

TIME System Newsletter

Crime Information Bureau



It's been a couple of months since we deployed electronic sharing of Wisconsin driver license photos over the TIME System, implemented February 27th, 2011. A random week in May shows that approximately 300,000 Wisconsin driver queries were performed on the TIME System with just over 2,000 of them requesting a Wisconsin driver photo. The Portal 100 and eTIME Browser applications both support query of the Wisconsin DL photo. As local agencies work with their vendors and IT departments, I anticipate we will see a jump in these queries. I would be very interested in hearing of any examples of where the Wisconsin driver photo obtained through the TIME System assisted your officer and/or investigation. Please forward them to me at nevermanwm@doj.state.wi.us.



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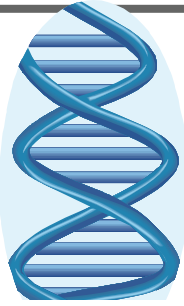
Speaking of images, local agencies performed 321 enter image transactions in NCIC since January 1, 2011. If you exclude CIB, they were performed by 12 different agencies. This still leaves a lot of agencies that have not taken advantage of this functionality. See the November 2010 TIME Newsletter for more information on entering images in NCIC records.

TIME System audits are in full swing as we are attempting to complete our obligations to audit all TIME System access agencies in the 2009 – 2011 audit cycle. Vacancies in the training / audit unit put us behind schedule. Onsite audits are conducted for agencies that enter records and mail audits for query only agencies. A number of agencies have requested audits be postponed and re-scheduled. We are attempting to accommodate those requests but hope to keep them to a minimum in order to meet our CJIS requirements. I appreciate your cooperation and assistance in completing our objective for 2011.

If you have an interface to the TIME System, be sure to review the article contained in this newsletter related to NCIC 2000 compliance for some important dates. The TIME System has been supporting NCIC 2000 compliant and non-compliant transactions since 2005. Since that time I have frequently been asked how long will the TIME System support those non-NCIC 2000 transactions. The answer is in this newsletter.

The 2011 CIB Conference is Wednesday Sept 21st – 23rd in Green Bay. The agenda is shaping up and I look forward to seeing you there. Go to <http://www.doj.state.wi.us/dles/cib/conference.asp> for more information. Please feel free to contact me or any of the CIB staff to discuss your thoughts on how we can continue to improve.

WALT NEVERMAN
Director, CIB



CHRI & DNA Sample Status

Over the years many convicted offenders have failed to provide biological specimens for DNA analysis as required by statute. The Department of Corrections (DOC) responded to this problem by identifying the offenders and by requiring those who remain under DOC supervision and control to produce a biological specimen. However, this still leaves the predicament of what to do about those many offenders who are no longer under DOC supervision but who remain statutorily required to produce a specimen and have not done so. The solution has been codified in the recent passage of 2009 Wisconsin Act 261 (Wis. Stat. § 165.76), which provides law enforcement and prosecutors with additional legal authority to facilitate the collection of biological specimens. While this new legislation does burden law enforcement with additional procedures, it is a fair exchange for the benefit of increasing the bank of DNA samples which enables law enforcement to more readily include or exclude individuals suspected of perpetrating serious crimes.

How will law enforcement know if an offender has complied with an obligation to provide a sample? The Wisconsin criminal history database as reflected in a criminal history query response has a field which indicates whether a specimen is on file for the subject or whether the subject is obligated to produce a specimen. If a subject has provided a DNA sample, the Wisconsin criminal history response (CCH) will indicate “DNA sample available.” If the subject has been identified as required to provide a DNA sample but has not, the Wisconsin criminal history response will indicate “DNA sample needed.” If there is a warrant authorizing the detention of the offender for not producing a specimen, it should appear on the TIME system just like any other wanted person record.

What may law enforcement officers do with an offender whom they encounter on the street and who has not produced a required specimen? When a query reflects that a warrant has been issued authorizing an offender’s detention for failure to provide a specimen, the officer may detain the offender and transport him or her to the jail. If there is no warrant but the criminal history reflects non-compliance with the obligation to provide a specimen, then the officer should attempt to obtain a specimen through consent. If the officer lacks the training or equipment to personally obtain the specimen, the officer may request the offender to follow him or her to the jail or police facility to obtain the specimen. Finally, if the subject refuses to consent, the officer should encourage the person to report to jail to provide a specimen. The officer should obtain the necessary information to identify and locate the subject for the purpose of obtaining a court order to produce a specimen. Officers should obtain a current photo, verify the home and any work/business address, and phone numbers along with other demographic information that will help locate this person in the future - presumably after the warrant has been issued. The officer should also refer the matter to the district attorney for intentionally refusing to provide a specimen, but should not arrest or further detain the subject until consulting with the district attorney. See Wis. Stat. § 165.765.

What may jail officers do with an offender whom they encounter in jail? During the booking process, a jail officer may discover that the offender has failed to provide a required biological specimen. If the check reveals a warrant requiring the production of a specimen, the officer should request the offender to provide the specimen. If the offender refuses to comply with this request, the officer may, pursuant to the warrant, detain the offender and use reasonable force to procure the specimen.

Officers should consult their agency's policies on procedures for collection and use of force. However, if a criminal history check shows noncompliance with the obligation to provide a specimen but no warrant has been issued, the officer should attempt to obtain a specimen through consent. If the offender refuses to consent, the officer should refer the matter to the district attorney for issuance of a court order to compel production of a specimen pursuant to Wis. Stat. § 165.76. In addition, an offender who refuses to provide a specimen may also be referred to the district attorney for prosecution for intentionally failing to provide a specimen. See Wis. Stat. § 165.765. Absent a warrant authorizing collection of a biological specimen, officers may not use force to procure the specimen.

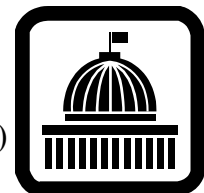
Caution: A failure to produce a specimen suggests, among other things, that an offender may be wary of producing evidence that could link him or her to a serious, potentially violent and dangerous crime. Therefore, officers should exercise caution when dealing with an offender who has not produced a required specimen.

DOC and the Office of Justice Assistance (OJA) continue to identify and locate offenders who have not produced a sample. DOC notifies the offender in writing of his or her failure to produce a specimen. The notice includes instructions to the offender on how to voluntarily submit a biological specimen at the local sheriff's office. When an offender ignores the notice, the new legislation allows the district attorney to petition the circuit court for an order requiring the offender to appear in court and show cause as to why they did not produce a specimen. The order offers two options to the offender:

1. To report to the local sheriff and provide a specimen at least 10 days prior to the scheduled hearing; or
2. To appear in court on the scheduled hearing date.

If at the court hearing the offender cannot demonstrate a reason for not providing a specimen, the court may issue an order requiring the offender to provide a specimen. If the offender declines to provide the specimen, the court may issue a warrant or *capias* expressly authorizing a law enforcement officer to detain the offender for the purpose of procuring a specimen. The warrant may also authorize the reasonable use of force to obtain the specimen. See Wis. Stat. § 165.76. The new legislation does not alter law enforcement's ability to obtain evidence through traditional investigatory means such as a search warrant. Law enforcement should confer with their district attorney as to the preferred course of action in these situations.

Citizenship and TIME System Access



An agency recently contacted CIB asking if it was possible for a non-US citizen (alien) to have authorized access to the TIME/NCIC Systems.

CJIS Security Policy does allow non-US citizens to gain authorized access to the TIME/NCIC Systems. Agencies must ensure that they comply with all immigration requirements when employing non-US citizens, including documentation requirements. Federal law requires every employer hiring an individual for employment in the United States to verify his or her identity and employment authorization through completion of Form I-9, Employment Eligibility Verification.

In addition, the usual fingerprint based background check procedures must be followed per CJIS Security Policy.



Warrant Entry & Transport Procedure

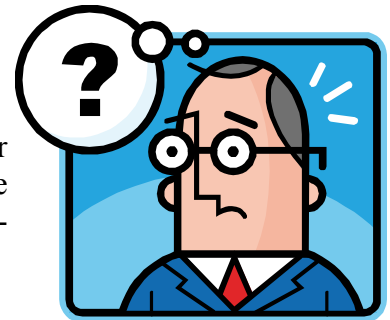
On occasion, CIB receives questions from agencies regarding warrants listed on the TIME system, specifically questions regarding transport arrangements when a subject has been taken into custody on a warrant.

When making a wanted person entry, agencies can specify a geographic restriction indicating how far the agency will travel to retrieve the subject of the warrant when he/she is apprehended by another jurisdiction. Agencies should not detain/apprehend persons if located outside the restriction area designated in the wanted record.

So what happens if a subject is apprehended within the specified geographic limitations? Is the arresting agency responsible for turning the subject directly over to the wanting agency or should the subject instead be taken to the county jail to be held until the wanting agency makes arrangements to retrieve the subject? TIME System policy does not address which transport arrangement is required. Pick-up/transport arrangements are left to communication and cooperative efforts between the involved agencies. A system wide policy is not practical, as the circumstances behind each arrest vary with regard to location of arrest, agencies involved, agency staffing levels, time of day, other police duties pending, etc.

Can I Run This?

More and more, agencies are being asked to run TIME/NCIC queries for various other agencies and personnel. A time may come when you are asked to run a query, and find yourself wondering if you are allowed to perform the requested query. Ask yourself the following questions:



- *Does this person/agency have an ORI?* ORI's are only issued by NCIC/NLETS after it has been confirmed that the agency meets the definition of a law enforcement/criminal justice agency, or other agency allowed limited access due to their law enforcement duties.
- *Am I allowed to use this agency's ORI to run transactions?* Agencies must give permission for others to use their ORI in transactions in the form of a written agreement. In addition, programming changes must be made at CIB and also possibly at the agency software level to allow for the use of another agency's ORI. Just because you can type the ORI in the ORI field does not mean it will work/the transaction will be performed.
- *Is there a valid reason for this transaction?* The TIME/NCIC Systems and the information obtained from them may only be used by law enforcement/criminal justice agencies for law enforcement/criminal justice purposes. Is there a valid law enforcement/criminal justice reason for the query? In addition, requests for criminal history record information require that a purpose code be specified when the request is made. Agencies must be able to account for who received the criminal history record information, why it was requested, and what happened to it. Operators may wish to review definitions of the available purpose codes so they are familiar with what is a valid reason for a criminal history record request and what is not...

Advanced Authentication



Depending on the type of network/system used to access TIME/NCIC, advanced authentication may be a requirement. So when is advanced authentication required, and what exactly is advanced authentication?

Determining when advanced authentication is needed can be difficult. Generally speaking, if the device/terminal being used is a device law enforcement agency manages, located in a physically secure location, and has the required technical controls in place, advanced authentication will not be needed. On the other hand, if the device is outside of a physically secure location, or uses certain methods of transmission (wireless, internet) then it is likely advanced authentication will be required.

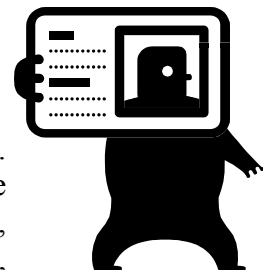
Authentication can be accomplished in different ways:

- Something a person knows: the most common example of this is user id and password.
- Something a person has: in order to login/gain access the user must also have something in their possession, such as a token or a smartcard.
- Something a person is: also sometimes referred to as 'biometrics'. This may be a fingerprint, retinal pattern scan, or facial recognition/face geometry.
- Other options may include user-based public key infrastructure (PKI) or 'risk based authentication'. These solutions incorporate multiple aspects from the above categories, for example, identifying the user's computer through device forensics, identifying a user through use pattern recognition, use of high risk challenge questions/responses, etc.

Advanced authentication is more than just user ids and passwords. Advanced authentication is sometimes referred to as 'two-factor' or 'multi-factor' authentication. This simply means that before allowing access to the system the user must be able to provide an acceptable identifier in addition to user id and password from the above categories.

As you can see, implementing needed advanced authentication can take many forms. CIB cannot recommend any particular solution, software, or brand to meet these requirements, each agency must determine what best meets their needs and environment.

Even More Driver's License Photos Available



The list of states providing access to driver's license photos continues to grow. What states make driver's license photos available when a subject is queried via the eTIME browser? Agencies can query the NLETS driver's license help file, NLOLNHELP, to obtain a listing of states offering this capability. At last check, the following states made driver's license photos available when specifically requested in the query: Alabama, Arkansas, Delaware, Georgia, Idaho, Indiana, Kentucky, Maryland, Massachusetts, Minnesota, Mississippi, Montana, New Mexico, New Jersey, North Carolina, Ohio, Oregon, Tennessee, Texas, Virginia, Washington and Wyoming.

New Lions Foundation License Plate

A new plate design became available for the Lions Foundation. The Lions Foundation is a charitable non-profit WI corporation. Donations support various projects such as WI Lions camp for persons with disabilities, eyeglass recycling center, hearing aid program and diabetes awareness. Any Wisconsin resident may apply for Lions Foundation license plates.



Two plates are issued. The license plate features black numbers and letters on a white background, with the Lions International emblem and the words 'We Serve' shown on the left side of the plate. 'Wisconsin' is at the top of the license plate and 'Lions Foundation' is at the bottom, all in red letters. Unless personalized, the plates have five numbers and end with stacked letters 'LC'.

The license plate type code for TIME inquiry is CV. The license plate type code for TIME entry is OR (organization).



Bulk Cash Smuggling Center

Law enforcement agencies now have a single central source for information and support. The US Immigration and Customs Enforcement's (ICE) Bulk Cash Smuggling Center (BCSC) identifies, investigates and disrupts bulk cash smuggling activities around the world. Bulk Cash Smuggling is the attempt to knowingly conceal and transport to or from the United States more than \$10,000 in currency or monetary instruments with the intent to evade federal reporting requirements.

The BCSC is located at the ICE Law Enforcement Support Center in Williston, VT. The BCSC operates 24 hours a day and provides real-time assistance that enables law enforcement officers to take enforcement action at the onset of a currency seizure.

The BCSC assists federal, state, tribal, local and foreign law enforcement authorities in their efforts to restrict the flow of funding that supports criminal enterprises. The BCSC provides real-time tactical intelligence, investigative support and expertise in the transportation and smuggling of bulk cash. By contacting the BCSC, law enforcement officers gain access to financial investigative expertise that will help them better follow the money trail, seize and forfeit criminal proceeds.

Law enforcement agencies are requested to contact the BCSC if they encounter or have information regarding subjects or conveyances that appear to be smuggling bulk cash. Please provide full name and date of birth, license plate and state of registration, VIN, and/or any other available identifiers. The BCSC can be contacted by law enforcement on a 24x7 basis at 1-866-981-5332, email BCSC@dhs.gov or via administrative message to ORI VTICE1600.

Badger TraCS Numbers

According to a recent Badger TraCS newsletter, of all the traffic crashes reported to WI DOT, 66% now arrive electronically via TraCS software. Of all citations received, it is 55%.



Applicant Fingerprint Submissions



The Crime Information Bureau has gone electronic for processing (non-sworn) law enforcement applicant fingerprint cards. This change in processing will mean several changes that may impact you.

CIB will no longer return stamped applicant fingerprint cards to the submitter. The FBI will no longer mail the results of your applicant searches to you.

You should continue to do what you did in the past for sworn law enforcement officers via the Training and Standards department.

Should CIB receive a paper applicant card that has your ORI in the ORI field, those cards will be scanned and routed through the state AFIS system and then on to the FBI. The results of the searches will then be posted to our online record check system. It will be the responsibility of the submitting agency to go to the website and retrieve the results within 30 days.

Results are posted for 30 days only. We recommend that each agency have one person coordinate the background check process when possible. There are no fees for retrieval of law enforcement employment checks. Please contact CIB's Record Check Unit Supervisor, Kevin Sime, at 608-266-9398 or via email to simeka@doj.state.wi.us should you have any questions.

Tribal License Plates

Tribal license plates are issued by the Wisconsin Indian tribes and bands to members and non-members who reside on the reservation. Five Indian Nations located in Wisconsin currently issue their own tribal license plates: the Bad River Band of Lake Superior Chippewa Indians, Menominee Indian Nation, Lac Du Flambeau Band of Lake Superior Chippewa, Lac Courte Oreilles Chippewa Band of Lake Superior and the Oneida Tribe of Indians of Wisconsin. Querying tribal license plates using plate type code 'TB' through Wisconsin DOT will produce plate holder information (excluding expiration data). An inquiry by VIN will provide vehicle & owner information.

Tribal license plates should be queried via the TIME System to determine stolen/wanted status of the vehicle or plate(s). The appropriate Indian Nation code should be used in the "**State**" field for queries and entries. A second NCIC/NLETS query should be performed using the state code in the "**State**" field to ensure all possible responses are received.

Further information on tribal license plates is available on the WI Department of transportation website at: <http://www.dot.wisconsin.gov/drivers/plateguide/tribal.htm>.





No WI Driver's License Photo?

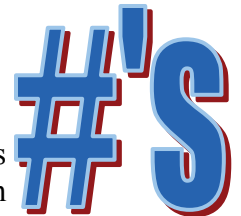
Now that Wisconsin driver's license photos are available via the TIME System using the Portal 100 software or the eTIME browser, on occasion agencies may request a driver's license photo as part of their query, but not receive one as part of the response, instead receiving a response that indicates "No Photo on File". Why would this happen?

Some possible reasons include the following:

- Subject was never issued a driver's license or identification card. Remember, if the subject has received a traffic citation they will have a record on file with the Department of Transportation, even if they were never issued a license.
- Subject was issued a driver's license or identification card before DOT began capturing digital driver's license photos in late 1997, and has never renewed the driver's license or identification card.
- Subject's license is valid without a photo. A valid without photo license is issued when an applicant is stationed outside the state and in military service or when a person is not in the state at the time of license renewal and there is no past photo on file. (i.e., temporarily working out-of-state or a student attending an out-of-state school.). Subject may have also received a religious or disfigurement exemptions to the photo requirement.
- Subject never applied for or was issued a driver's license or identification card, but has done business with DOT (registering a vehicle, etc.)

Agencies are reminded that there are legitimate situations where DOT does not have a driver's license photo available for a subject.

Missing/Unidentified Image Numbers



CIB recently received some interesting information from NCIC that system users should be aware of: statistics regarding the number of NCIC images associated with missing person and unidentified person entries for each state. Where does Wisconsin fall? How are agencies in the state doing?

With regards to missing persons, only 7 missing person entries made by Wisconsin agencies have an NCIC image associated with the entry. To give a sense of perspective, at any point in time there are approximately 1300 active missing person records listed by Wisconsin agencies. That means about 1/2 of 1% of these records have an associated image. Only 6 states in the NCIC report had fewer missing person images entered.

With unidentified person entries Wisconsin agencies fare better. Four such records entered by Wisconsin agencies have images associated with them, Wisconsin typically has about 20-24 active unidentified person records in the system, so about 16% of these records have an associated image.

2011 CIB CONFERENCE

START PLANNING NOW

WEDNESDAY SEPTEMBER 21ST – FRIDAY SEPTEMBER 23RD, 2011
RADISSON HOTEL & CONFERENCE CENTER, GREEN BAY

This year's conference offers sessions of interest to patrol officers, investigators, administrators, IT, dispatchers, district attorneys, judges, clerks of court, jailers, probation/parole and more. Included are:

Trauma Exposure & PTSD *Marinette Border Bridge Shooting* *WI Crime Alert Network*
Social Networking and Law Enforcement *ALPR* *TIME System Interface/Security*
Criminal History Records *Public CIB (Handgun Hotline/CCH)* *Validation*
2 Factor Authentication *WI Fusion Center* *TIME & eTIME Update* *Ask CIB*

More to come...

COMMENTS FROM PREVIOUS ATTENDEES

"Always excellent information content"

"Great new ideas"

"Look forward to next year"

"Very good conference, put together well"

"Glad to see programs are being implemented"

"All DOJ classes are great as usual"

Training credit is dependent on your agency administrator's determination based on the agenda. Dress for the conference is business casual. Vendors will be on hand to demonstrate the latest technology available for the law enforcement and the criminal justice community.

The registration fee of \$150 for early registration includes conference materials and all meals Wednesday and Thursday along with breakfast on Friday. A social networking period has been set aside Wednesday and Thursday evening to allow you to converse with other conferees on specific topics of interest.

A block of rooms has been made available at the Radisson for the state rate of \$70 single and \$80 double occupancy. You may reserve a room by calling the Radisson at (920) 494-7300 or toll-free at (800) 333-3333. When making your reservation use the group code 1109JUSTIC or use the event name "Department of Justice Meeting". You may also register online at www.radisson.com/. The group code to receive the government rate for online registration is DOJ. Enter this code in the Promotional Code box under Search for Special Rates to display the group rate.

Online registration, registration forms, hotel and detailed conference & vendor information is available at www.doj.state.wi.us/dles/cib/conference.asp

Is Your TIME System Interface NCIC 2000 Compliant?

The TIME Advisory Committee passed a motion at their April 2011 meeting requiring that all agencies become NCIC 2000 transaction compliant. The effective date will depend on whether your interface is query only or query and entry. Read on for the dates.

NCIC 2000 was an upgrade to transaction specifications by NCIC and included expanded fields and new transactions. The Wisconsin TIME System became NCIC 2000 compliant on February 13, 2005 by transforming non-NCIC 2000 transactions into NCIC 2000 formats before sending them to NCIC and creating a duplicate set of transactions with the NCIC 2000 formatting. Portal 100, Server to Server, and the eTIME Browser applications are all NCIC 2000 compliant.

NCIC 2000 compliance gives agencies the ability to enter additional information during record entry and impacts query results by allowing additional query fields. Recent TIME System enhancements have concentrated on NCIC 2000 compliant transactions. For example, non-NCIC 2000 agencies cannot enter misdemeanor warrants in NCIC as they do not include the EXL (extradition limitations field), a required field in NCIC 2000. NCIC 2000 transactions also include mandatory fields to ensure compliance with CJIS security policies, such as uniquely identifying each user. This is accomplished in the NCIC 2000 transactions with the required "OperatorID" Field.

The Advisory Policy Board (APB) will be voting in June to require the EXL Field for all warrant entries in NCIC. This field is defaulted behind the scenes today for non-NCIC 2000 TIME System transactions but is a required field for NCIC 2000 transactions. This change will require that all Wisconsin agencies transition to NCIC 2000 transactions for entries. The FBI CJIS Division is also beginning discussions for a rewrite of NCIC similar to what they did when they created NCIC 2000. Due to these pending changes and the benefits to local agencies, the TIME Advisory Committee established the following dates to become NCIC 2000 transaction compliant in the TIME System:

- Effective January 1, 2012 - all new interfaces must use NCIC 2000 compliant transactions.
- Effective January 1, 2013 - all existing interfaces performing entry **and** query transactions must use NCIC 2000 compliant transactions.
- Effective January 1, 2015 – all existing interfaces performing query only transactions must use NCIC 2000 compliant transactions.

Due to limitations in the TIME System, interfaces must transition all transactions at the same time to NCIC 2000. The TIME System does not support a single interface with both non-NCIC 2000 and NCIC 2000 transactions. Please contact Chris Kalina at kalinaca@doj.state.wi.us to discuss transitioning your interface to NCIC 2000.



iPads, e-Books, Etc.

Wondering what code to use when entering that stolen iPad or other type of e-book or e-reader? Wonder no more: the appropriate article type code is RDMMDEV (digital multimedia device).

New Harley Davidson License Plate



Beginning April 13, 2011, a new plate design became available recognizing Harley Davidson. These plates are not available for motorcycles. There are no customer eligibility requirements. Two plates are issued with black numbers and letters on a grey background. The symbol on the left is the Harley Davidson logo. The word 'WISCONSIN' appears at the top and the words 'SHARE THE ROAD' appear at the bottom. The wording is in white letters. Unless personalized, the plates have five numbers and end with the stacked letters 'HD' (the HD must be included when querying the plate).

When you purchase special Harley-Davidson/Share the Road license plates, your fees include an annual \$25 donation that provides funds for motorcycle, moped and motor bicycle safety programs and activities administered by the Wisconsin Department of Transportation. Harley-Davidson receives no financial benefit from the sale of these plates.

The license plate type code for TIME System query is CV. The license plate type code for TIME System entry is ZZ.

The Harley-Davidson/Share the Road license plate was designed in collaboration with the Harley-Davidson Motor Company Styling Team. These special license plates display the words "Share the Road" to emphasize the importance of driver awareness to ensure safety among motorcycles and other motorized vehicles. Your annual donation will fund:

- Grants for providing motorcycle safety training courses.
- Evaluation of basic rider education courses.
- Public workshops, rallies and programs focused on motorcycle safety and training.

Interpol Information & Agreements



Agencies are reminded that access is available to INTERPOL wanted person, travel document, and vehicle database information. Query transactions are available in the Portal 100 software under the 'NLETS/NCIC Special Messages' section of the menu. Before agencies may use these transactions, they must sign a special Interpol Agreement that contains specific restrictions regarding Interpol information.

If an agency would like to request access to Interpol information, an agency administrators should send an email requesting access to cibtrain@doj.state.wi.us. Please indicate in the email which workstations/PSN's will need this authority. A copy of the required agreement will be sent to your agency for signature. Once CIB has received the signed agreement, the needed changes to your PSN's will be made and you will be notified when the changes have been completed. Sheriff's departments, communications centers, and others that provide dispatch service and/or TIME System access for other agencies should be aware that each department they provide services for must sign the required agreement before access will be granted to the providing agency.



Training and Standards & TIME Training

As the end of the fiscal year approaches, CIB and Training & Standards staff typically receive questions regarding whether TIME System training is acceptable for meeting annual Law Enforcement Standards Board recertification requirements. TIME training is appropriate for meeting annual recertification requirements when an agency chief/sheriff is willing to accept it.

Officers may complete up to eight (8) hours maximum of the 24 hours of annual recertification training by taking part in *computer-based* training that is not led by an instructor.

An individual's training records for both classroom and/or computer-based training are available on CIB's online training website, TRAIN. Once logged in, users can access their training records by navigating to the 'Learn' menu, choosing 'Training Schedule' and choosing 'Completed Activities' from the drop down box. Clicking on the underlined hyperlink for the appropriate course name will allow the user to access further information, including number of credit hours assigned to a course. An icon on this page also allows for printing of a course completion certificate.

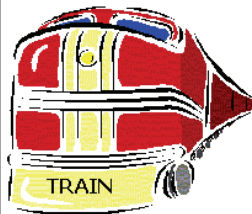


What's in a Name?

When making a TIME System entry, operators should enter the full name as it appears on the face of the warrant, temporary restraining order, injunction, identity theft report, missing person report or gang member documentation.

For some agencies, this creates a dilemma: what do I do if the warrant lists only the subject's middle initial, but I have other documentation that provides the full middle name? Can I enter the full middle name right away, or do I have to add it as a supplemental name? What about suffixes (Jr., Sr., etc.)

CIB allows the following: a suffix, middle initial or full middle name may be entered in the base record when the warrant/original documentation does not contain a suffix, middle initial or only a middle initial as long as documentation is maintained within the case file to show where it was obtained.



TRAIN + IE8 + Windows 7

A reminder to agencies that use CIB's online training website, TRAIN: the current TRAIN software does not support the use of Internet Explorer 8 or the Windows 7 operating system. If you are using the TRAIN site with either of these 2 products be aware that accurate performance is not guaranteed and CIB staff cannot provide technical support to resolve any TRAIN issues resulting from the use of these unsupported products.