. Their CIB auditor will then review their materials and questionnaires, send the questionnaires back with any potential problems marked, and the agency will have a chance to reply. CIB's goal is to help the agency understand any compliance issues and develop a plan to address them to keep sensitive information secure and keep the quality of records in the TIME system as high as possible.

The CJIS Security Policy has more than doubled in length in recent years, keeping pace with advancements in technology and technological threats. Due to the length of the technical questionnaire, it is important to get started on it right away. The audit will likely require a group effort from multiple staff at your agency. IT support staff may be required to assist with the technical questionnaire as those questions require in-depth knowledge of all your agency's network connections, encryption, makes/models of routers, firewalls, etc. Human Resources personnel may need to help with questions about the hiring process and how you verify an applicant's identity. Records clerks, validation officers, or dispatchers may need to assist with reviewing and modifying records.

While an audit might not sound like a good thing, CIB's goal is to have this be a positive

experience, not about blame or getting anyone in trouble. CIB wants to help agencies identify areas of their network that might be susceptible to security breaches and to ensure that the agency and their data is protected. CIB also wants to improve agencies' understanding of the requirements for using the TIME System, whether that's justification for criminal history inquiries, proper dissemination of that information, validation of records, or packing records with complete and accurate information. Ultimately, the audit minimizes and/or prevents liability issues for agencies. Audits help agencies to get on the same page, mitigate risk before they cause problems, and meet their operational goals. If you have any questions pertaining to audits, please email cibaudit@wisdoj.gov.

NCIC Images

All law enforcement agencies share the goal of quick resolutions to the TIME system entries that they make – aiming for wanted persons to be apprehended, missing persons to be located, and property to be returned to its rightful owner. One way to help meet this goal is by packing the record with all documented identifiers and information. Another way is to add an image to NCIC records when one (or more) is available. Images can be associated with NCIC records to assist in identifying a person or property. There are three different image types to choose from when entering a record. The following types of images can be stored for person records: mugshot, signature and identifying images. Identifying images can also be added to help identify property (articles, guns, boats, parts, vehicles, etc.)

Mugshot Image (IMT M): *A frontal face view from the shoulders to the top of the head is entered and maintained by an ORI and associated to a person.* Just because it is called a "mugshot" does not mean it has to

be a booking photo. Use this image type for a frontal face view from the shoulders up of the wanted person, missing person, respondent, violent person, etc. This image type will appear if the querying agency turns on their NCIC image indicator.

Signature Image (IMT S): *An image of a signature is entered by an ORI and associated to a person.*

Identifying Image (IMT I): *An image which may help identify a person or property (scars, marks, and tattoos; photograph of a person; "aged" photograph of a missing juvenile, photograph of a vehicle or an article, etc.) is entered and maintained by an ORI and associated to a person, article, gun, part, vehicle or boat.* If this type of image was entered, any agency that queries the record will not see the image unless they query the NCIC image number directly.

The rules for images are as follows:
- Only one "mugshot" can be associated with an NCIC person record.
- Only one signature can be associated with an NCIC person record.
- No more than 10 identifying images (other than mugshot and signature) can be associated with a person record.
- No more than 10 identifying images (tattoos, dress or graffiti) can be associated with a gang/terrorist group reference record.
- Only one identifying image can be associated with a vehicle/boat part, article or gun.
- Only one identifying or generic image can be associated with a vehicle or boat.
- Images must be in JPEG format with a size of 256 x 256 pixels and eight bits per pixel in the workstation.
- WI Driver's license photos may **not** be entered as an NCIC image.

- Images are subject to the same validation requirements and retention periods as the records they are associated with.

When an image is entered/uploaded, the NCIC number (NIC) of the person or property must be included. The NIC links the image record with the person or property entry that already exists.

When a user queries a person or property, they may request that image information be returned *if available* by indicating 'Y' for yes in the NCIC image indicator field. For a person, this would be a mugshot; for property, it would be either the identifying image or the generic image. If a user wants to view all images associated with a record (identifying images for a person, etc.) they must use the query image transaction #0017 and query the NIC of the record in question.

An NCIC hit on an image record or hit response containing an image does not constitute probable cause to arrest. When an agency receives one or more image records in response to an NCIC System inquiry, the hit must be confirmed with the ORI of each record. For example, if you queried an individual and their name came back with a wanted person hit and the photo attached to that record that looks exactly like the person you are out with, this does not mean you can automatically arrest that individual. Complete the hit confirmation process with the entering agency prior to making the arrest.

Windows 10 End of Life

As of October 14, 2025, Windows 10 has reached its end of life (EOL). While your Windows 10 devices will continue to function, they will no longer receive vital security updates and bug fixes. Systems that are not updated are frequently targeted by cybercriminals and other bad actors looking to deploy malware and viruses. If your agency is still using Windows 10, we suggest you contact your IT support provider and request to immediately transition to Windows 11. If you are not ready to transition, your agency may be eligible for Microsoft's Extended Security Updates (ESU) program; however, this is not a permanent solution. To be compliant with the CJIS security policy (SA-22- Unsupported System Components) your agency must replace system components when support is no longer available or obtain support for the original vendor or a contracted support vendor.

New WI DOT Plates – Blackout and Retro

There are two new plates being issued by the Wisconsin Department of Transportation. The Blackout Plate (BOP) and Retro Plate (RYP) have a target release date of mid-January 2026.

The Blackout Plates will have a black background with white characters, similar to the Road America Plates. They will also have the word "WISCONSIN" in white, centered on the top. These plates will begin being issued with characters ZAA-1001. Personalized plates with up to seven characters will also be available.

The Retro Plates will have a yellow background with black characters, similar to the standard Wisconsin plates from the 70s and 80s. They will have the word "Wisconsin in black centered on the top, and the phrase "AMERICA'S DAIRLYAND" in black, centered on the bottom. These plates will begin being issued with characters YAA-1001. Personalized plates with up to seven characters will also be available.

To query the Blackout Plates and the Retro Plates via the TIME System, use code "CV" or leave plate type blank. To enter the plate as lost or stolen, use code "ZZ".

Vehicle Model Codes in eTIME Open Search

Imagine this, you run an eTIME Open Search query that should get numerous results, only to get a "No Hit" response instead – what happened? Back in 2021, a change at the Wisconsin DOT resulted in many vehicle model codes being stored as a numerical code instead of the more familiar alpha-numeric vehicle codes – for example, a Ford Explorer record might have a model code of 1855 instead of EPR.

DOT has provided a spreadsheet eTIME Open Search users can use to translate vehicle make and model into the numeric codes to use in the Open Search query. The spreadsheet is up to date and provides codes for vehicle make/model combinations through model year 2025. WILENET users can download the spreadsheet from the secure side of WILENET: after login, click "Resources", "DOT – DMV Resources", and "WI DOT Vehicle Model Codes."

Users should refer to this spreadsheet when running open search queries, while also querying using the vehicle codes listed within eTIME, to make sure they're getting all available information.

Reminder: Access to eTIME is agency specific. Users must re-register for eTIME with your agency, regardless of existing or past access through a different agency. Simply completing the eTIME Operator Online Agreement does not grant eTIME access.

For any questions about eTIME email us at eTIME@wisdoj.gov

Crime Information Bureau (CIB) Contacts

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TRAIN			608-267-1338	cibtrain@wisdoj.gov
eTIME			608-267-1338	etime@wisdoj.gov
PSN Requests			608-267-1338	cibpsn@wisdoj.gov
TIME System Audits			608-267-1338	cibaudit@wisdoj.gov
TIME Billing			608-267-1338	timebilling@wisdoj.gov
WORCS		608-266-7314		cibrecordcheck@wisdoj.gov
TSCC		608-266-7633	608-266-6924	tscc@wisdoj.gov

Additional Resources

Agency Name	Telephone/Website	Terminal ID	Email/Fax
WILEnet	https://wilenet.widoj.gov/	608-266-8800	wilenet@wisdoj.gov
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@wisdoj.gov
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		wiclearinghouse@wisdoj.gov
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		

STATE OF WISCONSIN DEPARTMENT OF JUSTICE

Josh Kaul (Attorney General)

Division of Law Enforcement Services

Crime Information Bureau

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TO: CRIMINAL JUSTICE AGENCY ADMINISTRATORS

SUBJECT: 2026 TIME System Training

The Crime Information Bureau (CIB) will again be offering TIME System training during 2026. Enclosed please find a copy of the TIME System training course descriptions, list of training dates/locations for 2026 and further information regarding CIB's online training site, Training Resources Available on the Internet (TRAIN).

CIB is responsible for providing program instruction in accordance with Wisconsin Statute 165.83 (2)(g). The Wisconsin Department of Justice is signatory to an agreement with the FBI Criminal Justice Information Services Division (CJIS) and must be in compliance with federal regulations and policy. CJIS requires that all operators accessing NCIC must be trained and functionally tested for proficiency and be re-tested biennially. Individuals who have limited TIME System access, including acting as relief of dispatchers/other operators must be TIME System certified at the level of transactions performed. Trained personnel are more effective and efficient in the performance of their assigned responsibilities. Consideration should be given to the potential liabilities that could result from having untrained personnel.

To register for classroom or online training:
1. Your 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 personnel the agency TAC or TRAIN administrator may send an email message cibtrain@wisdoj.gov.

Registrations received via email will be confirmed. All registration requests should note any special accommodation needs for the attendee.

Training requests will be accepted for sites/dates other than those on the enclosed listing under the following conditions:
1. A similar class has not been scheduled in the same area that is equally convenient.
2. The requesting agency can provide a written roster of at least ten attendees.
3. The requesting agency can provide a suitable training location with a classroom atmosphere and privacy for class participants.
4. A CIB instructor is available.

A copy of this letter and calendar is available by accessing our website, and classroom instruction handouts are also available online at https://wilenet.widoj.gov/.

Sincerely,

Brad Rollo (CIB Director)

TIME SYSTEM COURSE DESCRIPTIONS

PRE-REGISTRATION IS REQUIRED FOR ALL TRAINING

CERTIFICATION TRAINING:

Security Awareness

This training reviews the basic security requirements that must be followed to gain unescorted access to the TIME/CJIS systems and information. It covers issues such as required background checks, physical security measures (logons, passwords, etc.), technical security requirements (encryption), and what to do in the event of a security incident. The CJIS Security policy requires that security awareness training be completed annually by all personnel who have unescorted access to criminal justice information, manages and accesses NCIC or other CJIS systems. All employees who have access to criminal justice information and all appropriate information technology (IT) personnel shall receive security awareness prior to being granted unescorted access to criminal justice information or your agency's secure location.

Available online via TRAIN or a paper version is available on the CIB Resources page of WILENET:
https://wilenet.widoj.gov/.

eTIME Certification

Instruction will include TIME System query functions to the data files. Currently eTIME provides access to Wisconsin Department of Transportation driver's registration files and vehicle registration files, out-of-state driver's registration files and vehicle registration files, Wisconsin and out-of-state criminal history files, DOC person files, DNR files, CIB/NCIC wanted person, missing person, protection order/injunction files and other CIB/NCIC person and vehicle hot files. A query transaction is also available for CCAP, NICS and Mental Health records, CIB/NCIC stolen part file along with the NCIC stolen article, stolen security, stolen/lost/missing/felony and recovered gun files. This certification does not authorize the individual to operate mobile data computers with MDC, full query, or full access capabilities.

Available online via TRAIN only.
Online: To achieve a full eTIME Certification online requires completion of Modules 1, 2, 3 and 5; however, users may certify in only the modules applicable to their job duties. Students must pass test questions included in each module.

Mobile Data Operator Certification

The material will include file queries only; it will not include entries or updates. This certification authorizes the individual to operate terminals/computers with eTIME access, MDC access and perform transactions available for MDCs on full access terminals.

Available online via TRAIN or in a classroom environment.

Classroom: Taught by Agency Assigned Instructors (AAI) who are TIME System Basic or Advanced certified and have received specialized training from a CIB training officer. Students must pass a written examination. Online: To achieve an MDC certification online requires completion of Modules 1 through 6. Students must pass test questions included in each module.

Basic

Instruction designed for beginning personnel who access the TIME System. The training consists of basic instruction for sending administrative messages; querying the state and national computerized data files; interpretation of computer responses and security awareness. These files/responses include National Crime Information Center and Crime Information Bureau hot files on persons, vehicles, and property; Department of Corrections person files, Department of Transportation registration and licensing files; and Department of Natural Resources license and snowmobile/ATV/boat registration records. Instruction includes information on obtaining and interpreting criminal history record information from national, state, and local repositories, hit confirmation procedures and liability. It is highly recommended that students complete the New Operator Handout prior to enrollment. A copy of the New Operator Handout is available at https://wilenet.widoj.gov.

Available online via TRAIN or in a classroom environment upon request.
Classroom: Instruction consists of a two-day (8:30 a.m. – 4:00 p.m.) session. Students must pass a written examination.
Online: To achieve a Basic certification online requires completion of Modules 1 through 8. Students must pass test questions included in each module.

Advanced

Instruction designed for personnel who will perform entry, modify, supplemental and cancel transactions. Training includes record entry and cancel procedures for the Warrant/Wanted and Missing Person File, Stolen Vehicle File, Stolen Part File, Gang, Known or Suspected Terrorist Organization File, Protection Order File, Identity Theft File, Violent Person File, NICB Impound File, Detainer File, and NCIC Stolen Property Files. Modifying and adding of additional data to these files is also covered. Students must have successfully completed Basic Certification before attending Advanced training.

Available online via TRAIN or in a classroom environment.
Classroom: Classroom instruction consists of a day and a half (Day 1 = 8:30 a.m. – 4:30 p.m. & Day 2 = 8:30 a.m. – 12:00 p.m.) session. Students must successfully complete an "at your agency project" to achieve Advanced certification.
Online: Advanced online training consists of three (3) instructional modules and a module with materials needed to complete an "at your agency project". Students must successfully complete this project after completing the three instructional modules to achieve Advanced certification.

Additional TIME System Training

Inservice

Inservice training will include a review of selected TIME System topics, new or changed TIME System features and policies.

Available online via TRAIN or paper copies on WILENET.
<u>Online</u>: An annual Inservice module is available online via TRAIN. A paper version is available on the CIB Resources page of WILENET.

Recertification

Recertification includes an updated Security Awareness review. The recertification examination is a biennial examination for certified operators who have received Wisconsin Department of Justice certification. NCIC requires that all operators be re-certified biennially, based upon the date of their last certification.

Available online via TRAIN.
<u>Online</u>: An annual Inservice module is available online via TRAIN. Specific recertification examinations for MDC, Basic, and Advanced operators are available online. Recertification for eTIME operators requires the recompletion of Modules 1, 2, 3 and 5.

Validation/Quality Control Training

This specialized training program is designed for persons assigned the duty of Validation Officer and may also include supervisors. Although the class is highly recommended, it is not required. The training will include all functions of verifying computerized records, including contacting the Clerk of Courts and complainants to determine whether the records are still active or valid. Instruction includes an explanation of the audit program and what documentation will be needed for the audit; file validation procedures; quality control and serious error notices. Every agency validating records in the TIME/NCIC System must have an individual assigned as a Validation Officer. CIB recommends that Validation Officers attend training every five years.

Available in a classroom environment only.
<u>Classroom</u>: Classroom instruction consists of a half-day (1:00 p.m. – 4:30 p.m.) session.

Basic Instructor Certification

This special certification is designed for persons in good standing with Criminal Justice agencies and at least three years of experience with the TIME System (Basic and Advanced Certified). The documentation required for this is three (3) letters of recommendation from your agency administrators, a certificate of completion of an Instructor Development Course and of course a willingness to complete training for Basic/MDC TIME Certification for the department. Biennial re-certification will be required to sustain certification. Agencies interested in additional information should contact CIB via email at <u>cibtrain@wisdoj.gov</u>.

Advanced Instructor Certification

This special certification is designed for persons in good standing with Criminal Justice agencies and at least three years of experience with the TIME System (Advanced Certified). The documentation required for this is three (3) letters of recommendation from your agency administrators, a certificate of completion of an Instructor Development Course and a willingness to complete training for Advanced TIME Certification for the department. Biennial re-certification will be required to sustain certification. Agencies interested in additional information should contact CIB via email at cibtrain@wisdoj.gov.

TIME Agency Coordinator (TAC) Training

A specialized training program designed for persons who serve as the point of contact at their local agency for matters related to the CJIS information access. The TAC administers the TIME system programs within the local agency and oversees the agency's compliance with CJIS system policies assigned the duty of TIME Agency Coordinator (TAC). Each agency having TIME System access must designate an individual employed by the criminal justice agency as the TAC. Any exceptions must be coordinated with and approved by CIB. The TAC serves as the liaison between the agency and the Crime Information Bureau. The training will familiarize TIME Agency Coordinators with all physical, personnel, computer and communications safeguards and security requirements in compliance with the Department of Justice, Crime Information Bureau, Criminal Justice Information Services Division (CJIS) and International Justice and Public Safety Information Sharing Network (Nlets) rules and regulations. The TAC has an important role in ensuring terminal operators are properly trained, certified, and re-certified. Instruction includes liability concerns relating to the state and national files, departmental responsibilities dealing with hit confirmation and record keeping. Every agency must designate a person as TAC and this person must complete TAC training within 12 months of assignment. CIB recommends that TACs attend training every five years.

Available in a classroom environment only.
Classroom: Classroom instruction consists of a one-day (8:30 a.m. – 4:00 p.m.) session.

LASO Training (Local Agency Security Officer)

LASO training shall be required prior to assuming duties, and annually thereafter. At a minimum, the following topics shall be addressed as enhanced security awareness training for a LASO:
1. The roles and responsibilities listed in CJIS Security Policy Section 3.2.9.
2. Additional state/local/tribal/federal agency LASO roles and responsibilities.
3. Summary of audit findings from previous state audits of local agencies.
4. Findings from the last FBI CJIS Division audit of the CSA.
5. Most recent changes to the CJIS Security Policy.

Available online via TRAIN or a paper version is available on the CIB Resources page of WILENET: https://wilenet.widoj.gov/

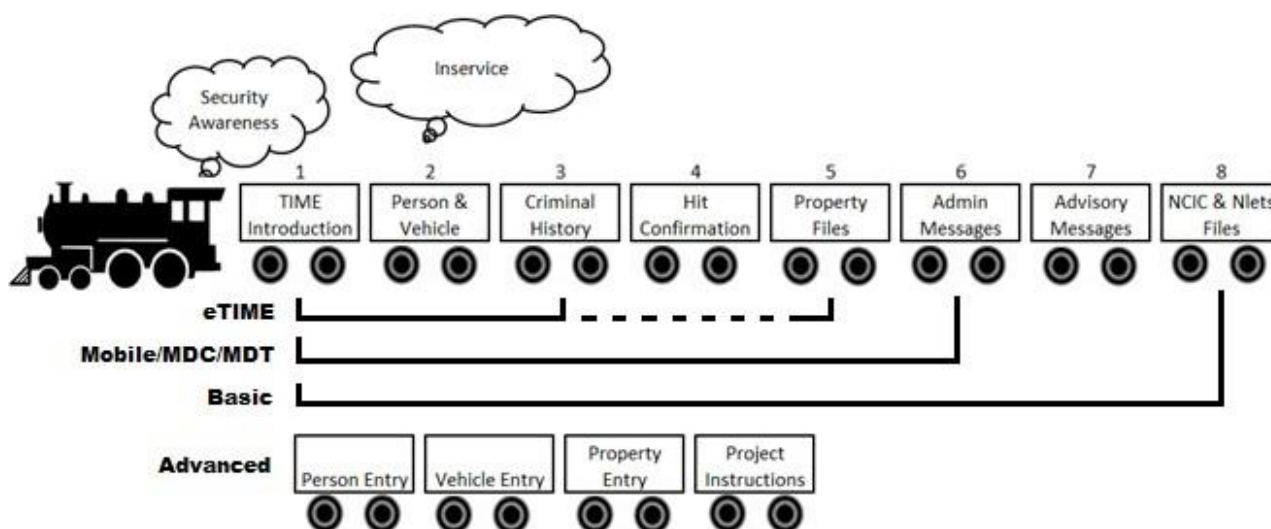# TRAINING RESOURCES AVAILABLE on the INTERNET (TRAIN)

TRAIN is the Department of Justice initiative that makes TIME System training available online. TRAIN was developed to help agencies meet the federally mandated training requirements for TIME System access. TRAIN allows agency staff to recertify at any location with Internet access. TRAIN also makes individual training records available online for each agency to access as needed. We encourage agencies to utilize TRAIN to its fullest extent.

All persons holding a TIME System certification are listed on an agency's roster in the TRAIN database. Agency personnel not on the agency roster must be added by providing CIB with the following information: individual(s) full name (first name, middle name/initial and last name), agency, information regarding previous employment at another Wisconsin criminal justice agency and desired certification/job level. Each agency that wishes to utilize TRAIN must assign at least one TRAIN administrator. These local agency administrators will have authority to register personnel for training, generate reports and view training records. Your agency TAC can assign a TRAIN administrator by sending a written request via e-mail to cibtrain@wisdoj.gov.

Online *e*TIME, Mobile and Basic certification training has been broken down into individual modules. Each module covers a specific topic in detail and includes test questions about the material covered. Once the user successfully completes a module, they acquire the associated certification. The modules cover the following topic areas:

(1) TIME System Introduction	(5) NCIC Property Files
(2) Person and Vehicle Queries	(6) Administrative Messages
(3) Criminal History Queries	(7) Advisory Messages
(4) Hit Confirmation	(8) Additional NCIC and NLETS Files

To achieve full *e*TIME Certification online requires completion of Modules 1, 2, 3 and 5, however users may certify in only the modules applicable to their job duties. Mobile certification requires personnel completing modules 1-6; Basic certification is achieved by successfully completing modules 1-8.

Online Advanced certification is broken into four modules. Each module covers a specific topic in detail. The modules cover the following skills/topic areas:

Person Entry   Other Property Entry
Vehicle Entry (Includes Parts and License Plates)   Project Instructions

A TRAIN instructional handout can be viewed and printed by going to https://wilenet.widoj.gov/ and clicking on the Resources tab. Choose "Crime Information Bureau." Then click on TIME System Training Materials-Manuals-Forms on the left side of the page. There is a link to the TRAIN website about half-way down that page. The bottom of the
TRAIN information page contains a link to the instructional handout and the log in page
(ealogin.justice.wisconsin.gov).

BASIC TIME SYSTEM OPERATOR TRAINING 2026

Two-day class 8:30am – 4:00pm
(Or available online by completing Modules 1-8.)

February 2-3, 2026   WI DOJ – Risser Justice Center

Additional 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@wisdoj.gov

<u>ADVANCED TIME SYSTEM OPERATOR TRAINING 2026</u>

Two-day class: Day 1 8:30am – 4:30pm & Day 2 8:30am – 12:00pm (Or available online by completing the Person Entry, Vehicle Entry, Other Property Entry modules followed by the Advanced Project.)

March 18-19, 2026	Steven's Point Police Department
April 15-16, 2026	Oconomowoc Police Department
May 20-21, 2026	Iowa County Sheriff's Office
June 17-18, 2026	Oak Creek Police Department
July 15-16, 2026	Wood County Courthouse
August 12-13, 2026	Barron County Sheriff's Office
October 14-15, 2026	Columbia County Sheriff's Office
November 11-12, 2026	Minocqua Police Department

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@wisdoj.gov.

<u>TIME AGENCY COORDINATOR (TAC) TRAINING 2026</u>

One-day class 8:30am– 4:00pm
(TAC training is NOT available online.)

March 17, 2026	Steven's Point Police Department
April 14, 2026	Oconomowoc Police Department
May 19, 2026	Iowa County Sheriff's Office
June 16, 2026	Oak Creek Police Department
July 14, 2026	Wood County Courthouse
August 11, 2026	Barron County Sheriff's Office
October 13, 2026	Columbia County Sheriff's Office
November 10, 2026	Minocqua Police Department

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@wisdoj.gov.

<u>TIME SYSTEM VALIDATION TRAINING 2026</u>

One half-day class 1:00pm – 4:30pm
(Validation training is NOT available online.)

March 19, 2026	Steven's Point Police Department
April 16, 2026	Oconomowoc Police Department
May 21, 2026	Iowa County Sheriff's Office
June 18, 2026	Oak Creek Police Department
July 16, 2026	Wood County Courthouse
August 13, 2026	Barron County Sheriff's Office
October 15, 2026	Columbia County Sheriff's Office
November 12, 2026	Minocqua Police Department

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@wisdoj.gov.

<u>TIME SYSTEM INSERVICE/ RECERTIFICATION TRAINING 2026</u>

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@wisdoj.gov.