

# TAC Test





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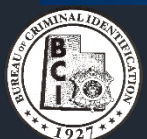
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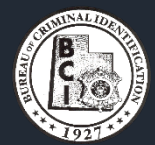


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# TAC Test 2018

State of Utah  
Department of Public Safety  
Bureau of Criminal Identification



# TAC True or False

Court

2018 TAC Conference





# Identifying User Types



# What Should I Be?

- Non-User
  - Sign Security Agreement
  - Fingerprints
  - Trained
    - Security Awareness level 1
- Martha is a volunteer data entry clerk who uses the TAC's computer twice a week to input and organize the court's schedule

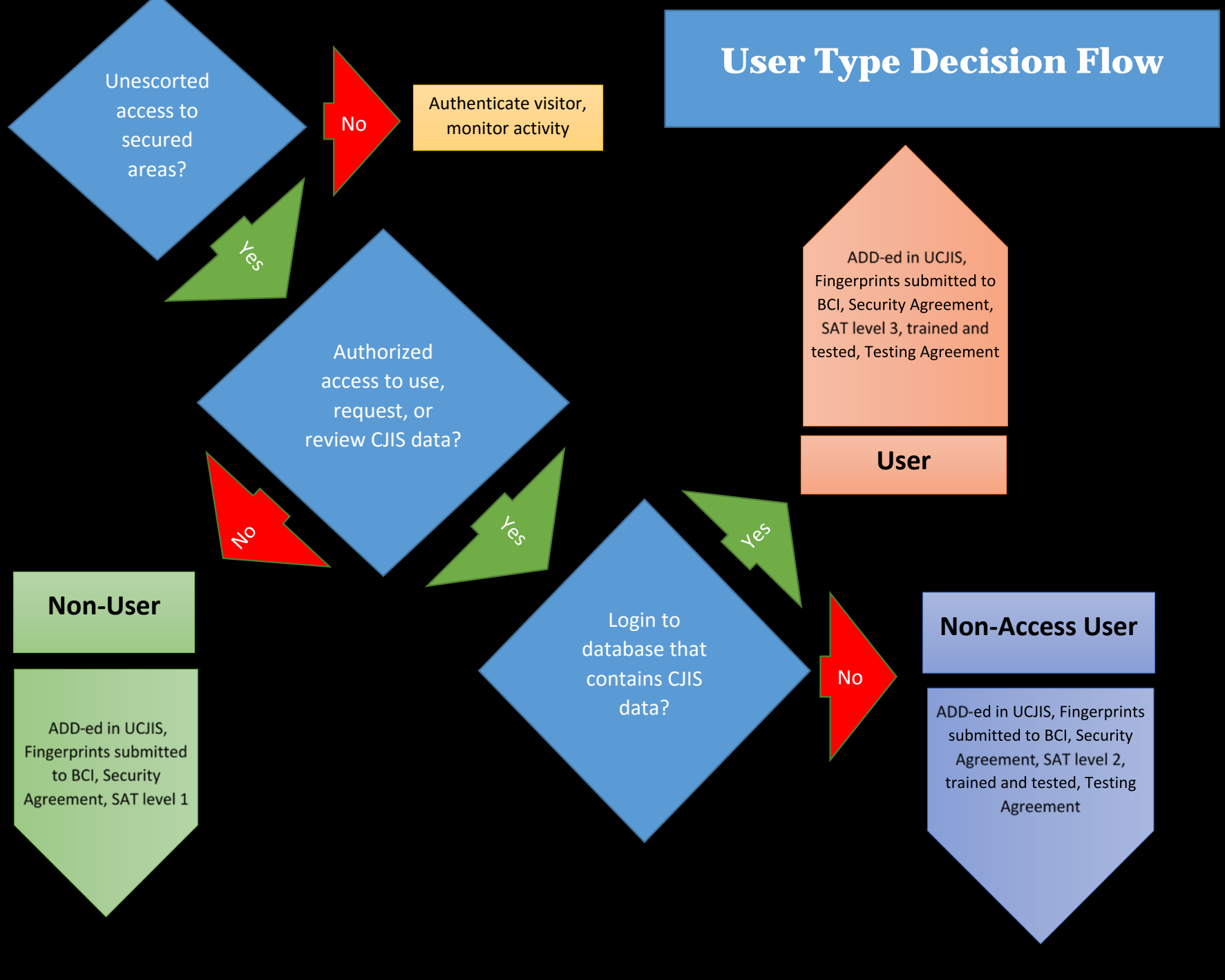


# What Should I Be?

- Your court has been assigned a part time judge. They have access to and review court case files that may contain driver license data and citation conviction history
- Non-Access User
  - Sign Security Agreement
  - Fingerprints
  - Trained and tested
    - Security Awareness level 2
  - Sign Testing Agreement



# User Type Decision Flow



If a user is not being fingerprinted at BCI, an Authorization for Livescan form should still be submitted with their fingerprints

True or False



# False

- An Authorization for Livescan form is only necessary if a user is being sent to BCI for fingerprints

MAP B1019  
Law Enforcement  
Applicant



## Authorization for Livescan Fingerprints at BCI

3888 West 5400 South, Taylorsville, UT 84129 801-965-4445

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_\_

Agency ORI #: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency TAC's name: \_\_\_\_\_

**Do not mail fingerprint cards to BCI if the applicant uses this form and has a Livescan.**

- This form must be completed and presented at BCI
- Applicant must present current government issued ID
- A Fingerprint Submission Form must be submitted to BCI  
CIC Help Desk ([dpsscic@utah.gov](mailto:dpsscic@utah.gov)) **OR**
- A Fingerprint Submission Form may be presented to BCI  
when the fingerprints are captured

**BCI will not charge for fingerprinting the applicant but other Livescan locations may require payment.**





# Submitting Fingerprints

New user doing prints at agency



Do not also mail the  
hard card to BCI

## Fingerprint Submission Form

Complete this form once fingerprints have been submitted Livescan.

If fingerprints will be mailed in, download and fill out the paper Fingerprint Submission Form from the TAC website and mail with your Fingerprint card.

Once your request has been processed BCI CIC will email you with the confirmation.

TACS EMAIL:

\* Required





# Submitting Fingerprints

New user doing prints at agency

APPLICANT	Leave Blank	Teacher, Theresa C.		Leave Blank
DEPARTMENT OF PUBLIC SAFETY	Leave Blank	NY 9219402	NYSTED Dept-FIU	ALBANY, NY
REVENUE OF PUBLIC SAFETY	Formerly: Theresa Smith	12/31/79		
318 School Street	US	F	W	5'10"
Hornetown, NY 11111	Leave Blank	155	Gr	Bro
5/04/02	Leave Blank			Ohio
Smart Falls Central School Dist	Leave Blank			
Smart Falls, NY 11111	Leave Blank			
Leave Blank	Leave Blank			

**Hard card**



FINGERPRINT SUBMISSION FORM					
TC:	Utah Bureau of Criminal Identification 2088 West 5400 South Taylorsville, UT 84129 Phone: 801-965-4446 (UCJIS agencies only)	Date of Request:		As of July 2015, agencies are only required to do a background check on new hires. All re-certification background checks will be performed by BCI through the RAP Back process.	
Email: <a href="mailto:dbccic@utah.gov">dbccic@utah.gov</a>		Name of Agency:			
If submitting ink prints, mail with submission form to BCI. For prints submitted through Live Scan, mail submission form to BCI.		Agency ORI:			
		ENC's Name:			
		ENC's Photo:			
		ENC's Email:			
Personal Information			Please check or complete all appropriate boxes		
Must fill out Name, DOB, and SSN for all individuals.			Certified Record Response: Check all previous last names, and also see check using the individual's SSN.		
Name:		Submitted by Live Scan <input type="checkbox"/>	User ID:		UCR <input type="checkbox"/>
Professional Name:		Submitted by Mail <input type="checkbox"/>	Non-Clear ID:		IS <input type="checkbox"/>
DOB:		Submitted by Mail <input type="checkbox"/>	Agency does not receive this file <input type="checkbox"/>		ISW <input type="checkbox"/>
Name:		Submitted by Retainable Prints <input type="checkbox"/>	Agency does not receive this file <input type="checkbox"/>		ISCC <input type="checkbox"/>
Name:		Submitted by Live Scan <input type="checkbox"/>	User ID:		ISW <input type="checkbox"/>
Professional Name:		Submitted by Mail <input type="checkbox"/>	Non-Clear ID:		ISCC <input type="checkbox"/>
DOB:		Submitted by Mail <input type="checkbox"/>	Agency does not receive this file <input type="checkbox"/>		ISW <input type="checkbox"/>
Name:		Submitted by Retainable Prints <input type="checkbox"/>	Agency does not receive this file <input type="checkbox"/>		ISCC <input type="checkbox"/>
Name:		Submitted by Live Scan <input type="checkbox"/>	User ID:		ISW <input type="checkbox"/>
Professional Name:		Submitted by Mail <input type="checkbox"/>	Non-Clear ID:		ISCC <input type="checkbox"/>
DOB:		Submitted by Mail <input type="checkbox"/>	Agency does not receive this file <input type="checkbox"/>		ISW <input type="checkbox"/>
Name:		Submitted by Retainable Prints <input type="checkbox"/>	Agency does not receive this file <input type="checkbox"/>		ISCC <input type="checkbox"/>
General Notes:					



If a citizen reports an issue with a Protective Order on NCIC to your court, you can refer them to BCI and they will take care of it

True or False



# False

- BCI will refer all Protective Order calls from the public back to the court of issuance
- If there is a problem with the order on UCJIS
  - Try to fix it through CORIS
  - Contact BCI



MKE/PROTECTION ORDER  
ORI/UT030123J NAM/SANDERSON, WINNIE SEX/F RAC/U  
DOB/16501115 EYE/BRO HAI/RED  
PNO/666480 BRD/N ISD/19930501 EXP/NONEXP  
PPN/BUTCHERSON, BILLY PSX/M PPR/U PPB/16850916  
PCO/02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY  
PCO/OR HOUSEHOLD.  
OCA/691XX0399  
VLD/20180630 VLN/MAX NOA/N  
MIS/FOR LAW ENFORCEMENT CONFIRMATION AFTER HOURS, CONTACT GOTHAM PD  
MIS/ OFFICE AT 911THE DEFENDANT IS RESTRAINED FROM ATTEMPTING,  
MIS/COMMITTING, OR THREATENING TO COMMIT DOMESTIC VIOLENCE OR ABUSE AGAINST THE  
MIS/ALLEGED VICTIM, DESIGNATED FAMILY, AND HOUSEHOLD MEMBERS (PROTECTED PARTIES)  
MIS/ AND SHALL NOT STALK, HARASS, OR THREATEN, OR USE OR ATTEMPT TO USE PHYSICAL  
ORI IS SALEM JUSTICE COURT XXX XXX-XXXX  
NIC/H19935464 DTE/20180501 1801 EDT DLU/20180630 1900 EDT



If a new user transfers in from another court, contact BCI and they can transfer their old account over

True or False



# False

- If a user transfers from one ORI to another, a new account will need to be added at the new agency

**Add 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:** \*

**User ID:** \*

**Default ORI:** \*

**Agency:** \*

**Person Information**

**Last Name:** \*

**First Name:** \*

**Middle Name:** \*

**Suffix:** \*



# What About Their Old Fingerprints?

## Deletion Request Form

Removing Users from the system.  
Complete this form after running the RUL transaction.  
BCI CIC will email you once your request has been completed.

- Deletion request received
  - Prints must be delete

- ADD user in UCJIS
- Contact CIC
  - The quicker someone is added under your agency, the better chances you will have at being able to use their old prints





If a user/non-user belongs to another agency but is stationed at your court, you need to add them as a user/non-user as well

True or False



# True



**UCJIS NON-USER SECURITY AGREEMENT**

Per Utah Administrative Rule R722-900, a **NON-USER** means a person working for or with an agency who does not have direct access to UCJIS but has **unescorted or unrestricted** access to locations containing UCJIS records or a computer with UCJIS access.

**UCJIS SECURITY STATEMENT**

**Dissemination, Privacy, and Security of UCJIS Information:** Information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI as well as the State of Utah. Dissemination, along with the privacy and security of any information acquired from UCJIS, is for criminal justice purposes only. This information is only to be used for criminal justice investigations and criminal justice employment. Printed UCJIS information is to be physically destroyed (shredded or burned) when no longer needed. Per the Administrative Office of the Courts (AOC), 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. BCI maintains an automated dissemination log of all UCJIS transactions to help ensure UCJIS information is being accessed for authorized purposes. Any unauthorized request or receipt of UCJIS information may 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.

**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 NON-USER SECURITY AGREEMENT**

I, \_\_\_\_\_, have read, understand, and agree to abide by the *UCJIS Non-User Security Agreement*.



Signature: \_\_\_\_\_ Non-User ID: \_\_\_\_\_

Date: \_\_\_\_\_ Agency ORI: \_\_\_\_\_ Agency Name: \_\_\_\_\_

This agreement needs to be signed before unescorted or unrestricted access is granted.  
This form does not need to be signed for biennial re-certification.

Please submit this signed agreement to your BCI Field Services representative or [bcifs@utah.gov](mailto:bcifs@utah.gov)  
per Utah Administrative Rule R722-900-4.

Revised May 2018



- If a user or non-user exists at another agency but would also qualify as a user or non-user at your agency, they should be added as such at your court
- Signed Security Agreement with your agency ORI on it
- ADD-ed in UCJIS to ensure your agency is notified upon arrest



It is ok to share criminal history information of potential court clerk applicants with your Judge/Court Administrator to explain their disqualification from employment as long as the Judge/Court Admin. is set up as a user



True or False

# True

- If the Judge/Court Admin. is involved in the hiring decision making process  
and
- They are set up as a user, and trained and tested appropriately



# Warrant information pulled from UCJIS is public

True or False



# False

Utah.gov Secured A SECURE ONLINE SERVICE FROM UTAH.GOV

UTAH DEPARTMENT OF PUBLIC SAFETY  
UTAH STATEWIDE WARRANTS SEARCH

Warrant Details for SHARK WEEK (Age: 18)

Case Number: #FA...A...E

Court Name:  
Charges: MISUSE

Back To Results New Search Pay Fine Online

Public

Subject: SHARK WEEK Index: 3275774

Alias: NONE

Cautions: NONE

DOB: Sex: null Hgt: Wgt: Eye: null

Addresses: NONE

Phone: Mobile Phone: Business Phone

E-mail Address: Language: Disabled:

SSN: NONE

Driver License #: NONE

Driver License State: NONE

Vehicle Information: NONE

Booking Photos Available: NO Physical Marking Photos Available

Physical Marking Identifiers: NONE

Subject Comments: NONE

Warrant

Warrant Status: SERVED Last Service Status: COMPLETED/SERVED 01/09/2017 08:19

Offense: Class: DV:

Protected

- All information accessed through UCJIS is protected
- Even if the information is or does go public
  - *UCA 53-10-108 protects "record created, maintained, or to which access is granted by the division or any information contained in a record created, maintained, or to which access is granted by the division"*
- If it came from UCJIS, protect it

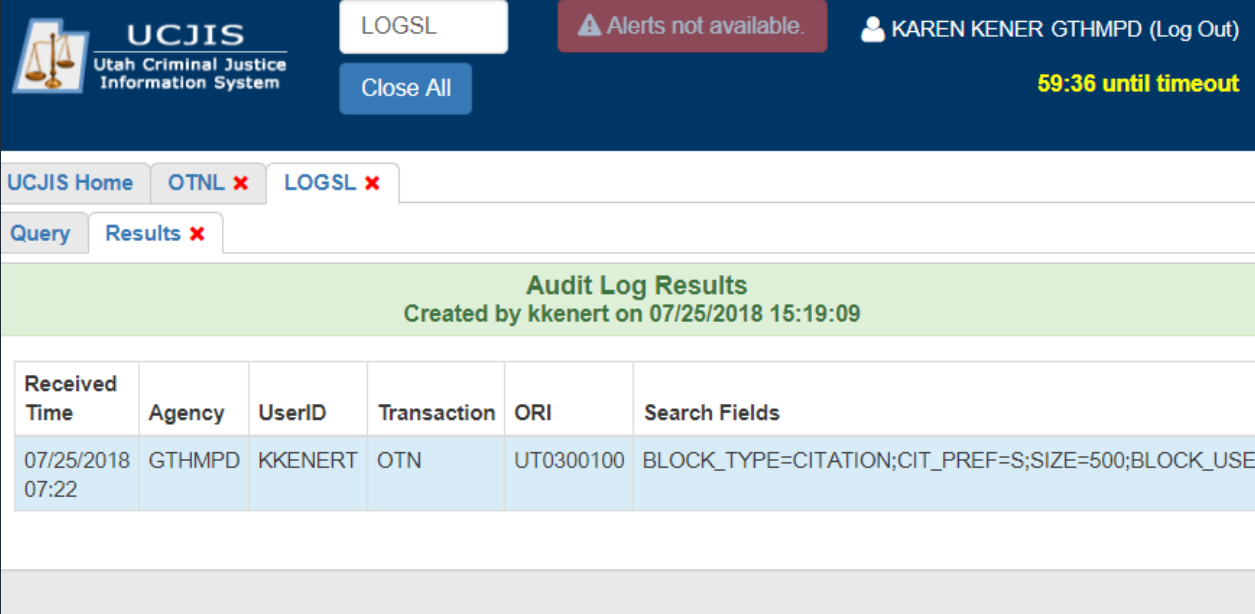


TACs must review agency logs at least once per week



# True

- Per CJIS Security Policy, agency TACs are required to review agency LOGs at least weekly
  - Can be done most any way a TAC wants
  - Does not have to be recorded
- What should you be looking for?
  - File request vs case type
  - Family, friend or famous names
  - Duty times



The screenshot displays the UCJIS interface. At the top, there is a navigation bar with the UCJIS logo, a 'LOGSL' button, a 'Close All' button, an alert 'Alerts not available.', and a user profile for 'KAREN KENER GTHMPD (Log Out)' with a '59:36 until timeout' indicator. Below the navigation bar, there are tabs for 'UCJIS Home', 'OTNL', and 'LOGSL'. A 'Query' tab is active, showing 'Results'. The main content area is titled 'Audit Log Results' and includes the text 'Created by kkenert on 07/25/2018 15:19:09'. A table below shows the audit log entry:

Received Time	Agency	UserID	Transaction	ORI	Search Fields
07/25/2018 07:22	GTHMPD	KKENERT	OTN	UT0300100	BLOCK_TYPE=CITATION;CIT_PREF=S;SIZE=500;BLOCK_USE=



Only users are required to  
received Security Awareness  
Training



# False

- All users and non-users must undergo Security Awareness Training
  - Level of training depends on access
    - Unescorted access to users to IT personnel

## 5.2.1.1 Level One Security Awareness Training

At a minimum, the following topics shall be addressed as baseline security awareness training for all personnel who have unescorted access to a physically secure location:

1. Individual responsibilities and expected behavior with regard to being in the vicinity of CJI usage and/or terminals.
2. Implications of noncompliance.
3. Incident response (Identify points of contact and individual actions).
4. Visitor control and physical access to spaces—discuss applicable physical security policy and procedures, e.g., challenge strangers, report unusual activity, etc.







# What level of Security Awareness should be given?

Does this person require unescorted access to your CJIS Secure Facility?

ADD-ed in UCJIS, Fingerprints submitted to BCI, Security Agreement and appropriate training

Background cleared?

Login access to any database containing CJIS data?

Access to servers accessing, storing or transmitting CJIS data?

Authorized access to CJIS data?

**CJIS Security Awareness Level 4**

IT personnel  
Anyone with access to servers, routers, etc. that process CJIS

**CJIS Security Awareness Level 3**

**USERS**  
Anyone with a user name and password to access UCJIS

**CJIS Security Awareness Level 2**

**NON-ACCESS USERS**  
People without logins and passwords who may still receive CJIS data  
Judges, administrators, data entry

**CJIS Security Awareness Level 1**

**NON-USERS** Janitors, non-IT contractors and vendors

**No unescorted access**



Only the TAC or agency administrator can assign a new alternate TAC

True or False



# True

The TAC is an agency representative designated by the administrative head of a criminal justice agency. The TAC is responsible for their agency's use of the Criminal Justice Information System (CJIS) data. When a new TAC is appointed at an agency, BCI must be notified by the agency administrator by mail, email, or fax. If an Alternate TAC is going to be assigned, the TAC or administrator must notify BCI by mail, email, or fax. A Login Activation Form must accompany the correspondence that assigns the TAC functions (for both the TAC and Alternate TAC) on UCJIS. The TAC is responsible for making sure all Users, Non-access Users, and Non-Users within their agency have fingerprints submitted to BCI after July 2015 so that the FBI Rap Back process can run criminal background checks on a regular basis. If fingerprints are denied by the FBI for enrollment in Rap Back due to poor quality, a second set of fingerprints must be submitted. If the User is denied a second time, a biennial name-based background check will be required.



## New TAC

- An official letter from the agency administrator

## New Alt TAC



Utah Bureau of Criminal Identification

Attn: Karen Kener

3888 W 5400 S

Taylorsville, UT 84129

Dear Ms. Kener,

This letter is to notify you that our TAC, Roger Rabbit, has retired. Please let this letter serve as notification and request to assign Ms. Rachel Dawes as our new TAC immediately.

If you have any questions, please feel free to contact me.



New TAC

## New Alt TAC

- Notification via email, fax, or mail from TAC or Agency Admin

New Alt TAC



Inbox x



**Karen Kener**

to me

Hey Karen,

As TAC for BCI, I would like to add Elle Woods and Gracie Hart as alt TACs for our agency.

Please let me know if you need anything else,

Karen



IT personnel should have their background checks run with purpose code C because they are not performing a criminal justice function

True or False



# False

- Purpose Code J
  - June 2015 FBI Audit
    - Published in July 2015 newsletter
    - Talked about at 2015 TAC Conference

various agencies did show some concern with extradition limitations. The EXTR field would state one thing and the MIS field, another. BCI asks that as you validate your Wanted Persons entries, you pay particular attention to and adjust the EXTR field to match the true extradition limitations. III purpose code use was relatively accurate as well. The biggest issue was running IT personnel with purpose code "C". If these persons have access to CJIS or are responsible for the maintenance of CJIS systems, their background checks should be run with a purpose code "J".



There is no way for a TAC to reset a user's password after it has been expired for 32 days





# True

## Account Information

After 30 days you will need to contact the BCI CIC Help Desk as the account has been locked.

Enter a Password OR Select Enable to Enable a Password.

User ID:

Agency: \*

Password:

Enable Password:

 Submit



If your agency changes their email addresses, the TAC must contact BCI in order to update user accounts



False

MUSR

Modify

### Modify User

User Details

User ID: \*

Agency: \*

### Modify UCJIS User

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:  User ID: \*

Default ORI: \*  Agency: \*

### Person Information

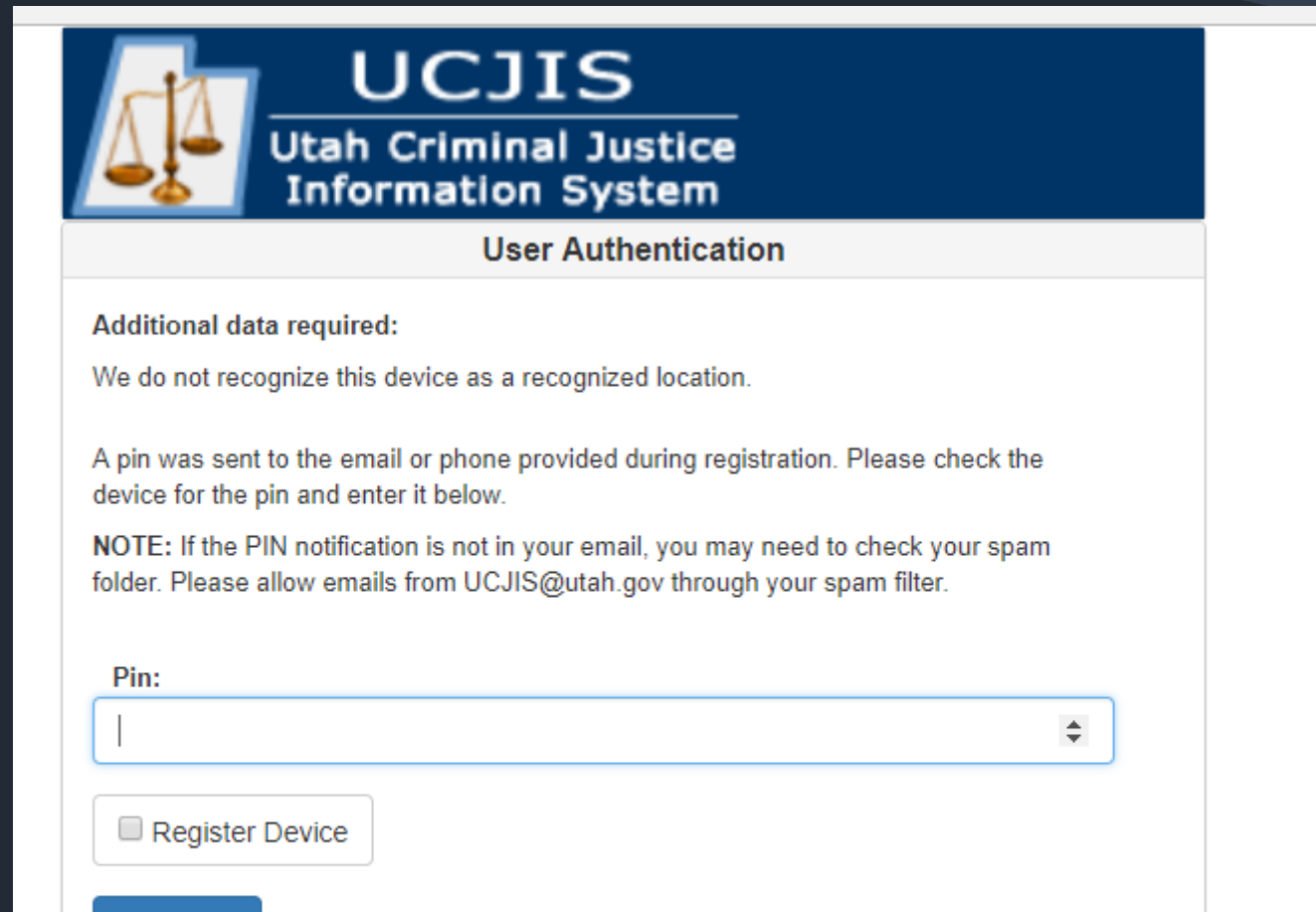
Last Name: \*  First Name: \*

Middle Name:  Suffix:



# An Important Note

- What about how they get their PIN?



The image shows a screenshot of the UCJIS (Utah Criminal Justice Information System) User Authentication page. The header features the UCJIS logo, which includes a scale of justice icon and the text "UCJIS Utah Criminal Justice Information System". Below the header, the page is titled "User Authentication". The main content area contains the following text:

**Additional data required:**  
We do not recognize this device as a recognized location.

A pin was sent to the email or phone provided during registration. Please check the device for the pin and enter it below.

**NOTE:** If the PIN notification is not in your email, you may need to check your spam folder. Please allow emails from UCJIS@utah.gov through your spam filter.

Below the text is a "Pin:" label followed by a text input field with a dropdown arrow on the right side. At the bottom of the form, there is a checkbox labeled "Register Device".

If the TAC is the only user at the agency, they do not have to run logs weekly

True or False



# False

- Even if the TAC is the only user, logs must still be run weekly
  - Ensure account has not be compromised

## 5.4.3 Audit Monitoring, Analysis, and Reporting

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.



You are only required to report  
misuse if you are the one to  
discover said misuse

True or False



# False

- (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 the division or any information contained in a record created, maintained, or to which access is granted by the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.
- (b) A person who discovers or becomes aware of any unauthorized use of records created or maintained, or to which access is granted by the division shall inform the commissioner and the director of the Utah Bureau of Criminal Identification of the unauthorized use.





# Misuse Steps

- Deactivate account
  - Up to the agency, depends on the situation
- Notify the Commissioner and BCI
  - User, allegation, scope
- Agency performs internal investigation
- Determination sent to BCI
  - Corrective action plan
  - R722-900-9
  - What happened/happening/doing



Non-users can be given key card access to secured areas as soon as their fingerprints are submitted to BCI



# False

- Fingerprint-based background checks must be completed prior to allowing unescorted access to secured areas

## **5.12.1 Personnel Screening Requirements for Individuals Requiring Unescorted Access to Unencrypted CJI**

1. To verify identification, state of residency and national fingerprint-based record checks shall be conducted prior to granting access to CJI for all personnel who have unescorted access to unencrypted CJI or unescorted access to physically secure locations or controlled areas (during times of CJI processing). However, if the person resides in a different state



# TACs can use changeme as a temporary password

True or False



# False

- With changes made to increase security of the system and information, you cannot RSPW a user's password to change



You can refer citizens to the BCI Help Desk (801 965-4446) if they have an issue with anything found in UCJIS

True or False





# False

- BCI Help Desk is for UCJIS users only
- If citizen's issue is with their criminal history
  - Work with arresting/ booking/ prosecuting agency to request change
  - Call BCI main line 801 965-4445
- If citizen's issue is with a warrant or protective order
  - Work with the court of issuance to have any change requested



Only criminal history record  
information is protected in UCJIS





# False

- All record information contained in UCJIS is protected
  - Examples
    - Criminal history record information
    - Personal identifying information
    - Personal descriptive data

(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 the division or any information contained in a record created, maintained, or to which access is granted by the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.



If any type of criminal history is found in a user's background check, they will not be allowed access to UCJIS

True or False



# False

BCI will grant access on the following closed cases:

- Any Felony: closed 7+ years ago
- Mis. A for Misuse/Computer Fraud: closed 5+ years ago
- Mis. B for Misuse/Computer Fraud: closed 4+ years ago
- Mis. C for Infraction for Misuse/Computer Fraud: closed 3+ years ago

- Denial criteria

- Pending cases or open dispositions for deniable offenses (listed below)
- Felony convictions
- Misuse of UCJIS information conviction (UCA 53-10-108)
- Computer Fraud convictions



The BCI and NCIC Operations  
Manuals should be mentioned/used  
in the training of new users

True or False



# True

- Users should know manuals exist
- Users should know how to access manuals



# Questions?



