

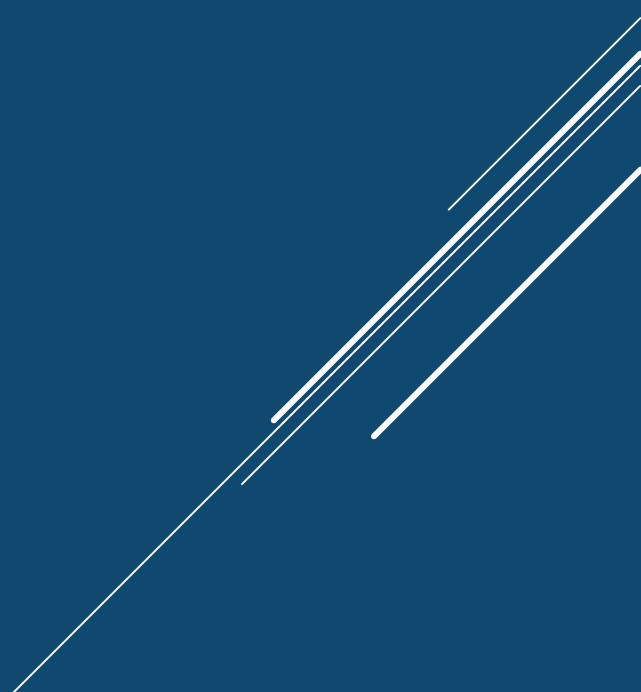


TAC REMINDERS

TAC Conference 2017



BCI PHONE NUMBERS



BCI PHONE NUMBERS

Field Services and CIC phone numbers

- For UCJIS agencies
 - Not for general public
- For general BCI matters, (Expungements, CFP, etc...) refer public to BCI main number or website
 - 801-965-4445
 - bci.utah.gov

TAC TEST

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

TAC TEST

- PDF found on thumb drive
- Click on or copy and paste link

TAC TEST 2017

BCI FIELD SERVICES

To access the test, please go to

<https://elearning.post.utah.gov/tactest2017/>

Upon passing the test, you will be redirected to a Google Form that you will fill out in lieu of the former TAC Testing Agreement and TAC Training Memo. The form will automatically notify your Field Services Rep to update your training date.

*If your agency does not allow the use of Google Forms-please take a screen shot and send it to BCIFIS@utah.gov to receive an alternative TAC Testing Agreement and TAC Training Memo to fill out.

Helpful Hints

- The test is 30 questions, you must get 24 questions correctly in order to pass.
- The test is not the same every time you take it.
- The test does not remember where you are or what you have answered. If you leave the test page, you will have to restart the test.
- If you fail, reload the page and try again.
- For questions that require you to run a test record in UCJIS and you do not have access to that file, all information and screen shots are available in the BCI Operations Manuals.
- Be sure that your flash player is up to date.
- Try a different browser if the test is not performing as expected.

Quiz Instructions - Quiz

- 30 questions
 - You must get 24 correct in order to pass
- For questions that require you to run a test record in UCJIS and you do not have access to that file, all information and screen shots are available in the BCI Operations Manuals.
- If you pass, you will choose your county and be taken to a Google Form to fill out.
 - The form will automatically notify your FS Rep to update your training date.
 - If your agency does not allow the use of Google Forms, please take a screen shot of your score and email it to bcifs@utah.gov and further instructions will be given.
- If you fail, reload the page and try again.
- The test does not remember where you are or what you have answered. If you leave the test page, you will have to restart the test.

Click Play or Next button on Playbar to start the quiz

Per CJIS Security Policy, TACs must run logs at least once a _____.

- A) Month
- B) Day
- C) Quarter
- D) Week

**Choose answer
and submit**

Submit

Clear

Per CJIS Security Policy, TACs must run logs at least once a _____.

- A) Month
- B) Day
- C) Quarter
- D) Week


Correct - Click anywhere to continue

Incorrect - Click anywhere to continue

Submit

Clear

TAC TEST

- Refer to BCI Manuals and TAC Conference information for answers
 - Must get 24 of 30 correct to pass
 - If you don't pass, take it again
 - The test differs each time taken
 - Test cannot be saved if not finished
- 

TAC TEST

When test is passed:

Quiz

Your Score	280
Max Score	280
Number of Quiz Attempts	1

Passed

Continue

Review Quiz

TAC TEST

When test is passed:

- Choose your county
- Your Field Services Representative will be notified

Please choose the county your agency resides in

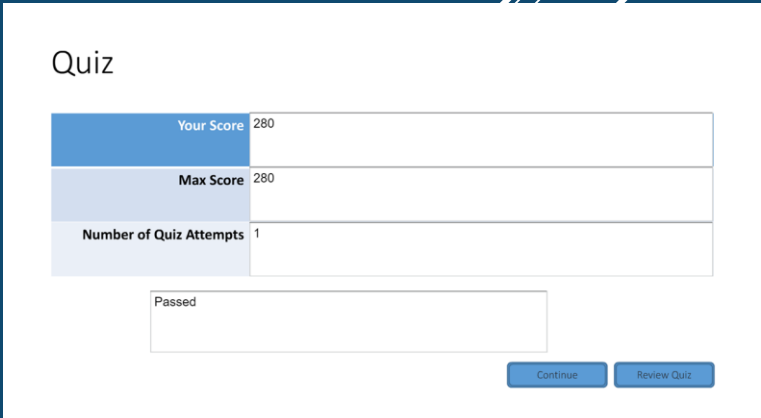
- [Beaver](#)
- [Box Elder](#)
- [Cache](#)
- [Carbon](#)
- [Daggett](#)
- [Davis](#)
- [Duchesne](#)
- [Emery](#)
- [Garfield](#)
- [Grand](#)
- [Iron](#)
- [Juab](#)
- [Kane](#)
- [Millard](#)
- [Morgan](#)
- [Piute](#)
- [Rich](#)
- [San Juan](#)
- [Sanpete](#)
- [Sevier](#)
- [Summit](#)
- [Tooele](#)
- [Uintah](#)
- [Utah](#)
- [Wasatch](#)
- [Washington](#)
- [Wayne](#)
- [Weber](#)
- [Salt Lake North of 2100 S.](#)
- [Salt Lake South of 2100 S.](#)
- [Utah Highway Patrol](#)
- [Out of State](#)
- [Unknown](#)
- [BCI](#)



TAC TEST

When test is passed:

- You will be directed to a Google form
- If agency cannot use Google, send a screen shot of test results to Field Services



Quiz

Your Score	280
Max Score	280
Number of Quiz Attempts	1

Passed

[Continue](#) [Review Quiz](#)

TAC Testing Agreement and TAC Training Memo

Your FS Rep is Tyler Thomsen
You can contact him @ tthomsen@utah.gov or 801-281-5097

* Required

What is your primary agency's ORI? *

Your answer

Are you a TAC for multiple agencies? *

- Yes
- No

What other ORI's do you represent as TAC?

Your answer

What is your user ID? *

Your answer

What is your email? *

Your answer

TAC Testing Agreement

STATEMENT I certify that by typing my name below, I have been trained and proficiency tested according to the procedures set by BCI. *

Type your name.

Your answer

TAC Training Memo

STATEMENT I certify that I, as a TAC for this agency, have or will train all users, non-users and administrators on updates presented at TAC Conference. *

Type your name.

Your answer

- No form is required

By entering your initials in the box below, you are effectively providing your signature, indicating that all the information on this form is true and accurate, to the best of your knowledge. *

Type your initials.

Your answer

SUBMIT

TAC TEST

- Complete by October 31, 2017
- Training date will be extended to October 31, 2018
- If not completed, UCJIS account will be locked November 1, 2017

BCI FORMS



UCJIS USER SECURITY AGREEMENT

Per Utah Administrative Rule R722-900, a **USER** means a person working for or with an agency who has direct access to UCJIS or a **NON-ACCESS USER** who obtains UCJIS records from a person who has direct access.

UCJIS USER SECURITY STATEMENT

Dissemination, Privacy, and Security of Information: All of the information acquired from any file accessed in UCJIS, which includes Palantir and the Public Safety Alerts and Notifications System (PSANS), is governed by regulations and policies of the FBI and the State of Utah. Dissemination, along with the privacy and security of any information acquired from any file in UCJIS, is for criminal justice purposes only. This information should be used for criminal justice investigations and criminal justice employment only. Printed copies must be destroyed by shredding or burning when no longer needed. Per the Administrative Office of the Courts, local agencies may NOT generate a hard copy of a juvenile's rap sheet or record summary.

Misuse of UCJIS information: Violation of dissemination, privacy, or security regulations may result in civil and/or criminal prosecution of the person(s) involved and loss of state computer access for the user and his/her agency. BCI maintains an automated dissemination log of all UCJIS file transactions to help ensure this information is being accessed for authorized purposes. Any unauthorized request or receipt of this information could be considered misuse. Utah Code Annotated 53-10-108(12) (a) states:

(12) (a) It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

User ID: Each UCJIS user must have his/her own user ID that must never be shared even for training purposes. Each user will be held accountable for each transaction in UCJIS under his/her user ID.

Criminal Background Checks: All UCJIS users, including those who are POST certified or who have a Utah Concealed Firearm Permit (CFP), must undergo a criminal background check prior to having direct access to UCJIS information or receiving UCJIS information from a user with direct access. The criminal background check contains both a name and fingerprint search of UCJIS files and the FBI RAP Back System. The FBI RAP Back System retains prints for the purpose of being searched by future submissions including latent fingerprint submissions. The existence of a criminal conviction, outstanding warrant, or a new criminal arrest may result in loss of access to UCJIS or UCJIS information.

UCJIS USER SECURITY AGREEMENT

I, _____, have read and accepted the *UCJIS User Security Statement* and understand that I must abide by this agreement to have access to any information acquired through UCJIS.

Signature: _____ User ID: _____

Date: _____ Agency ORI: _____ Agency Name: _____

This agreement must be signed prior to accessing UCJIS or receiving any UCJIS information. This form does not need to be signed for biennial re-certification. Please submit this agreement to BCI Field Services by e-mail at bcifs@utah.gov or fax to 801-969-7065 per Utah Administrative Rule R722-900-4.

Revised March 2017



Request for Livescan Prints at BCI

Provo, UT 84129 801-965-4445

Date: _____

Prints to be submitted to BCI if the applicant is a Livescan.

Prints presented at BCI by the government issued ID must be faxed or emailed to 5_dpsscic@utah.gov OR they may be presented at BCI

Prints submitted by the applicant may require payment.

Dissemination Log Request Form

Requester Name:	ORI:
Requester Title:	Telephone:
Requester Agency:	Fax:

Requester Email:	Fax:
Requester Phone:	(801) 969-7065
Requester Agency:	Date:

Date range for search:

Check all that apply

Other:
Comments:


* Last the transaction type in the "Other" column. * All user logs (last 21 days) using the "LOGS" * Requested for cases of misuse and/or * BCI per Utah Code Annotated 53-10-108(12)(b) dissemination log requests.

ADMINISTRATOR
APPROVED TO REQUESTOR: YES NO

FINGERPRINT SUBMISSION FORM	
TO: Utah Bureau of Criminal Identification 3888 West 5400 South Taylorsville, UT 84129 Phone: 801-965-4446 (UCJIS agencies only)	FROM: _____
Fax: 801-969-7715 Email: dpsscic@utah.gov	DATE: _____
If submitting ink prints, mail with submission form to BCI. For prints submitted through Live Scan, fax or email submission form to BCI.	TIME: _____
Personnel Information Must fill out Name, DOB, and SSN for all individuals.	
Name: _____	Submit: _____
Preferred Name: _____	Fax: _____
AKAs: _____	Submit: _____
DOB: _____ SSN: _____	Mail to: _____
Notes: _____	Submit: _____
Name: _____	Submit: _____
Preferred Name: _____	Fax: _____
AKAs: _____	Submit: _____
DOB: _____ SSN: _____	Mail to BCI: _____
Notes: _____	Submit: _____
Name: _____	Submit: _____
Preferred Name: _____	Fax form to: _____
AKAs: _____	Submitted: _____
DOB: _____ SSN: _____	Mail to BCI: _____
Notes: _____	Submitted: _____
General Notes:	


REVISED May 2017

BCI FORMS

- Annually updated
 - Always use newest form
 - Most current and up-to-date forms are on thumb drive
 - Forms can be requested from Field Services representative
 - New TAC Website (Coming soon)
- 


BCI FORMS

Field Services Forms

- January 1, 2018, Field Services will only accept electronically submitted forms
 - Fillable PDF forms
 - Submit via email
 - Signatures required
 - Hard copy retention
- 

BCI FORMS

Agency User Agreement

 **DEPARTMENT OF PUBLIC SAFETY (DPS)
BUREAU OF CRIMINAL IDENTIFICATION (BCI)
UTAH CRIMINAL JUSTICE INFORMATION SYSTEM (UCJIS)**

AGENCY USER AGREEMENT 2017-2018

I, Ranger Smith with Jellystone Park
(AGENCY ADMINISTRATOR) (NAME OF AGENCY)

ORI Number JS00100 hereby acknowledges the need for security and training for operating personnel to access UCJIS file information. This agency agrees to comply with all state and federal statutes and regulations, and to use any information received from UCJIS, Palantir, and the Public Safety Alerts and Notifications System (PSANS) for criminal justice purposes, criminal justice employment and BCI approved Utah Right of Access only. This agency also agrees to adhere to the National Crime Information Center (NCIC) Operating Manual and the CJIS Security Policy.

QUALITY ASSURANCE: This agency acknowledges that these responsibilities have been developed and approved by the FBI and BCI in order to ensure the legality, reliability, confidentiality, completeness, and accuracy of all records contained in or obtained by means of UCJIS. This agency agrees to train the authorized agencies it disseminates UCJIS information to on the integrity of this information by familiarizing the agency with the laws, rules, policies, and procedures of the system.

USE OF SYSTEM: This agency agrees to allow the Terminal Agency Coordinator (TAC) sufficient time to perform all necessary duties and attend mandatory training related to UCJIS responsibilities. Attendance at the annual TAC Conference is mandatory. TACs are responsible for ensuring that changes to existing policies and procedures are trained on and implemented within their agency. The TAC must have a valid login identification in order to maintain TAC status.

SCREENING: Per Administrative Rule R722-900, this agency agrees to conduct thorough background screening of all personnel who may come in contact with any CJIS or UCJIS information and any person with unrestricted access to a location containing UCJIS records or a computer with UCJIS access. State and national warrant and criminal history record checks by fingerprint identification must be conducted for users, non-users, and other persons employed or utilized to effectuate access to or initiate transmission of CJIS or UCJIS information. Once a user has been granted access to the UCJIS system, a fingerprint card must be submitted to BCI within 30 days or the user's access will be disabled.

AUDIT: This agency agrees to be audited by BCI and/or the FBI at least every three years as outlined in the CJIS Security Policy.

SECURITY: This agency is responsible for the following security measures: physical security of communication equipment; personnel security (to include background screening requirements); technical security; and data security (to include any criminal history record information).

TRAINING: This agency acknowledges that the TAC is responsible for training, testing, and affirming the proficiency of users in order to assure compliance with Utah and FBI policies and regulations. Proficiency testing is to be completed within six months of receiving a login identification and every two years thereafter.

DISSEMINATION: This agency acknowledges that dissemination of UCJIS information is governed by Utah Code Annotated 53-10-108. This information may be disseminated to criminal justice agencies for criminal justice purposes and criminal justice employment. If an agency has an approved Utah Right of Access contract on file with BCI, they may, when adhering to the guidelines of the contract, disseminate Utah Criminal History (UCH) records to properly identified individuals as acknowledged in the contract.

Page 1 of 2

MISUSE: BCI, as the Control Service Agency (CSA) for Utah, maintains the right to suspend UCJIS service when the security or dissemination requirements agreed to and adopted by and through this contract are violated. Any misuse must be reported to the Director of BCI and the Commissioner of Public Safety per Utah Code Annotated 53-10-108. If service is suspended, BCI will reinstate service upon receipt of a satisfactory corrective action plan.

AGENCIES WITH NCIC AND/OR SWW ENTRY ACCESS

VALIDATION: This agency acknowledges that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders). This agency should confirm the record(s) is complete, accurate, and is still outstanding or active.

HIT CONFIRMATION: If this agency is not a 24-hour agency, it must have an agreement with a 24-hour agency who will monitor and respond to any NCIC hit confirmations in accordance with the policies and procedures set forth by the International Justice and Public Safety Network (Nlets) and NCIC. This agency also recognizes its own liability for the content and validity of records entered under this agency's ORI.

TIMELINESS: This agency agrees that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure maximum system effectiveness.

LOGGING: A log shall be maintained on all NCIC and III transactions. BCI maintains this log electronically as per the *CJIS Security Policy*.

Please check the access that your agency has been authorized to use.

<input type="checkbox"/> NCIC ENT	<input type="checkbox"/> NCIC INQ	<input type="checkbox"/> III	<input type="checkbox"/> NLETS	<input type="checkbox"/> UCH	<input type="checkbox"/> LOCAL
-----------------------------------	-----------------------------------	------------------------------	--------------------------------	------------------------------	--------------------------------

This agreement is effective from July 1, 2017 through June 30, 2018. This agreement may be terminated by BCI based on a thirty (30) day written notice or upon failure by the agency to comply with any of the provisions of this agreement. Failure of the agency to sign this agreement shall be grounds to deny UCJIS access to the agency. A new Agency User Agreement must be submitted to BCI should this agency receive a new administrator between July 1, 2017 and June 30, 2018.

Any CIA receiving access to FBI CJIS data shall enter into a signed written agreement with the appropriate signatory authority of the CSA (BCI) providing the access. The written agreement shall specify the FBI CJIS systems and services to which the agency will have access, and the FBI CJIS Division policies to which the agency must adhere. These agreements shall include: 1. Audit 2. Dissemination 3. Hit Confirmation 4. Logging 5. Quality Assurance (QA) 6. Screening (Pre-Employment) 7. Security 8. Timeliness 9. Training 10. Use of the System 11. Validation (CJIS Security Policy)

Alice E. Moffat
BCI ADMINISTRATOR (SIGNATURE)

Ranger Smith
AGENCY ADMINISTRATOR (SIGNATURE)


BUREAU OF CRIMINAL IDENTIFICATION
AGENCY NAME

Jellystone Park
AGENCY NAME

May 1, 2017
DATE

June 18, 2017
DATE

Once signed, return a copy of this agreement to Bureau of Criminal Identification Attn:
Field Services
3888 West 5400 South
Taylorsville, UT 84129
FAX: (801) 969-7065



Page 2 of 2


BCI FORMS

Agency User Agreement

- Annually
 - Required for UCJIS access at agency
 - Due June 30
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

BCI FORMS


Agency User Agreement

- Needed for all ORI's
 - Signed by agency administrator
 - New Agreement needed if administrator changes
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

BCI FORMS

ORI Validation Form

- Annually
- Due June 30
- Provides current agency contact information

 **ORI VALIDATION 2017**

The ORI Validation form is used to update agency contact information. Please submit this form to your BCI FS Rep via email/mail/fax by the end of the month received. When the agency has contact changes, please submit a new form.

Agency ORI:	
Agency Name:	
Address:	
Mailing Address (if Different):	
Phone Number:	Fax Number:
General Email Address for the Agency:	

Title and Name of ORI Administrator:	
Phone & Email Address of Admin:	

Name of TAC:	
Phone & Email Address of TAC:	
Name of Alt TAC #1:	
Phone & Email Address of Alt TAC:	
Name of Alt TAC #2:	
Phone & Email Address of Alt TAC:	

If you have more Alt TACs, please supply name(s), phone number and email address on separate page.

Name of IT Security Officer (LASO):	
Phone & Email Address:	
Live Scan IP address (if applicable):	
If Live Scan, mark box for which type:	Criminal <input type="checkbox"/> Applicant <input type="checkbox"/> Both <input type="checkbox"/>
Name of Crime Statistics POC:	
Phone & Email Address:	

Is this ORI a 24 hour agency? <input type="checkbox"/> YES <input type="checkbox"/> NO	<small>A 24 hour agency is available 24 hours a day to handle NCIC Hit Confirmations. Per the NCIC 2000 OPERATING MANUAL, INTRODUCTION SECTION: To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries.</small>
--	---

If this ORI has entries in NCIC and is not a 24 hour agency, please enter the **ORI and NAME** of the agency that provides this service for your agency:

Confirmed ORI Information: No Access <input type="checkbox"/> Yes, no changes <input type="checkbox"/> BCI - Please change the following:	
Reviewed in Q0 in NCIC <input type="checkbox"/>	
Reviewed in TQ in NLETS <input type="checkbox"/>	

Please check the files this ORI accesses:	<input type="checkbox"/> UCH <input type="checkbox"/> MVD <input type="checkbox"/> SWW Entry <input type="checkbox"/> DLD <input type="checkbox"/> SWW Inq <input type="checkbox"/> III <input type="checkbox"/> NLETS <input type="checkbox"/> NCIC Inq <input type="checkbox"/> NCIC Ent
--	--

Is this ORI a UT Right of Access (ROA) agency? <input type="checkbox"/> YES <input type="checkbox"/> NO	<small>BCI UCH Manual, Utah Right of Access agency definition: private citizens who wish to review their own Utah criminal history may do so by contacting either BCI or a participating local criminal justice agency. To be a ROA agency, the agency must have an approved contract on file with BCI, use the purpose code "P", and obtain and keep on file a signed waiver from the private citizen.</small>
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Form filled out by _____ Date _____

Revised May 2017

BCI FORMS

Change in TAC Request

- No BCI form
- Sent on agency letterhead
- Sent by administrator
- Required to change TAC



September 19, 2017

BCI,

This letter is to inform you that Kel Varnsen will be our agency's new TAC. Please make the necessary updates. If you have any questions, please contact me.

Sincerely,

Art Vandelay
Arthur Vandelay
Chief

BCI FORMS

User Security Agreement

- Required for all users
- Only need to sign once
- Keep copy and submit to BCI



UCJIS USER SECURITY AGREEMENT

Per Utah Administrative Rule R722-900, a **USER** means a person working for or with an agency who has direct access to UCJIS or a **NON-ACCESS USER** who obtains UCJIS records from a person who has direct access.

UCJIS USER SECURITY STATEMENT

Dissemination, Privacy, and Security of Information: All of the information acquired from any file accessed in UCJIS, which includes Palantir and the Public Safety Alerts and Notifications System (PSANS), is governed by regulations and policies of the FBI and the State of Utah. Dissemination, along with the privacy and security of any information acquired from any file in UCJIS, is for criminal justice purposes only. This information should be used for criminal justice investigations and criminal justice employment only. Printed copies must be destroyed by shredding or burning when no longer needed. Per the Administrative Office of the Courts, local agencies may NOT generate a hard copy of a juvenile's rap sheet or record summary.

Misuse of UCJIS information: Violation of dissemination, privacy, or security regulations may result in civil and/or criminal prosecution of the person(s) involved and loss of state computer access for the user and his/her agency. BCI maintains an automated dissemination log of all UCJIS file transactions to help ensure this information is being accessed for authorized purposes. Any unauthorized request or receipt of this information could be considered misuse. Utah Code Annotated 53-10-108(12) (a) states:

(12) (a) It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

User ID: Each UCJIS user must have his/her own user ID that must never be shared even for training purposes. Each user will be held accountable for each transaction in UCJIS under his/her user ID.

Criminal Background Checks: All UCJIS users, including those who are POST certified or who have a Utah Concealed Firearm Permit (CFP), must undergo a criminal background check prior to having direct access to UCJIS information or receiving UCJIS information from a user with direct access. The criminal background check contains both a name and fingerprint search of UCJIS files and the FBI RAP Back System. The FBI RAP Back System retains prints for the purpose of being searched by future submissions including latent fingerprint submissions. The existence of a criminal conviction, outstanding warrant, or a new criminal arrest may result in loss of access to UCJIS or UCJIS information.

UCJIS USER SECURITY AGREEMENT

I, _____, have read and accepted the *UCJIS User Security Statement* and understand that I must abide by this agreement to have access to any information acquired through UCJIS.

Signature: _____ User ID: _____

Date: _____ Agency ORI: _____ Agency Name: _____

This agreement must be signed prior to accessing UCJIS or receiving any UCJIS information.


This form does not need to be signed for biennial re-certification.

Please submit this agreement to BCI Field Services by e-mail at bcifs@utah.gov or fax to 801-969-7065 per Utah Administrative Rule R722-900-4.

BCI FORMS

User Training and Testing Agreement

- Required for all users
- Required every 2 years
- Keep copy and submit to BCI
- Update training date using CERT transaction

 **UCJIS USER TRAINING AND TESTING AGREEMENT**
UCJIS NON-ACCESS USER TRAINING AGREEMENT
for

USER OR NON-ACCESS USER (Please Print) _____ USER OR NON-ACCESS USER ID _____

This agreement must be signed and submitted to BCI after the completion of the user or non-access user's initial training and testing and after each biennial training and testing.

UTAH ADMINISTRATIVE RULE R722-900 DEFINITIONS:
USER: a person working for or with an agency who has direct access to UCJIS.
NON-ACCESS USER: a person working for or with an agency who asks for and/or receives UCJIS records.

REQUIRED TRAINING OF EACH USER AND NON-ACCESS USER:
RESTRICTIONS ON ACCESS, USE, AND CONTENT OF UCJIS RECORDS: UTAH CODE 53-10-108
DISSEMINATION, PRIVACY, AND SECURITY OF UCJIS INFORMATION

REQUIRED TRAINING AND TEST FOR USER:
BCI MANUALS AND/OR NCIC MANUALS: LOCATION AND USAGE

PLEASE CHECK THE FILES THE USER WAS TRAINED AND TESTED ON:
DLD NLETS MVD III
UCH NCIC Inquiry NCIC Entry SWW/PO

UCJIS CERTIFICATION: The TAC has updated the CERT transaction: Yes No

This certifies that this user or non-access user has passed all of the required training and proficiency testing to be able to access UCJIS information.

UCJIS USER AND NON-ACCESS USER AGREEMENT
I certify that by signing this document that I have been trained and/or proficiency tested according to the procedure set by my agency, BCI, and CJIS. I accept that I will be held accountable for any information accessed under my user ID. I understand per **Utah Code Annotated 53-10-108 (12)(a)**, it is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

USER OR NON-ACCESS USER'S SIGNATURE

TAC SIGNATURE

DATE SIGNED BY TAC


AGENCY

ORI

Please submit to BCI Field Services by email or fax (801)-969-7065 per Utah Administrative Rule R722-900-4
REVISED July 2016

BCI FORMS

CIC (Helpdesk) Forms

- Beginning January 1, 2018, CIC will only accept electronically submitted forms
 - Google Forms
 - Streamline submissions
 - Ensure they get to correct place
- 



BCI CIC (Help desk)
Google Forms

Login Activation Form

<https://goo.gl/forms/BDVABw4Ll8bm5v7f1>

Fingerprint Submission Form

<https://goo.gl/forms/YsSKmxjfnfAXm0I82>

Non-user to User Change Form

<https://goo.gl/forms/niyq8qAIE49R4t013>

User Deletion Form

<https://goo.gl/forms/EhvdizlrcEAPhJw63>

BCI CIC:

801-965-4446

dpscic@utah.gov

BCI Non-retainable List

<https://sites.google.com/utah.gov/nonretainable/home>

- PDF found on thumb drive
- Click on hyperlink or copy and paste
- Bookmark links in browser

BCI FORMS

Login Activation Form

- Required only for users
- Requests access for user
- Submit after adding user with ADD transaction

Ucjis Login Activation Form

Setting up a new user for direct access to UCJIS.

1. Complete name-based background check (UCH, III, SWW, QW).
2. Enter user into UCJIS using the ADD transaction code.
3. Fill out this form and BCI CIC will process your request.

* Required

Email address *

Your email

Contacting Utah Bureau of Criminal Identification

Communications and Information Center - (801)965-4446

Agency Name *

Your answer

Requesting Agency ORI *

Your answer

BCI FORMS

Fingerprint Submission Form

- Required for all users
- Due within 30 days of account setup
- Live Scan- *Google Form*
- Ten-Print Ink Card- *PDF*

Fingerprint Submission Form

Complete this form once fingerprints have been submitted Livescan.
If fingerprints will be mailed in download and complete the Fingerprint Submission Form from the TAC website.
Once your request has been processed BCI CIC will email you with the confirmation.

** Required*

Email address *

Your email _____

Contacting Utah Bureau of Criminal Identification

Communications and Information Center - (801)965-4446

Agency Name *

Your answer _____

Requesting Agency ORI *

BCI FORMS

Non-User to User Change Form

- Changes user type
- Cannot be changed with MUSR transaction

Non-User to User Change Form

Changing a Non-user to User
Fill this form out and BCI CIC will email you once it is completed.

** Required*

Email address ***

Your email

Contacting Utah Bureau of Criminal Identification

Communications and Information Center - (801)965-4446

Agency Name ***

Your answer

Requesting Agency ORI ***

Your answer

BCI FORMS

User Deletion Form

- Submit after RU transaction
 - Both are required
- Deletes user account from agency

Non-User to User Change Form

Changing a Non-user to User
Fill this form out and BCI CIC will email you once it is completed.

* Required

Email address *

Your email

Contacting Utah Bureau of Criminal Identification

Communications and Information Center - (801)965-4446

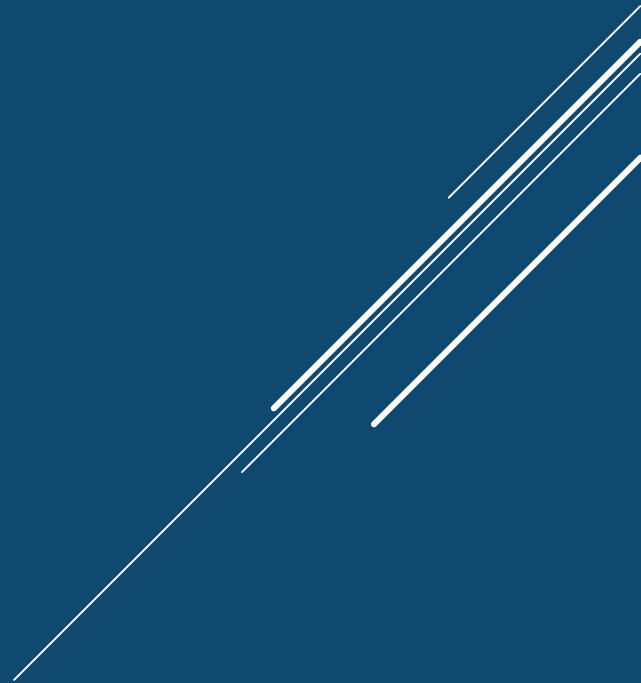
Agency Name *

Your answer


Requesting Agency ORI *

Your answer

BCI TRAINING



BCI UCJIS TRAINING

- UCJIS Inquiry
 - NCIC Entry
 - New TAC Training
 - Miscellaneous trainings
 - eWarrants, recent Regional Trainings, etc...
- 

UCJIS BASELINE TRAINING

- UCJIS Inquiry

Includes:

Motor Vehicle

Driver License

NCIC

Protective Orders

Statewide Warrants


III

Criminal History

Multiple Inquiry

NLETS

UCJIS BASELINE TRAINING

- UCJIS Inquiry
 - For all users
 - POST classroom
 - One day, 8:00-5:00
 - Contact Field Services to register
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

UCJIS BASELINE TRAINING

- NCIC Entry

Includes:

Missing/Wanted Persons

Amber Alert/EMA

Guns

Vehicles

Articles

Boats

Violent Gang

Identity Theft

Securities

NCIC Manuals

Test entry practicals

UCJIS BASELINE TRAINING

- NCIC Entry
 - For all users that enter into NCIC
 - Post computer lab
 - One day, 8:00-5:00
 - Contact Field Services to register

UCJIS BASELINE TRAINING

UCJIS Training Certificate

CERTIFICATE OF TRAINING

September 15, 2017

The undersigned hereby acknowledge that

Leroy Jethro Gibbs

Successfully completed classes in association with the UCJIS System Training
Offered through the Utah Bureau of Criminal Identification

*What lies behind us and what lies
before us are tiny matters compared
to what lies within us.*


~Ralph Waldo Emerson




A handwritten signature in black ink, appearing to read 'Joe Killpack', written over a horizontal line.

Joe Killpack - Supervisor

NEW TAC TRAINING


- TACs and Alt-TACs
 - Do not have to be new
 - TAC duties and functions
 - At BCI
 - One day, 9:00-3:00
 - Contact Field Services to sign up
- 

MISCELLANEOUS TRAININGS

- eWarrants, Probable Cause, special trainings, etc...
 - Contact Field Services representative to schedule
 - Dependent on distance and number of attendees
- 

MISCELLANEOUS TRAININGS

Probable Cause


- Uniform electronic Probable Cause submissions for booking offenders
 - Similar to eWarrants
 - Pilot mode
 - Statewide rollout October 2017
- 

MISCELLANEOUS TRAININGS

Probable Cause

- Arresting and booking officers need to be trained
- TAC requests access through CIC
 - dpscic@utah.gov
 - Arresting Officer
 - Arresting Supervisor
 - Booking Officer

UCJIS TRAINING SCHEDULE



Utah Department of
Public Safety

Date	Time	Class Description	Number of Seats
June 22, 2017	8:00 am to 5:00 pm	Baseline Inquiry – POST Room 116	30
August 9, 2017	8:00 am to 5:00 pm	Baseline Entry – POST Computer Lab	20
August 17, 2017	9:00 am to 5:00 pm	New TAC Training – BCI (TACs and Alt TACs)	30

News Suicide Prevention Information

<https://bci.utah.gov/ucjis-user-training>

LOGS REVIEW



LOGS

5.4.3 Audit Monitoring, Analysis, and Reporting

(CJIS Security Policy)

The responsible management official shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week. The frequency of review/analysis should be increased when the volume of an agency's processing indicates an elevated need for audit review. The agency shall increase the level of audit monitoring and analysis activity within the information system whenever there is an indication of increased risk to agency operations, agency assets, or individuals based on law enforcement information, intelligence information, or other credible sources of information.

LOGS

- Reviewed weekly
 - More if you feel it is necessary

- Sampling of users

- Look for:

Family/similar names

Audit Purpose

Unusual dates/times

Purpose codes

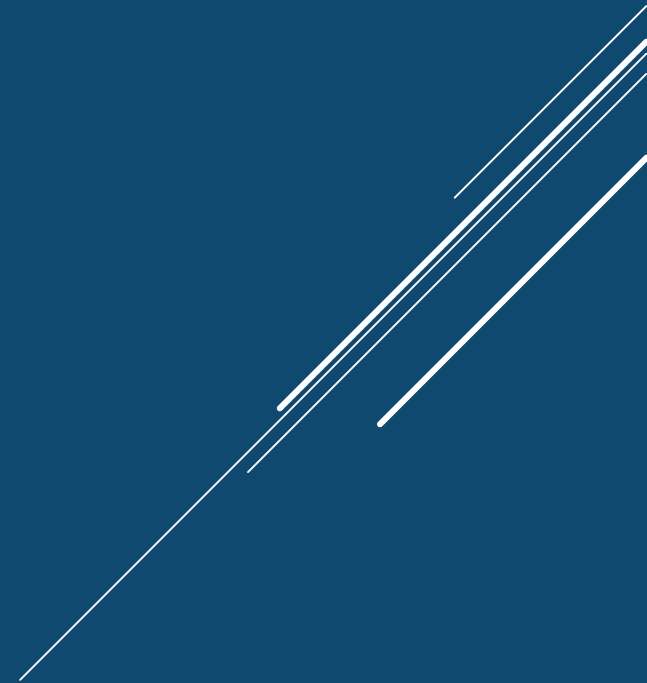
File types

Famous names

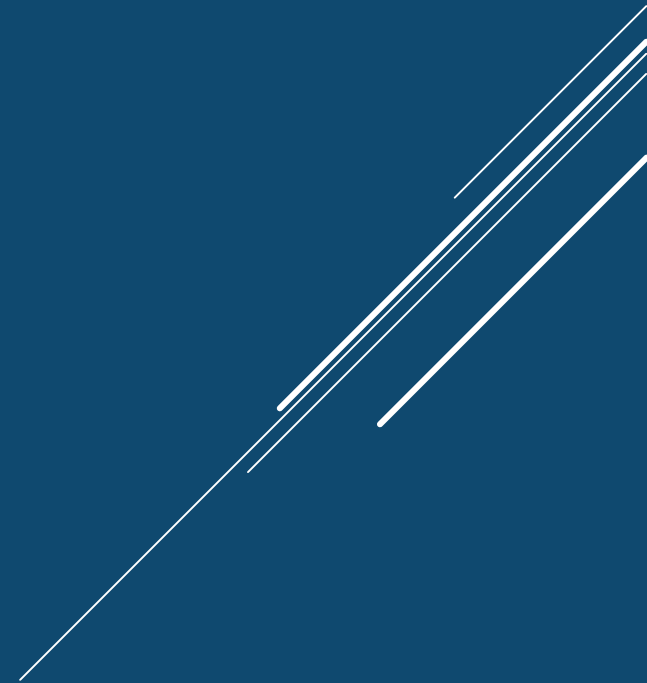
LOGS

“But I’m the only user...”

- Review logs to ensure that your account has not been compromised




UCJIS DENIALS



UCJIS DENIALS

- User accounts denied access to UCJIS due to background checks will be purged 90 days after denial letter is sent
 - Unless BCI receives an appeal

UCJIS DENIALS

- BCI approval does not mean agency MUST grant access/hire
 - BCI criteria are the minimum requirement
 - BCI cannot advise beyond
 - Agencies can implement more strict criteria
 - Agency policy
- 

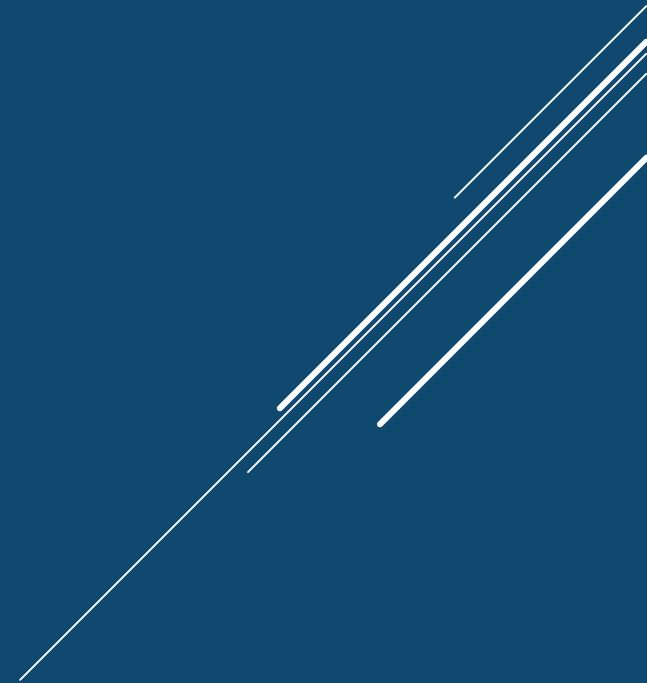
UCJIS DENIALS

Example:

The new janitor is approved by BCI. However, your agency does not feel comfortable granting him unescorted access with his 2 theft convictions...

*Your agency is NOT required by BCI to hire him based on UCJIS approval

MODIFY USER



MODIFY USER

- MUSR transaction
- TACs can update user's personal information
- Cannot change access or permissions
- Cannot change password
 - Use RSPW transaction

MODIFY USER

These fields cannot be changed

The screenshot shows a web application interface for modifying a user. At the top, there are tabs for 'UCJIS Home' and 'MUSRL'. Below that is a 'Modify' button and a 'Modify User' header. The 'User Details' section contains a 'User ID' field with the value 'YBEAR' and a 'Q Lookup' button. A red circle highlights the 'Modify UCJIS User' section, which includes a note and several dropdown menus: 'User Type' (UCJIS USER), 'Department' (JS00100-JELLYSTONE PARK), and 'User ID' (YBEAR). Below this are sections for 'Person Information' (Last Name: BEAR, First Name: YOGI, Middle Name, Date of Birth: 12/14/1956, Suffix, Gender: MALE), 'Identifying Information' (SSN: 123456789, City, Personal ID), and 'Contact Information' (Phone Number, E-mail: YOGI.BEAR@JELLYSTONE.PARK).

MODIFY USER

The screenshot shows the UCJIS Modify User interface. At the top, there are tabs for 'UCJIS Home' and 'MUSRL'. Below that is a 'Modify' button. The main header is 'Modify User'. The form is divided into several sections: 'User Details' with a 'User ID' field containing 'YBEAR' and a 'Lookup' button; 'Modify UCJIS User' with a 'User Type' dropdown set to 'UCJIS USER' and a 'Default ORI' dropdown set to 'JS00100-JELLYSTONE PARK'; 'Person Information' with fields for 'Last Name' (BEAR), 'Middle Name' (ENTER MIDDLE NAME), 'Date of Birth' (12/14/1956), and 'Gender' (MALE); 'Identifying Information' with fields for 'SSN' (123456789) and 'City' (ENTER CITY); and 'Contact Information' with fields for 'Phone Number' (ENTER PHONE NUMBER) and 'E-mail' (YOGI.BEAR@JELLYSTONE.PARK). A red callout box with the text 'Please ensure correct contact information for user' points to the 'Contact Information' section, which is also circled in red.

UCJIS Home MUSRL

Modify

Modify User

User Details

User ID: * YBEAR Q Lookup

Modify UCJIS User

User Details

NOTE: Complete the below information to add the user or non-user to your agency. Then email or fax the appropriate forms to the BCI CIC Help Desk.

User Type: UCJIS USER

Default ORI: * JS00100-JELLYSTONE PARK

Person Information

Last Name: * BEAR

Middle Name: ENTER MIDDLE NAME

Date of Birth: * 12/14/1956

Gender: * MALE

Identifying Information

SSN: * 123456789

City: * ENTER CITY

Contact Information

Phone Number: * ENTER PHONE NUMBER

E-mail: * YOGI.BEAR@JELLYSTONE.PARK

Please ensure correct contact information for user

RETAINED FINGERPRINTS

APPLICANT
13-358 (REV. 11-10)

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME: Disney
FIRST NAME: Walter
MIDDLE NAME: Elias

ALIAS AKA: _____

CITIZENSHIP: CTZ _____

YOUR NO: OCA _____

FBI NO: FBI _____

ARMED FORCES NO: MNU _____

SOCIAL SECURITY NO: SOC 123-45-6789

MISCELLANEOUS NO: MNU _____

UTBC10000
BU OF CRIM IDENT
SALT LAKE CITY, UT

DATE OF BIRTH: 12 5 1901
DOB: 12 5 1901
PLACE OF BIRTH: IL
POB: IL

SEX: M RACE: W HGT: 601 WGT: 220 EYES: blu HAIR: blk

REASON FINGERPRINTED: B1019

EMPLOYER AND ADDRESS: 1315 Disneyland Dr, Anaheim, CA 92802
Signature: Fred Harman
Date: 8/16/33

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

FBI LEAVE BLANK

RETAINED FINGERPRINTS

- In 2014, fingerprints began to be retained in the FBI “Rap Back” System
- Prints are continuously compared to FBI criminal fingerprints
- Some prints between January 2014 and July 2015 were not retained

RETAINED FINGERPRINTS

- New “Rap Back” option on REPT indicates if retained

Report Columns

User ID:	<input checked="" type="checkbox"/>	Full Name:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status Literal:	<input type="checkbox"/>
UCJIS User Type:	<input type="checkbox"/>	Disable Reason:	<input type="checkbox"/>	Disable Date:	<input type="checkbox"/>	Default Ori:	<input type="checkbox"/>
Personal ID:	<input type="checkbox"/>	Password Expired Date:	<input type="checkbox"/>	Date Created:	<input type="checkbox"/>	Training Expiration Date:	<input type="checkbox"/>
Background Status:	<input type="checkbox"/>	Criminal Record:	<input type="checkbox"/>	Rap Back:	<input checked="" type="checkbox"/>	Fingerprint Date:	<input type="checkbox"/>
E-mail Address:	<input type="checkbox"/>	Comments:	<input type="checkbox"/>	User Security Agreement:	<input type="checkbox"/>	User Testing Agreement:	<input type="checkbox"/>

Check All Clear All

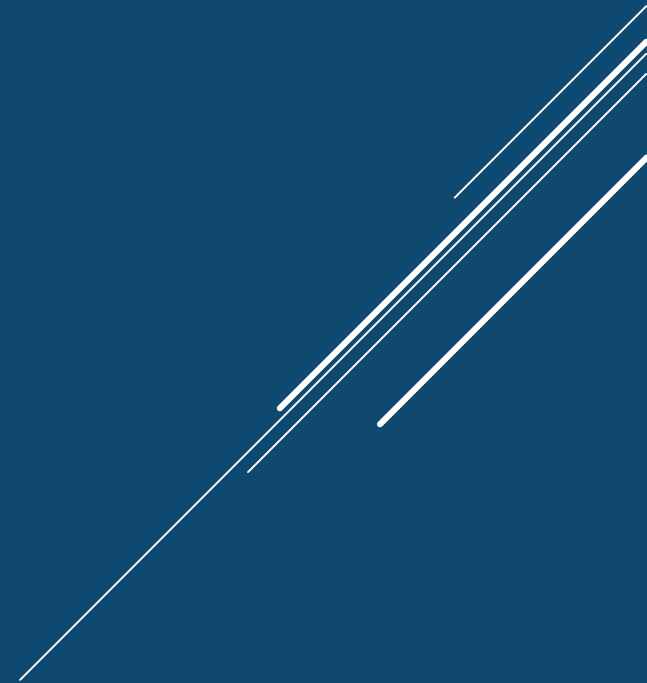
RETAINED FINGERPRINTS

View Transaction History	Rap Back
Transaction History	
Transaction History	
Transaction History	
Transaction History	
Transaction History	
Transaction History	
Transaction History	
Transaction History	
Transaction History	
Transaction History	
Transaction History	
Transaction History	RAPBACK
Transaction History	
Transaction History	
Transaction History	
Transaction History	RAPBACK

RETAINED FINGERPRINTS

- Any user with prints that do not indicate “Rap Back” must have new ones submitted to BCI
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

TESTING AND TRAINING



TESTING AND TRAINING

“The TAC is responsible for training, testing, and affirming the proficiency of users in order to assure compliance with FBI policy and regulations.”

BCI TAC Responsibilities Manual

TESTING AND TRAINING


5.2 Policy Area 2: Security Awareness Training

(CJIS Security Policy)

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI to include all personnel who have unescorted access to a physically secure location. The CSO/SIB Chief may accept the documentation of the completion of security awareness training from another agency. Accepting such documentation from another agency means that the accepting agency assumes the risk that the training may not meet a particular requirement or process required by federal, state, or local laws.


TESTING AND TRAINING

Training:

- Every 2 years
 - Users, non-access users and non-users
 - Biennial Security Awareness training is requirement for everybody
 - CJIS Security Policy
- 

TESTING AND TRAINING

Training:

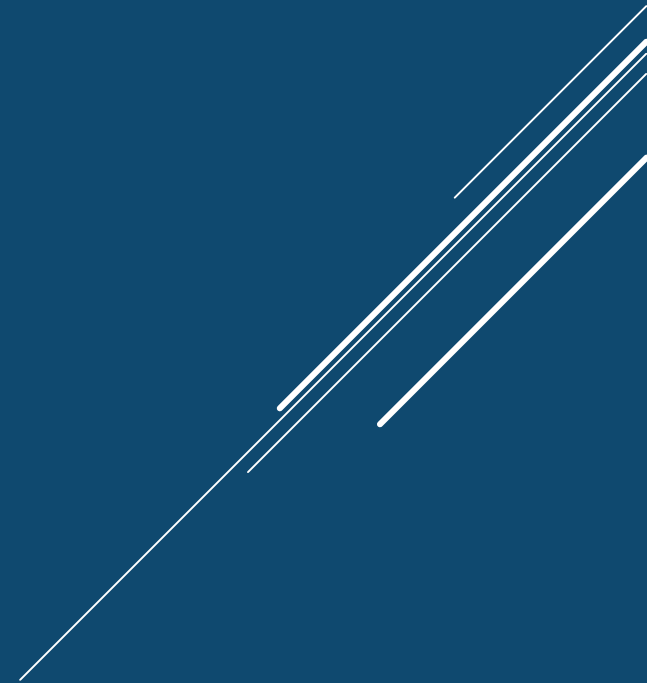
- Update training date using CERT transaction
 - New Training and Testing Agreement
 - Training dates for all non-users have been reset to expire in 2019
- 

TESTING AND TRAINING


Testing:

- Every 2 years
 - Users and non-access users
- TAC's discretion

NIBRS WEB APP




NIBRS WEB APP

- Allows agencies to upload their NIBRS files and retrieve their Success Reports, Error Reports and Stats Reports
 - All agencies will be required to upload their own files by January 2018
 - Contact Mandy Biesinger at *mbiesinger@utah.gov* or Mary Ann Curtis at *macurtis@utah.gov*
 - Training to come
- 

NICS WARRANT DENIALS



NICS WARRANT DENIALS


- National Instant Criminal Background Check System
 - “Fugitive from Justice” is federal firearm disqualifier
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

NICS WARRANT DENIALS

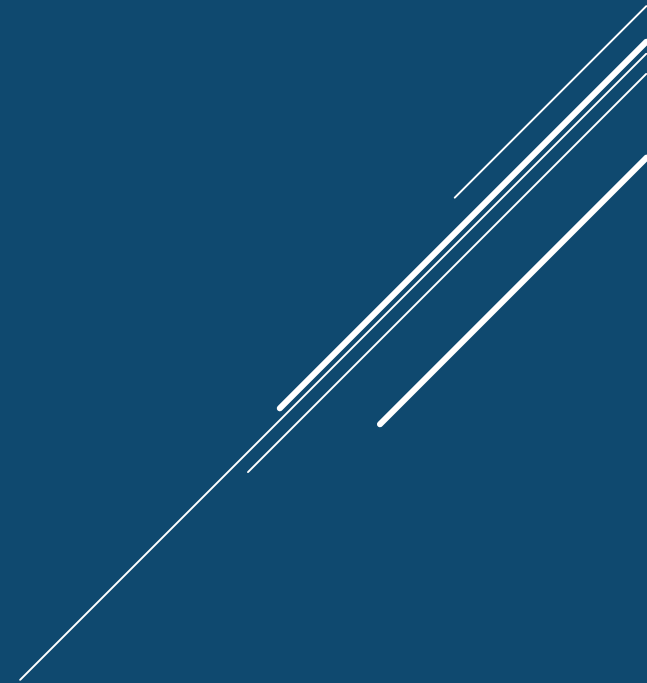
- New criteria for “Fugitive from Justice:” (must meet all 3)
 - Has fled the state
 - Has done so to avoid prosecution for a crime or avoid giving testimony in a criminal proceeding
 - Is subject to a current or imminent prosecution or testimonial obligation

NICS WARRANT DENIALS


Your agency may be contacted to see if a warrant meets these criteria

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

MOBILE DEVICE MANAGEMENT



MOBILE DEVICE MANAGEMENT

- Required before mobile device can access CJIS information
 - MDM must perform all functions listed in CJIS Security Policy 5.13.2
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

MOBILE DEVICE MANAGEMENT

- Agency MDM Policy must be submitted to BCI
 - Vendor
 - MDM functions
- TAC requests permission for individual users
 - Field Services representative

NON-RETAINABLE LIST



NON-RETAINABLE LIST

- Has previously been comprehensive list of offenses

NON-SERIOUS OFFENSES

DO NOT FINGERPRINT THESE OFFENSES ON STATE OR FEDERAL FINGERPRINT CARDS

ATV on highway	Juvenile charges
Bicycle offense	License plates
Careless driving	Littering on highway
Cell phone driving offenses	Motorcycle violations
Contempt of Court (Per AOC 6/18/14)	No valid registration
Crosswalk violation	No insurance
Drive on class A or revoked for alcohol	Obstructing traffic
Drive on gore area	Operating vehicle without license (except altered)
Drive while license suspended/revoked	Parking in a school zone
Drive on sidewalk	Parking too close to a crosswalk/hydrant/traffic control sign/traffic light/driveway/fire station
Drive on railroad tracks	driveway/railroad crossing
Emissions	Parking warrants
Equipment violations	Passing a school bus w/lights flashing
Exhibition driving	Passing violation
Expired registration	Pedestrian in roadway
Fail to appear-if traffic	Railroad crossing violation
Fail to maintain lane	Radar jamming device
Fail to obey flag person	Red light
Fail to obey traffic signal	Seat belt violation
Failure to register	Speeding
Failure to use lights signal	Stop sign violation
Failure to yield for emergency vehicle, blue light, or siren	TXT While Driving
Faulty equipment	Uninsured motor vehicle
Following too closely	Vehicle registration
Fugitive from justice	Vehicle collision
HOV violation	Walking on highway
Idling violation	Wrong way on highway
Jaywalking	Windshield tint violation

NON-RETAINABLE LIST

- Revised May 9, 2017
- List of statutes for offenses that will not be retained on Utah Criminal History
 - *Unless Misdemeanor A or Felony*
- Similar city and county statutes will not be retained

NON-RETAINABLE LIST

<https://sites.google.com/utah.gov/nonretainable/home>

- Link is on thumb drive
- Bookmark link in browser

NON-RETAINABLE LIST

Non-Retainable Offenses

OFFENSES THAT WILL NOT BE RETAINED IN THE UTAH CRIMINAL HISTORY DATABASE

All Sections, Parts and/or Subsections of the statutes listed within the site are regarded as non-serious unless reported as Misdemeanor A or Felony.

Utah State Statues

Below are links to the non-retainable offense pages within the site. Check them out and learn more.

[Title 41 - Motor Vehicles, Ch.6a 'Traffic Code'](#)

[Title 53 - Uniform Driver License Act, Ch.3 Part 2 'Driver Licensing Act'](#)

[Title 73 - Water and Irrigation, Ch.18 'State Boating Act' *](#)

Revised 5/9/2017

*Exceptions within Statue

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NON-RETAINABLE LIST

School Buses / Bus Parking Zones

[41-6a Part 13 \(41-6a-13xx\)](#)

- [Standards and specifications for lighting and special warning devices on school buses](#)
- [School bus -- Signs and light signals -- Flashing amber lights -- Flashing red lights](#)
- [School bus -- Passing school bus -- Duty to stop -- Travel in opposite direction -- Penalties](#)
- [School buses removed from service -- Removal of markings -- Repainting -- School district not to bear expense -- Infraction](#)
- [School bus parking zones -- Establishment -- Uniform markings -- Penalty](#)

Stopping, Standing, and Parking

[41-6a Part 14 \(41-6a-14xx\)](#)


- [Stopping or parking on roadways -- Angle parking -- Traffic-control devices prohibiting or restricting](#)
- [Stopping or parking on roadway outside business or residential district](#)
- [Removal of unattended vehicles prohibited without authorization -- Penalties](#)
- [Abandoned vehicles -- Removal by peace officer -- Report -- Vehicle identification](#)

NON-RETAINABLE LIST

Questions?

- Contact BCI Records Section
 - bcirecords@utah.gov
 - 801-965-4445 (option 8)

UCJIS INFORMATION QUESTIONS



UCJIS
Utah Criminal Justice
Information System

User Authentication

User

Agency

[Login](#) [Reset](#)

This system is restricted to authorized users for approved use only and is subject to monitoring. Actual or attempted unauthorized access is a violation of applicable laws and regulations. Violators will be prosecuted.

UCJIS MISUSE PROCEDURES




UCJIS MISUSE PROCEDURES


Agency Misuse Policy:

- Requires any suspected misuse be reported to Director of BCI and Commissioner of Public Safety.
 - Include specifics
- *UCA 53-10-108(12)(B)*


UCJIS MISUSE PROCEDURES

- Report findings after investigations
 - Misuse/no misuse
 - Corrective action taken by agency
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.


UCJIS INFORMATION

- BCI distributes criminal justice information
 - UCJIS
 - BCI does not own or maintain information
 - Except for Utah Criminal History
 - BCI cannot answer question or address problems for records it does not own
- 

UCJIS INFORMATION

- Refer to originating agency for issues with a record
 - *Drivers License*- Drivers License Division
 - *Vehicle Registration*- Division of Motor Vehicles
 - *Warrants, Protective Orders*- Court
 - *Corrections/Probation*- Department of Corrections
- 

UCJIS INFORMATION

- *Utah Criminal History*- BCI
 - *III*- FBI or state of origin
 - *Out of State Information*- State of origin
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

RESOURCES



RESOURCES

- CJIS Security Policy
 - fbi.gov
 - BCI Manuals
 - Other TACs
 - TAC Website
 - BCI Help desk
 - Field Services
- 

