



WISCONSIN TIME SYSTEM

Training Materials

2017 INSERVICE TRAINING

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Detainer

A detainer can be appended to a warrant/wanted person record after the person is arrested, hit confirmation has occurred and the wanted person will not be released to the agency holding the warrant. It is not permissible to leave a warrant record in the TIME System without appending detainer information when the subject has been arrested or taken into custody on the warrant. The entry of detainer information is voluntary and not required by the TIME System. The alternative to the use of the detainer data is to cancel the warrant record as soon as the entering agency has been advised that the subject is in custody and being held for their agency.

Detainer information may be added to any wanted person record, whether the record is listed on both the CIB and NCIC database or in the CIB files only. Before detainer information can be added to a record which is entered in both CIB and NCIC, the record must be in a "located" status. A locate can be placed by the agency that arrested or incarcerated the subject indicating that the subject is being detained. If the arresting or incarcerating agency refuses to locate the record, the entering agency can request the TIME System Control Center (TSCC) to locate the record. Once the record has been located, the entering agency can proceed with the existing transactions to enter the detainer.

REQUIRED

System Identification #
Agency Case #
Complete Name (character for character match with record)
Date of Detainer
Incarcerating Agency NCIC Identifier
Date Sentence Begins
Date Sentence Ends
Operator

OPTIONAL

Miscellaneous/Remarks

DATE SENTENCE ENDS

The date sentence ends must be a documented date accurately representing the anticipated transfer of the subject from the incarcerating agency to your department. For detainer information added to NCIC records, the date sentence ends must be 5 days or more into the future.

If the subject is to be held and appear in court on a specific date, that date must be entered.

If the subject is to serve a specific number of days at the incarcerating agency, the ending sentence date must be entered.

For detainees on CIB records only, if the subject is not immediately available for pick up and the agency is unable to obtain an accurate ending date from the incarcerating agency at the time of

entering the detainer information, the agency must enter an ending date that is ten days or less into the future. At approximately 12:00 a.m. on the date the sentence ends automatic advisory messages will be sent to both the incarcerating agency and the entering agency advising that the detainer has expired and that a contact should be made to determine if the subject is available for pickup.

If the subject is still not available for pick up when the sentence ending date has been reached and an accurate date of release is still not available the agency must enter an ending date that is ten days or less into the future. This process may be repeated, as necessary, until the subject is available for pickup.

The entry of detainer information is voluntary and not required by the TIME System. The alternative to the use of the detainer data is to cancel the warrant record as soon as the entering agency has been advised that the subject is in custody and being held for their agency.

It is not permissible to leave a warrant record in the TIME System without appending detainer information when the subject has been arrested or taken into custody on the warrant.

DETAINDER ENTRY RESPONSE

Once a detainer is entered, the entry will change to say “***Detained Wanted Person-Warrant***” to advise any agency receiving the response that the subject is under a detainer and should be housed at the incarcerating agency listed. Details of the detainer, including the date sentence ends and the incarcerating agency are added to the original entry.

```
/9998 1692 3BF05B3C WI0130000
TIME 00024556 000651 04/04/00 15:43 01 OF 01
FIELD EDIT SUCESSFUL
DOE
JANE
D
29379230
```

```
/0050 1692 3BF05B3C WI0130000
CIB 24556 952 04/04/00 15:43 01 OF 01
***** DETAINED WANTED PERSON - WARRANT *****
** USE CAUTION **
** VIOLENT TENDENCIES
** THE SUBJECT LISTED BELOW HAS BEEN REPORTED AS INCARCERATED
AND A DETAINER HAS BEEN APPENDED TO THE CIB RECORD. CONTACT THE
ORI OF THE RECORD FOR ADDITIONAL INFORMATION
```

```
DATE OF DETAINER/04041900
INCARCERATING AGENCY/ASHLAND COUNTY SHERIFF ORI/WI0020000
DATE INCARCERATION STARTS/04041900
DATE SENTENCE ENDS/04011901
```

Detainer information was added to the original entry and the message key (MKE) was changed to Detained Wanted Person. Incarcerating Agency was added.

SUBJECT

NAME/DOE, JANE D.
SEX/FEMALE RACE/WHITE DATE OF BIRTH/04011856 PLACE OF
BIRTH/WISCONSIN HEIGHT/503 WEIGHT/135 EYE COLOR/BLUE HAIR
COLOR/BLONDE OR STRAWBERRY SCARMARK/TATTOO LEFT FOREARM
SOCIAL SECURITY #/001010001
MISCELLANEOUS #/PASSPORT-987654321
STATE IDENT #/WI123ABC
DRIVER'S LICENSE #/D0014865684202 STATE/WISCONSIN
EXPIRES/1900 ADDRESS/1780 WEST SPEEDWAY BLVD CITY/TUCSON
STATE/ARIZONA

DETAIL

ORI/ WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/29379230 NCIC #/W590683X85
AGENCY CASE#/1900-7788 WARRANT#/1900CM00034
ENTERED BY/FRESHEK181 DATE/04041900 TIME/15:39
TYPE OF WARRANT/NON-FELONY STATE LAW
OFFENSE CODE/5015 OMVWOC FAILURE TO APPEAR
ORIGINAL OFFENSE CODE/2411 UNAUTHORIZED USE OF VEHICLE-
JOYRIDE DATE OF WARRANT/04041900

REMARKS

TEST RECORD ONLY- FAIL TO APPEAR; NO EXTRADITION; SUBJECT
HAS ALZHEIMER'S DISEAS, BEGINNING STAGES WITH LIGHT MEMORY
LOSS

***** VERIFY WARRANT/WANTED STATUS IMMEDIATELY WITH ORI *****

DETAINER – ADVISORY MESSAGES

Upon entry, or modification, of the detainer of a CIB and NCIC record, \$O (Incarcerating Agency Notification) message will be sent to the incarcerating agency ORI. If the subject is then queried, the response will show the record with a detainer appended. This message is advisory and is to notify the Incarcerating Agency that a detainer has been placed. Before the subject is released, contact should be made with the Entering Agency to arrange transport.

\$.O.

WI0020000

INCARCERATING AGENCY NOTIFICATION

ORI/WI0130000 HAS REPORTED THE FILING OF A DETAINER ON
NAM/DOE, JANE D. NIC/W590683X85
PLEASE CONTACT ORI/WI0130000 BEFORE SUBJECT IS RELEASED

MKE/DETAINED WANTED PERSON - CAUTION
VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/WI0130000 NAM/DOE, JANE D. SEX/F RAC/W DOB/18560401
HGT/503 WGT/135 EYE/BLU HAI/BLN SMT/TAT LF ARM
SOC/001010001
OLN/D0014865684202 OLS/WI OLY/1900
OFF/FAIL TO APPEAR
DOW/04041900 OCA/1900-7788
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608-123-4567
LOCATED/19000404 WI0020000 D234234 DETN
DOD/19000404 DNO/1900-7788 IRI/ WI0020000 DIS/04041900
DSE/04011901
INC/ASHLAND CO SO ASHLAND WI 608-700-4321
NIC/W590683X85 DTE/04041900 0000 EDT DLU/04041900 0000 EDT

PREPURGE NOTIFICATION

Five (5) days prior to Date Sentence Ends date of a CIB and NCIC record, a \$P (Sentence Expiration Notification) message will be sent to the entering agency ORI. When the entering agency receives the PrePurge Notification, they should verify that the Date Sentence Ends is correct (if not, then modify it) and make transport arrangements with the incarcerating agency.

\$.P.

WI0130000

SENTENCE EXPIRATION NOTIFICATION

THE FOLLOWING RECORD WILL BE RETIRED IN FIVE DAYS BY THE FBI
COMPUTER BASED ON THE SENTENCE EXPIRATION DATE CONTAINED IN THE
DETAINED WANTED PERSON RECORD UNLESS ACTION IS TAKEN TO INCREASE
THE SENTENCE EXPIRATION DATE

MKE/DETAINED WANTED PERSON - CAUTION
VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/WI0130000 NAM/DOE, JANE D. SEX/F RAC/W DOB/18560401
HGT/503 WGT/135 EYE/BLU HAI/BLN SMT/TAT LF ARM
SOC/001010001
OLN/D0014865684202 OLS/WI OLY/1900
OFF/FAIL TO APPEAR
DOW/04041900 OCA/1900-7788
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608-123-4567
LOCATED/19000404 WI0020000 D234234 DETN
DOD/19000404 DNO/1900-7788 IRI/ WI0020000 DIS/04041900
DSE/04011901
INC/ASHLAND CO SO ASHLAND WI 608-700-4321
NIC/W590683X85 DTE/04041900 0000 EDT DLU/04041900 0000 EDT

DETAINER – ADVISORY MESSAGES

After 12:00 a.m. on the date the sentence ends the following advisory message will be sent to the **agency that entered the detainer and the incarcerating agency**. This is sent by CIB and it is the last chance to modify the Date Sentence Ends to extend the detainer. If the detainer is not modified, the record and detainer information will be purged at midnight.

/0757 1692 15896603 WI0130000
ADMN 2422 2 04/01/1901 07:51 01 OF 01
RECEIVING DEVICE: WI0130000 DANE COUNTY SHERIFF'S DEPARTMENT
PSN 1692 (DASO)
SENDING DEVICE: WINHFS001 NEW HOT FILES ADMIN APPLICATION
PSN 5011 (5011)

MESSAGES FOR: WI0130000
THE REPORTED TERM OF SENTENCE OF THE FOLLOWING SUBJECT IS ABOUT
TO EXPIRE. THE ORI OF THE WARRANT AND THE INCARCERATING AGENCY
SHOULD MAKE ARRANGEMENTS FOR PICKUP.

THE RECORD MUST BE MODIFIED OR CANCELLED AS APPROPRIATE OR IT
WILL BE PURGED.

***** DETAINED WANTED PERSON - WARRANT *****

** USE CAUTION **

** VIOLENT TENDENCIES

** THE SUBJECT LISTED BELOW HAS BEEN REPORTED AS INCARCERATED
AND A DETAINDER HAS BEEN APPENDED TO THE CIB RECORD. CONTACT THE
ORI OF THE RECORD FOR ADDITIONAL INFORMATION

DATE OF DETAINDER/04041900

INCARCERATING AGENCY/ASHLAND COUNTY SHERIFF ORI/WI0020000

DATE INCARCERATION STARTS/04041900

DATE SENTENCE ENDS/04011901

SUBJECT

NAME/DOE, JANE D.

SEX/FEMALE RACE/WHITE DATE OF BIRTH/04011856 PLACE OF
BIRTH/WISCONSIN

HEIGHT/503 WEIGHT/135 EYE COLOR/BLUE HAIR COLOR/BLONDE OR
STRAWBERRY

SCARMARK/TATTOO LEFT FOREARM

SOCIAL SECURITY #/001010001

MISCELLANEOUS #/PASSPORT-987654321

STATE IDENT #/WI123ABC

DRIVER'S LICENSE #/D0014865684202 STATE/WISCONSIN

EXPIRES/1900

ADDRESS/1780 WEST SPEEDWAY BLVD CITY/TUCSON STATE/ARIZONA

DETAIL

ORI/ WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/29379230 NCIC #/W590683X85

AGENCY CASE #/1900-7788 WARRANT #/1900CM00034
ENTERED BY/FRESHEK181 DATE/04041900 TIME/15:39
TYPE OF WARRANT/NON-FELONY STATE LAW
OFFENSE CODE/5015 OMVWOC FAILURE TO APPEAR
ORIGINAL OFFENSE CODE/2411 UNAUTHORIZED USE OF VEHICLE-JOY
RIDE DATE OF WARRANT/04041900

REMARKS

TEST RECORD ONLY- FAIL TO APPEAR; NO EXTRADITION; SUBJECT
HAS ALZHEIMER'S DISEASE, BEGINNING STAGES WITH LIGHT MEMORY
LOSS

***** VERIFY WARRANT/WANTED STATUS IMMEDIATELY WITH ORI *****

DETAINER CANCELATION

A detainer and the related warrant will be automatically purged at midnight on the date the sentence ends or when the base record (warrant) is canceled. Detainer information **cannot** be removed once appended to an existing wanted person record.

PURGED DETAINER RECORD

The following message will be sent to the agency that entered the detainer when the detainer/warrant record is automatically canceled.

/0757 1692 3BF05B3C WI0130000
ADMN 2422 4 04/01/01 06:11 01 OF 01
RECEIVING DEVICE: WI0130000 DANE COUNTY SHERIFF'S DEPARTMENT
PSN 1692(DASO)
SENDING DEVICE: WINHFS001 NEW HOT FILES ADMIN APPLICATION
PSN 4841(4841)

MESSAGES FOR: WI0130000

THE REPORTED TERM OF SENTENCE ON THE FOLLOWING SUBJECT HAS
EXPIRED. THE WARRANT RECORD HAS BEEN PURGED. PLEASE ANNOTATE
YOUR CASE FILE.

DETAINED WANTED PERSON

NAME/DOE, JANE D
DATE OF BIRTH/04011856
ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/29379230
AGENCY CASE NUMBER/1900-7788
INCARCERATING AGENCY/WI0020000 ASHLAND COUNTY SHERIFF'S
DEPARTMENT

Locate

A Locate can only be placed AFTER Hit Confirmation has occurred.

The purpose of a locate message is to indicate (until the originating agency cancels the record) that the wanted person has been apprehended or stolen property has been located. If the ORI fails to cancel the NCIC record, the Locate will purge it within five days of placement. A Locate for a missing person file indicates the location of the person has been determined and immediately purges the record from the file. If a CIB record is being located, TSCC will contact the ORI and explain why the locate is being placed against the record. TSCC will advise the ORI that they have approximately **TWO** hours to cancel the record. If the ORI fails to cancel the record within the time allotted, TSCC will cancel the record. This message is placed against a record that remains active in the system after hit confirmation has taken place. The locate message includes the date and time the person or property was located, as well as the name of the locating agency.

A locate message must be transmitted when an agency other than the originating agency of the record finds the missing person, apprehends the wanted person, or recovers the property on file in NCIC. It is recommended that a locate be placed against a CIB record after hit confirmation has taken place. **ALWAYS place a locate after going through hit confirmation on an NCIC hit.**

REASONS FOR PLACING A LOCATE

- Bond has been posted and the subject will be released but warrant is still entered. (NOEX)
- The ORI advises they will not extradite the subject, but the warrant has not been modified/ canceled. (NOEX)
- The ORI advises to release the subject because distance is too far or no personnel are available to transport, but the warrant has not been modified to reflect these geographic restrictions. (NOEX)
- The ORI advises to release the subject after giving him/her a new court date but the record remains in the system. (NOEX)
- Wanted person is being held on local charges/ is incarcerated in prison. (DETN)
- Missing person is being detained and arrangements are being made for their return. (DETN)
- Missing person is not being detained and record has not been canceled. (RELD)
- Property is recovered and is to be released with the record still in the system.
- Person or property is no longer wanted, missing or stolen and record has not been canceled.
- Arresting/incarcerating agency refuses to place a locate and you want to add detainer data to the record.
- When ORI takes incorrect action.

****Prior to placing a Locate against a wanted person record, make sure that your agency is within any geographic restrictions indicated on the warrant.****

A Locate is placed against a record by contacting TSCC via administrative message (Portal 100 users may use form 1729). The message should advise:

1. The record to be located.
2. The reason for the Locate.
3. Your agency's case number assigned to this incident.

LOCATED RECORD (\$.L.)

\$.L.

WI018015G

LOCATE NOTIFICATION AT 1014 EST 19000101

LW.IN0450600.W123454321OCA/015664-A 19000101.

99-57B EXTR

LOCATING ORI IS GRIFFITH PD IN

MKE/ WANTED PERSON CAUTION

CMC/25-ESCAPE RISK

EXL/1-FULL EXTRADITION

ORI/WI018015G NAM/TEST, TEST E SEX/M RAC/W POB/WI DOB/19000101

HGT/602 WGT/250 EYE/HAZ HAI/BRO

SMT/SC LF ARM SOC/999999999 OFF/PROB VIOLATION-SEE MIS

DOW/19000101

OCA/015664-A

MIS/CHEM DEPENDENT ASSAULTIVE CONTACT PP AGENT 50204 AT 999 999

9999 IF NO ANSWER 608 XXX 9568 CONV ENDANG SAFE COND REG LIFE

SMT/MC DRUGAB TAT UL ARM TAT UR ARM

NIC/W111111111 DTE/19000101 1231 EST DLU/19000101 1231 EST

LOCATED/19000101 IN0450600 99-57B EXTR

In one special circumstance NCIC allows for cancelation and re-entry of a Located Record:

- Hit Confirmation has taken place.
- The ORI wants the subject and will transport the subject from the locating agency's state.
- The subject is released, awaiting extradition.

In this case, the ORI may cancel and re-enter the warrant record. The ORI should state in the remarks field "Do not arrest in (**State of location**); subject awaiting extradition."

UNDERSTANDING THE LOCATE MESSAGE

1 - \$.L.
2 - WIO_____
3 - LOCATE NOTIFICATION AT 1014 EST 19000101
4 - L_.IN0_____. NIC #OCA/_____.
5 - 99-57B EXTR
6 - LOCATING ORI IS _____
7 - MKE/LOCATED (OR CANCELLED) _____
8 - ORI/____ NAM/_____SEX/___RAC/___ POB/ DOB/_____
9 - HGT/____ WGT/____ EYE/ HAI/ _____
10 - SMT/ SOC/ OFF/_____ DOW/_____
11 - OCA/ _____
12 - MIS/ _____
13 - MIS/ _____
14 - SMT/MC DRUGAB TAT UL ARM TAT UR ARM
15 - NIC/ _____ DTE/ _____ 1231 EST
16 - LOCATED/ _____ IN0450600 99-57B EXTR

- Line 1: Locate Message (\$.L.) sent.
- Line 2: The ORI of record being located.
- Line 3: "Locate Notification" giving time (in Eastern Standard Time) and date of the Locate placement.
- Line 4: Various data/descriptors. This line starts with a TWO CHARACTER CODE describing what is being located. The code will always start with the letter "L", followed by the first character of the FILE the located record is in (V/vehicle, W/warrant, M/missing, G/gun, etc.)
- The NCIC AGENCY IDENTIFIER of the locating agency will follow the two character locate/file code.
 - Following the NCIC Agency Identifier will be TWO record identifiers. These may be NIC #, ORIGINATING AGENCY CASE #, SERIAL # The DATE the Locate was placed will follow. If there is a LOCATING AGENCY CASE #, it will follow the date the Locate was placed.
- Line 5: The case number used in the locate request.
- If the record being located is a person, a code indicating what type of action is taking place will appear as the last data. The codes used are: EXTR (extradite), NOEX (no extradition) or DETN (Detained - used for Wanted and Missing Persons).
- Line 6: LITERAL NAME of the AGENCY that is filing the Locate.
- Lines 7-15: The record Locate is placed against.
- Line 16: Shows the date the locate was placed, the ORI number of the agency that located the person or property and their case number used in the locate request.

Warrant Categories

The primary reason warrants are placed in the TIME system is to provide information to other law enforcement agencies, with the goal of apprehending the subject. For that same reason, proper entry of a warrant is required especially when choosing the correct warrant category. A warrant may be entered in CIB and NCIC as a felony warrant, temporary felony warrant, juvenile warrant or non-felony state law violation. A warrant entered in CIB only has the option to enter a felony warrant, temporary felony want, juvenile warrant, non-felony state law violation, temporary misdemeanor want, civil process/local ordinance violation or civil process/non-criminal state law violation. This delineation is accessible upon the initial entry of the warrant. The category will come from the warrant and/or the court official that has signed the warrant. Do not rely on the case number if the number includes CF or CM as this may have changed during the criminal justice process. The categories and descriptions listed below will assist in choosing the appropriate warrant category.

1. **Felony Warrant**

Violation of State Law that calls for a penalty of imprisonment in the State Prison (ss. 939.60). The warrant can be entered into CIB Only or CIB and NCIC. The sentence for imprisonment will be a year or longer.

2. **Temporary Felony Want**

Knowledge by police that a felony was committed and who the person was that committed the felony but no warrant has been issued yet. The want can be entered into CIB Only or CIB and NCIC.

3. **Non-Felony State Law Violation**

This is a violation of State Statute that is punishable by fine and/or time in county jail. The warrant can be entered into CIB Only or CIB and NCIC. The sentence for jail will be up to but no longer than a year.

4. **Temporary Misdemeanor Want**

Knowledge by police that a misdemeanor was committed and who the person was that committed the misdemeanor but no warrant has been issued yet. The want can be entered into CIB Only.

5. **Civil Process – Non-Criminal State Law Violation**

This is a violation of State Law or Statute but the penalty calls for a forfeiture instead of a fine or imprisonment. A restriction as to how far the police agency will travel to serve the warrant is acceptable for a civil process violation. The warrant can be entered into CIB Only. Complaints signed by corporation counsel, a child support officer, court commissioner, etc. are included in this category.

6. **Civil Process – Local Ordinance Violation**

This is a violation of ordinance. An ordinance is defined as a regulation adopted by the governing body of a city, town or county. Because an ordinance violation is a civil violation and not a crime, restrictions on service can be applied against an ordinance violation warrant. A restriction as to how far the police agency will travel to service the warrant is acceptable for an ordinance violation. The warrant can be entered into CIB Only. Warrants signed by municipal judges are included in this category. Warrants in this category will include key words such as “municipal” and/or “ordinance.”

7. **Juvenile Warrant**

This is for a person under 17 years of age who has been declared delinquent by a juvenile court. The warrant can be entered into CIB Only or CIB and NCIC.

Images

The TIME System supports entry and response of NCIC images for persons, articles, parts, guns, boats and vehicles. Agencies can enter an image they have on file for the person or property or NCIC provides generic images for boats and vehicles. To enter an NCIC image the record must already exist.

IMAGE FIELDS

REQUIRED

Image Type
NCIC Number
Image

OPTIONAL

Date of Image
Miscellaneous

GENERAL GUIDELINES FOR IMAGE ENTRIES

IMAGE TYPE

An Image Type of “M” for a mug shot, “I” for identifying image or “S” for signature is selected. “M” should normally be used for the person files and “I” for the property files. The NIC number is required to identify the NCIC record to which the image will be appended. Click on the “Browse” button to navigate to the desired image file. Date of Image and Miscellaneous are optional.

IMAGE SPECIFICATION

Images must be a JPEG and no more than 16K, cropped to 256x256 pixels and 8 bits per pixel gray scale, with a quality factor of 25.

GENERIC IMAGES

To locate an appropriate generic image, query the generic image library by specifying year, make, model and style of the vehicle in which you are interested. Once a generic image is located, note the NCIC number associated with it. Modify your vehicle/boat entry using the appropriate modify image transaction and include the NCIC number of the generic reference image.

IMAGE ENTRY RESPONSE

/0015 3716 1965E8ED WI0130000
NCIC 339492 8 04/15/17 13:55 01 OF 01
1L01371600339492
WI0130000
IMAGE IS ACCEPTED
NIC/M043863029 IMN/I233439016 IMT/M

IMAGE QUERIES

Users querying persons/property on the system may include an indicator in their query if they wish to receive images. If requested by the user, images associated with NCIC records will be returned and may be viewed on the screen and/or printer.

Special queries also exist that allow users to request a specific image or the entire set of images that have been associated with a record.

IMAGE QUERY RESPONSE

/471A 3716 1965E8EF WI0130000
NCIC 340483 10 04/15/17 13:57 01 OF 07
MIS:JANE DOE MISSING PHOTO, TAKEN 03301917



NAM:DOE,JANE D DOB:19001110
RAC:W HGT:504 WGT:115 DOI:19170330
NIC:M043863029 IMN:I233439016

Wisconsin Driver's License Photos

Wisconsin driver's license photos are available via the TIME System to Wisconsin law enforcement agencies, federal law enforcement agencies, and law enforcement agencies of other states for the purposes of the administration of criminal justice and for traffic enforcement. According to the definitions included in the law, district attorney's offices, Department of Corrections offices and facilities, social service agencies, etc. *are not considered law enforcement agencies*, and thus the TIME System will block access to Wisconsin driver's license photos by these types of non-law enforcement agencies.

Portal 100 software contains a field on numerous transactions, the 'DOT Image Indicator' field. A 'Y' for yes placed in this field will return an available driver's license photo to the requestor via the TIME System. In addition, if a Wisconsin driver's license photo is requested, purpose code and reason/attention line fields are required; specifying why the photo was requested and who specifically will be receiving it. Each Wisconsin driver's license photo returned via the TIME System will come with a warning caveat attached:

THIS PHOTOGRAPH IS SUBJECT TO THE REQUIREMENTS AND RESTRICTIONS OF SECTION 165.827 OF THE WISCONSIN STATUTES. THE PHOTOGRAPH SHALL NOT BE USED FOR ANY PURPOSE OTHER THAN THE ADMINISTRATION OF CRIMINAL JUSTICE OR TRAFFIC ENFORCEMENT. SECONDARY DISSEMINATION IS PROHIBITED AND THE PHOTOGRAPH SHALL BE DESTROYED WHEN NO LONGER NECESSARY FOR THE PURPOSE REQUESTED. THE PHOTOGRAPH SHALL NOT BE USED AS PART OF A PHOTO LINEUP OR PHOTO ARRAY.

Any photograph obtained electronically by a law enforcement agency under this subsection may not be used for a photo lineup or photo array.

Full vs. Summary Driver's Records

The TIME System allows inquiries of summary and full driver's records. A summary record contains all identifying information including status, but without the driver's violation record. Full driver's records may be available from other states if requested using the appropriate transaction.

Some states support the full record query by name, sex, race and date of birth or driver's license number only. The Help File will advise the particular requirements for each state. If a state does not support the full driver's record inquiry you may receive a "NO RECORD" response from that state. A query specifically requesting the summary record may be required. CIB recommends a query of the state Help File to determine if the state will accept a request for the individual's full driving record. To query the Help Files see the Basic and Mobile Certification Training Handout.

Retention Periods

1. WARRANT/WANTED PERSONS

- a. Warrant – Indefinite
- b. Temporary Felony Want – 48 Hours
- c. Temporary Misdemeanor Want – 72 Hours
- d. Juvenile Warrants – Indefinite
- e. Detainers – Midnight of the Date Sentence Ends

NOTE: Expired license plate data remains in a person record – Four Years + Year of Entry

2. MISSING PERSONS

- a. Disabled, Endangered, Involuntary, Other, Juvenile & Disaster Victim – Indefinite

3. PROTECTION ORDER/INJUNCTIONS

- a. Temporary restraining orders (CIB) – 96 hours after expiration date of order
- b. Injunctions – Midnight of expiration date

4. VIOLENT PERSON

- a. Indefinite

5. GANG ORGANIZATION

- a. Indefinite

6. GANG MEMBER

- a. Date of Purge entered by agency, or
- b. Five years

7. UNIDENTIFIED PERSONS

- a. Indefinite

8. IDENTITY THEFT VICTIM

- a. Date of Purge entered by agency, or
- b. Five years

9. VEHICLES

- a. Stolen, if Vehicle Identification Number (VIN) or Owner Applied Number (OAN) is included – Four Years + Year of Entry
- b. Stolen, if VIN or OAN is not included – 90 Days
- c. Felony – 90 Days
- d. Stolen/ Missing License Plates – Four Years + Year of Entry

10. PARTS

- a. Four Years + Year of Entry

11. ARTICLES

- a. One Year + Year of Entry
- b. Indefinitely for entries with type code of “T” (Toxic/Hazardous Materials), “Q” (Public Safety, Homeland Security & Critical Infrastructure Items of Identification) or “Z” (lost or stolen equipment associated with Public Safety, Homeland Security, and Critical Infrastructure).

12. GUNS

- a. Stolen/Lost/ Felony – Indefinite
- b. Recovered – Two Years + Year of Entry

13. BOATS

- a. If Boat Hull Number is included – Four Years + Year of Entry
- b. If Boat Hull Number is not included – 90 Days

14. SECURITIES

- a. Four Years + Year of Entry
- b. Travelers Checks & Money Orders – Two Years + Year of Entry
- c. Ransom Money -- Indefinite

Acquiring Maximum Data

Always attempt to obtain as much information as possible to enter into the record. In many cases, the information is available simply by reading the officer’s case report. If not, there are numerous databases that can be accessed to obtain required and optional information to enter. Remember that “packing a record” with all available data increases the chances of apprehending the wanted person, finding and identifying the missing person and recovering stolen property.

PERSON RECORDS

1. Department of Transportation files- Wisconsin & other states
 - Driver’s license number
 - Physical descriptors
 - Address
 - Former name(s)
 - Other possible states to query
2. Criminal History files- FBI, State and Local levels
 - Address
 - Physical descriptors

Scars, marks, tattoos, other Conditions
Alias names and dates of birth
Social Security Numbers(s)
Driver's license numbers(s)
Fingerprint classification
Whether caution should be used
FBI number/state identification number
Miscellaneous numbers
Photos

3. Wisconsin Department of Natural Resources
 - Address
 - Phone Number
 - Physical descriptors
4. Other Police/Criminal Justice Agencies (i.e. Probation & Parole, Department of Corrections Locator, Sex Offender Registration, etc.) Source documentation must be provided for any information obtained from another police agency such as:
 - Current place of employment
 - Recent acquaintances that subject may be with
 - Scars, marks, tattoos, other conditions
 - Alias names and dates of birth
 - Whether caution should be used
5. Dentists/Doctors
 - Dental information (surgeries, scars, etc.)
 - Mental and/or physical illness or disabilities
6. Clerk of Courts Office/Consolidated Court Automation Program (CCAP)
 - Address
 - Alias names and dates of birth
7. INTERPOL-U.S. National Central Bureau
 - Whether caution should be used
8. Complainant
 - Identifying photo(s)
9. Internet Resources, i.e. social websites, etc.
 - Identifying photo(s)
 - Scars, marks, tattoos, other conditions
10. Print Resources, i.e. yearbooks, phone directories, etc.
 - Identifying photo(s)
 - Scars, marks, tattoos, other conditions

VEHICLE AND BOAT RECORDS

1. Department of Transportation files – Wisconsin & other states
 - License plate number
 - License plate year of expiration
 - License plate type
 - Vehicle identification number
 - Vehicle year, make, model and style
 - Address
 - Whether the vehicle has been re-registered since stolen

2. Department of Natural Resources files – Wisconsin & other states
 - Snowmobile & ATV registration
 - Vehicle year, make, model and style
 - Vehicle identification number
 - Boat registration
 - Boat hull number
 - Boat year, make, model and type
 - Address
 - Whether registration activity has occurred since stolen

3. National Insurance Crime Bureau
 - Verification of vehicle identification number
 - Vehicle year, make, model, style

4. NCIC
 - Generic photo
5. Complainant
 - Identifying photo

CIB Contacts

	<u>Name</u>	<u>Telephone</u>	<u>Fax Number</u>	<u>Email</u>
Director	Walt Neverman	608-264-6207	608-267-1338	nevermanwm@doj.state.wi.us
Deputy Director	Dennis Fortunato	608-267-2235	608-267-1338	fortunatodj@doj.state.wi.us
TIME & Technical Services Manager	Courtney Doberstein	608-266-0872	608-267-1338	dobersteincl@doj.state.wi.us
Training Officer	Emily Freshcorn	608-261-5800	608-267-1338	freshcornek@doj.state.wi.us
Training Officer	Susan Whitstone	608-266-9341	608-267-1338	whitstonesese@doj.state.wi.us
Training Officer	Greg Kosharek	608-261-7667	608-267-1338	kosharekgr@doj.state.wi.us
TIME Systems Operations Manager	Chris Kalina	608-266-7394	608-267-1338	kalinaca@doj.state.wi.us
TIME & eTIME Analyst	Mary Moroney	608-266-2426	608-267-1338	moroneym@doj.state.wi.us
TIME & eTIME Analyst	Sarah Steindorf	608-261-8135	608-267-1338	steindorfsr@doj.state.wi.us
TIME & eTIME Analyst	Craig Thering	608-266-7792	608-267-1338	theringcd@doj.state.wi.us
TIME & eTIME Analyst	Zach Polachek	608-264-9470	608-267-1338	plachekzd@doj.state.wi.us
TIME & eTIME Analyst	Steven Erdmann	608-267-2795	608-267-1338	erdmannsa@doj.state.wi.us
TIME Billing			608-267-1338	timebilling@doj.state.wi.us
AFIS Operations Manager	Adrianna Bast	414-382-7500	414-382-7507	bastar@doj.state.wi.us
Criminal History Section (Record Check & Criminal Records)	Katie Schuh	608-266-0335	608-267-1338	schuhkr@doj.state.wi.us
	Jon Morrison	608-261-6267	608-267-1338	morrisonjd@doj.state.wi.us
Firearms Unit	Andrew Nowlan	608-267-2776	608-267-1338	nowlanam@doj.state.wi.us
	Bradley Rollo	608-261-8134	608-267-1338	rollobr@doj.state.wi.us
TRAIN		608-266-7792	608-267-1338	CIBTrain@doj.state.wi.us
Data & Statistics & UCR		608-266-0605	608-267-1338	statsanalysis@doj.state.wi.us
WIJIS Justice Gateway	Zach Polachek	608-264-9470	608-267-1338	plachekzd@doj.state.wi.us
Interoperability	Jim Klas	608-266-8913	608-266-7315	klasjd@doj.state.wi.us
TIME System Audits				CIBAUDIT@doj.state.wi.us
TSCC		608-266-7633	608-266-7315	
WILEnet		608-266-8800		wilenet@doj.state.wi.us

Check the WILEnet website for additional data at www.wilenet.org

Resources

<u>Name</u>	<u>Telephone/Website</u>	<u>Terminal Identifier</u>	<u>Email/Fax</u>
National Crime Information Center (NCIC)			
Recalls	304-625-3000		acjis@leo.gov
Hits to Wants	304-625-9245		304-625-9899
International Justice and Public Safety Information Sharing Network (NIets)			
Control Center	800-528-4020		helpdesk@nlets.org
WI Crime Information Bureau (CIB)			
TIME System Control Center	608-266-7633	TSCC	
Training materials	www.wilenet.org		
Policy & Manuals	www.wilenet.org		
WI Recalls			cibtrain@doj.state.wi.us
WI Dept of Corrections (DOC)			
Probation & Parole	608-240-3750		
Central Records	888-222-4362		
WI Dept of Natural Resources (DNR)			
Enforcement	608-266-2141	WDNR	
Registration	608-266-2621	RDNR	
WI Dept of Transportation			
Vehicle Records	608-264-7477	WREG	
Driver's Records	608-267-1854	WOLN	driverrecords.dmv@dot.state.wi.us
National Center for Missing or Exploited Children (NCMEC)	800-THE-LOST www.missingkids.com	VA007019W	
National Insurance Crime Bureau (NICB)	847-544-7000	ILNICB000	investigativeassistance@NICB.org
WI Clearinghouse for Missing & Exploited Children & Adults	800-THE-HOPE		wimissingpersons@doj.state.wi.us
WI Consolidated Court Access (CCAP)	wcca.wicourts.gov		
US I.C.E. Bulk Cash Smuggling Center (BCSC)	866-981-5332	VTICE1600	