



**STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE**

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**TO: CRIMINAL JUSTICE AGENCY ADMINISTRATORS**

**SUBJECT: 2012 TIME System and Identification Training**

The Crime Information Bureau (CIB) will again be offering TIME System training during 2012. Enclosed please find a copy of the TIME System training course descriptions, list of training dates/locations for 2012 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 training being conducted at a facility:

1. your TRAIN administrator can register personnel online through the registration functions available on TRAIN
2. you may send an email message to [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us)
3. those without internet service may send an administrative message to terminal CIBT

To register for online training,

1. your TRAIN Administrator can register personnel online through the registration functions available on TRAIN

Registrations received via email or administrative message will be confirmed. All registration requests should note any special accommodation needs for the student.

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 fifteen 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 at [www.doj.state.wi.us/dles/cib/forms](http://www.doj.state.wi.us/dles/cib/forms). Classroom instruction handouts are also available online at [www.doj.state.wi.us/dles/cib/forms](http://www.doj.state.wi.us/dles/cib/forms).

Sincerely,

Walt Neverman  
Director  
Crime Information Bureau



# TIME SYSTEM COURSE DESCRIPTIONS

**\*\*PRE-REGISTRATION IS REQUIRED FOR ALL TRAINING\*\***

## **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 Transportation registration and licensing files; and Department of Natural Resources licensee 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. Students may wish to complete the New Operator Handout prior to enrollment. The New Operator Handout is available for downloading by agencies, to utilize as an in-house training tool, to familiarize new employees with TIME System Operations prior to attending this class. A master copy of the New Operator Handout is available at [www.doj.state.wi.us/dles/cib/forms](http://www.doj.state.wi.us/dles/cib/forms). The New Operator Handout is *not* a prerequisite for attendance at this class and does *not* need to be forwarded to CIB.

### **Available online via TRAIN or in a classroom environment.**

**Classroom:** Instruction consists of a two-day (8:30 a.m. - 4 p.m.) session. Students must pass a written examination.

**Online:** To achieve a Basic certification online requires completion of Modules 1 through 8. Student must pass test questions included in each module.

## **Advanced**

Instruction designed for personnel who have successfully attained Basic TIME System Certification and 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 and Known or Appropriately Suspected Terrorist Organization File, Protection Order File, Identity Theft 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 two-day (8:30 a.m. - 4 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 to achieve Advanced certification.

## **Validation/Quality Control Training**

This specialized training program is designed for persons assigned the duty of Validation Officer and may also include supervisors. The training will include all the functions of verifying computerized records, to include contacting the Clerk of Court and complainants to determine the activeness of records. 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.

### **Available in a classroom environment only.**

**Classroom:** Classroom instruction consists of a one-day (8:30 a.m. - 4 p.m.) session.

## **TAC Training (TIME Agency Coordinator)**

A specialized training program designed for persons assigned the duty of TIME Agency Coordinator (TAC). Each agency having TIME System access must have an individual assigned as a TAC. 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 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 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.

**Available in a classroom environment only.**

Classroom: Classroom instruction consists of a one-day (8:30 a.m. - 4 p.m.) session.

**Inservice/Recertification**

Inservice training will include a review of selected TIME System topics, new or changed TIME System features and policies, and offers an opportunity for personnel to ask questions prior to the recertification examination held in the afternoon. Attendance at the recertification examination is not required to attend the Inservice session. A biennial examination for certified operators who have received a Wisconsin Department of Justice certification. The examination will be graded and students will have an opportunity to review the graded examination to determine their strengths and weaknesses. NCIC requires that all operators be re-certified biennially, based upon the date of their last certification.

**Available online via TRAIN or in a classroom environment.**

Classroom: Inservice consists of a half day (8:30 a.m. – 12:00 p.m.) session held in conjunction with the recertification examination. The written recertification examination requires a half day (1:00 p.m. – 4:00 p.m.) session.

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

**Security Awareness**

This training reviews the basic security requirements that must be followed to gain access to the TIME/CJIS systems. 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 at least once every two years by all personnel who manage or have access to NCIC or other CJIS systems. All new employees who have access to criminal justice information and all appropriate information technology (IT) personnel shall receive security awareness within six months of their appointment or assignment. This course is designed for those who will not be attaining a TIME System certification but require security training.

**Available online via TRAIN or a paper version is available on the CIB website, [www.doj.state.wi.us/dles/cib](http://www.doj.state.wi.us/dles/cib)**

**Identification**

This course is designed for persons involved in the fingerprint identification and criminal history record information process. This includes representatives from police and sheriff's departments responsible for obtaining fingerprints, prosecutor/district attorneys' offices and clerks of court offices. Training includes the completion of the fingerprint card (administrative information and obtaining fingerprint impressions) and Final Disposition Report completion by the arresting agency, Prosecutor/District Attorney and Clerk of Court. This course also provides an explanation of the identification process, access and use of state Criminal History Record Information, the national Interstate Identification Index (III) inquiry procedures, and fingerprint pattern recognition and techniques for obtaining rolled fingerprint impressions.

**Available in a classroom environment only.**

Classroom: This course is offered on an as needed basis. Agencies wishing to request a class should contact CIB via email to [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us); administrative message to terminal CIB3 or phone call to Donna Bente at 608/264-9452. Course content and timeframe can be adjusted to meet the needs of the requesting agency.

**Agency Assigned Instructor**

The Agency Assigned Instructor (AAI) is a staff member that has been designated by an agency to train employees in the proper use of the TIME System at the MDC operating level. A subject must have a valid Basic level TIME System certification to be eligible to become an AAI. The training will cover how to provide MDC training to others and administer MDC exams and MDC recertification exams. Current MDC training materials will be provided.

**Available in a classroom environment only.**

Classroom: This course is offered on an as needed basis, and is typically four hours in length. Agencies wishing to request a class should contact CIB via email to [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us); administrative message to terminal CIB3 or phone call to Donna Bente at 608/264-9452.

## TRAINING RESOURCES AVAILABLE on the INTERNET (TRAIN)

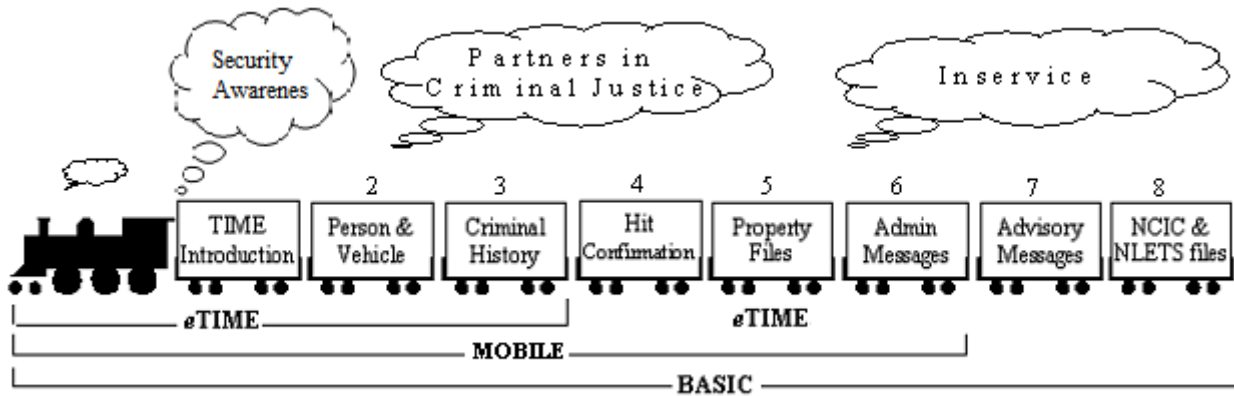
TRAIN is the Department of Justice initiative that makes TIME System training available online. TRAIN was developed to help agencies meet the federally mandated training requirements for TIME System access. TRAIN allows agency staff to recertify at any location with Internet access. TRAIN also makes 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 initial and last name), agency, information regarding previous/currently employment at another Wisconsin law enforcement 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@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us) or administrative message to terminal CIBT.

Online eTIME, 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:

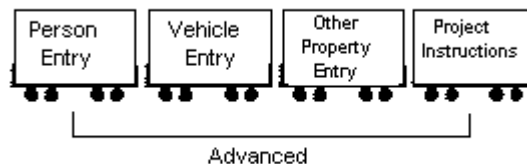
- |                                |                                     |
|--------------------------------|-------------------------------------|
| (1) TIME System Introduction   | (5) NCIC Property Files             |
| (2) Person and Vehicle Queries | (6) Administrative Messages         |
| (3) Criminal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

To achieve eTIME certification, individuals must successfully complete Modules 1, 2, 3 and 5; 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 the [www.wilenet.org](http://www.wilenet.org) web site and clicking on the TIME System link found on the right side. The bottom of the TRAIN information page contains a link to the instructional handout and the log in page.