



WISCONSIN TIME SYSTEM

Training Materials

TIME SYSTEM NEW OPERATOR TRAINING

Revised 1/01/2012
(2012 New Operator.doc)

TO: New TIME System Operators

FROM: The Crime Information Bureau (CIB)

RE: **TIME System - New Operator Training**

This handout will help familiarize you with the TIME System operations. Your agency's TIME Agency Coordinator (TAC) or Agency Assigned Instructor (AAI) should review this handout with you, demonstrate TIME System terminal operation and answer any questions you may have.

You must achieve TIME System Certification, at the appropriate level, within 6 months of employment or assignment as a terminal operator.

**ALL TRANSACTIONS SENT ON THE TIME SYSTEM
MUST DEAL WITH AUTHORIZED LAW ENFORCEMENT-RELATED MATTERS**

DIVISION OF LAW ENFORCEMENT SERVICES (DLES)

INTRODUCTION

The Wisconsin Department of Justice was created in 1967 and placed under the Office of the Attorney General. The Division of Law Enforcement Services, one of five divisions within the Justice Department, includes the 3 Crime Laboratories, the Training and Standards Bureau and the Criminal Information Bureau (CIB). The Division provides assistance to all segments of federal, state and local criminal justice. The Division provides support to law enforcement units in their efforts to detect and apprehend criminal offenders and assists them in their responsibility to control crime.

The legislation that created the Division of Law Enforcement Services also established two information systems to serve Wisconsin criminal justice agencies. These systems include a centralized fingerprint identification and criminal history record information repository and a computerized communications system known as Transaction Information for Management of Enforcement (TIME). These systems provide an integrated information base vital to the day-to-day operations of all agencies within the criminal justice system. Criminal justice data is collected and processed and disseminated in useful operational and administrative form. The law requires certain specific types of data be contributed by law enforcement agencies, the courts and correctional agencies/facilities to accomplish these goals and allow for efficient management of the two information systems. The following units within the Crime Information Bureau help accomplish these goals:

Fingerprint Identification Unit

The fingerprint identification section is responsible for positive identification and processing of arrest fingerprint cards. Wisconsin contracted with Sagem Morpho, Inc. for the purchase of an Automated Fingerprint Identification System (AFIS). The implementation of AFIS has allowed for electronic search and comparison against the existing arrest fingerprint card master file that is stored within the AFIS database, to determine positive identification. This eliminates the need to search fingerprint cards manually and the pulling of file jackets of known offenders for identification. In addition, AFIS workstations are located at each state crime laboratory (Madison, Wausau, and Milwaukee) and various local agencies in the state. There is an interface between the Milwaukee Police Department's AFIS and the DOJ AFIS. These workstations allow the search of latent fingerprints obtained from crime scenes for potential identification against existing ten print fingerprint cards on file at DLES and the FBI. Unidentified latent fingerprints are stored in the AFIS database for future comparison with subsequent ten print arrest fingerprint card submissions.

Criminal Records Unit

The criminal records section is responsible for maintaining criminal history record information (CHRI), including demographic information, arrest and charge information, and related final disposition reports from the District Attorney/Prosecutor, Clerk of Court or correctional agencies.

In 1971 the DLES began accepting and processing fingerprint cards, photographs and other identifying information. Wisconsin Statutes 165.83(2)(a) and 165.84(1) mandate fingerprinting of all persons arrested or taken into custody by law enforcement agencies for offenses which are felonies, selected misdemeanors or local ordinance violations, fugitives from justice, all unidentified human corpses, and for any offense designated by the Attorney General. Mandatory fingerprinting applies to "all persons, adult and juvenile" (Attorney General Opinion 1-73). In addition, persons not arrested or taken into custody by law enforcement agencies for mandatory fingerprintable offenses, but who are summoned or issued a citation for a mandatory offense shall have fingerprints obtained at the initial appearance before a judge in accordance with Wisconsin Statute 970.02(7).

Upon receipt of arrest fingerprint cards, a search is conducted of the existing identification files. Based on results of the search, notations are made to the already existing individual criminal history record, or a new record is established.

As provided by law, disposition information of the arrests is received from the prosecutor and courts. At the time of arrest, the law enforcement agency creates a disposition report containing an Arrest Tracking Number (ATN) that is forwarded on to the prosecutor and/or to the court along with the case papers. CIB receives disposition updates electronically through the state court and prosecutor applications (CCAP and PROTECT) to track no prosecutions, amended charges, additional charges and the final disposition. Dispositions not reported electronically are forwarded to CIB on paper. The computerized criminal history record is updated to provide total information as to the final consequence of the criminal action. Wisconsin correctional institutions report the receipt and status of all persons under supervision and custody of the Wisconsin Department of Corrections.

Wisconsin is a participant in the FBI Interstate Identification Index (III), which is an automated system providing for the interstate exchange of criminal history record information. Once a state becomes a III participant, the updating of records that are maintained at the FBI can be done automatically and immediately following the update of the state records. This results in the records maintained at both the state and FBI level being more accurate, and updated information being available immediately.

Firearms Unit

Wisconsin statutes require all Wisconsin firearms dealers licensed by the Bureau of Alcohol, Tobacco and Firearms to use a Firearms Dealer Notification Form and to request a mandatory background check of any person requesting to purchase a handgun in Wisconsin. The purpose of this background check is to ensure that the person wishing to purchase the handgun is eligible to possess the handgun under state and federal laws.

State and federal laws prohibit possession of a firearm if a person has been convicted of a felony, indicted in any court for a crime punishable by imprisonment, persons adjudicated delinquent for an act that if committed by an adult in this state would be a felony, court order injunction restraining them from harassing, stalking or threatening an intimate partner or child of such partner, discharged from the Armed Forces under dishonorable conditions, adjudicated mentally defective, an unlawful user of any controlled substance, is not a citizen of the United States, or is a fugitive from justice (this includes all out-of-state warrants).

All registered firearms dealers are required to call the CIB Handgun Hotline before transferring a handgun. A 48-hour waiting period begins when the initial call is received by the hotline operator. The dealer will receive a "call confirmation number" to verify that the check was initiated. The dealer will be given an approval number or a denial number for the transfer of the handgun when eligibility or non-eligibility can be determined. The law provides for a 3-day extension when eligibility cannot be determined within the 48-hour period.

The unit also conducts processes applications, conducts required background checks for, and if appropriate issues concealed carry licenses/permits for Wisconsin residents.

Record Check Unit

The record check unit provides public access to criminal history record information. Wisconsin adult criminal history information is public record. Anyone may obtain this information from CIB provided they pay the fee established by the legislature. Access to juvenile information is restricted by law. The general public is prohibited from accessing juvenile information.

TIME and Technical Services Unit

The TIME and Technical Services Unit is responsible for a wide variety of services and systems within the department. The TIME System mentioned earlier is overseen by this unit. The Transaction Information Management of Enforcement (TIME) System is a computerized communications system that became operational in 1972. The system enables federal, state and local law enforcement agencies to access multiple Wisconsin data sources for various types of information essential to police operations (driver's and vehicle information, Wisconsin criminal history information, etc.). The system also provides an automated interface with the FBI's National Crime Information Center (NCIC) operated by the Criminal Justice Information Services (CJIS) Division furnishing information of national concern, including national criminal history record information. In addition, TIME System agencies have access to the Canadian Police Information Centre (CPIC) and the International Justice and Public Safety Information Sharing Network (NIets). The TIME System links law enforcement agencies together, permitting exchange of information between agencies.

Every state has a control center that is responsible for operating and maintaining its law enforcement telecommunications system, such as the TIME System, 24 hours a day, and seven days a week. The control center is also responsible for monitoring transactions being sent on the system, assisting agencies with problems they may be experiencing with their terminals and sending All Points Broadcasts (APBDs) and informational broadcasts. Wisconsin's control center is located in the Justice Center in Madison and is called the TIME System Control Center (TSCC). If an agency needs to contact the control center, they can send an administrative message using the destination mnemonic "TSCC", or by calling (608) 266-7633.

TIME and Technical unit staff function as CIB's liaison with criminal justice agencies in the state of Wisconsin. In addition the unit is responsible for conducting TIME System training, identification training and audits of those agencies with access to NCIC.

Staff conducts off-line searches and provides analyst functions and troubleshooting for the electronic reporting of criminal history information and the TIME System.

Image & Archive Unit

The image and archive unit is responsible for processing all incoming and outgoing paper documents. The unit is also responsible for scanning fingerprint cards, court dispositions, correspondence and photographs into the criminal document imaging archive.

TRAINING POLICIES

Any individual who utilizes a TIME System terminal must be trained in the operation of the device, system policies and procedures. Initial training must occur within six months of employment or assignment to a position requiring terminal operation. This training will include a test to affirm the operators' proficiency and knowledge of CIB, NCIC and NLETS policies and procedures. All terminal operators will be re-tested biennially to reaffirm operating proficiency. The level of training should be based on system use. The Crime Information Bureau has designated four levels of certification training which require biennial retesting, and additional training classes that do not require recertification:

All personnel who have access to criminal justice information must complete security awareness training within six months of initial assignment and biennially thereafter. Security awareness training is incorporated into the standard TIME System certification level training but is also available in a separate online module or handout format for those personnel that do not require TIME System certification.

TIME System Certification Levels

eTIME Certification

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

Available online via TRAIN only.

Online: To achieve an eTIME Certification online requires completion of Modules 1, 2, 3 and 5. Student must pass test questions included in each module.

Mobile Data Operator Certification

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

Available online via TRAIN or in a classroom environment.

Classroom: Taught by Agency Assigned Instructors (AAI) who are TIME System Basic or Advanced certified and have received specialized training from the staff of the CIB field services section. Students must pass a written examination.

Online: To achieve an MDC certification online requires completion of Modules 1 through 6. Student must pass test questions included in each module.

Basic

Instruction designed for beginning personnel who access the TIME System. The training consists of basic instruction for sending administrative messages; querying the state and national computerized data files; interpretation of computer responses and security awareness. These files/responses include National Crime Information Center and Crime Information Bureau hot files on persons, vehicles and property; Department of 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. 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.

Additional TIME System Training

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 recertification examination is administered in the afternoon 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.

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.

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 have access to criminal justice information, 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

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; administrative message to terminal CIB3 or phone call to Donna Bente at 608/264-9452.

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; 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.

CRIME INFORMATION BUREAU DATA FILES

Using the TIME terminal, authorized users enter, modify, supplement, cancel and inquire on data in the CIB warrant/wanted and missing persons, stolen vehicle, part files and other assorted files. Pursuant to ss. 165.83 and 165.84, certain warrants must be entered to the file. SS. 342.31 requires the immediate entry as well as cancellation of all stolen motor vehicles.

Warrant/Wanted Persons File

Included in this file are the names of persons with identifying data against whom outstanding court warrants or authorized wants exist in Wisconsin. The warrant/wanted record may also contain vehicle information associated with a wanted person, and in the event an inquiry is made concerning this vehicle, the wanted person notice will be revealed. The types of warrant/wanted records on file are: Felony, Temporary Felony Want, Temporary Misdemeanor Want, Non-Felony-State Law, Local Ordinance-Civil Process, State Law Violation-Civil Process, and Juvenile. Detainer information may be appended to warrant/wanted person records.

Missing Person File

This file contains records of persons who are missing. It is closely associated with the Unidentified Person File and contains many of the same physical descriptor fields to allow daily computerized comparisons in an effort to aid in identification. Missing persons may be entered into the following categories: Disability, Endangered, Involuntary, Catastrophe/Disaster Victim, Other and Juvenile.

Protection Order/Injunction File

This file contains Temporary Restraining Orders and Injunctions.

Concealed Carry License File.

This file contains information on Wisconsin residents authorized to carry concealed weapons.

Vehicle File

Information in this file includes stolen vehicles, stolen or lost license plates and vehicles used in the commission of a felony.

Stolen Part File

This file contains stolen boat and vehicle parts, provided the part has a unique identifying number permanently attached.

DEPARTMENT OF CORRECTIONS (DOC)

TIME System users have access to DOC files, including the following:

Probation & Parole File

This file contains information on juveniles and adults who are under the supervision of the Division of Probation and Parole and not presently in prison.

Sex Offender Registration File

This file contains records of persons who have been convicted of sexual related offenses.

DEPARTMENT OF NATURAL RESOURCES (DNR)

TIME System users have access to DNR files, including the following:

License Holder File

This file currently contains information on persons who have been granted DNR licenses.

Citation File

This file contains information on persons who have been issued a DNR citation.

Registration File

Registration information can be obtained on boats, snowmobiles and all-terrain vehicles registered in Wisconsin.

NATIONAL CRIME INFORMATION CENTER **(NCIC)**

The FBI NCIC maintains data files of national significance. TIME System users are able to access these files. Many of the files maintained by NCIC are similar to files maintained by CIB at the statewide level. In addition to warrant/wanted persons, missing persons, stolen vehicle and stolen parts, NCIC files also contain:

Stolen/Lost Articles

Categories included in this file are: bicycles, camera and photo equipment, data processing equipment, equipment measuring devices and tools, furniture/furnishings, games and gambling apparatus, household appliances and housewares, items of identification, public safety homeland security and critical infrastructure items of identification, special documents/food stamps and tickets, keepsakes and collectibles, livestock, musical equipment, office equipment, personal accessories, radio/TV/sound equipment devices, sports camping exercise and recreational equipment, toxic chemicals, viewing equipment, well drilling equipment, public safety/homeland security equipment and equipment not categorized.

Stolen/Felony/Lost/Missing/Recovered Guns

This file contains stolen, felony, lost or missing guns identified by make, caliber, type and serial number. If a gun has been recovered and NCIC reveals there is no want on file, the weapon can be entered into file as a recovered gun. In the event a theft report is later made, a search will immediately reveal that the weapon has already been recovered.

Stolen Boats

This file contains stolen boats provided the vessel is registered, documented, or there is a permanent identifying serial number affixed.

Stolen/Embezzled/Missing Securities

This file contains serially numbered identifiable securities which have been stolen, embezzled or are otherwise missing. This includes currency (paper money -- both real and counterfeit) and those documents which are traded in securities exchanges -- stocks, bonds, etc.

Unidentified Persons

This file contains records of both living and deceased unidentified persons and body parts. Many of the physical descriptors and personal property fields of this file are the same as the Missing Person File. This allows NCIC to compare records daily from the two files as an aid to identification.

Other Advisory Files

Foreign Fugitive, Gang and Terrorist Organizations, Secret Service, Protection Order, Immigration Violator, Supervised Release, Identity Theft and Sex Offender.

DEPARTMENT OF TRANSPORTATION (DOT)

TIME System users have access to vehicle registration and driver information files of the DOT.

Vehicle Registration File

Registration information can be obtained on passenger cars, trucks, motorcycles, trailers, motor homes and other vehicles registered in the State of Wisconsin. Information is also available on disabled person parking permits issued by DOT to individuals.

Driver's License File

This file contains driver status and driver conviction records on persons having a Wisconsin driver's license record and any non-resident having a revoked or suspended Wisconsin driver's license. Certain driver file information is confidential and protected by state and federal law.

The Federal Driver Privacy Protection Act of 2000 prohibits disclosure of personal information about any individual obtained by the Division of Motor Vehicles in connection with a Department of Transportation record. **Law enforcement and criminal justice agencies are not authorized to access this information via the TIME System when requests are made by the public.** Severe penalties may be imposed for disclosing this type of information. Form MV2896 must be completed for all requests of information from the Department of Transportation. All requests from the public for Driver/Vehicle File information should be referred to:

Wisconsin Department of Transportation
Driver Record Files
P.O. Box 7995
Madison, Wisconsin 53707-7995

Wisconsin Department of Transportation
Vehicle Record Information
PO Box 7911
Madison, WI 53707-7911

www.dot.wisconsin.gov/drivers/forms/mv2896.pdf

INTERNATIONAL JUSTICE AND PUBLIC SAFETY INFORMATION SHARING NETWORK (Nlets)

Nlets is an international telecommunications system. It is supported by computers located in Phoenix, Arizona. These computers have the capability to receive, store, and forward message traffic between user agencies. Message traffic includes free form administrative data from point-to-point across the United States. Nlets also allows Wisconsin agencies to access other states' vehicle registration and driver's license databases, criminal history, Interpol, and other assorted files. Nlets users are criminal justice and authorized non-criminal justice agencies located nationwide. In Wisconsin, the CIB serves as the Nlets Control Agency.

NATIONAL INSURANCE CRIME BUREAU (NICB)

NICB maintains a rapidly expanding national and international index of records related to vehicles including manufacturer's shipping and assembly, vehicles imported and exported, thefts, impounds, salvage, auction, pre-inspection, vehicle claim, international index, vehicle lien, Mexican OCRA, eBay auction and rental. To track a motor vehicle's complete life cycle from birth to death, that data base is designed to include vehicle liability, physical damage, and related homeowner claims. NICB files include data on passenger vehicles, multipurpose vehicles, trucks, trailers, motorcycles, snowmobiles, construction and farm equipment, boats, and uniquely identifiable parts.

CANADIAN POLICE INFORMATION CENTRE (CPIC)

The CPIC system is somewhat similar to NCIC. CPIC provides information to TIME System users through an interface with Nlets. CPIC allows access to driver's license information and wanted persons status in Canada. Included in the CPIC wanted person file are persons who are: wanted, charged, prohibited, on parole or probation, refused, under observation or missing. TIME System users can access Canadian vehicle registration information and stolen vehicle status through CPIC. Included in this file are: stolen, under observation, crime and abandoned vehicles; as well as vehicles that point to another record in the CPIC system, such as a wanted person. TIME System users also can access the following Canadian property files: articles, guns, securities, and boats.

Not all Canadian provinces and territories have automated drivers or vehicle files. When a province or territory is not automated, CPIC will return status information on the person's driving status. Any other needed information can be obtained by sending an administrative message to the licensing province or territory.

Canadian CHRI requests are similar to the III and state level formats. The Canadian system will return an Identification Segment or a full Criminal Record, depending on the format used for the request. The Royal Canadian Mounted Police (RCMP) has some unique dissemination requirements for records transmitted internationally. Therefore, it is possible to retrieve a valid identification segment, request the full record using the Fingerprint System Number (FPS), and receive a message indicating that the requested record contains only information that can not be disseminated outside of Canada.

INTERNATIONAL CRIMINAL POLICE ORGANIZATION (INTERPOL)

INTERPOL provides information to TIME System users through an Interface with Nlets. INTERPOL allows access to information on wanted persons, persons with criminal histories, persons connected to crimes, missing persons, stolen/lost passports and travel documents, stolen vehicles and other law enforcement information. Agencies are able to make an initial query to each of these databases to determine if a record for the subject or property exists, and then make a follow-up full query to obtain further details. When a "full query" transaction is run, in addition to returning the response to the querying agency, the system also generates a notice to the country that entered the original record and to INTERPOL in Washington D.C.

INTERPOL access requires an additional agreement between the law enforcement / criminal justice agency and the Crime Information Bureau prior to granting access due to additional user responsibilities.

STATUTES DEALING WITH THE TIME SYSTEM

165.8285 Transaction information for management of enforcement system; department of corrections records.

(1) The department of justice shall, through the transaction information for management of enforcement system, provide local law enforcement agencies with access to the registry of sex offenders maintained by the department of corrections under s. 301.45.

165.83 Criminal identification, records and statistics

(1) Definitions. As used in this section and s. 165.84

(b) "Offense" means any of the following:

1. An act that is committed by a person who has attained the age of 17 and that is a felony or a misdemeanor.
2. An act that is committed by a person who has attained the age of 10 but who has not attained the age of 17 and that would be a felony or misdemeanor if committed by an adult.
3. An act that is committed by any person and that is a violation of a city, county, village or town ordinance.

(2) The department shall:

(a) Obtain and file fingerprints, descriptions, photographs, and any other available identifying data on persons who have been arrested or taken into custody in this state:

1. For an offense which is a felony or which would be a felony if committed by an adult.
2. For an offense which is a misdemeanor, which would be a misdemeanor if committed by an adult or which is a violation of an ordinance, and the offense involves burglary tools, commercial gambling, dealing in gambling devices, contributing to the delinquency of a child, dealing in stolen property, controlled substances or controlled substance analogs under ch. 961, firearms, dangerous weapons, explosives, pandering, prostitution, sex offenses where children are victims, or worthless checks.
3. For an offense charged as disorderly conduct but which relates to an act connected with one or more of the offenses under sub. 2.

4. As a fugitive from justice.
 5. For any other offense designated by the Attorney General (stalking and harassment).
- (b) Accept for filing fingerprints and other identifying data, taken at the discretion of the law enforcement or tribal law enforcement agency involved, on persons arrested or taken into custody for offenses other than those listed in par. (a).
 - (c) Obtain the file fingerprints and other available identifying data on unidentified human corpses found in this state.
 - (d) Obtain the file information relating to identifiable stolen or lost property.
 - (e) Obtain and file a copy or detailed description of each arrest warrant issued in this state for the offenses under par. (a) or s. 346.63 (1) or (5) but not served because the whereabouts of the person named on the warrant is unknown or because that person has left the state. All available identifying data shall be obtained with the copy of the warrant, including any information indicating that the person named on the warrant may be armed, dangerous or possessed of suicidal tendencies.
 - (f) Collect information concerning the legal action taken in connection with offenses committed in this state from the inception of the complaint to the final discharge of the defendant and such other information as may be useful in the study of crime and the administration of justice. The department may determine any other information to be obtained regarding crime records.
 - (j) Compare the fingerprints and descriptions that are received from law enforcement and tribal law enforcement agencies with the fingerprints and descriptions already on file and, if the person arrested or taken into custody is a fugitive from justice or has a criminal record, immediately notify the law enforcement and tribal law enforcement agencies concerned and supply copies of the criminal record to these agencies.
 - (n) Make available upon request, to all local, state and tribal law enforcement agencies in this state, to all federal law enforcement and criminal identification agencies, and to state law enforcement and criminal identification agencies in other states, any information in the law enforcement files of the department which will aid these agencies in the performance of their official duties. For this purpose the department shall operate on a 24-hour a day basis, 7 days a week. The information may also be made available to any other agency of this state or political subdivision of this state, and to any other federal agency, upon assurance by the agency concerned that the information is to be used for official purposes only.

165.84 Cooperation in criminal identification, records and statistics

- (1) All persons in charge of law enforcement and tribal law enforcement agencies shall obtain, or cause to be obtained, the fingerprints in duplicate, according to the fingerprint system of identification established by the director of the F.B.I., full face, profile and full length photographs, and other available identifying data, of each person arrested or taken into custody for an offense of a type designated in s. 165.83(2) (a), of all persons arrested or taken into custody as fugitives from justice, and fingerprints in duplicate and other identifying data of all unidentified human corpses in their jurisdictions, but photographs need not be taken if it is known that photographs of the type listed, taken within the previous year, are on file at the department. Fingerprints and other identifying data of persons arrested or taken into custody for offenses other than those designated in s. 165.83 (2) (a) may be taken at the discretion of the law enforcement or tribal law enforcement agency concerned. Any person arrested or taken into custody and subsequently released without charge, or cleared of the offense through court proceedings, shall have any fingerprint record taken in connection therewith returned upon request.
- (2) Fingerprints and other identifying data required to be taken under sub. (1) shall be forwarded to the department within 24 hours after taking for filing and classification, but the period of 24 hours may be extended to cover any intervening holiday or weekend. Photographs taken shall be forwarded at the discretion of the law enforcement or tribal law enforcement agency concerned, but, if not forwarded, the fingerprint record shall be marked "Photo available" and the photographs shall be forwarded subsequently if the department so requests.
- (3) All persons in charge of law enforcement and tribal law enforcement agencies shall forward to the department copies or detailed descriptions of the arrest warrants and the identifying data described in 165.83 (2) (e) immediately upon determination of the fact that the warrant cannot be served for the reasons stated. If the warrant is subsequently served or withdrawn, the law enforcement agency concerned must immediately notify the department of the service or withdrawal. In any case, the law enforcement or tribal law enforcement agency concerned must annually, no later than January 31 of each year, confirm to the department all arrest warrants of this type which continue to be outstanding.
- (4) All persons in charge of state penal and correctional institutions shall obtain fingerprints, according to the fingerprint system of identification established by the director of the F.B.I., and full face and profile photographs of all persons received on commitment to these institutions. The prints and photographs so taken shall be forwarded to the department, together with any other identifying data requested, within 10 days after the arrival at the institution of the person committed. Full length photographs in release dress shall be taken immediately prior to the release of such persons from these institutions. Immediately after release, these photographs shall be forwarded to the department.
- (5) All persons in charge of law enforcement and tribal law enforcement agencies, all clerks of court, all municipal judges where they have no clerks, all persons in charge of state and county penal and correctional institutions, and all persons in charge of state and county probation, extended supervision and parole offices, shall supply the department with the information described in s. 165.83 (2) (f) on the basis of the forms and instructions to be supplied by the department under s. 165.83 (2) (g).

- (6) All persons in charge of law enforcement and tribal law enforcement agencies in this state shall furnish the department with any other identifying data required in accordance with guidelines established by the department. All law enforcement and tribal law enforcement agencies and penal and correctional institutions in this state having criminal identification files shall cooperate in providing to the department copies of such items in these files as will aid in establishing the nucleus of the state criminal identification file.

TITLE 28 CFR, PART 20

20.33 Dissemination of criminal history record information

- (a) Criminal history record information contained in the III System and FIRS may be made available:
1. To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies;
 2. To federal agencies authorized to receive it pursuant to federal statute or Executive order;
 3. For use in connection with licensing or employment, pursuant to Public Law 92-544 (86 stat. 1115) or other federal legislation, and for other uses which dissemination is authorized by federal law. Refer to Sec. 50.12 of this chapter for dissemination guidelines relating to requests processed under this paragraph;
 4. For issuance of press releases and publicity designed to effect the apprehension of wanted persons in connection with serious or significant offenses;
 5. To criminal justice agencies for the conduct of background checks under the National Intant Criminal Background Check System (NICS);
 6. To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing / information services for criminal justice agencies; and
 7. To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement must incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information is consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).
- (b) The exchange of criminal history record information authorized by paragraph (a) of this section is subject to cancellation if dissemination is made outside the receiving departments or related agencies, or service providers identified in paragraphs (a)(6) & (a)(7) of this section.
- (c) Nothing in these regulations prevents a criminal justice agency from disclosing to the public factual information concerning the status of an investigation, the apprehension, arrest, release or prosecution of an individual, the adjudication of charges, or the correctional status of an individual, which is reasonably contemporaneous with the event to which the information relates.
- (d) Criminal history records received from the III System or the FIRS shall be used only for the purpose requested and a current record should be requested when needed for a subsequent authorized use.

20.21 Preparation and submission of a Criminal History Record Information Plan

(e) Audit

Insure that annual audits of a representative sample of state and local criminal justice agencies chosen on a random basis shall be conducted by the state to verify adherence to these regulations and that appropriate records shall be retained to facilitate such audits. Such records shall include, but

are not limited to, the names of all persons or agencies to whom information is disseminated and the date upon which such information is disseminated. The reporting of a criminal justice transaction to a State, local or Federal repository is not a dissemination of information.

CIB/NCIC DATA AND PROBABLE CAUSE

A CIB or NCIC hit alone is NOT probable cause to arrest. A CIB or NCIC hit furnishes the inquirer the fact that a stolen report, missing person report or warrant has been filed and also provides the date of theft, date missing or date of warrant, which are matters to be considered by the receiving officer in arriving at an arrest decision. **A hit is one fact which must be added to other facts by the officer** in arriving at sufficient legal grounds for probable cause to arrest. Correct CIB or NCIC procedure demands that the agency which placed the record in the file be contacted by the inquiring agency to confirm that the data is accurate and up to date. **In some circumstances the hit** confirmed with the originating agency may be the major fact, and indeed, **may be the only fact necessary;** for instance when a hit on a stolen car or other stolen property is made in a time frame very close to the time of the actual theft or when a hit indicates that a car was recently used in a bank robbery or is in the possession of fugitives.

As the time period increases, the significance of the hit decreases. Thus, a hit on a record a year or two years after the car had been stolen would in itself be inadequate probable cause for an arrest since it would be possible, or even probable, that the vehicle was then in the possession of an innocent purchaser, rather than the thief. To make an arrest under the latter circumstances would require that the officer not only have the fact of the hit but also additional facts adding up to probable cause. A hit confirmed with the originating agency may be adequate grounds to recover stolen property, return a missing person, or arrest a fugitive.