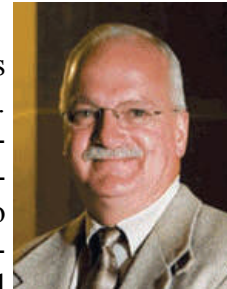


TIME System Newsletter

Crime Information Bureau



Steve Berry, a long time training representative with CIB, has retired from state service with his last day of work on July 8th. Steve started as a trainer with CIB in 1992 after working previously with the FBI and CIB identification and criminal record sections. Steve was a well known face and resource to many of you over the years. We wish him well in his retirement. Our tight budgets continue and Steve's position will remain vacant for a period of time along with Terry DeWitt's.



N-DEx is new to many of you but over the next few years it will become a common term. N-DEx is a criminal justice information sharing system implemented by the FBI Criminal Justice Information Services Division (CJIS) otherwise known as the National Data Exchange. CJIS and the TIME System are not new to information sharing and have been doing it for years with NCIC, III, CIB, DNR, DOC and DOT. N-DEx provides tools for law enforcement to search, link, analyze and share criminal justice information such as incident/case report and arrest data, booking and incarceration data, and probation/parole data on a national basis. Agencies will be permitted to contribute records to N-DEx but also query. You will not be required to contribute to have query access. The Department of Justice is currently working on a pilot project with the Office of Justice Assistance, the Milwaukee Pd and the Bayfield Co So to create a standard process to contribute records to N-DEx that can be duplicated throughout the state. Over 650 agencies nationwide already contribute data to N-DEx including federal agencies and entire state systems.

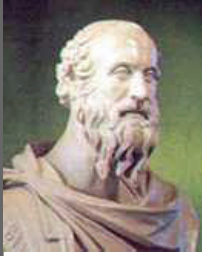
Over 60 million records already exist in N-DEx. N-DEx continues to grow in number of records and functionality.

Query access to start is limited to CJIS' Law Enforcement Online (LEO) application. To obtain LEO access you must complete an application available at www.leo.gov Once you have LEO access, you must complete a separate N-DEx application along with an FBI Rules of Behavior (FD-889) form, both available after login on the LEO site. Your N-DEx application must be approved at the state level by myself as the CJIS Systems Officer for Wisconsin or Chris Kalina as the TIME System Operations Coordinator and N-DEx point of contact for Wisconsin. Online N-DEx training is available through LEO.

Please feel free to contact me or any of the CIB staff to discuss your thoughts.

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Changes to the Missing Person File

In his *Lives of the Philosophers*, Diogenes taught us that the only thing constant in life is change....and this is true of the TIME/NCIC Systems as well.

In 2004 NCIC redefined the term Missing Person-Juvenile category to include those under the age of 21. In 2009 the Missing Person-Juvenile was again redefined to provide better clarification between the criteria for entry in the Missing Person-Juvenile and the Missing Person-Other category. Please review the 2 category definitions below to ensure your agency is using the 2 categories correctly.

- Juvenile - A person who is missing, does not meet the criteria for entry in any other category, and has not been declared emancipated by laws of their state.
- Other - A person who is missing, does not meet the criteria for entry in any other category and for whom there is reasonable concern for his/her safety. This includes a person who is under the age of 21 that has been declared emancipated by the laws of their state.

This change does not affect the requirement for agencies to immediately (within 2 hours) enter records into the NCIC Missing Person File for missing individuals under the age of 21. And as always, documentation of all information entered must be maintained in the agency case file. A missing person report filed with an agency is sufficient documentation for entering a subject as a Missing Person – Juvenile. A record for a missing person who is over the age of 21 may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. In the absence of documentation from a parent/legal guardian, next of kin, physician or other authoritative source, including friend/neighbor in unusual circumstances, a signed report by the investigating officer will suffice.



New NCIC Field

TIME System users may have noticed a new field appearing in their NCIC responses: DLU. The DLU field provides information on the date and time the NCIC record was last updated. The sample response below shows the format and location of the field.

```
MKE/WANTED PERSON
ALLERGIES
3 - EXTRADITION - SURROUNDING STATES ONLY
ORI/WI013175Y NAM/DARDMAN, STAN D SEX/M RAC/U POB/AG DOB/19780419
HGT/601 WGT/235 EYE/BLU HAI/BRO SKN/DRK
SMT/HFR LCLAVI
OFF/EXTORT - THREAT OF INFORMING OF VIO
DOW/20090924 OCA/9
NOA/N
MIS/TEST RECORD ONLY
DNA/N
ORI IS DOJ CIB TRAINING SERVICES TERMINAL 2 MADISON 608 264-9452
NIC/W227587972 DTE/20091112 1035 EST DLU/20091112 1035 EST
```

Save the Date

The 11th annual CIB Technology Conference is tentatively scheduled for September 22nd-24th, 2010 at the Radisson Hotel & Convention Center, Green Bay.

Certified Driver's Record Requests.

From the Citations & Withdrawals Section, Bureau of Driver Services, Wisconsin Dept. of Transportation



All Wisconsin government agencies that submit requests via WILENET can receive a certified copy of a driver record at no cost.

Please take note that all Wisconsin government agencies (courts, law enforcement, district attorneys, etc.) can request certified driver records via the DOJ-WILENET website. Since this electronic application feature was first offered in late 2002, more than 70% of government agencies submit requests via the DOJ-WILENET website.

Effective January 1, 2010, Wisconsin statute 343.24(2)(d) requires DMV to charge an additional \$2.00 fee for each paper copy of a driver record abstract. This fee will also apply to all government agencies that submit requests for certified driver records in paper format. The \$2.00 abstract fee will not apply to requests received via the DOJ-WILENET website. The \$2.00 abstract fee will apply to any request received by phone, teletype, fax or mail.

Due to limited staffing resources, DMV may not be able to process your request if the court date is less than 2 weeks from the date of receipt. Hence, it is strongly recommended that you plan and submit requests well in advance to enable DMV to respond in a timely manner.

TIME System Rates for Calendar Year 2010

These rate changes were presented to and passed by the TIME System Advisory Committee in May 2009:

System Access Fees	Current	Effective January 1, 2010
Full Service & MDT Access	\$50/month	no change
eTIME Access Only (Traditional *)	No Charge	\$50/month
eTIME Access Only (Non-Traditional)	No Charge	\$100/month
Non-Traditional	\$100/month	no change
Department of Corrections	\$6,000/month	no change
District Attorneys	\$6,000/month	no change

Note: Agencies with multiple access levels are billed at the highest System Access fee applicable.

System Support

Per Certified Officer	\$3/month	\$3.50/month
Minimum Officer Annual Billing	\$144/year	\$168/year

Maintenance

Per Covered Terminal	\$50/month	no change
----------------------	------------	-----------

BadgerNet

Per TIME Circuit	\$620/month	**
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Traditional agencies are those that also pay the per officer System Support . The CIB is not aware of any changes from DET at this time. Should you have questions about fees applicable to your agency please contact Chris Kalina, TIME System Operations Coordinator at 608-266-7394.

Changes to the Driver Text Response



Please note: this only affects text driver responses via the TIME System. No change is being made to the eTIME browser or server to server driver responses. DOT is changing the data source for text driver responses returned via the TIME System due to a recent law change that takes effect January 1, 2010. DOT's Filehandler system which is currently used as the source for these responses is a 30 year old legacy system that is due for retirement soon. This will result in changes to the text driver response format via the TIME System. This change will also resolve any discrepancies you may have found between legacy TIME and the eTIME browser/server to server responses. A go live implementation date is tentatively scheduled for January 2010. Following is an example of the new format. If you would like to comment on the sample record, please send an email to: dotlefeedback@dot.wi.gov.

```
0871 F988 41F9F4A9          WI013025V
DOT    120922      24 11/06/09 09:21 01 OF 02
```

```
Request: 2009-11-06-09.21.42.000022 Type=CFL DID=Z3321008121806
DID/Z332-1008-1218-06
NAM/ZZZDOTIES, CDL TEST
STR/4802 SHEBOYGAN AVE
CTY/MADISON          ST/WI ZIP/53702 CT/DANE
SEX/M RAC/WHITE     DOB/061881 HGT/600 WGT/200 HAI/BRO EYE/BRO DONR/ N
LT= RGLR           ISS= 05/13/2005 EXP= 06/18/2010 AT= RSM
  CLASSES=  B   C   D
  STATUS=   DIS DIS REV
```

```
-----
Customer: DL or ID Card #=Z332-1008-1218-06 Sex=M DOB=06/18/1981
  First=CDL TEST Last=ZZZDOTIES
  Street=4802 SHEBOYGAN AVE
  City=MADISON State=WI Zip=53702 County=DANE
  Race=W Hair=BRO Eyes=BRO Weight=200 Height=600 Donor=N
  Updated=08/21/2001
```

```
Summary of products:
  Status=REVOKED Type=Regular License
```

```
Product: Type=Regular License FedMedical=Y Primary=Y RealId=N
  Issued=05/13/2005 Expires=06/18/2010 Application Type=REINSTATEMENT
  Classes=B-DIS,C-DIS,D-REV Endorsements=P-DIS,S-DIS
  Restrictions=NO CMV OPERATION WTH AIRBRAKES
```

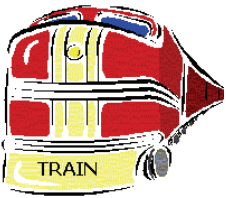
RECORD DETAILS:

```
Prior OWI Count:          001
```

```
Notation: 05/12/2003  INSURANCE FILED
Notation: Customer has Open Disqualification Case
```

```
07/07/2009          Withdrawal DOT ACTION Revoked INDEFINITE NCI (
                    NON-COMPLIANCE / APPEAR FOR ASSESSMENT
                    INTERVIEW ) Case #=R806319 Mailed=07/07/200903/06/2009
Withdrawal DOT ACTION Disqualified 1 YEAR DQF (
                    DISQUALIFICATION ) Case #=D012394 Eligible For
                    Reinstatement=03/06/2010 Mailed=03/06/2009
02/25/2009          Withdrawal Revoked 8 MONTH OWI ( OPERATING WHILE
                    INTOXICATED ) Case #=R771740 Court=DANE COUNTY
                    CIRCUIT COURT Eligible For
                    Reinstatement=10/26/2009 Mailed=03/11/2009
02/15/2009 02/25/0009 Violation GUILTY DLT ( DEVIATING FROM LANE OF
```

DLT	TRAFFIC) 346.13(3) Points=04 Court=DANE COUNTY CIRCUIT COURT Class=D Citation #=B123456-4
02/25/2009 OWI	Withdrawal Revoked 8 MONTH OWI (OPERATING WHILE INTOXICATED) Case #=R771740 Court=DANE COUNTY CIRCUIT COURT Eligible For Reinstatement=10/26/2009 Mailed=03/11/2009
03/06/2009 DQF	Withdrawal DOT ACTION Disqualified 1 YEAR DQF (DISQUALIFICATION) Case #=D012394 Eligible For Reinstatement=03/06/2010 Mailed=03/06/2009
07/07/2009 NCI	Withdrawal DOT ACTION Revoked INDEFINITE NCI (NON-COMPLIANCE / APPEAR FOR ASSESSMENT INTERVIEW) Case #=R806319 Mailed=07/07/2009



FAQ's Are For You!

A common question CIB receives regarding TRAIN is: "I am trying to take an online course/exam and the TRAIN screen shows only a small box in the upper left corner. I can't see any questions or content. What is going on?"

The answer to this and many other common TRAIN questions can be found in a document titled 'Frequently Asked Questions'. Access to the document is easy: simply click on the 'Frequently Asked Questions' link located on the TRAIN login page under the user name and password fields. Users should consult this document to see if an answer to their TRAIN related questions already exists, especially in these times of staff shortages at CIB.

VGTOF is Gone, Say Hello to KAST

The NCIC Violent Gang and Terrorist Organization File (VGTOF) has been split into two separate files – the Gang File and the Known or Appropriately Suspected Terrorist File.

Online Validation: The Deadline is Here

Effective January 1, 2010 all agencies must retrieve and certify their monthly validation reports online via the eTIME browser. After this date paper copies of validation will no longer be mailed to agencies by CIB.



If your agency does not already have online validation procedures in place, you should take action immediately. As always, records that have not been validated by the due date are purged in accordance with NCIC/TIME System policies. Failing to validate records imposes a risk of liability for the agency and could result in wanted persons going free, missing persons not being found, and stolen property not being recovered. Agencies have been notified monthly for over 1 year that validation is going to be an on-line application. To get started with online validation contact Vickie Stamm at stammvl@doj.state.wi.us or 608-266-7955.

TIME Tidbit

Do you know what article type code to use for entry of a videogaming system such as Wii, Xbox, or PS3? Take some time to review the available article type codes and you will find codes do exist for videogaming systems (RTVGAME), game controllers (RHANDCO), headseats, etc.





Electronic Signatures on Warrants

Recent changes in law now permit the use of electronic signature on warrants. Wis. Stat. §968.04(3) states that an arrest warrant shall be “signed by the judge.” Generally, Wis. Stat. § 990.01(38) states that: If the signature of any person is required by law it shall always be the handwriting of such person or, if the person is unable to write, the person’s mark or the person’s name written by some other person at the person’s request and in the person’s presence, or, subject to any applicable requirements under subch. II or ch. 137, the electronic signature of the person.

Specifically, Wis. Stat. § 801.17(13) states that: If the signature of a court official is required on a document, an electronic signature may be used. The electronic signature shall be treated as the court official’s personal original signature for all purposes under Wisconsin statutes and court rules. Where a nonelectronic signature would be located on a particular order, form, letter or other document, the official’s printed name shall be inserted.

Further, the Supreme Court of Wisconsin has authorized the use of electronic signatures by court officials. SCR 70.42(1)(a) includes circuit court judges within the definition of “court official.” SCR 70.42(5) further states that: Court officials may use their electronic signatures for administrative purposes. If the signature of a court official is required on a document, an electronic signature satisfies that requirement. Electronically signed documents may be stored electronically for the proper retention period.

Current Wisconsin law allows Judges to sign arrest warrants with electronic signatures. As such CIB recognizes arrest warrants that are signed electronically by judges as valid warrants. Facsimile or stamped signatures on warrants remain invalid. If criminal arrest warrants are received by agencies or CIB which contain a stamped or facsimile signature, they can, and should be rejected. The judge may be requested to execute a new warrant containing a handwritten or electronic signature.



Hit Confirmation for Gun Purchases

As you may know, state and federal laws prohibit purchase/possession of a firearm by certain persons: those convicted of a felony, those convicted of certain domestic violence charges, those subject to specific provisions of protection orders/injunctions, etc. All registered firearms dealers are required to contact either the FBI’s National Instant Check System (NICS) or the CIB Handgun Hotline before transferring a gun to ensure that the person wishing to purchase a gun is eligible to possess the gun under state and federal laws.

When conducting this background check, NICS and Handgun Hotline staffs access numerous databases, including state and national criminal history records, NCIC Wanted Person records, and CIB Wanted Person records, among others. Before denying a firearm purchase based on a Wanted Person File record, staff will confirm that the warrant is still valid via the Hit Confirmation process. As the subject of the record may still be at the store or purchasing location, the hit confirmation is considered urgent.

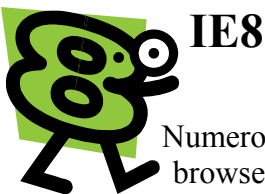
The wanting agency may wish to contact local law enforcement to pursue the subject's arrest. The Hit Confirmation will include the statement "An individual descriptively matching this warrant is currently attempting to purchase a firearm. The subject is not in custody. Please advise if the warrant is still valid. If so, is this a misdemeanor or felony arrestable offense?" In the past this confirmation was done via the telephone or fax.

Agencies must respond promptly to the NICS or Handgun Hotline staff's request for hit confirmation, as the Wanted Person record may be the only basis for denying the subject's purchase of a gun. Using hit confirmation in this manner also provides wanting agencies with information as to the subject's current or recent whereabouts, possibly providing an opportunity for arrest.

Changes to the Wanted Person File



Can you ever be too young? For decades, NCIC answered that question 'Yes'. You could be too young to be listed as a wanted person in the CIB/NCIC Wanted Person File. NCIC policy required a wanted subject be at least 10 years old before a wanted person entry could be made. Recently that has changed. Beginning in August 2009, both CIB and NCIC began accepting wanted person entries for subjects under the age of 10. A legal review of Wisconsin statutes found no prohibitions to the entry of this information.



IE8

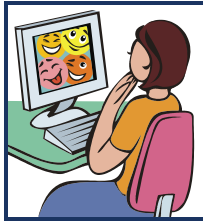
Numerous agencies have contacted CIB reporting problems with the TRAIN, eTIME browser, or Portal 100 applications. While the systems and problems appear to be varied, in many cases the underlying cause is the same: IE 8. Internet Explorer 8 is not compatible with the TRAIN, eTIME browser, or Portal 100 applications. Please ensure your agency information services/IT staff are aware of this limitation. If your agency chooses to use IE 8 with these applications, CIB cannot guarantee proper performance and will be unable to assist in problem resolution.

New Article Category: Special IDs

Effective immediately there is a new category of articles eligible for entry into the NCIC Stolen Article File. Article category 'Q' has been created for public safety, homeland security, and critical infrastructure items of identification. Examples of such items would be police/sheriff's badges or identification, military dog tags, employee id from a nuclear facility, etc. Four new article type codes have been created for entry of these items: QBADGE, QCREDEN, QSMARTC, and QDOGTAG. Items entered into article category 'Q' will be retained in the NCIC Stolen Article File until cancelled by the entering agency, and will be included in the validation requirement.



These new category codes have already been added to the Portal 100 software. Interface agencies should update their software to include these new choices. All agencies should review their article entries/case files to see if items previously entered in another category meet the definition for entry in the new 'Q'.



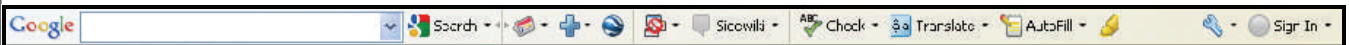
Images, Portal 100, and Printing

As announced in the last TIME System newsletter, images have arrived. Users can now attach an image to an existing NCIC record. An image entry contains a NIC number to link the image to a specific NCIC record. Agencies may attach an image of their own to person, article, part, boat, or vehicle entries. Generic images of boats and vehicles are also available from NCIC for agencies to use.

Images may be entered, modified, cancelled and queried. As more agencies embrace the use of images, questions arise, particularly regarding image queries. On the Portal 100 software, images may be queried in one of 2 ways. On any standard query screen (wanted person, license plate, etc.) users can place a 'Y' in the NCIC Image Indicator Field, indicating they wish to receive any available images with the response. If an image is available, it will appear on screen in the string of responses in the message window of the Portal 100 software. Users may also use specific transactions to query images only, which can be found in the 'Images' folder on the Portal 100 software menu.

Images received in this manner may be printed by an agency, however, in order to print the image from Portal 100, users must access the image from the 'Log' view rather than the 'Auto' view of the message window due to software and printer limitations.

Does Your Internet Browser Look Like This?



If so, are you able to correctly use CIB's online TIME System training website, TRAIN? Perhaps not. When a user launches an online course/exam, in addition to their home screen other windows should pop-up/open. One window contains a course description. Clicking on Next in this window will cause another window to pop-up/open. This second window is the window that the online course content will actually appear in. If a pop-up blocker is in play *anywhere* on the system, these windows will be prevented from displaying.

Pop-up blockers can be found almost anywhere, be sure to check your internet browser software your internet service provider, your server, firewall, your network, etc. TRAIN users have found pop-up blocking software in all of these locations. If an agency is using any additional tools/toolbars to surf the web (such as AOL, the Google toolbar shown above, Yahoo toolbar, etc.) there may be a pop-up blocker associated with that service/toolbar that will also need to be disabled. In addition, CIB is receiving reports that such toolbars also interfere with the Portal 100 software and other varied software applications.

What's in the OFS?

NCIC has also introduced a new field to the Sexual Offender Registration File Response. This new field, OFS (offender status) provides information regarding the subject's registration status. The infor-

mation will appear just before the ORI of the record, as shown in the following example. NCIC surveyed the states and created a list of nearly 200 status codes that could appear in this field.

*** SEXUAL OFFENDER REGISTRY INFORMATION ***

THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X861319153 IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUAL OFFENDER

OFS/A2 - NON-COMPLIANT - ABSCONDED

ORI/AKAST1500 NAM/NAYA, CHRISTOPHER SEX/M RAC/I POB/AK DOB/19740515

HGT/505 WGT/185 EYE/BRO HAI/BLK FBI/449241XA6 SKN/MED SMT/SC R EYE

ORD/20050717 ERD/NONEXP SXP/N CRR/SEX OFFENSE - AGAINST CHILD-FONDLING

CON/20011211 OCA/4BE-S11-818

VLD 20080811

MIS/CONTACT ALASKA SOR OFFICE (907-269-3396) FOR EXPIRATION

MIS/DATE CLERK, LABORER

MIS/DNA REPOSITORY (907-269-5743)

DNA/Y DLO/DNA AVAILABLE

ORI IS ALASKA STATE TROOPERS 907 269-0397

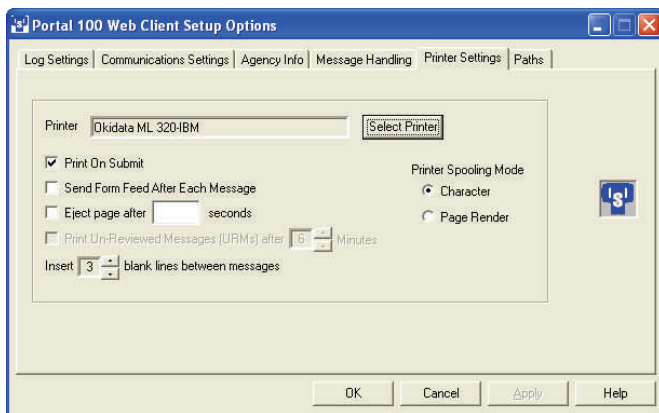
ADDRESS - 9999999 RED HSE N OF CITY OFCS

CHEVAK, AK 99563

NIC/X861319153 DTE/20050717 1337 EDT DLU/20050717 1337 EDT

***** END OF SEXUAL OFFENDER REGISTRY INFORMATION *****

Portal 100 Printing

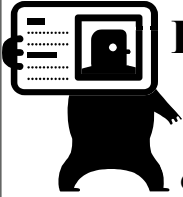


Have you looked at your Portal 100 printing options? Many agencies have decided to switch to using a laser printer with their Portal 100 software, and should be aware of a particular Portal 100 setting titled 'Printer Spooling Mode.' As dot matrix and laser printers process information in different ways, to optimize printing be sure this option is set correctly. The 'character' setting is designed for use with dot matrix printers such as the Okidata printers. The 'Page Render' setting is designed for user with laser printers.

Person and ID Cross Searches

NCIC now cross searches person queries that contain a miscellaneous number, social security number or operator's license number against Article File entries in 2 categories: article type 'I' (items of identification) and article type 'Q' (public safety, homeland security and critical infrastructure items of identification). Users are reminded to review all results returned from a query to determine if they pertain to the subject in which you are interested. Even article records may be directly related to your person query!





Imagine All the People...

Imagine being able to query a subject via the TIME System and in addition to receiving a driver's license response, also receiving their driver's license photo. The good news: if you are an eTIME browser user, you don't have to imagine – it's here!. eTIME browser users can place a 'Y' in the NCIC Image Indicator Field of their query, indicating they wish to receive any available images with the response. If a driver's license photo is available, it will be indicated by a camera icon appearing to the right of the hyperlink to the response on the eTIME browser summary page. eTIME browser users may also receive images associated with NCIC records.

Now for the bad news: Wisconsin driver's license photos are not available in this manner. Only out of state driver's license photos are currently only available to eTIME browser users. Currently 16 states offer the ability to return a driver's license photo via the eTIME browser (Alabama, Arkansas, Delaware, Georgia, Idaho, Indiana, Massachusetts, Minnesota, Mississippi, New Mexico, New Jersey, North Carolina, Ohio, Oregon, Tennessee and Virginia).

Wisconsin state statute 343.237(3) currently prevents CIB from providing Wisconsin driver's photos, as it requires a request for the photo to be a written request on law enforcement letterhead. AB230 is currently pending before the legislature to change/amend the statutes to allow access to such photos via the TIME System.

Open Search & Tribal License Plates

Open Search users should be aware that because tribal license plates are not issued by DOT, they are not linked to a particular vehicle in the DOT files. Tribal plates are not searched as part of the vehicle Open Search/partial plate search feature available via the eTIME browser.

More Information on Background Checks and Challenges



Three new web pages have been added to the DOJ web site. The new web pages provide information regarding CIB processes and requirements for special situations requiring identity verification. These pages all involve the submission of a blue FBI applicant card (form FD-258), and CIB requests any assistance law enforcement can provide the public in capturing these types of fingerprints. Instead of the blue applicant card, an applicant card captured electronically on a live scan device and printed can be submitted. As always, any individual capturing these applicant prints should insure the identity of the subject being fingerprinted by requiring a government-issued photo identification or two other acceptable sources of identification. The new web pages are:

Police Certificates: <http://www.doj.state.wi.us/dles/cib/certificate.asp>. Information regarding a fingerprint-based background check normally required for identification or adoption. The reason fingerprinted code should indicate "Police Certificate" in the reason fingerprinted field. Instructions on how to obtain certified background checks.

Criminal History Record Challenge: <http://www.doj.state.wi.us/dles/cib/challenge.asp>. This submission is normally to challenge results of a background check compared to the record returned on a name-based check or challenge information on a criminal history record. Use the reason code “*Challenge.*”

Firearms Challenge: <http://www.doj.state.wi.us/dles/cib/appeal.asp>. Similar to the criminal record challenge, but specifically to challenge a firearms transfer denial based on a name search by the Handgun Hotline. Use the reason code “*Firearms Challenge.*” Instructions and forms to appeal denial of a handgun transfer.

Disposal of TIME System Information

In today’s tight budget times, many agencies are looking for additional ways to save money. This has caused numerous agencies to ask CIB the same question: “Our county/city/department is proposing that all paper be put into a locked container in each department which will then be delivered to a bulk locked container (by a maintenance worker) to be opened by a vendor that will then empty the bulk container into an on-site portable shredder. Is this OK? Can I dispose of TIME System materials in this manner?” The answer is...maybe.

Any TIME System information/print-out/document must be disposed of in a secure manner. No distinction is made as to whether or not the information is an adult record or a juvenile record. If it comes off the TIME System it must be disposed of in a secure manner. Accepted methods of disposal include shredding, incineration, degaussing, etc.



Under system rules, you can only outsource disposal if those having access to the information/doing the disposal have been subjected to the required fingerprint based background check. If they have *not* been background checked, then someone who *has* been background checked must supervise/monitor the disposal. In other words, if you were to have some company do the shredding, their staff would have to have the fingerprint based background check done with the prints being checked through CIB and the FBI. If not, someone from the sheriff’s office or police department who has had the check done would have to supervise. Keep in mind, staff turnover at some companies is high, so the background check requirement may be problematic. CIB does not recommend or endorse any particular companies for document shredding/disposal. There is no list of ‘approved’ vendors, etc. Each agency must select a solution which works best for them.

Missing Hits

Recently an agency complained that when they run a driver’s check by driver’s license number they do not get warrant information back like they do with the name check. There was nothing wrong with the TIME System – the problem was in the data entered: the entering agency failed to include driver’s license number in the record, so if you only run the driver’s license number you will miss the hit. Two things to think about: 1) if you only query by driver’s license number and not name, you may be missing hits, and 2) if you only enter minimum data, your record will not be hit on as often.



Non-Criminal Justice Agency Access to DOT Info

The building inspector. The parks department. Parking enforcement. Airport security. The department of public works. Even the forestry department. What do they all have in common? All have requested DOT information from law enforcement agencies in Wisconsin via the TIME System. Agencies are reminded that access to vehicle registration and driver's license files via the TIME System is for criminal justice purposes only due to the confidentiality of many record entries. While fire departments and other governmental agencies may be allowed to access vehicle registration and driver's license information under the Federal Driver Privacy Protection Act, if such agencies require access to DOT files they should be advised to contact DOT directly.

In many cases, these governmental agencies have duties and responsibilities for enforcing laws and ordinances. For example, a building inspector may enforce zoning laws. Recreation department employees may issue parking tickets in local parking lots. A review by NCIC shows that many of these agencies do not meet the definition of a criminal justice agency, and do not qualify for access to NCIC. In some cases, these agencies do meet *Nlets* criteria for limited access to driver and vehicle registration information. If so, they may apply for a special *Nlets* 'S' ORI (an ORI ending in the letter S). S ORI agencies may be authorized to access driver and vehicle records in Wisconsin and out-of-state, but are *prohibited* from accessing NCIC and criminal history data. Special transactions have been created in the TIME System to allow S ORI agencies limited access. The *eTIME* browser also allows for this restricted access.

Some states do not accept requests from S ORI agencies due to state laws. Agencies then sometimes contact a police/sheriff's office and ask them to obtain driver's or vehicle information from a state. *It is a direct violation of TIME System policy to circumvent system controls by using a different ORI and/or transaction to provide information to an S ORI agency that they would otherwise not be allowed to obtain.* Law enforcement agencies can be authorized to use the S ORI on behalf of the agency but must obtain an agency agreement and use specific transactions created for S ORI's limited access.

Opening Open Search Further



The driver and vehicle 'Open Search' feature available on the *eTIME* browser has become very popular with TIME System users. The Open Search feature allows users to search DOT's driver or vehicle registration files using less than complete information such as a partial license plate, or driver name. Additional functionality has been added to the vehicle Open Search feature to make it even more useful to law enforcement/criminal justice agencies.

New fields have been indexed for searching: vehicle year, make and model; city, or county vehicle is kept in. Users may continue to search by partial license plate or owner name, as before, but now may also search the following combinations:

- License plate or owner name & city or county kept in
- Vehicle year/make/model & city or county kept in
- License plate or owner name & city or county kept in & vehicle year/make/model

NCIC & CIB Code Updates

New Vehicle Make Codes

Auto

BBMIB & B Manufacturing
 BIDD Biddle
 CISI Cisitalia
 CORD Cord
 DVGI Dymac Vehicle Group or Electric Vehicle International
 FLYB Flybo
 FRHT Freightliner Corp.
 FUNK Funk & Will AG
 HILN Hiline Carts & Cars, Inc.
 LCCCLC3
 REVO Revo North America
 SMRT Smart
 STDV Stevens-Duryea
 SEVC Sunn Electric Vehicle Company
 TLDO Toledo
 TRIF Tri fun or Tri-Fun, Inc.
 WOMO Woods Mobilette Company
 WLNG Wuling Motors Corp. or Wulig Group or Liuzhou Wuling Special Purposes Vehicle Mfg. Co.

Motorcycles

AIMX AIM-EX
 ASPW American Sportworks, LLC
 AUPA Aupa/Hongdou-Aupa Motorcycle Co Ltd.
 BNZH Benzhou Vehicle Industry Grp. Co., Ltd.
 BBCC Big Boar Custom Cycles, Inc.
 BLKH Blackhawk Motor Works, Inc. or Black Hawk Bikes
 CHAN Chang Jiang or Dong Tian Enterprises
 COVC Covingtons Cycle City
 CRZN Cruz-In
 DAIX Daixi Zhenhua or Huzhou Daixi Zhenhua Tech Trade Co., Ltd.

DRGG Draggin Custom Cycles, LLC
 DVGI Dymac Vehicle Group or Electric Vehicles International
 FBIM FBI Motor Co., or Fat Baggers, Inc.
 GUAN Guangyu/Chongqing Guangyu Motorcycle Mfg.
 HAIL Haili or Yongkang Haili Industrial Co Ltd
 HIBR Hi-Bird or Chongqing Hi-Bird Motorcycle Ind., Co., Ltd.
 HGYN Huangyan Sanye or Zhejiang Huangyan Sanye Group Co., Ltd.
 HUAR Huari/Jiangmen City Huari Group Co Ltd
 HUAW Huawin or Zhejiang Summit Huawin Motorcycle Co., Ltd.
 JTMO Jetmoto Motors USA
 KAIR Kaier or Chongqing Kaier Motorcycle Mfg. Co., Ltd.
 KANG Kangdi/Zhejiang Kangdi Vehicles Co Ltd
 LEHM Lehman Trikes USA, Inc.
 LBRY Liberty Seamless Ent., Inc. or Liberty Electric Bikes
 MENG Mengdeli or Zhejiang Mengdeli Electrical Co., Ltd.
 NANL Nanlong Group Co., Ltd.
 PTMI Peterson Motor Industrial Co., Ltd.
 PBCS Phil Borriello Chopper Shop, LLC
 PIAG Piaggio Grou Americas, Inc.
 RUDG Rudge Whitworth Rudge-Whitworth
 SNDI Sandi/Taixing Sandi Motorcycle Co., Ltd.
 SHQI Shengqi or Zhenjiang Shengqi Motion Apparatus Co., Ltd.
 SHIN Shineray or Chongqing Shineray Motorcycle Co., Ltd.
 STHS Steelhorse Custom Motorcycles, Inc.
 SNHU Sunhou or Jiangsu Sunhou S & T Motorcycle Co., Ltd.
 SWED Swede Built Motorcycles
 SYMG SYM USA or Sanyang Motorcycle or Sanyang Industry Co., Ltd.

TAOI	Taotao/Zhejiang Taotao Industry Co. Ltd.	TTEM	Toten Equipment & Supply, Inc.
TIAN	Tianma or Guangzhou Tianma Group or Tianma Motorcycle Co., Ltd.	TRGR	Traeger
VOOD	Voodoo Choppers	TLUN	Trailers Unlimited
		TUSA	Trailers USA, Inc.
		USTN	U.S. Titan Imports
		VNJS	VN & J Sales

Trucks

CHRT	Chariot Vans, Inc.
KNGY	Kingsley Coach, Inc.
WLNG	Wuling Motors Corp. or Wuling Group or Liuzhou Wuling Special Purposes Vehicle Mfg., Co.

Trailers

ABUT	Abu Trailers
AFBX	Acier Fabrex, Inc.
BLUT	Blue Ribbon Trailers, Ltd.
CHLT	Chalet RV, Inc.
CLFX	Colfax Trailer & Repair, LLC
CWBY	Cowboy Classics Conversions, Inc.
CRFE	Crafton Equipment, Inc.
CSCO	Cusco Fabricators, Inc. or Wastequip Cusco, Inc.
CWTL	C & W Trailers
DELC	Delco Trailers
DSHE	DSH Enterprises
FMST	Fast Master Products, Inc.
GSSS	Gas Service & Supply
HIBB	Hibbard Iron Works of Hampton
INTW	Interstate West Corp.
LIFT	Lifetime Products, Inc.
NTNS	The Nations Trailers Inc./Nations Trailers
PBMS	PBM Supply & Mfg., Inc.
RDTE	R & D Trailer and Equip. Sales
RADI	RAD Industries
RICE	Ricer Trailer Co.
RJNK	R. Jenkins Trailer Sales or RJ's Welding
SLMS	Sealmaster
STHL	Stohl Trailers

Construction Equipment

LILB	Lil Bubba
TCMC	TCM Corp. or TCM Lift Trucks

New Vehicle Model Codes**Audi (AUDI)**

Q5	Q5
TTA	TTS

BMW (BMW)

335	335 id
Z4	Z4

Chevrolet (CHEV)

CTV	Captiva
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Cisitalia (CISI)

202	202
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Cord (CORD)

810	810
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Datsun (DATS)

720	720
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Ferrari (FERR)

246	Dino 246 GT/GTS
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Ford (FORD)

TCN	Transit Connect
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Flybo or Fly Bo (FLYB)

XFD XFD

Freightliner Corp. (FRHT)

SPR Sprinter

Hiline Carts & Cars, Inc. (HILN)

XG CG-2, XG-4, XG-6, XGT

Hyundai (HYUN)

GEN Genesis

Infiniti (INFI)

FX5 FX50

Kia (KIA)

BOR Borrego

Mercedes-Benz (MERZ)

B20 B200

GK3 GLK350

Mini (MNNI)

JCW JCW (John Cooper Works)

Nissan (NISS)

370 370Z

Porsche (PORS)

PAN Panamera

Smart (SMRT)

PAS Passion

PUR Pure

Suzuki (SUZI)

EQT Equator

Tri Fun or Tri-Fun Inc. (TRIF)

ES ES

Volkswagen (Volk)

CC CC

RTN Routan

TGN Tiguan

New Boat Make Codes

LYG Sea Fox Boat Co., Inc.

New Gun Manufacturer Codes

AAT Allied Armament, Inc.

AFP Armi F. LLI Poli

ADI Australian Defense Industries

BLW Blackwater USA

DLN Del-Ton, Inc.

EGE EGE Silah

ELK Elk River Tool and Die

JOJ Jo Jo's Gun Works, LLC

LCL La Cleded Gun Co.

QSM Quicksilver Mfg., LLC

SRL SLR 15 Rifles, Inc.

SDH Sound Tech APR

SRG Surgeon Rifles, Inc.

New Offense Codes

2610 Identity Theft

New Vehicle Style Codes, Trailers

SB Cooking Trailer

New Part Category Codes

EC Emissions Control Device/Catalytic Converter