STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

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November, 2018

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17 West Main Street
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TO: CRIMINAL JUSTICE AGENCY ADMINISTRATORS

SUBJECT: 2019 TIME System and Identification Training

The Crime Information Bureau (CIB) will again be offering TIME System training during 2019. Enclosed please find a copy of the TIME System training course descriptions, list of training dates/locations for 2019 and further information regarding CIB's online training site, Training Resources Available on the Internet (TRAIN).

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 proficiency and be re-tested biennially. Individuals who have limited TIME System access, including acting as relief of dispatchers/other operators must be TIME System certified at the level of transactions performed. 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 classroom or online training:
1. Your TRAIN administrator can register personnel online through the registration functions available on TRAIN
2. For assistance with difficulties or for information on how to register personnel the agency TAC or TRAIN administrator may send an email message to cibtrain@doj.state.wi.us

Registrations received via email will be confirmed. All registration requests should note any special accommodation needs for the attendee.

Training requests will be accepted for sites/dates other than those on the enclosed listing under the following conditions:
1. A similar class has not been scheduled in the same area that is equally convenient
2. The requesting agency can provide a written roster of at least fifteen attendees
3. The requesting agency can provide a suitable training location with a classroom atmosphere and privacy for class participants
4. A CIB instructor is available

A copy of this letter and calendar is available by accessing our website, and classroom instruction handouts are also available online at https://wilenet.org.

Sincerely,
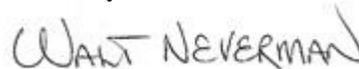
Walt Neverman
Director
Crime Information Bureau

TIME SYSTEM COURSE DESCRIPTIONS

PRE-REGISTRATION IS REQUIRED FOR ALL TRAINING

CERTIFICATION TRAINING:

Security Awareness

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 biennially by all personnel who manage or have access to NCIC or other CJIS systems. All new employees who have access to criminal justice information 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.

Available online via TRAIN or a paper version is available on the CIB website, https://wilenet.org.

eTIME Certification

Instruction will include TIME System query functions to the data files. Currently *e*TIME provides access to Wisconsin Department of Transportation driver's registration files and vehicle registration files, out-of-state driver's registration files and vehicle registration files, Wisconsin and out-of-state criminal history files, DOC person files, DNR files, CIB/NCIC wanted person, missing person, protection order/injunction files and other CIB/NCIC person and vehicle hot files. A query transaction is also available for CCAP records and the CIB/NCIC stolen part file along with the NCIC stolen article, stolen security, stolen/lost/missing/felony and recovered gun files. This certification does not authorize the individual to operate mobile data computers with MDC, full query, or full access capabilities.

Available online via TRAIN only.

Online: To achieve a full *e*TIME Certification online requires completion of Modules 1, 2, 3 and 5, however users may certify in only the modules applicable to their job duties. Student must pass test questions included in each module. To access eTIME, users must complete the eTIME Operator On-Line Agreement Module and login to WILENET, click "eTIME" in the drop-down menu bar; then click "Register." This will bring up the eTIME registration form. The eTIME registration form will ask for the individual's User ID; it is the same as the TRAIN User ID (but not necessarily the same as the WILENET User ID). Fill out the registration form and click "Submit."

Mobile Data Operator Certification

The material will include file queries only; it will not include entries or updates. This certification authorizes the individual to operate terminals/computers with *e*TIME access, MDC access and perform transactions available for MDC's on full access terminals.

Available online via TRAIN or in a classroom environment.

Classroom: Taught by Agency Assigned Instructors (AAI) who are TIME System Basic or Advanced certified and have received specialized training from a CIB training officer. Students must pass a written examination.

Online: To achieve a MDC certification online requires the completion of Modules 1 through 6. Students must pass test questions included in each module.

Basic

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 Corrections person files, 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. Students may wish to review the New Operator Handout prior to enrollment. A master copy of the New Operator Handout is available at www.wilenet.org.

Available online via TRAIN or in a classroom environment.

Classroom: Instruction consists of a two-day (8:30 a.m. - 4 p.m.) session. Students must pass a written examination.

Online: To achieve a Basic certification online requires the completion of Modules 1 through 8. Student must pass test questions included in each module.

Advanced

Instruction designed for personnel who 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, Gang File, Known or Appropriately Suspected Terrorist Organization File, Protection Order File, Identity Theft File, Violent Person 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 before attending Advanced training.

Available online via TRAIN or in a classroom environment.

Classroom: Classroom instruction consists of a two-day (8:30 a.m. - 4 p.m.) session. Students must successfully complete an "at your agency project" to achieve Advanced certification.

Online: Advanced online training consists of three instructional modules and a module with materials needed to complete an "at your agency project". Students must successfully complete the project to achieve Advanced certification.

ADDITIONAL TIME SYSTEM TRAINING:

Inservice/Recertification

Inservice training will include a review of selected TIME System topics, new or changed TIME System features and policies. The recertification examination is a biennial examination for certified operators who have received a Wisconsin Department of Justice certification. NCIC requires that all operators be re-certified biennially, based upon the date of their last certification.

Available online via TRAIN only.

Online: An annual inservice module is available online via TRAIN. Specific recertification examinations for MDC, Basic, and Advanced operators are also available online. Recertification for *e*TIME operators requires the recompletion of the appropriate modules.

Validation/Quality Control Training

This specialized training program is designed for persons assigned the duty of Validation Officer and may also include supervisors. The training will include all functions of verifying computerized records, including contacting the Clerk of Courts and complainants to determine if records are still active or valid.   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. Every agency validating records in the TIME/NCIC System must have an individual assigned as a Validation Officer.

Available in a classroom environment only.

Classroom: Classroom instruction consists of a one-day (8:30 a.m. - 4 p.m.) session.

Basic Instructor Certification

This special certification is designed for persons in good standing with Criminal Justice agencies and at least three years of experience with the TIME System (Basic and Advanced Certified). The documentation required for this is 3 letters of recommendation from your agency administrators, a certificate of completion of an Instructor Development Course and a willingness to complete training for Basic/MDC TIME Certification for the department. Biennual re-certification will be required to sustain certification. Agencies interested in additional information should contact CIB via email at CIBTRAIN@doj.state.wi.us.

Advanced Instructor Certification

This special certification is designed for persons in good standing with Criminal Justice agencies and at least three years of experience with the TIME System (Advanced Certified). The documentation required for this is 3 letters of recommendation from your agency administrators, a certificate of completion of an Instructor Development Course and a willingness to complete training for Advanced TIME Certification for the department. Biennual re-certification will be required to sustain certification. Agencies interested in additional information should contact CIB via email at CIBTRAIN@doj.state.wi.us.

TAC Training (TIME Agency Coordinator)

A specialized training program designed for persons who serve as the point of contact at their local agency for matters related to the CJIS information access. The TAC administers the TIME system programs within the local agency and oversees the agency's compliance with CJIS system policies assigned to the duty of TIME Agency Coordinator (TAC). Each agency having TIME System access must designate an individual employed by the criminal justice agency as the TAC. Any exceptions must be coordinated with, and approved by, CIB. 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 requirements in compliance with the Department of Justice, Crime Information Bureau, Criminal Justice Information Services Division (CJIS) and International Justice and Public Safety Information Sharing Network (Nlets) 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. Every agency must designate a person as TAC and this person must complete TAC training within 12 months of assignment. CIB recommends that TACs attend training every five years.

Available in a classroom environment only.

Classroom: Classroom instruction consists of a one-day (8:30 a.m. - 4 p.m.) session.

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 requirements for TIME System access. TRAIN allows agency staff to recertify 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 a TIME System certification are listed on an agency's roster in the TRAIN database. Agency personnel not on the agency roster must be added by providing CIB with the following information: individual(s) full name (first name, middle initial and last name), agency, information regarding previous employment at another Wisconsin criminal justice agency and desired certification/job level. Each agency that wishes to utilize TRAIN must assign at least one TRAIN administrator. These local agency administrators will have authority to register personnel for training, generate reports and view training records. Your agency TAC can assign a TRAIN administrator by sending a written request via e-mail to cibtrain@doj.state.wi.us.

Online *e*TIME, 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:

(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 achieve full *e*TIME Certification online requires completion of Modules 1, 2, 3 and 5, however users may certify in only the modules applicable to their job duties. Mobile certification requires personnel completing modules 1-6; Basic certification is achieved by successfully completing modules 1-8.
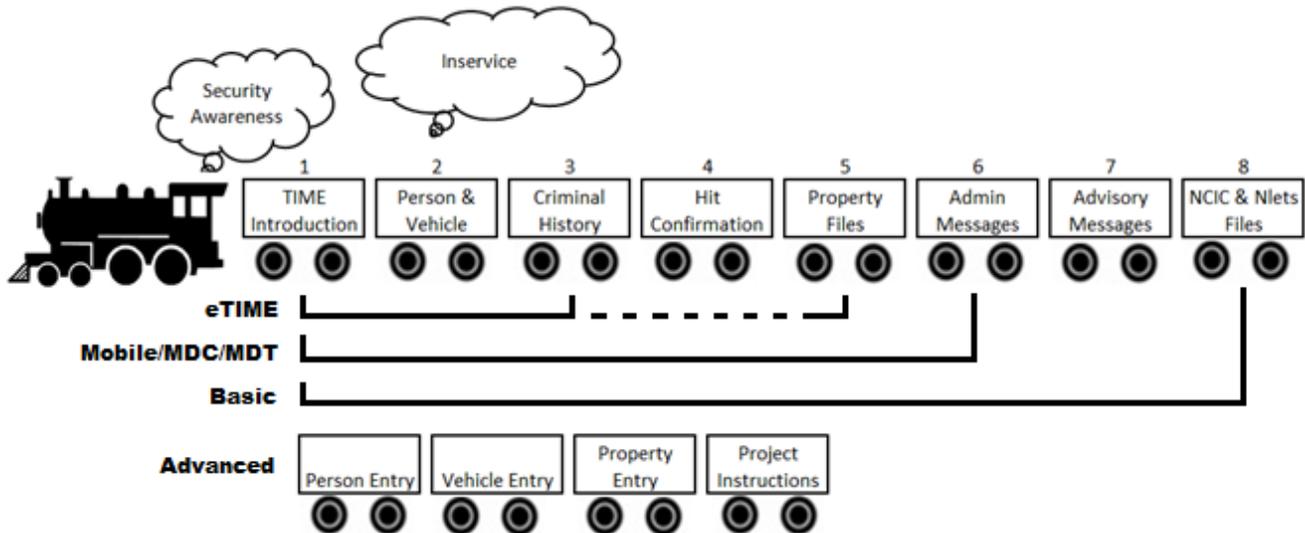
Online Advanced certification is broken into four modules. Each module covers a specific topic in detail. The modules cover the following skills/topic areas:

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

A TRAIN instructional handout can be viewed and printed by going to https://wilenet.org 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 (ealogin.justice.wisconsin.gov).