



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

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TO: CRIMINAL JUSTICE AGENCY ADMINISTRATORS

SUBJECT: 2011 TIME System and Identification Training

The Crime Information Bureau (CIB) will be offering traditional classroom TIME System training during 2011, in addition to Training Resources Available on the Internet (TRAIN). Enclosed please find a copy of the training course descriptions, list of training dates/locations and further information regarding TRAIN. eTIME, Mobile, Basic, Advanced and Inservice training are all available online. Detailed information regarding this availability is included with the enclosed course descriptions.

CIB is responsible for providing program instruction in accordance with Wisconsin Statute 165.83 (2)(g). The Wisconsin Department of Justice is signatory to an agreement with the FBI Criminal Justice Information Services Division (CJIS) and must be in compliance with federal regulations and policy. CJIS requires that all operators accessing NCIC must be trained and functionally tested for their proficiency and be tested biennially. Individuals who perform limited TIME System access as relief of dispatchers for lunch breaks must be TIME System certified at the level of transactions performed. Please consider the expanded services available to assist your agency through the use of the TIME and Identification training programs. Trained personnel are more effective and efficient in the performance of their assigned responsibilities. Consideration should be given to the potential liabilities that could result from having untrained personnel.

To register for those classes being conducted at a facility:

1. your TRAIN administrator can register personnel online through the registration functions available on TRAIN
2. you may send an email message to cibtrain@doj.state.wi.us
3. those without Internet service, may send an Administrative Message to terminal CIBT

To register for online training,

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

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

Training requests will be accepted at sites other than those identified on the enclosed listing under the following conditions: a similar class has not been scheduled in the same area that is equally convenient, the requesting agency can provide a written roster of a least fifteen (15) attendees, the requesting agency can provide a suitable training location that will afford a classroom atmosphere and privacy for class participants and instructor availability.

A copy of this calendar is available by accessing our website at www.doj.state.wi.us/dles/cib/forms, click on the link 'Training Forms'.

Sincerely,

Walt Neverman
Director
Crime Information Bureau

WN/cs
Enclosure

2011 TIME SYSTEM AND IDENTIFICATION TRAINING

PRE-REGISTRATION IS REQUIRED FOR ALL TRAINING

Basic

Available online via TRAIN or in a classroom environment.

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. Basic online requires completion of Modules 1 through 8. Students must pass a written examination or successfully complete the required computer based training modules. Upon successful completion students will receive Basic Certification. 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.

Instruction is provided in a classroom atmosphere or is available online through the Internet via the Wisconsin Department of Justice's TRAIN (Training Resources Available on the Internet) site. Classroom instruction consists of a two-day (8:30 a.m. - 4 p.m.) session.

Advanced

Available online via TRAIN or in a classroom environment.

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, Violent Gang and Terrorist Organization File, Protection Order 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 within the preceding (12) months of attending Advanced training.

Instruction is provided in a classroom atmosphere or is available online through the internet via the Wisconsin Department of Justice's TRAIN (Training Resources Available on the Internet) site. Classroom instruction consists of a two day (8:30 a.m. – 4:00 p.m.) session. Advanced online training consists of three (3) instructional modules. Upon successful completion of an “at your agency project”, students will receive Advanced Certification.

Validation/Quality Control Training

Available in a classroom environment only.

This one-day (8:30 a.m. - 4:00 p.m.) 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. Note: Every agency validating records in the TIME/NCIC System must have an individual assigned as a Validation Officer.

TAC Training (TIME Agency Coordinator)

Available in a classroom environment only.

A one day (8:30 a.m. – 4:00 p.m.) 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 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. NOTE: Every agency must designate a person as TAC and this person must complete this training within 12 months of assignment.

Inservice

Available online via TRAIN or in a classroom environment.

A one-half day (8:30 a.m. – 12:00 p.m.) session held in conjunction with the recertification examination for certified operators. (The recertification examination will be held in the afternoon.) The 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 examination. Attendance at the recertification examination is not required to attend the Inservice session.

Recertification Examination

Available online via TRAIN or in a classroom environment.

A biennial written examination or computer-based examination for certified operators who have received a Wisconsin Department of Justice certification for TIME training at the Mobile (online only), Basic, or Advanced level. 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. The written examination requires a one-half day (1:00 p.m. – 4:00 p.m.) session to administer. Recertification for eTIME Operators requires the recompletion of Modules 1, 2, 3 and 5.

Identification

Available in a classroom environment only.

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 contents and timeframes can be adjusted to meet the needs of the requesting agency.

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.

Security Awareness

Available online via TRAIN only.

This training reviews the basic security requirements that must be followed to gain access to the TIME/CJIS systems. It covers issues such as required background checks, physical security measures (logons, passwords, etc), technical security requirements (encryption), and what to do in the event of a security incident. The CJIS Security policy requires that security awareness training be completed at least once every two years by all personnel who manage or have access to NCIC or other CJIS systems. All new employees who have access 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.

Training Resources Available on the Internet (TRAIN)

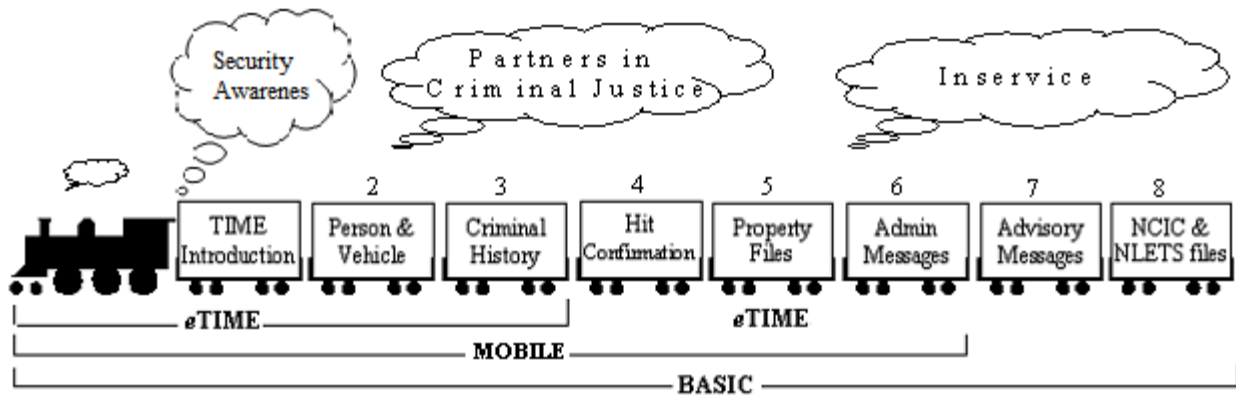
TRAIN is the Department of Justice initiative that makes TIME System training available online. TRAIN was developed to help agencies meet the federally mandated training for TIME System access. TRAIN allows agency staff to re-certify at any location with Internet access. TRAIN also makes individual training records available online for each agency to access as needed. We encourage agencies to utilize TRAIN to its fullest extent.

All persons holding any TIME System certification are in the TRAIN database and identified as a user. Agency personnel not in the TRAIN database will need to be added by providing CIB with the following information, individual(s) full name (first name, middle initial and last name), agency, if employee was previously, or is currently employed at another Wisconsin law enforcement agency, the name of that agency, and desired certification/job level. Each agency that wishes to become involved with TRAIN must assign at least one TRAIN administrator. These local agency administrators will have authorization to register for training, generate reports and assign training. Your agency TAC can assign a TRAIN administrator by sending a written request via e-mail to cibtrain@doj.state.wi.us or administrative message to terminal CIBT.

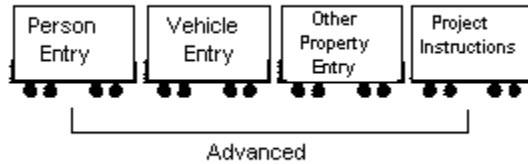
eTIME, Mobile, Basic, Advanced and Inservice Training are available via TRAIN.

Online eTIME, Mobile and Basic certification training has been broken down into individual modules. Each module covers a specific topic in detail, and includes test questions about the material covered. Once the user successfully completes a module they acquire the associated certification. The modules cover the following topic areas:

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



To successfully achieve eTIME certification, individuals must successfully complete Modules 1, 2, 3 and 5; Mobile certification requires personnel completing modules 1-6; Basic certification is achieved by successfully completing modules 1-8.



Online Advanced certification is broken into four modules. Each module covers a specific topic in detail. The modules cover the following skills/topic areas:

- Person Entry
- Vehicle Entry (Includes Parts and License Plates)
- Other Property
- Project Instructions

Offering TIME System certification via TRAIN provides agencies with another way to comply with federal regulations and policy. A TRAIN instructional handout can be viewed and printed by going to the www.wilenet.org web site and clicking on the TIME System link found on the right side. The bottom of the TRAIN information page contains a link to the instructional handout and the log in page.

Classroom instruction handouts are available online at www.doj.state.wi.us/dles/cib/forms.