



# **WISCONSIN TIME SYSTEM**

**Training Materials**

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## **INSERVICE TRAINING**

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# Wanted Person Entries

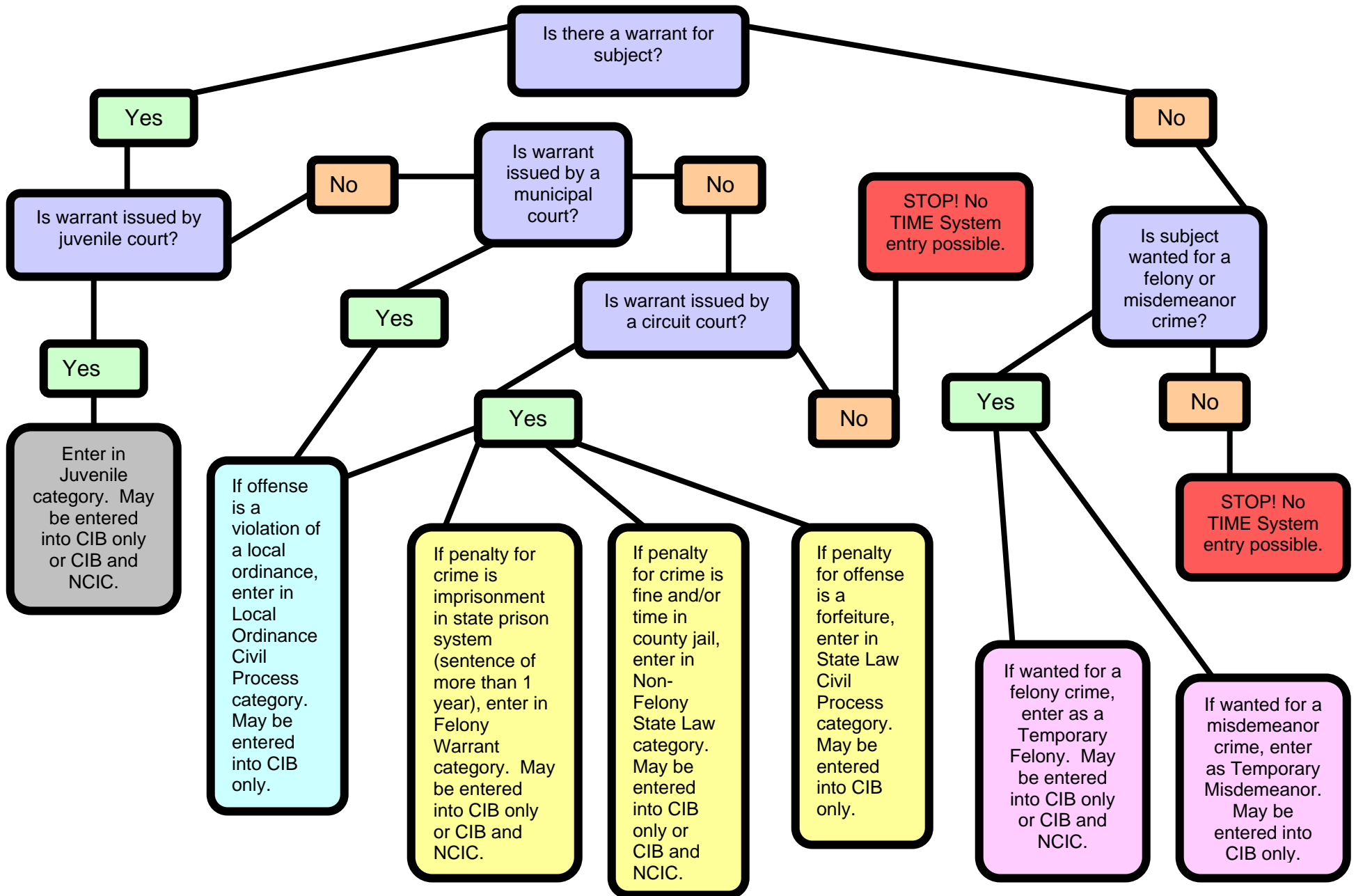
## Wanted Person Categories

1. **Felony Warrant**  
Violation of State Law that calls for a penalty of imprisonment in the State Prison (ss 939.60). The warrant can be entered into CIB only or CIB and NCIC.
2. **Temporary Felony Want**  
Knowledge by police that a felony was committed and who the person was that committed the felony but no warrant has been issued yet. The want can be entered into CIB only or CIB and NCIC.
3. **Non-Felony State Law Violation**  
This is a violation of State Statute that is punishable by fine and/or time in county jail. The warrant can be entered into CIB only or CIB and NCIC.
4. **Temporary Misdemeanor Want**  
Knowledge by police that a misdemeanor was committed and who the person was that committed the misdemeanor but no warrant has been issued yet. The want can be entered into CIB only.
5. **State Law Violation - Civil Process**  
This is a violation of State Law or Statute but the penalty calls for a forfeiture instead of a fine or imprisonment. The same restrictions can be applied on distance of service. The warrant can be entered into CIB only.
6. **Local Ordinance Violation - Civil Process**  
This is a violation of ordinance. An ordinance is defined as a regulation adopted by the governing body of a city, town or county. Because an ordinance violation is a civil violation and not a crime, restrictions on service can be applied against an ordinance violation warrant. A restriction on how far the police agency will travel to serve the warrant is allowed on an ordinance or civil process violation. The warrant can be entered into CIB only.
7. **Juvenile Warrant**  
This is for a person under 17 years of age who has been declared delinquent by a juvenile court. The warrant can be entered into CIB only or CIB and NCIC.

## Retention Period:

Indefinite - A warrant remains in the system until the entering agency cancels it.

Exceptions - A Temporary Felony Want stays in the system for 48 hours. A Temporary Misdemeanor Want stays in the system for 72 hours.



## **Signatures**

### **968.04 (3)(a) Warrant Mandatory Provisions**

The warrant shall:

1. Be in writing and signed by the judge.
2. State the name of the crime and section charged and number of the section alleged to have violated.
3. Have attached to it a copy of the complaint.
4. State the name of the person to be arrested, if known, or if not known, designate the person to be arrested by any description by which the person to be arrested can be identified with reasonable certainty.
5. State the date when it was issued and the name of the judge who issued it together with the title of the judge's office.
6. Command that the person against whom the complaint was made be arrested and brought before the judge issuing the warrant, or, if the judge is absent or unable to act, before some other judge in the same county.
7. The warrant shall be in substantially the following form: (see statute for format)

### **990.01 (38) Signature:**

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 of ch.137, the electronic signature of the person.

### **801.17 (13) Signatures of Court Officials**

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.

### **70.42(5) Supreme Court Rule**

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.

## **800.02(5) Municipal Court Warrant Form**

The warrant shall be in the name of the state of Wisconsin, shall be directed to all law enforcement officers in the state, may be addressed to any law enforcement officer in the state, may specify geographical limits for enforcement of the warrant, and shall be signed by the municipal judge who authorizes its issuance or contain a computer-generated facsimile of the judge's signature. A municipal judge may authorize the issuance of a warrant under this chapter by using a computer or other electronic media. The municipal judge shall make the authorization so that it is accessible to the attorney for the municipality and law enforcement officers. A law enforcement officer shall convert the municipal judge's authorization to a paper copy of the warrant before serving the warrant. The warrant shall contain or have attached to it the following information:

- a) The name of the defendant.
- b) The offense alleged.
- c) A copy of the citation or complaint.
- d) A finding of probable cause that the defendant committed the offense.
- e) A command to arrest the defendant and bring him or her before the municipal judge or other municipal judge or judge of the county.
- f) The date of issuance.

## **Extradition and Geographic Limitations**

Communication must take place with the district attorney/prosecutor's office regarding extradition restrictions on felony and misdemeanor warrants entered into the TIME System. Documentation must be kept in the case file to support the extradition limitations entered. Your local law enforcement agency may develop their own geographic restrictions policy on how far they will travel to serve civil process warrants. This policy must be in writing and available for review during an NCIC or CIB audit.

### **Extradition Limitation Field (EXL)**

One of the following extradition limitation codes must be used when entering a warrant into NCIC.

- 1 = Felony full extradition unless otherwise noted in the miscellaneous field
- 2 = Felony limited extradition see miscellaneous field
- 3 = Felony extradition surrounding states only
- 4 = Felony no extradition
- 5 = Felony pending extradition see miscellaneous field
  
- A = Misdemeanor full extradition otherwise noted in the miscellaneous field
- B = Misdemeanor limited extradition see miscellaneous field
- C = Misdemeanor extradition surrounding states only
- D = Misdemeanor no extradition
- E = Misdemeanor pending extradition see miscellaneous field

**NOTE:** The extradition limitation field will be defaulted to a "1" (felony full extradition) for NCIC2000 non-complaint software users. Agencies with software that is not NCIC2000 compliant must explain the specific extradition limitation in the miscellaneous/remarks field if full extradition does not apply.

## **NCIC Entry of Felony and Misdemeanor Warrants**

NCIC permits one entry into each of the Warrant, Missing Person, or other person files based upon the ORI and type of entry. When an agency has multiple warrants for one person, the most serious warrant should be entered into both CIB and NCIC, indicating in the remarks/miscellaneous field the specific offenses each additional warrant was issued for. The remaining warrants should then be entered into the CIB Wanted Person File.

Both felony and misdemeanor warrants, extraditable or not, may be entered into NCIC, provided an agency correctly specifies any extradition limitations on the warrant entry. NCIC encourages agencies to enter any felony or misdemeanor warrant into the NCIC database for two important reasons:

- **Officer safety** – a wanted subject is typically unaware of any extradition limitations placed on the warrant, but typically is aware a warrant has been issued. This may lead to erratic and dangerous behavior by the subject when confronted by law enforcement. Entering felony and misdemeanor warrants into the NCIC database ensures law enforcement officers in other states are aware of the person's wanted status even if they are unable to arrest the subject on the warrant due to the extradition restrictions.
- **Firearm Purchase Disqualification** - Title 18 of the United State Code, Chapter 44, § 922 (g) prohibits the purchase of a firearm if the subject is a fugitive from justice. The Wisconsin Handgun Hotline, operated by the Crime Information Bureau (CIB), performs a background check in accordance with Wis. Statute § 175.35 to ensure that a person is eligible to purchase a handgun under state and federal laws. All registered firearm dealers in Wisconsin are required to call the Handgun Hotline before transferring a handgun. The Handgun Hotline performs a query of the CIB and NCIC hotfiles, in addition to other searches, to determine if the subject is wanted. In accordance with CJIS policy, the Handgun Hotline will send a Hit Confirmation Request to confirm the warrant is still outstanding even though the subject is not in custody.

If the person is attempting to purchase a long gun, the registered firearm dealer is required to contact NICS (National Instant Criminal Background Check System) operated by the FBI CJIS Division to complete the required background check. NICS only queries the NCIC hotfiles to determine if the subject is wanted.

If felony or misdemeanor warrants have been entered in to CIB only, a person may be able to purchase a long gun that would have otherwise been denied.

## **Detainer Information**

A detainer can be appended to a warrant/wanted person record after the person is arrested, hit confirmation has occurred and the wanted person will not be released to the agency holding the warrant. It is not permissible to leave a warrant record in the TIME System without appending detainer information when the subject has been arrested or taken into custody on the warrant. The entry of detainer information is voluntary and not required by the TIME System. The alternative to the use of the detainer data is to cancel the warrant record as soon as the entering agency has been advised that the subject is in custody and being held for their agency.

Detainer information may be added to any wanted person record, whether the record is listed on both the CIB and NCIC database or in the CIB files only.

Before detainer information can be added to a record which is entered in both CIB and NCIC, the record must be in a "located" status. A locate can be placed by the agency that arrested or incarcerated the subject indicating that the subject is being detained. The entering agency can not place a locate on their own record. If the arresting or incarcerating agency refuses to locate the record, the entering agency can request the TIME System Control Center (TSCC) to locate the record.

Once the record has been located, the entering agency can proceed with the existing transactions to enter the detainer. Upon entry or modification of detainer information to an NCIC record, a \$O (Incarcerating Agency Notification) message will be sent to the incarcerating agency ORI. Five (5) days prior to Date Sentence Ends date a \$P (Sentence Expiration Notification) message will be sent to the entering agency ORI.

## **Date Sentence Ends**

The date sentence ends must be a documented date accurately representing the anticipated transfer of the subject from the incarcerating agency to your department. For detainer information added to NCIC records, the date sentence ends must be 5 days or more into the future.

If the subject is to be held and appear in court on a specific date, that date must be entered.

If the subject is to serve a specific number of days at the incarcerating agency, the ending sentence date must be entered.

For detainees on CIB records only, if the subject is not immediately available for pick up and the agency is unable to obtain an accurate ending date from the incarcerating agency at the time of entering the detainer information, the agency must enter an ending date that is ten days or less into the future. At approximately 12:00 a.m. on the date the sentence ends automatic advisory messages will be sent to both the incarcerating agency and the entering agency advising that the detainer has expired and that a contact should be made to determine if the subject is available for pickup.

If the subject is still not available for pick up when the sentence ending date has been reached and an accurate date of release is still not available the agency must enter an ending date that is ten days or less into the future. This process may be repeated, as necessary, until the subject is available for pickup.

## **INCARCERATING AGENCY NOTIFICATION (\$.O.)**

\$.O.

WI0020000

INCARCERATING AGENCY NOTIFICATION

ORI/ WI0130000 HAS REPORTED THE FILING OF A DETAINER ON

NAM/MARCUS, ROBERT D NIC/ W123456789

PLEASE CONTACT ORI/ WI0130000 BEFORE SUBJECT IS RELEASED

MKE/DETAINED WANTED PERSON - CAUTION

VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/ WI0130000 NAM/MARCUS, ROBERT D SEX/M RAC/W DOB/19650412

HGT/600 WGT/215 EYE/BLU HAI/BRO SMT/TAT LF ARM

SOC/391129875

OLN/ M6227646517201 OLS/WI OLY/2010

OFF/ KIDNAPPING

DOW/CCYMMDD OCA/05-7788

ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608-123-4567

LOCATED/CCYMMDD WI0020000 D234234 DETN

DOD/CCYMMDD DNO/05-7788 IRI/ WI0020000 DIS/CCYMMDD DSE/CCYMMDD

INC/ASHLAND CO SO ASHLAND WI 608-765-4321

NIC/W605273536 DTE/CCYMMDD 0000 EDT

## **PREPURGE NOTIFICATION**

Five (5) days prior to the Date Sentence Ends listed on an NCIC record a \$P (Sentence Expiration Notification) message will be sent to the entering agency ORI.

\$.P.

WI0130000

SENTENCE EXPIRATION NOTIFICATION

THE FOLLOWING RECORD WILL BE RETIRED IN FIVE DAYS BY THE FBI COMPUTER BASED

ON THE SENTENCE EXPIRATION DATE CONTAINED IN THE DETAINED WANTED PERSON

RECORD UNLESS ACTION IS TAKEN TO INCREASE THE SENTENCE EXPIRATION DATE

MKE/DETAINED WANTED PERSON - CAUTION

VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/ WI0130000 NAM/MARCUS, ROBERT D SEX/M RAC/W DOB/19650412

HGT/600 WGT/215 EYE/BLU HAI/BRO SMT/TAT LF ARM

SOC/391129875

OLN/ M6227646517201 OLS/WI OLY/2010

OFF/ KIDNAPPING

DOW/CCYMMDD OCA/05-7788

ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608-123-4567

LOCATED/CCYMMDD WI0020000 D234234 DETN

DOD/CCYMMDD DNO/05-7788 IRI/ WI0020000 DIS/CCYMMDD DSE/CCYMMDD

INC/ASHLAND CO SO ASHLAND WI 608-765-4321

NIC/W605273536 DTE/CCYMMDD 0000 EDT

# Missing Person Entries

## Missing Categories

### Disabled

A person of any age who is missing and is proven physically or mentally disabled or senile, thereby subjecting himself/herself or others to personal and immediate danger.

### Endangered

A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.

### Involuntary

A person of any age who is missing under circumstances indicating that the disappearance was not voluntary.

### Catastrophe Victim

A person of any age who is missing after a catastrophe, but not confirmed to be dead, e.g., drowning, explosion, etc.

### Juvenile

A person who is missing and *has not* reached the age of majority and has not been declared emancipated under the laws of his/her state.

### Other

A person who *has* reached the age of majority or has been declared emancipated under the laws of his/her state who does not meet criteria for entry into any other category and there is reasonable concern for his/her safety.

## **Person With Information**

NCIC recently debuted an enhancement to the Missing Person File. The new function allows an agency to add special supplemental information to an already existing missing person record that describes a person who may have information regarding the missing person.

The PWI capability may only be used when:

- The missing person was last seen under circumstances that pose a risk to the safety of that person. Thus PWI information may only be added to missing person records in the endangered or involuntary categories, and only the agency that entered the missing person record may add PWI information to the record.
- There is a substantial likelihood that the PWI has relevant information about the missing person that could result in the recovery of the missing person.
- The identity of the PWI has been disclosed to the general public through an Amber Alert or other formal notification.
- Entering information concerning the PWI could assist the law enforcement agency to identify and interview the PWI and the resulting information could assist in the recovery of the missing person.
- The PWI cannot be located and time is of the essence.
- There is no prohibition under state law on the publication of information concerning the identity of a person for whom a warrant has not been obtained.
- The PWI entry must include agency contact information and guidance for the officer who encounters the PWI.

If the PWI can be entered as wanted (warrant exists, temporary felony want, etc.) the subject should be entered as a wanted person and the records should be linked. Only two PWI may be added to a missing person record, and the PWI information must be reviewed/validated 72 hours after it is entered and every 30 days thereafter. TIME System agencies should review their policies and procedures regarding missing persons to take into account this new functionality, and ensure appropriate investigative personnel are also aware of this new feature.

\*\*\*\*\* MISSING PERSON - ENDANGERED \*\*\*\*\*

SUBJECT

NAME/RYWOMAN, EVE  
SEX/FEMALE RACE/WHITE DATE OF BIRTH/02021922  
HEIGHT/700 WEIGHT/50 EYE COLOR/PINK HAIR COLOR/PINK  
SCARMARK/ALZHEIMER'S DISEASE  
MNP/MISSING PERSON DATE OF LAST CONTACT/MMDDCCYY  
JEWELRY TYPE/BROACH OR PIN  
JEWELRY DESCRIPTION/BLUE GREEN AND GOLD PIN IN SHAPE OF PEACOCK ON  
BLOUSE

DETAIL

ORI/WI013215Y ORI IS CRIME INFORMATION BUREAU  
SYSTEM IDENT #/27183948 NCIC #/M679176521  
AGENCY CASE #/10-987  
ENTERED BY/OPR2123 DATE/MMDDCCYY TIME/0823  
UPDATED BY/OPR2123 DATE/MMDDCCYY TIME/0826

PERSON WITH INFO

NAME/DARDMAN, STAN D  
SEX/MALE RACE/WHITE DATE OF BIRTH/10101910  
HEIGHT/500 WEIGHT/200 EYE COLOR/GREEN HAIR COLOR/GRAY OR PARTIALLY GRAY  
SCARMARK/HEALED FRACTURED CLAVICLE LEFT  
ALIAS/ANYGUY, MATT  
ALIAS DATE OF BIRTH/03031933  
PWI REMARKS/MAY HAVE INFORMATION REGARDING DISAPPEARANCE OF SUBJECT,  
BELIEVED TO BE INFLUENCING SUBJECT TO WITHDRAW LARGE SUMS OF MONEY IF  
HAVE CONTACT WITH MR DARDMAN CONTACT DET JONES THIS AGENCY ASAP

REMARKS

FAMILY HAS NOT HAD CONTACT WITH SUBJECT FOR 1 MONTH

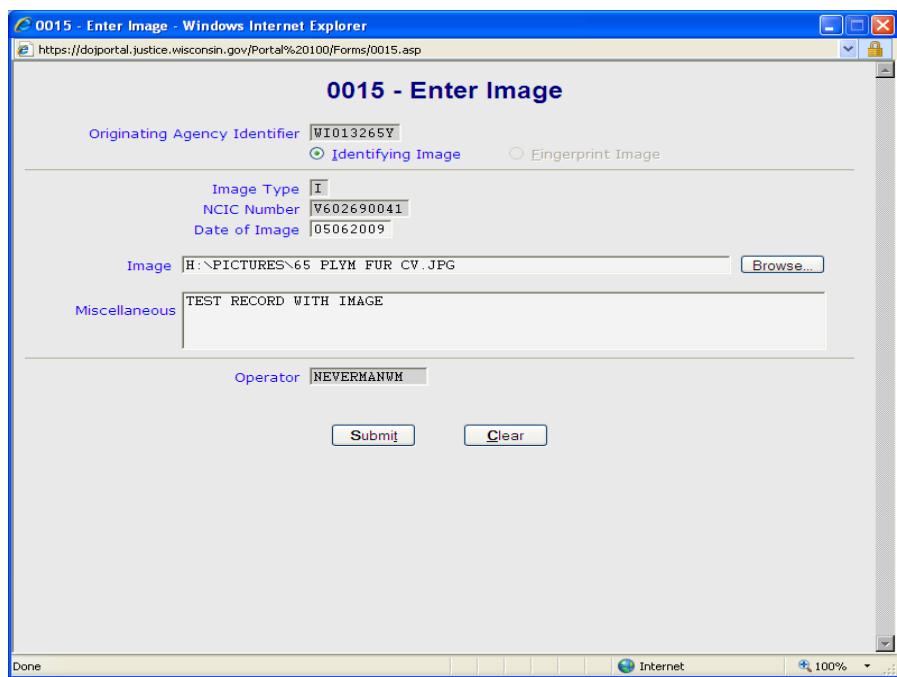
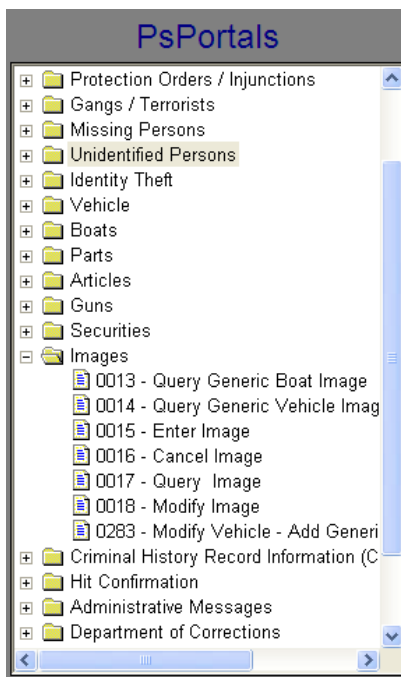
\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

# Images

## Image Entry - NCIC

The TIME System supports entry images in the NCIC files for persons, articles, parts, boats and vehicles. Agencies can enter an image they have in their files for the person or property, or NCIC provides generic images for boats and vehicles that can be used for entry. To enter an image the base record must already exist.

Portal 100 users should select the appropriate form on the menu as shown below. An Image Type of "M" for a mug shot, "I" for identifying image or "S" for signature must be selected. "M" should normally be used for the person files and "I" for the property files. The NIC number of the already existing corresponding NCIC entry is needed to identify the record the image will be appended to. Click on the "Browse" button to navigate to the desired image file stored on your computer network. The Date of Image and Miscellaneous fields are optional.

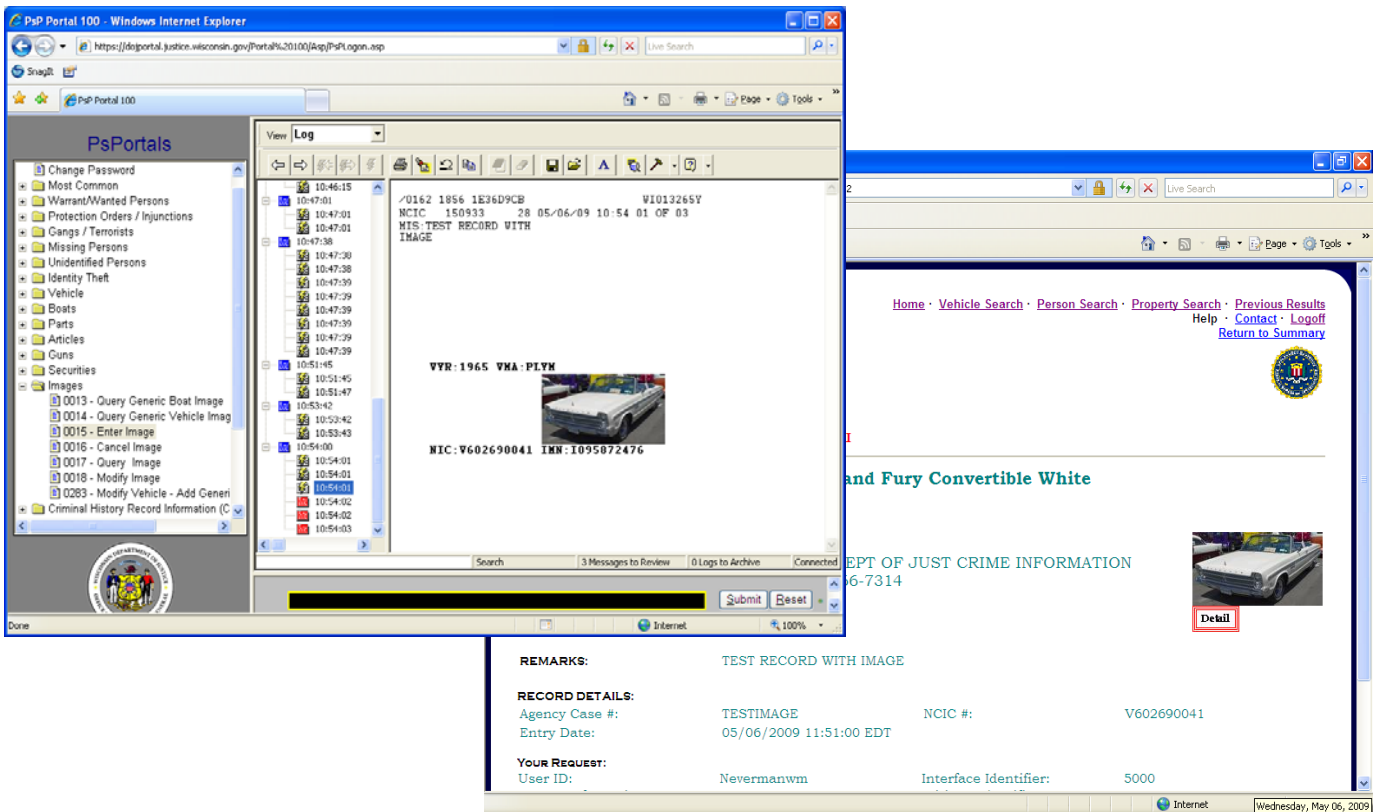


# Image Query - NCIC

TIME system users may request any available NCIC images be returned when querying persons, articles, parts, boats and vehicles. To receive the image in response to a query, the NCIC Image Indicator must be changed to "Y". Below is an example of the Image Indicator Field in the Portal 100 software.



Any available NCIC images will be returned as part of the responses to the query. Here are examples of an image response in Portal 100 and the eTIME Browser.



# Image Query – Criminal History

The eTIME browser also supports requests for criminal history mug shots, both from the Wisconsin criminal history files and other state's criminal history record files. The eTIME browser will be able to receive criminal history mug shots from another state only if the other state supports this functionality. Mug shots are received by the Crime Information Bureau as part of electronic arrest fingerprint submissions. The mug shots are indexed and returned upon request in the eTIME browser. To request an image in the eTIME browser the user checks the "Include Images" box. The "Include Images" checkbox is used to request all types of images in eTIME.

**eTIME**  
Wisconsin Department of Justice  
Crime Information Bureau

Home · System Status · Vehicle Search · Person Search · Property Search · Previous Results  
Help · Contact · Logoff (return to Wilenet)

### Person Search

Please check the files you would like to search:

**NCIC**  
 Hot Files  
 Related Hits  
 Expanded Name  
 Expanded DOB  
 Wanted Results (select one)  
 All Felony & Misd  
 All Felony & Ext Misd  
 Ext Felony & Misd  
 Felony Only

**CIB**  
 Hot Files  
 Criminal History  
 Ident Segment  
 Record Segment

**NLETS**  
 Minnesota  
 Drivers Record  
 Criminal History  
 Ident Segment  
 Record Segment

Drivers Record  
 Include History  
 Open Search

Include Images:

Last Name:  \* Indicates Required Field  
 First Name:   
 Middle:

**eTIME**  
Wisconsin Department of Justice  
Crime Information Bureau

Home · Vehicle Search · Person Search · Previous Results  
Help · Contact · Logoff (return to Wilenet) · Icon Refe

NCIC Agent

Criteria Entered: Person

Name: DOE, JOHN JAMES  
 Sex: M  
 Race: U  
 Birth Date: 10/01/1950  
 Purpose: C  
 Attention Line: neverman eTIME Demo  
 State: WI  
[Click Here to Modify Search](#)

Use Caution  Geographic Restriction  Wanted Detained  Supplemental Information  Photo Available

Results: Person Results

CCH	WI Ident Segment	<a href="#">Response</a>	Meding, Emiliano Lopez M/W 06/02/1950	<input type="checkbox"/>
CCH	WI Ident Segment	<a href="#">Response</a>	Ashmore, Terrence Gene M/W 11/28/1950	<input type="checkbox"/>
CCH	WI Ident Segment	<a href="#">Response</a>	Dow, James Benjamin M/W 01/15/1950	<input type="checkbox"/>
CCH	WI Ident Segment	<a href="#">Response</a>	Doe, John James M/W 01/01/1950	<input type="checkbox"/>
CCH	WI Ident Segment	<a href="#">Response</a>	Day, John Thomas M/B 09/17/1950	<input type="checkbox"/>

Wisconsin Criminal  
 Firearm Sale  
 Convicted  
 Purpose Code:  
 Attention:

WISCONSIN IDENTIFICATION

THE RESPONSE IS BASED ON A SEARCH USING THE FINGERPRINTS AND/OR IDENTIFICATION DATA SUPPLIED. SEARCHES BASED SOLELY ON NAME AND NON-UNIQUE IDENTIFIERS ARE NOT FULLY RELIABLE. THE CIB CANNOT GUARANTEE THAT THE INFORMATION FURNISHED PERTAINS TO THE INDIVIDUAL YOU ARE INTERESTED IN.

THIS RESPONSE MAY NOT SHOW ALL ARRESTS FOR THIS INDIVIDUAL HOWEVER ALL INFORMATION PROVIDED TO THE STATE REPOSITORY IS INCLUDED IN THIS RESPONSE.

RECORD LAST UPDATED: 04/15/2003

[Identification](#) [Contributing Agencies](#) [Your Request](#)

IDENTIFICATION

**JOHN JAMES DOE**

Male / White  
 Born in Wisconsin ; Citizen of USA  
 01/01/1950, 01/01/1955  
 5'11" 170lbs Blue Eyes ; Brown Hair  
 123 W Main St, Madison, WI

Alias Names/Fraudulent Data

## Image Query – Out-of-State Driver’s License Photos

The eTIME browser also supports requests for out-of-state driver photos from supporting states. At least 17 states share their driver photos via Nlets. This includes Alabama, Arkansas, Delaware, Georgia, Idaho, Indiana, Maryland, Massachusetts, Minnesota, Mississippi, New Mexico, New Jersey, North Carolina, Ohio, Oregon, Tennessee and Virginia. To request an image in the eTIME browser the user checks the “Include Images” box. The “Include Images” checkbox is used to request all types of images in eTIME.



[Home](#) · [Vehicle Search](#) · [Person Search](#) · [Property Search](#) · [Previous Results](#)  
[Help](#) · [Contact](#) · [Logoff \(return to Wilenet\)](#)  
[Icon Reference](#)

**Criteria Entered:** Person

**Name:** DRIVER, MINNESOTA  
**Sex:** M  
**Birth Date:** 01/02/1955  
**State:** MN


[Click Here to Modify Search](#)

 Use Caution
  Geographic Restriction
  Wanted Detained
  Supplemental Information
  Photo Available

**Results:** Person Results

NLETS	Driver Record Name Summary	<a href="#">Response</a>	
NLETS	Driver Record Name Full	<a href="#">Response</a>	

## Image Query – Wisconsin Driver’s License Photos



[Home](#) · [Vehicle Search](#) · [Person Search](#) · [Property Search](#) · [Previous Results](#)  
[Help](#) · [Contact](#) · [Logoff \(return to Wilenet\)](#)  
[Return to Summary](#)  
**NLETS**

### MN Driver Record

[▶ Save XML File](#)

**Driver; Minnesota**


**Drivers License or ID Card #: C883034047119 MN**

**Expiration: 12-01-02**

**NON-COMMERCIAL:**  
**Revoked**  
**I**  
**Id Card Only**

**PERSON DATA:**  
 Male    01/02/1955  
 5' 09"    155 lbs    Blue Eyes

**RESIDENCE:**  
 445 Minnesota St  
 St Paul, MN 55101  
 Country: United States



Detail

Many agencies have asked CIB the question: I can get driver's license photos from other states – why not Wisconsin? Wisconsin statute 343.237(3) specified that requests from Wisconsin law enforcement agencies for Wisconsin driver's license photos had to be in writing, on agency letterhead, etc., thus prohibiting use of the TIME System to obtain such photos.

Times have changed, and in the 2009-2010 legislative session Wisconsin Act 167 was passed and subsequently signed by the governor. This act repealed the provisions of § 343.237(3) and created § 165.827, which requires the Wisconsin Department of Transportation to make driver's license photos available to the Wisconsin Department of Justice (DOJ) in a digital format. DOJ shall then provide them to Wisconsin law enforcement, federal law enforcement and law enforcement of other states via the TIME System.

The act becomes effective on March 1, 2011. CIB and DOT are working together to fulfill the requirements of this new law and make driver's license photos available via the TIME System. As one of the first steps, Portal 100 software users will notice a new field on numerous transactions, the 'DOT Image Indicator' field. Once fully functional, a 'Y' for yes placed in this field will return an available driver's license photo to the requestor via the TIME System. In addition, if a Wisconsin driver's license photo is requested, purpose code and reason/attention line fields are required, specifying why the photo was requested and who specifically will be receiving it.

More details will be announced once an implementation date has been selected, but agencies may wish to begin examining their policy and practices in anticipation of this new capability.

The law specifies that Wisconsin driver's license photos shall be made available via the TIME System to Wisconsin law enforcement agencies, federal law enforcement agencies, and law enforcement agencies of other states for the purposes of the administration of criminal justice and for traffic enforcement. According to the definitions included in the law, district attorney's offices, Department of Corrections offices and facilities, social service agencies, etc. *are not considered law enforcement agencies*, and thus the TIME System will block access to Wisconsin driver's license photos by these types of non-law enforcement agencies.

Each Wisconsin driver's license photo returned via the TIME System will come with a warning caveat attached:

THIS PHOTOGRAPH IS SUBJECT TO THE REQUIREMENTS AND RESTRICTIONS OF SECTION 165.827 OF THE WISCONSIN STATUTES. THE PHOTOGRAPH SHALL NOT BE USED FOR ANY PURPOSE OTHER THAN THE ADMINISTRATION OF CRIMINAL JUSTICE OR TRAFFIC ENFORCEMENT. SECONDARY DISSEMINATION IS PROHIBITED AND THE PHOTOGRAPH SHALL BE DESTROYED WHEN NO LONGER NECESSARY FOR THE PURPOSE REQUESTED. THE PHOTOGRAPH SHALL NOT BE USED AS PART OF A PHOTO LINEUP OR PHOTO ARRAY.

Any photograph obtained electronically by a law enforcement agency under this subsection may not be used for a photo lineup or photo array.

# New Transactions

Several new transactions have been developed for the TIME System that users may find helpful.

## Condensed Wisconsin Driver Record

In early 2010, the Department of Transportation changed the look of driver's license responses. In particular, responses became longer, displaying many new pieces of information. While this new information can be valuable to law enforcement, users informed CIB it was not needed in all situations.

As a result, CIB and DOT have worked together to develop a new 'condensed' DOT driver response. This response provides basic demographic and status information, along with a summary of the subject's driving history. The Portal 100 software pack will include these new

transactions in the Query WI Driver/Wanted status folder of the menu. Two transactions will be available: 0659 to query the condensed record by name/sex/race/date of birth and 0661 to query the condensed record by driver's license number.

When these transactions become available, agencies may wish to consider re-programming their Portal 100 hot key combinations (i.e., ALT+4) to use this condensed query.

Request: 2010-11-18-12.46.01.000023 Type=CFL First=STAN Middle=D  
Last=DARDMAN Sex=M DOB=10/10/1910

DID/D111-1111-9669-09

NAM/DARDMAN, STAN, D

STR/111 W MAIN ST APT 7

CTY/ANYTOWNE ST/WI ZIP/53701 CT/DANE

SEX/M RAC/WHITE DOB/101010 HGT/700 WGT/250 HAI/GRY EYE/BLUE DONR/ Y

LT= RGLR ISS= 10/10/2009 EXP= 10/10/2017 AT= RNW

CLASSES= D

STATUS= VAL

=====>>> CONDENSED FORMAT / QUICK VIEW <<<=====

Regular License Status=VAL Classes=D-VAL Expires=10/10/2017

ADDRESS UPDATED=10/10/2009

10/19/2005 11/21/2005 GUILTY SE

11/01/2007 ACCIDENT PROPERTY DAMAGE

12/10/2007 01/15/2008 GUILTY SI

## Multiple Vehicle/Driver Queries

Many TIME System users seem to be unaware of 2 special transactions available on the Portal 100 software: the 5781 transaction and the 1173 transaction.

The 1173 transaction allows you to input and run up to 10 Wisconsin license plates/vehicle registrations in one screen. Transaction 5781 allows a user to input and run a standard warrant/wanted/Wisconsin driver's license query on up to 5 persons.

1173 - Wisconsin Plate - Full DOT Record

Originating Agency Identifier

NCIC Image Indicator  NCIC Related Search Hit

License Plate Number *	Type	Year
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>
<input type="text"/>	<input type="text" value="PC"/>	<input type="text" value="2010"/>

Operator

5781 - Query Wisconsin Driver Record

Originating Agency Identifier

DOT Image Indicator  \* NCIC Responses \*

NCIC Image Indicator  All Felony and Misdemeanors

NCIC Related Search Hit  All Felony and Extraditable Misdemeanors

NCIC Expanded Name Search  Extraditable Felony and Misdemeanors

NCIC Expanded Date of Birth Search  Felony Only

Last Name \*

First Name \*

Middle Name

Sex \*  Race \*  Date of Birth \*

Last Name

First Name

Middle Name

Sex  Race  Date of Birth

Last Name

First Name

Middle Name

Sex  Race  Date of Birth

Last Name

First Name

Middle Name

Sex  Race  Date of Birth

## Locate Request

A recent addition to the Portal 100 software makes placing of a Locate easier.

The Locate allows your agency to add information to another agency's record indicating that the wanted person has been apprehended, the missing person has been located, or stolen property has been found. Placing a Locate also starts a timer, ensuring that the record in question will be cancelled or properly updated with detainer information or the record will be purged.

In the past, in order to place a Locate, an agency contacted the TIME System Control Center (TSCC) via administrative message. Many times the information in the administrative message was incomplete, requiring TSCC to make numerous follow-up phone calls. The Portal 100 software now includes a specific form agencies should use to request a Locate be placed. This form can be found in the Hit Confirmation of the menu. The form ensures all required information is included before it is sent to TSCC, and allows agencies to indicate why the Locate is being requested.

There are many reasons for placing a locate. As always, a locate can only be placed *after* hit confirmation has taken place. Hit confirmation should only take place if your agency is within any geographic limitations specified on the entry. For more information on Locates, including an example and line-by-line explanation, please refer to your TIME System Basic and Mobile Handout.

1729 - Locate Request - Windows Internet Explorer  
http://dojtestportal.justice.wisconsin.gov/Portal%20100/Forms/1729.asp

### 1729 - Locate Request

Originating Agency Identifier  Destination Mnemonic

Select File Type:

Wanted Person     Missing Person     Vehicle     License Plate     Boat

Article     Boat     Gun     Security     Part

NCIC or System ID Number \*

Originating Agency Case Number \*

Date of Recovery \*

Recovering Agency Case Number

Hit confirmation must have previously occurred and one of the following reasons exist.

Select a reason for the locate (only one can be selected):

Bond has been posted and subject is to be released but warrant is still entered. (NOEX)

ORI advises they will not extradite but warrant has not been modified / canceled. (NOEX)

ORI advises they will extradite but warrant has not been modified / canceled. (EXTR)

ORI advises to release subject because distance is too far, or no personnel are available to transport, and warrant has not been modified / canceled. (NOEX)

ORI advises to release subject after giving them a new court date but record has not been canceled. (NOEX)

Wanted person is being held on local charges / is incarcerated in prison. (DETN)

Missing person is being detained and arrangements are being made for their return. (DETN)

Missing person is not being detained but record has not been canceled. (RELD)

Property is to be released and record has not been canceled.

ORI advises person or property is no longer wanted / missing / stolen and record has not been canceled.

Arresting / incarcerating agency refuses to place locate and you want to add detainer information to the record

Other (additional information below required)

Additional Information:

Done    Internet    100%

## Urgent Messages

A recent update to the Portal 100 software included the return of a user-requested feature. In earlier versions of the TIME System, users had the capability to include special characters in an administrative message that would trigger a 'chime' noise to sound when the message was received by another terminal. Due to technological reasons this capability was discontinued for some time.

When sending an administrative message, Portal 100 software users may now designate their message as 'urgent' by simply typing the word URGENT as the first item in the reference line of the message. In addition, hit confirmation requests/responses will always carry an 'urgent' notifier.

Designating a message as 'urgent' will cause an audible noise to be played when the message is received at another terminal. In addition, there will be a visual notification/pop-up displayed on the receiving terminal indicating an urgent message has arrived.

This feature was re-introduced at the request of several agencies who are no longer printing every TIME System message, and wanted to ensure an important message was not missed. If your agency prefers not to hear an audible notice when an urgent message is received, agency Portal 100 administrators may deactivate the function by accessing the Portal 100 options screen, going to the message handling tab, and removing the checkmark from the box titled 'play a sound when an urgent message arrives'. If desired, an administrator may also choose what sound or .wav file is played to indicate an urgent message.



The screenshot shows a web browser window titled "0729 - Administrative Message / In State Single Destination - Windows Internet Explorer". The address bar shows the URL: <http://dojtestportal.justice.wisconsin.gov/Portal%20100/Forms/0729.asp>. The main content area is titled "0729 - Administrative Message / In State Single Destination" and contains the following fields and text:

- Originating Agency Identifier:
- Destination Mnemonic / Physical Station Number:
- Attention:
- Reference:
- Message Body: 

```
ATTEMPT TO LOCATE SUICIDAL SUBJECT STAN D DARDMAN M/W 10/10/1910. SUBJECT MADE THREATS TO HARM SELF. IS KNOWN TO OWN SEVERAL GUNS, AND IS BELIEVED TO BE ENROUTE TO SITE OF CHILDHOOD HOME IN RURAL DANE COUNTY. SUBJECT IS DRIVING A BLUE AND GRAY FORD EDSEL WITH UNKNOWN WI COLLECTOR PLATE.
```
- Authority:
- Operator:
- Buttons: "Submit" and "Clear"

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

## Nlets License Plate Reader Query

Agencies are discovering license plate reader (LPR) data can be useful for investigative as well as patrol and parking enforcement purposes. NLETS now provides TIME System users with access to LPR data from the US Customs and Border Protection systems.

Because of the benefit of providing investigative information regarding stolen vehicles and other criminal activity, Customs and Border Protection provides data to the National Insurance Crime Bureau (NICB) from their license plate recognition systems installed at ports of entry between the US and Mexico and the US and Canada. Thanks to NICB and Customs and Border Patrol, this information is now available to NLETS users. NLETS users can now run a special query to receive a list of when and where a vehicle has crossed the US border in the last 12 months. Not every border crossing has an LPR system installed. In addition, NLETS has partnered with National Vehicle Services and others to provide law enforcement agencies with access to a database of LPR data from private LPR systems, including parking garages, tollway systems, towing companies, etc.

A new transaction, 0369, has been developed for the TIME System to allow users to query these databases, and will be located in the 'NLETS/NCIC Special Messages' section of the menu.



The screenshot shows a web browser window titled "0369 - Query Nlets License Plate Reader Database - Windows Internet Explorer". The address bar contains the URL: <http://doitestportal.justice.wisconsin.gov/Portal%20100/Forms/0369.asp>. The main content area displays the form title "0369 - Query Nlets License Plate Reader Database" in blue. Below the title, there are several input fields and buttons:

- Originating Agency Identifier**: An empty text input field.
- License Plate Number**: A text input field containing an asterisk (\*).
- Type**: A dropdown menu with "EC" selected.
- Year**: A text input field containing "2010".
- Operator**: A text input field containing "DARDMANS".
- Submit**: A button to execute the query.
- Clear**: A button to reset the form.

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

/0369 C912 9A7086CC WI013215Y  
NLET 216972 13 11/18/10 13:18 01 OF 01  
RR.ILNICBC00  
12:18 11/18/2010 97141  
12:18 11/18/2010 93604 WI0130000  
\*00216972XX  
TXT  
NICB RESPONSE FOR LIC/XXX111 MSG 001 OF 001  
CROSSING LOCATION: INBOUND  
ADDRESS: USCS-150 E JEFFERSON  
CITY: DETROIT: TUNNEL STATE: MI ZIP: 48226  
CROSSING DT/TIME: 08/05/2010 00.37.18  
LIC PLATE: XXX111 STATE: MI COUNTRY: U  
CROSSING LOCATION: INBOUND  
ADDRESS: USCS-INTERSTATE 29  
CITY: PEMBINA STATE: ND ZIP: 58271  
CROSSING DT/TIME: 08/14/2010 04.09.50  
LIC PLATE: XXX111 STATE: MB COUNTRY: C  
CROSSING LOCATION: INBOUND  
ADDRESS:  
CITY: DUNSEITH STATE: ND ZIP:  
CROSSING DT/TIME: 10/22/2010 10.46.16  
LIC PLATE: XXX111 STATE: MB COUNTRY: C  
CROSSING LOCATION: INBOUND  
ADDRESS: USCS-111 WEST HURON ST  
CITY: BUFFALO: RAINBOW STATE: NY ZIP: 14205  
CROSSING DT/TIME: 11/04/2010 08.25.39  
LIC PLATE: XXX111 STATE: ON COUNTRY: C

\*\* NOTICE \*\*

THE NICB PROVIDES THE INFORMATION CONTAINED HEREIN SOLELY AS AN INVESTIGATORY AID. SINCE THESE RECORDS ARE NOT VALIDATED, THE NICB DOES NOT GUARANTEE OR WARRANT THEIR LEGITIMACY. PLEASE USE SECONDARY VERIFICATION BEFORE YOU TAKE ANY ENFORCEMENT ACTION.

=====  
/0369 C912 9A7086CC WI013215Y  
NLET 216972 14 11/18/10 13:18 01 OF 01  
RR.VANVS005V  
12:18 11/18/2010 70247  
12:18 11/18/2010 93609 WI013215Y  
\*00216972XX  
TXT

Vehicle license plate number XXX111 was captured by mobile license plate recognition on August 23, 2010 near the intersection of Erin Dr AND Erin Ln, Eagan MN.

To access the complete LPR data record including other additional historical LPR scans, vehicle images and satellite map overlays, please proceed to the following Internet Website: <http://nvls-lpr.com/nvls>

Caveat: This is lead information ONLY to assist with your investigation and should NOT be used for non-law enforcement purposes. Should you require additional assistance with this RESPONSE, please contact National Vehicle Service at 866-687-1102.

# CRIME INFORMATION BUREAU CONTACTS

	<u>Name</u>	<u>Telephone</u>	<u>Fax Number</u>	<u>Email</u>
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Deputy Director	Phil Collins	608-267-2235	608-267-1338	collinspe@doj.state.wi.us
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Training Officer	Jim Muller	608-261-5800	608-267-1338	mullerjj@doj.state.wi.us
Training Officer	Jessica Sash	608-266-9341	608-267-1338	sashjl@doj.state.wi.us
Training Officer	Vacant	608-264-6213	608-267-1338	
TIME System Operations Coordinator	Chris Kalina	608-266-7394	608-267-1338	kalinaca@doj.state.wi.us
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TIME & eTIME Analyst	Sara Phelan	608-266-7955	608-267-1338	phelansm@doj.state.wi.us
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Supplies and Imaging	Carol Brown	608-266-9585	608-267-4558	brownca@doj.state.wi.us
TIME Billing	Phil Collins	608-267-2235	608-267-1338	collinspe@doj.state.wi.us
Fingerprint Identification-AFIS (Wisconsin Crime Lab-Madison)	Curt Bauer	608-261-8122 Ext. 2600	608-294-2920	bauercj@doj.state.wi.us
Record Check	Kevin Sime	608-266-9398	608-267-4558	simeka@doj.state.wi.us
Criminal Records	Mary Meyer	608-266-9561	608-261-0660	meyerma@doj.state.wi.us
Handgun Hotline	Mary Sturdevant	608-267-2776	608-264-6200	sturdevantmj@doj.state.wi.us
TRAIN	Colleen Seifert	608-266-7792	608-267-1338	CIBTrain@doj.state.wi.us

Check the CIB website for additional data at: [www.doj.state.wi.us/dles/cib](http://www.doj.state.wi.us/dles/cib)

## NCIC FIELD NAME ABBREVIATIONS

ADR	Address	DEN	Denomination of security
AGE	Approximate age	DFP	Date fingerprinted
AKA	Also known as (Alias name)	DIS	Date incarceration starts
AOL	Arrest offense literal	DLC	Date of last contact
AOV	Age of victim	DLO	DNA location
ARE	Area (State/Country)	DLU	Date of last update
ARI	Arresting agency identifier (ORI number)	DNA	DNA availability
ATN	Attention (person who requested the record)	DNO	Detainer number
BBL	Gun barrel length	DOA	Date of arrest
BCO	Boat color	DOB	Date of birth
BHN	Boat hull number	DOC	Date of cancel
BLD	Building	DOD	Date of detention
BLE	Boat length	DOE	Date of emancipation
BLT	Blood type	DOL	Date of loss
BMA	Boat make	DOP	Date of purge
BMO	Boat model name	DOR	Date of recovery
BNM	Boat name	DOT	Date of theft
BPS	Body part status	DOV	Date of violation
BRA	Brand name	DOW	Date of warrant
BRD	Brady indicator	DPE	Date probation expires
BTY	Boat type	DPR	Date probation or release revoked
BXR	Body x-rays	DPT	Department or Agency name
BYR	Boat model year	DRE	Dentist's remarks
CAL	Gun caliber	DRS	Identifying dress
CAT	Category	DSE	Date sentence ends
CDA	Manner and cause of death	DSP	Disposition
CDE	Canadian date of entry	DSS	Date supervision starts
CGD	Coast Guard document number	DTE	Date and time of entry into NCIC files
CIS	City and State	DUP	Duplicate
CMC	Caution and medical conditions	DXR	Dental X-rays available
CON	Date of conviction	EBS	Expanded DOB search
COU	County	ECR	Entry criteria
CRC	Circumcision	EDD	Estimated date of death
CRI	ORI of court issuing warrant	EDS	Ending date of supervision
CRR	Conviction that resulted in registration	EML	E-mail Address
CTI	Court identifier (Court ORI number)	ENS	Expanded name search
CTY	City name	EPD	Engine power or displacement
CTZ	Citizenship	ERD	Ending registration date
DII	Date Investigation Interest	EXL	Extradition limitation
DBF	Date body found	EXP	Expiration date
DCH	Dental characteristics	EXT	Extradition
DCL	Date of clear	EYB	Estimated year of birth
		EYE	Eye color
		FBI	FBI number
		FPA	Footprints available

FPC	Fingerprint classification	MPA	Dental models and/or photos of teeth available
GNG	Group name	MPC	Missing person circumstance
GTI	Identifying graffiti	NAM	Name
HAI	Hair color	NDB	Name and date of birth
HGT	Height	NIA	Notify investigative agency
HIT	Wanted/missing person hit results	NIC	NCIC number (Record identifier)
HMC	Hazardous material container	NMF	First name
HND	Identifying hand signals	NOA	Notify originating agency
HPT	Home port	NPA	Number of persons apprehended
HSP	Hull shape	NPF	Number of missing persons found
HUL	Hull material	OAC	Originating agency city
ICA	Investigative interest case number	OAD	ORI agency address
ICN	IAFIS control number	OAN	Owner applied number
IDE	Date of entry	OCA	ORI case number
IDT	Identity Theft type	OFF	Offense
IIA	Investigation interest agency identifier	OFS	Offender status
IMN	Image NCIC number	OLN	Operator license number
IMT	Image type	OLS	Operator license state
INC	IRI literal name	OLY	Operator license year of expiration
IND	Image indicator	ON1	ORI title/office
IRI	Incarcerating agency ORI number	ON2	ORI agency/company name
ISD	Issue date	ON3	agency abbreviated name
ISS	Issuer	OOC	Original offense
JWL	Jewelry description-color, carat, etc.	ORD	Offender registration date
JWT	Jewelry type-ring, necklace, etc.	ORI	Originating agency identifier
LIC	License plate number	OWN	Owner
LIS	License plate state	PAK	Person with information alias
LIT	License plate type-auto, truck, apportioned, etc.	PAR	Person armed
LIY	License plate year of expiration	PCO	Protection order conditions
LOC	Release location	PDT	Purge date
LKA	Linking case number	PEY	Person with information eye color
LKI	Linking agency identifier	PHA	Person with information hair color
LOT	Lot number	PHG	Person with information height
LRI	Controlling agency identifier	PIB	Person with information date of birth
MAK	Gun make-Colt, Smith & Wesson, etc.	PIN	Person with information name
MAL	Medical examiner/coroner locality	PIR	Person with information race
MAN	Medical examiner/coroner agency name and case number	PIX	Person with information sex
MAT	Medical examiner/coroner telephone number	PLC	Place of crime
MIF	Missing person interest	PLI	Partial lot indicator
MIS	Miscellaneous remarks	PMI	Person with information miscellaneous information
MKE	Message key (type of entry)	PNO	Protection order number
MNP	Missing person	POB	Place of birth
MNU	Miscellaneous number	POC	Agency Point of Contact
MOD	Model	PPB	Protected person's DOB
		PPN	Protected person's name
		PPR	Protected person's race
		PRO	Propulsion
		PSK	Person with information skin tone

PSM	Person with information scars/marks/tattoos	TOT	Type of transaction
PSN	Protected person's social security number	TTO	Identifying tattoos
PSS	Person with information social security number	TYP	Type
PSX	Protected person's sex	UNN	United Nations number
PUR	Purpose code	USR	User code
PWD	Password	VCO	Vehicle color
PWG	Person with information weight	VIN	Vehicle identification number
PWI	Person with information	VLD	Validation date
RAC	Race	VLN	Name of validator
RCA	Recovering agency case number	VMA	Vehicle make-Ford, Chevy, etc.
REG	Registration number	VMO	Vehicle model-Taurus, Blazer, etc.
RES	Registration state	VNP	Value of property recovered
REY	Registration year	VOR	Value of other recovered property
RFP	Reason fingerprinted	VRC	Value of recovered contraband
RMI	Ransom money indicator	VRX	Corrective vision prescription
RPP	Reason for property record removal	VST	Vehicle style-2 door, convertible, etc.
RPR	Reason probation or release revoked	VYR	Vehicle year
RPS	Reason for person record removal	WGT	Weight
RRI	Recovery agency identifier	WNO	Warrant number
RSH	Related search hit	ZIP	Zip code
SCI	Sentencing court identifier		
SCR	Scar		
SDT	Security date		
SER	Serial number		
SEX	Sex		
SGP	Subgroup		
SID	State ID number		
SIG	State identification geographical location		
SKN	Skin tone		
SMT	Scars/marks/tattoos		
SNA	Street name		
SNU	Street number		
SOC	Social security number		
SON	Supervising officers name		
SOS	Sexual offender status		
SOT	Supervising officers telephone number		
SOV	Sex of victim		
SRT	Sort parameters		
STA	State name		
SUPP	Supplemental		
SXP	Sexual predator indicator		
TAT	Tattoo		
TCN	Transaction control number		
TNO	Telephone number		