TIME SYSTEM NEWSLETTER

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

Message from the Director

Happy Spring to everyone! This edition of the TIME System Newsletter has several useful articles for your review.

Those users that enter records into the TIME system are probably familiar with the term "Packing the Record". Basically, it means entering as much information as possible into a record. Learn why this is important on page 2 of the newsletter.

The newest version of the FBI's CJIS Security Policy v6.0 has been published. CIB is still reviewing changes. The FBI has split our control families into different priority levels, and Priority One controls should be deployed as soon as possible. Agencies should reach out to CIB with any questions you may have.

Also in this edition, CIB recently updated our policy on TIME System recertification needing to be done within one year of certification expiration, please check out the article on page 4. As ALPR systems become more prevalent, please ensure your systems are secured, see the article about APLR Security on page 5.

DOT released a new special license plate for the Wisconsin County Forests Association which are available for autos, motor homes, trucks up to 8,000 pounds, and 12,000-pound farm trucks. Speaking of plates, please see the article on page 6 about Tribal Plates, and how to query them. Please reach out to TIME and Tech or TSCC for any assistance!
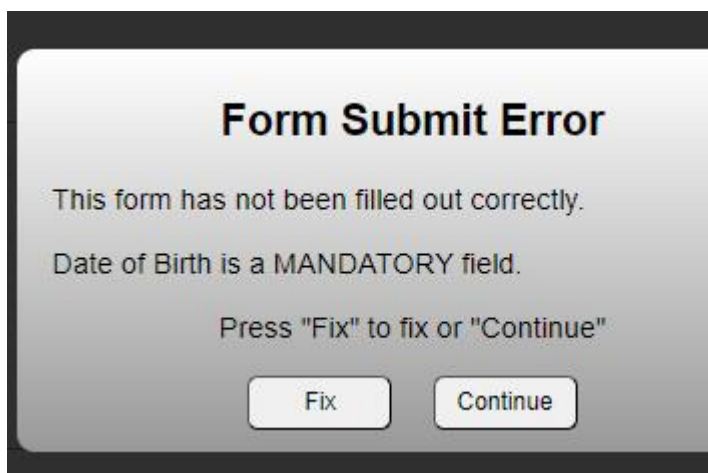
Finally, registration is now open for this year's CIB Conference. This year's conference will be at a new location in Green Bay, the Hyatt Hotel and KI Conference Center! Please check out the website!

As always, I appreciate any feedback, suggestions, and thoughts from our users! Please reach out anytime!

Packing a Record

To ensure all relevant information is included in a TIME System entry, agencies must add all information retrieved from acceptable sources. For more details on source documentation, please review the October 2024 TIME System Newsletter article, "Source Documentation for Record Entry".

While certain fields for entry transactions are listed as "optional" in the CIB Advanced Handout, or on the Portal XL entry forms; this does not mean that agencies can omit information they obtain from acceptable sources. "Optional" fields indicates that the transaction will not be rejected if the field is left blank. For example, if an individual has a documented identifying mark such as a facial scar it should be added as a Scar/Mark/Tattoo/Other Characteristic. However, the entry will not be rejected if it is not included in the entry. If a person entry is attempted without a required field, an error message will be received.

```
/9999 C277 A82071E8COOKSM284        WI(
TIME 00180975 000001 02/21/25 08:05 01 (
Invalid MFC format (3430)
RAZZEL
RACHELLE
F
```

Would you enter Dental Characteristics for a Missing Person if you had them available? Although the Advanced Handout lists these fields as "optional," this only means that the transaction will not produce an error if the data is omitted. It is crucial to include this information to increase the chances of matching a missing person with an unidentified person. The same applies to other entries, such as warrants, protection orders, violent person files, etc. Providing critical identifiers will aid in officers properly being able to identify a wanted person, saving time for all individuals involved (officers, dispatchers, stopped individual). Adding pertinent identifying information to a Violent Person record can enhance Officer Safety so they are confident that they are out with the individual of concern and may require backup. Adding vehicle color(s) may assist officers in being able to properly spot a stolen or felony vehicle from a distance. Many of the additional identifiers are "optional" for the transaction, but for officer safety reasons, it is required to include this information in the record if you have the supporting documentation.

Form Submit Error

This form has not been filled out correctly.

Date of Birth is a MANDATORY field.

Press "Fix" to fix or "Continue"

Fix   Continue

If the user attempts to "continue" through that field, they will receive the following response:

As a reminder from the Advanced Handout, agencies must attempt to gather as much information as possible to enter into the record. In many cases, this information can be found by reading the officer's case report. In addition, there are numerous databases that can be accessed to obtain required and optional information. Remember, "packing a record" with all available data increases the chances of apprehending the wanted person,

finding and identifying the missing person, and recovering stolen property.

If you have any questions on source documentation or packing a record, feel free to reach out to one of our Training Officers in the TIME And Technical Unit or email cibtrain@doj.state.wi.us.

CJIS Security Policy Updates

Version 6.0 Released February 2025

The FBI CJIS Division released version 6.0 of the CJIS Security Policy on January 1, 2025.

This update introduces modernized security controls for Assessment, Authorization & Monitoring, Personnel Security, System and Services Acquisition, and Supply Chain Risk Management. The current version of the policy and companion document can be found at CJIS Security Policy Resource Center, https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center. Be sure to check out the "Links of Importance" for many helpful links including webinars on CJIS Security Policy updates, grants that may be available, access to NIST publications, FIPS certificates, and more.

Priority One controls must be deployed immediately as they are shown to significantly improve your agency's defenses against known attacks.

The above list is not all inclusive, all updates can be found by reviewing the latest version of the CJIS Security Policy and companion document. The companion document breaks down what is new to the policy as well as when the specific requirements are sanctionable. Zero cycle requirements (excluding existing requirements) are sanctionable by October 1, 2027. If you have any questions, feel free to reach out to cibaudit@doj.state.wi.us.

Security Awareness Posters

As a government agency, you are under the constant threat of a cyber incident. Section **AT-2 Literacy Training and Awareness** of the CJIS Security Policy, requires agencies to employ techniques to increase security and privacy awareness. These techniques include displaying posters, offering supplies inscribed with security and privacy reminders, displaying logon screen messages, generating email advisories or notices from organizational officials, and conducting awareness events. Every agency must employ one or more of those techniques to be compliant.

There are many free security awareness poster options available by simply using your search engine of choice. Rotating these posters is also beneficial for highlighting various security risks and keeping them fresh in the minds of your staff. You can find many free posters at https://www.cdse.edu/Training/Security-Posters/Cybersecurity/.

WI County Forests Association License Plate

Effective January 29, 2025, the "Wisconsin County Forests Association" plate was issued by the Wisconsin Department of Transportation.

The Wisconsin County Forests Association is a non-profit organization based in Merrill, WI. They work as an advocate for 30 counties in Wisconsin, for matters related to their forests. Wisconsin County Forests Association license plates are available for autos, motor homes, motor trucks up to 8,000 pounds, and 12,000-pound farm trucks. The plates have a watercolor background of a forest and a river. "Wisconsin" appears at the top of the plate in black and the words "Support County Forests" on the bottom in green. Non-personalized plates display the letters "CF" as a suffix. To query the Wisconsin County Forests Association plate use code "CV". To enter the plate as lost or stolen, use code "CN" (conservation).

TIME Recertification Guidelines

The Crime Information Bureau offers different types of trainings that give TIME certification, either through in-person classes or individual online modules, at different levels depending on how much access a person has – for example, MDC level requires modules 1-6, whereas Basic level requires modules 1-8. CIB also offers Recertification modules, which are tests that cover information from all the modules included in that level of certification. TIME Certifications expire every two years, so the recertification modules can be a more efficient way for TACs and TRAIN Administrators to keep their users up to date with their training.

CIB has recently updated our policies on when it is appropriate to assign users a Recertification module in TRAIN. In the past, we have allowed recertification for expired users no matter how long after their expiration date the recertification is assigned, only requiring users to complete new training modules or attend a class if they fail the recertification exam twice. The new policy is to only allow recertification if a user is within one year of their expiration date; if it has been more than one year since their expiration date, agencies must register them for an in-person class or the appropriate individual modules.

Agencies are not authorized to grant TIME system access to untrained or expired personnel. Recertification modules also must only be assigned to users who have previously attained that level of certification – someone who was trained at the MDC level should not be assigned the Advanced Recertification module. Please also remember that Security Awareness is now required annually and must be assigned separately on years when a user is not taking Module 1, attending a class, or taking a recertification module.

If you have any questions on this policy change, please contact TIME and Technical Unit, cibtrain@doj.state.wi.us.

ALPR Security

Automated License Plate Reader (ALPR) systems have seen a large increase in use with law enforcement across the State of Wisconsin in recent years. With the advent of newer ALPR capture solutions such as pole mounted cameras or vehicle mounted cameras, many agencies have been benefiting from the use of these new technologies and in turn the agencies have been able to solve more crimes in less time. Recently, one question has come up regarding this technology that has raised some concerns in which agencies should consider, how secure is my ALPR system?

Much of what agencies do to secure their digital footprints and networks is governed by the CJIS Security Policy, however ALPR systems do not necessarily fall under all those same requirements. A few recently published online articles about the security of ALPR systems found that ALPR cameras in both stationary and mobile scenarios were found to be broadcasting/live streaming to the open internet with no protection whatsoever. One study done by a researcher found that in the Chicago area alone they were able to find over 170 non-secure ALPR streams broadcasting live over the public internet.

While the capturing of license plate data is not specifically controlled by the CJIS Security Policy, the storage of any CJI/CJIS data an agency receives on a confirmed plate hit from an ALPR is controlled by the CJIS Security Policy, and as such that information is required to be protected. So why do we need to protect the ALPR capture data? If an agency is livestreaming unencrypted video feeds from their ALPR cameras, it puts that license plate information out to the entire world, and individuals with nefarious intentions have and will exploit that information as they see fit. One example was

in 2019, when an ALPR vendor for the Department of Homeland Security was hacked and license plates and images of travelers were leaked onto the dark web compromising the identities and personal information of those who were victims of the hack. If video feeds are unencrypted, they also provide potential avenues for attack on the networks where CJI/CJIS data transverses or resides. An unencrypted tunnel into a secure location provides a target rich opportunity for hackers.

What can your agency do? While ALPR capture feeds are not required to be secured, agencies are highly encouraged to consider encrypting all data feeds to protect the information and those of the communities which they serve. By encrypting the traffic of the camera feed into your secure network, you can reduce or eliminate potential points of vulnerability and keep the data from being compromised. Securing the feeds and information of ALPR systems helps agencies to earn trust within the communities while also protecting crucial data for solving crimes.

"Flock Safety ALPR Camera (53833285849)" by Tony Webster is licensed under CC BY 2.0.

WI DOT & Tribal Plates

Eight Native American tribes have a reciprocal registration agreement with the Wisconsin Department of Transportation, which allows residents living on the reservation to purchase tribal plates that are designed and issued by the tribe.

- Bad River Band of Lake Superior Chippewa Indians
- Ho-Chunk Nation
- Lac Courte Oreilles Chippewa Band of Lake Superior Indians
- Lac du Flambeau Band of Lake Superior Chippewa Indians
- Menominee Indian Tribe of Wisconsin
- Oneida Nation of Wisconsin
- Red Cliff Band of Lake Superior Chippewa
- St. Croix Chippewa

TIME queries for six of these tribal license plates through Wisconsin DOT will only produce plate registered owner information and **not** vehicle information, plate expiration status, and title information. For the TIME query of the plate, use plate type "TB" or leave the plate type field blank. A TIME query by VIN to WI DOT will provide vehicle, owner, and title information. The two exceptions are Ho-Chunk Nation and Oneida tribal license plates. TIME queries of Ho-Chunk Nation and Oneida

Tribal license plates will return a standard WI DOT response containing registered owner information, vehicle information, plate expiration status, and title information (if available).

For more information on tribal plates, including sample images of these license plates and contact information for each of the tribes, please visit the Wisconsin DOT's website: https://wisconsindot.gov/Pages/dmv/vehicles/title-plates/tribal.aspx

wisconsindmv.gov/tribalplates

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

Agency Name	Telephone/Website	Terminal ID	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		

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. For more details and to register, please visit: https://wisdoj.eventsair.com/cib-2025-conference/.