TIME SYSTEM NEWSLETTER

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

JANUARY 2024
IN THIS ISSUE

Message from the Director

Happy New Year from CIB! 2023 was a very busy year for the Crime Information Bureau and 2024 is looking to be just as busy. We have almost completed the transition from Portal 100 to Portal XL and the TRAIN to Acadis project is getting closer to completion. The TIME and Technical Unit and TSCC have several new staff and we are excited to have them on the team.

As we kick off the new year, we have articles related to training and validation reminders as well as very helpful information regarding palm prints and new messages agencies are receiving from the National Threat Operations Center at the FBI.

The FBI's CJIS Security Policy modernization is almost complete. In this edition we have a few highlights of some of the recent changes. Please email CIB with any questions.

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

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

Arrivals and Departures

New Arrivals to TIME and Tech

Welcome, Jennifer Virgin (Program & Policy Analyst)

Jenn started in CIB in 2017 as a member of the Firearms Unit. In March of 2018 she transferred to the Department of Revenue. Jenn returned to the Firearms Unit in January 2019 as a JPA Senior. In October 2021, Jenn was promoted to JPA Advanced. She has helped update training manuals, trained new hires, and has been a resource for other team members. In August 2023, she accepted a new role as a Program and Policy Analyst in the TIME and Technical Unit. Jenn is excited to learn more about the TIME System.

Jenn Virgin   *Megan Smaby*

Welcome, Megan Smaby (Program & Policy Analyst)

Megan joined the TIME and Tech Unit in 2023. Megan Smaby started in CIB in 2016 has an LTE for the Firearms Unit. She spent the last 7 years conducting background checks for Wisconsin Concealed Carry licenses, HR218 certifications, and handgun purchases. In addition, she assisted law enforcement agencies in completing their firearm return checks. She is leaving the Firearms Unit as an Advanced Justice Program Associate and is looking forward to her new role as a Program and Policy Analyst with the TIME and Technical Unit.

Goodbye, Emily Freshcorn

Emily Freshcorn was the Senior Training Officer in the Crime Information Bureau of the Wisconsin Department of Justice and had been with the unit since 2016. She returned to her home state of Virginia and will be missed!

Emily Freshcorn

New Arrivals to TSCC

Welcome Elizabeth (Beth) Mitchell

Beth came to TSCC in March of 2023 from the Sauk County Sheriff's Department where she worked as a Sheriff's Deputy/Jailor for four years. She used the TIME System regularly; running individuals, requesting locates, adding detainers, and canceling warrants. She also served in the United States Navy. Beth enjoys her new role working at the TIME System Control Center and enjoys assisting Law Enforcement personnel with their TIME System needs.

Welcome, Lori Ibarra

Lori joined TSCC in April of 2023. Prior to that, she was a records clerk for Beloit Police Department. She enjoyed working in the TIME System entering warrants, stolen property, and missing persons. She also worked with hit confirmations and criminal histories. Lori is looking forward to assisting law enforcement agencies with the TIME system.

Welcome, Montana Christenson

Montana started in TSCC in June of 2023. She has a degree from Madison Area Technical College in Criminal Justice / Law Enforcement. Montana was hired by the Sauk County Sheriff's Department as a deputy in December of 2020 and worked there for two and a half years. Montana has experience working with law enforcement and the TIME System. She would often complete criminal history queries for classification, respond to hit confirmations, request locates, and run individuals for new bookings. She is very excited to continue to work with and assist law enforcement personnel with Train, eTIME, Portal 100 and Portal XL.

Welcome, Chad Breezer

Chad joined TSCC in November of 2023. He started working in CIB in 2017 as a project employee for the Firearms Unit. Before joining the Firearms Unit, he was a Youth Specialist at Rock County Youth Services Center. Following that he was a Probation and Parole Agent for the Wisconsin Department of Corrections in Madison, WI. He spent the last 6 years conducting background checks for Wisconsin Concealed Carry licenses and handgun purchases. Chad plans on taking all his years of criminal justice knowledge and experience to his new position as a TSCC Operator, assisting our law enforcement and criminal justice partners in Wisconsin and elsewhere.

TIME Agency Coordinator (TAC) & TRAIN Administrator Reminders

The TAC has a lot of responsibilities; for a refresher of these, review the TAC responsibilities document on WILENET - TIME System Training Materials-Manuals-Forms | WILENET (widoj.gov). Currently, CIB requires new TACs to go through the TAC training one time. We recommend TAC's refresh their knowledge of their responsibilities by attending a TAC training class again. TAC class focuses on compliance with the CJIS Security Policy, a document which is currently in the process of being updated with new requirements; information a TAC received when they last attended TAC training may have been changed.

TACs are CIB's primary point of contact for the agency. Some agencies select TACs that work only third shift, making it difficult for them to be able to communicate with CIB. Agencies may also experience unexpected or unplanned personnel changes. Due to these factors, it is also recommended that agencies have more than one TAC, no matter the size of the agency.

If it has been a while since your TAC attended a TAC class or your agency has selected a new TAC who has not been able to attend a TAC class yet, review the responsibilities below:

- Notify CIB of any new hires to be added to the TRAIN roster as soon as possible. We need to know full name, including middle, any previous names and any previous agencies the person may have worked at. Also indicate what level of Portal access they need, if any.
- Notify CIB of any users that need to be removed from the roster as soon as possible.
- The TAC must assign users training. Please check their training transcript to make sure they are getting the correct training assigned.
- Recertification is required every 2 years. Users can only recertify to a level they've previously attained, so if a user was previously MDC certified, they must be assigned the MDC recertification. If they were previously Basic certified, they must be assigned the Basic recertification, etc. They may not recertify at a higher level.
- There is no recertification module for eTIME. If users are only eTIME certified (modules 1, 2, 3 and 5), then they must re-take those modules every 2 years.
- In order to become Advanced certified, the user must have completed Basic certification first.

- If completing Advanced certification through online modules, the user MUST complete modules 1-8 AND all three entry modules (Person Entry, Vehicle Entry, Other Property Entry) BEFORE completing the Advanced Project.
- The Advanced Project is due 30 days from either the day the last entry module is completed or the last day of in-person Advanced class. (The due date is not based on when the person opened the project, which is a common misconception.)
- As of October 1st, 2023, Security Awareness training is required ANNUALLY. Security Awareness is currently included in recertifications and in module 1. However, users cannot just take that training every 2 years. TACs will have to make it a point to assign all of their users the appropriate Security Awareness training every year.
- The most recent version of the CJIS Security Policy (5.9.3) was just released on 09/14/2023 and can be reviewed at CJIS Security Policy Resource Center — LE (fbi.gov).
- WILENET is a great resource with a lot of documentation available for users.
- If the TAC is leaving their role, it is the agency's responsibility to notify CIB before or when this is happening to make the transition for the new TAC smoother.
- If a user needs access to eTIME through your agency, the TAC will need to assign them the eTIME online agreement. Once they complete that, they will need to log into the secure side of WILENET to register for eTIME with your agency. Users are required to have a separate eTIME agreement and registration for each eTIME agency they work for.
- If a user's score does not submit when taking a certification or recertification, have them take a screenshot of their score and email the TAC with the date they took the test. CIB staff can manually

update the scores they receive from the TAC if necessary.
- For TACs working on their agency audit, the TIME and Tech Unit gave a presentation on the CIB Audit Process at the 2023 CIB Conference. The presentation is available on WILENET.

Unable to Reach Complainant for Validation?

CIB Staff have had several questions recently from agencies inquiring what to do if they are unable to reach a complainant to validate a record or the complainant is deceased. First, please make sure that you have followed all validation steps. Validation requirements are listed in the Validation handout: TIME System Training Materials-Manuals-Forms | WILENET (widoj.gov). If the agency has exhausted all avenues to reach the complainant and are unable to make contact, the record can remain in the TIME system, but only if the agency believes the record has "law enforcement value." If the complainant cannot be contacted, the entering agency will become the point of contact for future validation purposes.

Here's an example: Robert Smith reported his rifle stolen back in 2018. Every year, your agency has reached out to Robert to verify that the rifle is still missing and he confirmed it still has not been recovered. This year, your agency has made multiple attempts to reach Robert and has not been able to make contact with him. The agency wants to know if they can leave the gun in the TIME system even though they were unable to reach Robert. CIB's answer to this is as long as there is law enforcement value in keeping that record in the TIME system, it can stay. Keep in mind that if that gun is recovered at a later time and it was removed from the TIME system, there will be no record to compare it to when it is recovered.

National Threat Operations Center (NTOC) & Nlets

The FBI's National Threat Operations Center (NTOC) has multiple options to allow the public to provide tips that may help protect the nation. NTOC has fielded tips via phone calls, E-Tips through their website (https://tips.fbi.gov/home), their social media accounts and from private sector companies. The National Threat Operations Center (NTOC) is operational 24 hours a day, 7 days a week, and 365 days a year. It reviews and processes tips received from the public to determine whether they are related to matters of national or public security to provide criminal justice agencies with the information that they need to protect the public, NTOC relays tip information that they receive to the appropriate agencies via the International Public Safety and Justice Network (Nlets) Administrative Messages.

The Administrative message provides agencies real-time information, enabling agencies to take appropriate action at their discretion. Other processes are in place for tips that require immediate action.

Below are some examples of tips received by NTOC which may be shared with agencies at the state, local or tribal level:

- Drug related information
- Stalking/harassment complaints
- Suspicious activity/noise complaints
- Burglary/theft reports
- Poisoning complaints
- Missing person reports (no FBI case)
- Tips with personally identifiable information
- Tips with location information

Below is a sample administrative message showing an NTOC tip:

AM. DCFBIWAE1
12:30 07/7/2023

TITLE: FBI NATIONAL THREAT OPERATIONS CENTER INFORMATION SHARING

CAVEAT:
THE INFORMATION HEREIN WAS SUBMITTED BY THE PUBLIC, SOCIAL MEDIA OR PRIVATE SECTOR COMPANIES TO THE FBI TIP LINE AND HAS NOT BEEN CONFIRMED, INVESTIGATED, OR VETTED BY THE FBI. THE INFORMATION PROVIDED IS TO BE USED AT THE DISCRETION OF THE RECEIVING AGENCY TO FURTHER ITS LAW ENFORCEMENT FUNCTIONS.

ORI RECIPIENTS: WVX000000 WV2345670 FBIHQ09842
TRANSACTION REFERENCE NUMBER: 1234xyz
SYNOPSIS: CALLER REPORTED SUSPICIOUS ACTIVITY IN THE PARKING LOT OF THE MOVIE THEATRE DOWNTOWN. CALLER STATED HE SAW 5 MEN COME OUT OF A WHITE VAN, ALL HEADED IN SEPARATE DIRECTIONS AND HAD THEIR PHONES OUT. IT APPEARED THEY WERE VIDEOING RANDOM FEMALES IN THE PARKING LOT. WHILE CALLER WAS WALKING INTO WORK, AT THE THEATRE, ONE OF THE MEN HE SAW LEAVE THE VAN WAS FOLLOWING CLOSELY BEHIND A SINGLE FEMALE AND APPEARED TO BE RECORDING HER ON HIS PHONE. THE CALLER RECOGNIZED THE MAN TO BE TIMMY TESTING.
INCIDENT ZIP CODE: 12345
DATE: 7/7/2023
COMPLAINANT:
NAME: TOMMY TESTER
PHONE NUMBER: 222-333-1234
SUBJECT:
NAME: TIMMY TESTING
PHONE NUMBER: 222-333-1235

SOME ADDITIONAL NTOS RELATED DATA, ALONG WITH UNCLASSIFIED CRIMINAL JUSTICE INVESTIGATIVE INFORMATION, MAY BE FOUND IN THE FBI'S NATIONAL DATA EXCHANGE (N-DEX) SYSTEM. THE N-DEX SYSTEM IS A NO COST NATIONWIDE INFORMATION SHARING SYSTEM WITH ACCESS TO OVER ONE BILLION FEDERAL, STATE, LOCAL, AND TRIBAL RECORDS. FOR MORE INFORMATION ABOUT THE N-DEX SYSTEM, PLEASE CONTACT NDEX@LEO.GOV.

For any questions please do not hesitate to reach out to the TIME and Technical Unit at cibtrain@doj.state.wi.us or TSCC at 608-266-7633.

Portal XL Transition

With a few exceptions, the transition to Portal XL has been completed. Throughout 2023, CIB worked with over two hundred agencies to convert all Portal 100 PSNs over to Portal XL.

Here are some suggestions for the best Portal XL experience:

- Portal XL will work in Chrome, Edge, or Firefox.
- Pop-up blockers will need to be turned off in order to see all pop-up displays.
- Disable sleep mode and Internet Explorer compatibility mode if you are using Edge.
- Disable Memory saver setting if you are using Chrome.
- Disable any ad blockers.
- Always allow cookies.

For additional information on Portal XL, check Additional Training Materials and Manuals section on the CIB page of WILENET. TIME System Training Materials-Manuals-Forms | WILENET (widoj.gov). The Portal XL Manual is available along with the Portal XL Tips and Tricks presentation that was given at the CIB Conference. Please reach out to TIME & Tech with any questions at cibtrain@doj.state.wi.us

Palm Prints

Palm Prints, NPPS and Their Importance

Does your agency capture fingerprints at the time of arrest? What about at crime scenes? If you do, are palm prints also captured? If not, now is a good time to start thinking about capturing palm prints. According to statistics from the FBI, between 30-35% of all "fingerprints" captured on crime scenes are actually palm prints. In May of 2013, the FBI launched the National Palm Print System (NPPS), a nationwide repository for collecting palm prints from arrests and crime scenes that law enforcement and criminal justice agencies can utilize when identifying criminal suspects. Shortly after launching NPPS, Wisconsin Department of Justice (DOJ) started submitting palm prints for enrollment into the NPPS database. Since its launch, NPPS has enrolled over 40 million palm print images coming from 48 states and US territories, federal agencies, tribal agencies, and many municipal and local agencies.

To enroll, palm print submissions must be sent along with valid fingerprints (10-print) when submitting to NPPS, as the fingerprints are used to match the palm prints to a specific individual. While fingerprints can contain approximately 150 different characteristics, palm prints can have over 1,500! By capturing more individual characteristics, the possibilities of finding a potential match are greatly improved with the addition of palm print data versus just fingerprints alone.

Submission of palm prints to Wisconsin DOJ for NPPS enrollment is currently voluntary, but it is very highly recommended. Consider submitting palm prints with fingerprint submissions as it greatly helps not only your agency, but agencies nationwide. If your agency does not currently submit palm prints, first check with your livescan or biometric vendor to see if your current device/software is able to capture type 15 data (palm print images). Once that has been established, you can reach out to Wisconsin DOJ for more information on submitting palms.

WI DOJ Palm Print Point of Contact:
Zach Polachek, PPA-Advanced
Office phone: (608) 264-9470
polachekzd@doj.state.wi.us

For fingerprint and palm training you can visit the FBI's interactive print taking module online at: http://recording-friction-ridges.s3-website-us-gov-west-1.amazonaws.com/

Or you may visit the FBI's Biometric Specs website for further information and resources at: https://fbibiospecs.fbi.gov/

CJIS Security Policy Updates

Version 5.9.3 Released September 2023

The FBI CJIS Division recently released version 5.9.3 of the CJIS Security Policy on September 14th, 2023. The most up-to-date version of the policy as well as the companion document can be found at CJIS Security Policy Resource Center — LE (fbi.gov). The newest updates to the policy are focused on modernizing Incident Response and Access Control Policy and Procedures requirements. A new section has been added with requirements for information technology maintenance.

All three sections remind agencies that they must review their policies annually and in the case of a security incident. Agencies should ensure that their security incident response plans include reviewing current policies to determine if they are good enough to prevent further issues in the future. Below are a few additional requirements of the updated and/or new controls.

The Incident Response (IR) control requires agencies to test the effectiveness of the incident response capability for the system annually using the following tests: tabletop or walk-through exercises; simulations; or other agency appropriate tests.

The Access Control (AC) control requires that agencies disable accounts of individuals within 30 minutes of discovery of direct threats to confidentiality, integrity, or availability of CJI. Agencies must enforce a limit of five consecutive invalid logon attempts by a user during a 15-minute time period. Agencies must also prohibit the use of personally owned information systems including mobile devices and publicly accessible systems for accessing, processing, storing, or transmitting CJI.

The Maintenance (MA) control is new and requires that agencies control maintenance (who is coming in or who is remoting in). Logs must be kept. Agencies are required to perform fingerprint-based background checks and

security awareness training for maintenance personnel with unescorted access.

The above list is not all inclusive; however, all updates can be found by reviewing the latest version of the CJIS Security Policy and its companion document. The companion document breaks down what is new to the policy as well as when the specific requirements are sanctionable. All of the updates from version 5.9.3 are sanctionable beginning October 1st of 2024. If you have any questions, feel free to reach out to cibaudit@doj.state.wi.us.

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 & Technical Services Manager	Craig Thering	608-261-0667	608-267-1338	theringcd@doj.state.wi.us
Training Officer - Senior	Vacant	608-261-5800	608-267-1338	
Training Officer	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
TIME System Operations Manager	Brian Kalinoski	608-266-7394	608-267-1338	kalinoskibt@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
TIME System Audits				cibaudit@doj.state.wi.us
TIME Billing			608-267-1338	timebilling@doj.state.wi.us
ABIS Program Solutions Specialist (AFIS)	Adrianna Bast	414-382-7500	414-382-7507	bastar@doj.state.wi.us
Criminal History Unit Managers	Sarah Steindorf	608-261-6267	608-267-1338	steindorfsr@doj.state.wi.us
	Brandon Smith	608-266-0872	608-267-1338	smithbp@doj.state.wi.us
Firearms Unit Managers	Jen Garske	608-264-6373	608-267-1338	garskejt@doj.state.wi.us
	Mike Worth	608-261-8104	608-267-1338	worthmj@doj.state.wi.us
TRAIN			608-267-1338	CIBTrain@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	
WORCS		608-266-7314		cibrecordcheck@doj.state.wi.us
WILEnet		608-266-8800		wilenet@doj.state.wi.us

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

Resources

Name	Telephone/Website	Terminal Identifier	Email/Fax
National Crime Information Center (NCIC)			
Recalls	304-625-3000		ioau@leo.gov
Hits to Wants	304-625-9245		304-625-9899
WI Division of Criminal Investigation (DCI)			
General	608-266-1671		
AMBER/Silver Alerts	844-WSP-HELP		info@wisconsincrimealert.gov
International Justice and Public Safety Information Sharing Network (Nlets)			
Control Center	800-528-4020		helpdesk@nlets.org
WI Crime Information Bureau (CIB)			
TIME System Control Center	608-266-7633	TSCC	
Training, Policies & Manuals	wilenet.widoj.gov		
Fingerprint card requests	See link below		
WI Recalls			cibtrain@doj.state.wi.us
WI Dept of Corrections (DOC)			
Community Corrections	608-240-5300		
Central Records	608-240-3750		
Monitoring Center	888-222-4362		
WI Dept of Natural Resources (DNR)			
Enforcement (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		

National Crime Information Center

Violent Person File (VPF)

QUICK REFERENCE CARD

The **National Crime Information Center (NCIC) VPF was implemented in 2012 and was designed to alert law enforcement officers that an individual they are encountering may have the propensity for violence against law enforcement.** Entry into the VPF is based on a conviction for a violent offense against any person and/or a reasonable belief, based on law enforcement investigation, that the individual has seriously expressed an intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

Although the use of the NCIC System is voluntary, participation is vital. A hit on a VPF record can ultimately assist in reducing the number of officers killed or assaulted in the line of duty. In order to provide officers with these potentially lifesaving alerts, violent individuals must first be entered into the VPF.

Important Facts about the VPF

- ✓ **VPF records are non-expiring.**

- ✓ **There are four criteria for entry into the VPF. Three criteria require a conviction while the fourth criterion does not.**

- ✓ **Multiple agencies may enter the same individual into the VPF.**

Inquiries & Response

The NCIC VPF cannot be directly queried. The same procedures used to search the Wanted Person File will also search the Violent Person File.

Upon receiving a hit on an NCIC VPF File record, officers will receive the following caveat:
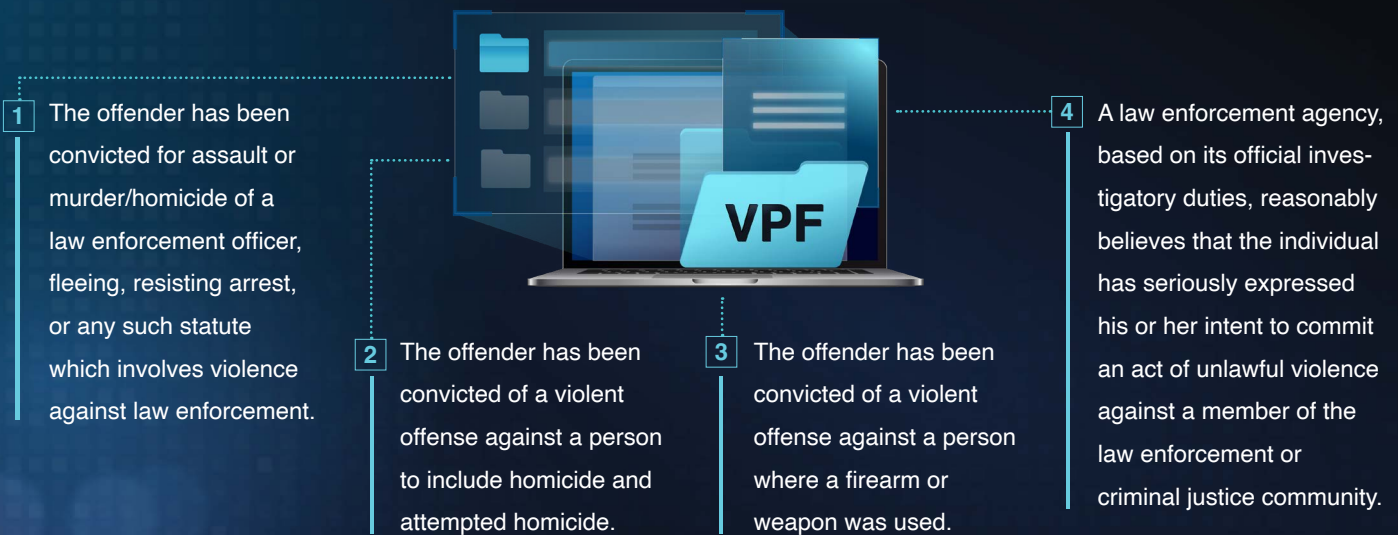
In addition to the initial alert, a positive VPF record response will begin with a caveat specific to the criteria in which the individual encountered was entered. This additional caveat provides law enforcement officers insight on why the individual was entered into the VPF.

****WARNING: A subject in this response has been identified as a violent offender or a serious threat to law enforcement officers. Review this response in its entirety to obtain additional information on this subject. Use extreme caution in approaching this individual. ****

December 2023

Entry Criteria

Law enforcement agencies should enter a person into the VPF when at least one of the following criteria has been met:

VPF

1 The offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute which involves violence against law enforcement.

2 The offender has been convicted of a violent offense against a person to include homicide and attempted homicide.

3 The offender has been convicted of a violent offense against a person where a firearm or weapon was used.

4 A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

*Entry into the VPF based on criteria 1, 2, and 3 requires a conviction for a violent offense, misdemeanor or felony. Entry based on criterion 4 does not require a conviction.

Encounters

According to NCIC policy, there are no hit confirmation, locate, or clear procedures for the VPF. Use your agency's policy and guidelines for any additional follow-up.

NCIC policy will not provide guidance about how law enforcement should handle interactions with the subject of VPF records. Each respective state and agency should make this determination.

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

www.cjis.gov

Additional information can be located on the NCIC Community of JusticeConnect via LEEP or by contacting your CJIS Systems Agency.

For information regarding training, contact the NCIC Training Team:
Phone: 877-FBI-NCIC (877-324-6242)
Email: ncictraining@fbi.gov

BASIC TIME SYSTEM OPERATOR TRAINING 2024

(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 2024 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
2024

(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.

April 17 – 18, 2024   Columbia County Sheriff's Office
May 8 - 9, 2024   Walworth County Sheriff's Office
July 17 - 18, 2024   Iowa County Sheriff's Office
August 21 - 22, 2024   Barron County Sheriff's Office
October 16 – 17, 2024   Lincoln 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 2024

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 AGENCY COORDINATOR
(TAC) TRAINING
2024

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

March 19, 2024	Cedarburg Police Department
May 7, 2024	Walworth County Sheriff's Office
June 11, 2024	Shawano County Sheriff's Office
July 16, 2024	Iowa County Sheriff's Office
September 25, 2024	Green Lake County Sheriff's Office
October 15, 2024	Lincoln 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.

<u>TIME SYSTEM VALIDATION TRAINING</u>
<u>2024</u>

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

March 20, 2024	Cedarburg Police Department
April 16, 2024	Columbia County Sheriff's Office
June 12, 2024	Shawano County Sheriff's Office
August 20, 2024	Barron County Sheriff's Office
September 26, 2024	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