

QUARTERLY EMAIL BLAST FROM YOUR CJIS TRAINER

OCTOBER 2016 EDITION



Feedback requested!

This is the last quarterly email blast for the 2016 year, and we would love to hear from you! Do you feel this is beneficial to you and your team? What topics would you like to see featured? Any feedback is appreciated. We promise, it will not affect your next audit!!!

Audit Wrap-up time!

If your agency underwent a data quality audit this year, please sign in to the CJIS Audit software to assure there are no pending actions required by your agency. If you have any questions, please contact your auditor.

Emailing your Trainer/Auditor

When emailing information to us, or any outside agency, please make sure you are encrypting your email if it contains sensitive CJIS information or PII (Personal Identifying Information)! This includes everything that was obtained through use of a token. If you are unsure of how to encrypt, please contact your IT department.

If you have a LEO.GOV account, the CJIS trainer/auditors would be happy to provide you with our LEO addresses to avoid unapproved dissemination of information! Any criminal justice employee can obtain a FREE LEO account through LEEP.

The CJIS unit email addresses will be changing soon. Watch for an email from your trainer/auditor! We anticipate this change to occur in late October or early November.

New IAQ Information!!

ICE has advised that you can now run all foreign born occupants of a vehicle (previously, only the driver and front seat passenger were to be queried). All of the IAQ's will be processed simultaneously, even if you query 40 subjects at the same time!

When an officer is roadside, the person sending the query should contact the LESC at (802)872-6020 to expedite the query. This will ensure roadside queries are top priority and processed first.

They have also advised to NOT include the FBI number in your request unless you are 100% sure it belongs to your subject (through a fingerprint match) for the best results!

Registering Sex Offenders and Facebook

Is a convicted sex offender allowed to have a Facebook account?

NO, according to Facebook rules!!!!

You can report that account to Facebook at
<https://www.facebook.com/help/contact/207005222725325>.



TOU 16-2: NCIC Maintenance schedule change

NCIC Maintenance days will now occur on the 1st Tuesday of the month, from 4:00 AM to 6:00 AM EST, rather than Sundays. During this time, the NCIC System will be out of service.

SID (State ID #) Field

If you haven't yet noticed, the SID field is now available in all person entry forms. There is also room for 9 additional SIDs in the Supplemental entry forms. What does this mean for you? No more troubles of trying to get them in the MNU fields!

There is no need to modify all your entries right away to move STATE IDs from the MNU to the SID field. This can be accomplished when the record comes up for yearly validation.

To remove the SID numbers from Supplemental records, place the MNU number(s) you wish to remove into the Cancel Supplemental form. Once this has been completed, you can then remove the SID number from the MNU in the base entry by use of a Modify Entry form by placing a period in the MNU field and placing the SID number into the SID field. Additional SIDs may then be added using the Enter Supplemental form.

For NCIC entries, the 2 letter state code followed by the SID# will need to be included, otherwise it is impossible to know what state that ID number is associated with. The formatting for this field in Kansas Hot files will allow only 1 SID on the entry form (usually KS CCH), and additional SID#'s will be entered in the MNU field using the code "OA".

Code Look Up Function in OpenFox

If you receive an NCIC return in which you cannot decipher the code/abbreviation, there is a tool in OpenFox that may help you! Simply highlight the field identifier and the contents of that field, right click or hit F1, and the field code translation will be displayed.

For the field "JWT"
BB = Belt Buckle

Highlight the field and code. Then click "F1", or right click for the drop down box.

Code Look Up

The value 'BB' translates to:

Belt buckle

OK

TOU 16-3 – effective on January 10, 2017

A significant change will be going into effect in January! The NDTF (NICS Denied Transaction File) will **automatically** respond to any person query (running a subject by NAME/DOB). A response from this record indicates the subject attempted to purchase a firearm in the last 180 days, but was denied a firearm based on a federal or state law. Below is an example of what a possible hit will look like.

NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND) PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE NICS FROM THE PURCHASE/POSSESSION OF A FIREARM PURSUANT TO STATE AND/OR FEDERAL LAW. HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO LONGER BE PROHIBITED FROM PURCHASING/POSSESSING FIREARMS.

MKE/NICS DENIED TRANSACTION FILE
ORI/WVNICS000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI
DOB/19511012 HGT/511 WGT/230 CTZ/US
SOC/123456789
SOP/NV SOR/NV DND/20120909
NTN/ABC1234567
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT

Please share
with all
users!

Previously, an agency would have to use the “QND” form to obtain this response. This form will still be available to an agency, and will contain information on anyone denied a firearm, regardless of the timeframe (no longer limited to 180 days).

December NCIC & TAC Classes

Salina, Topeka, and Kechi

NCIC – December 6, 2016

TAC – December 7, 2016

9:00 AM – 4:00 PM

Mission

NCIC – December 7, 2016

TAC – December 8, 2016

9:00 AM – 4:00 PM

For registration and additional location information can be found on the CJIS Launchpad: <https://cjisaudit.khp.ks.gov/launchpad>



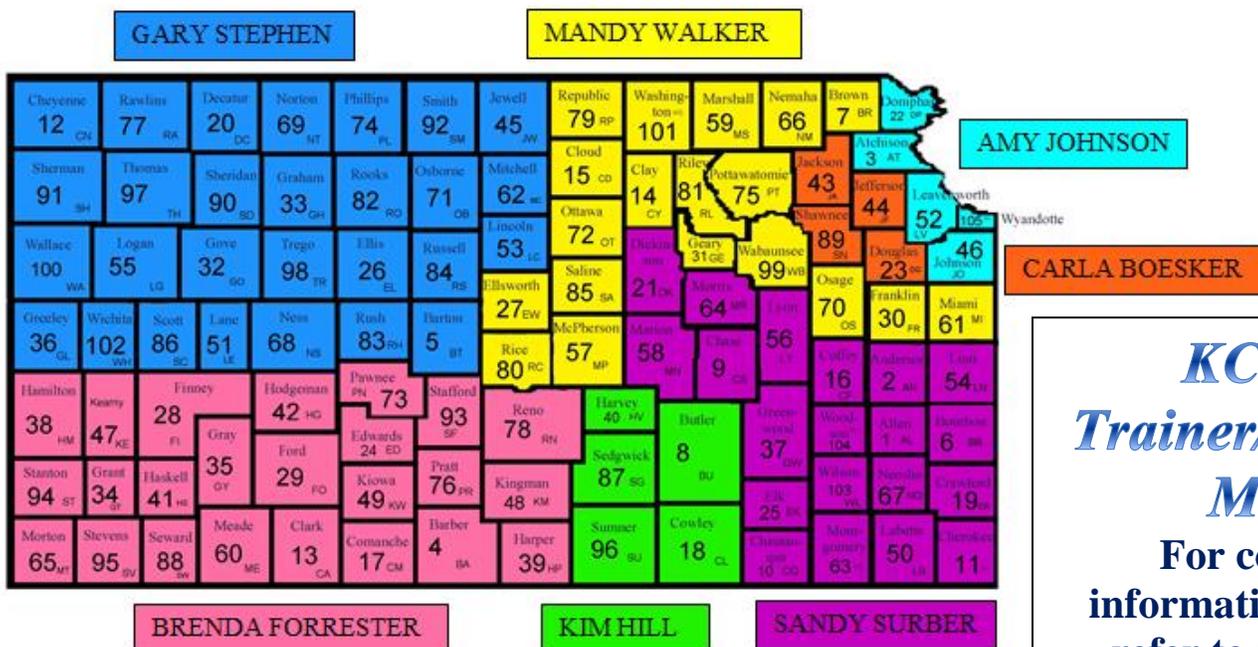
**CJIS UNIT –NCIC
Trainer/Auditors**

**Front (left to right) -
Gary, Kim, Carla,
Mandy**

**Back (left to right) -
Brenda, Sandy, and
Amy**



CJIS Unit



**KCJIS
Trainer/Auditor
Map**

**For contact
information, please
refer to the CJIS
Launchpad:**

https://cjisaudit.khp.ks.gov/resources/map_and_all_auditor_contact_info.pdf