



WISCONSIN TIME SYSTEM

Training Materials

2018 INSERVICE TRAINING

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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."

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.

DETAINER ENTRY RESPONSE

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

The Detainer information was added to the original entry and the message key was changed to "Detained Wanted Person".

/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

The "Incarcerating Agency" information 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 OMVOC 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 DISEAS, BEGINNING STAGES WITH LIGHT MEMORY LOSS

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

DETAINDER – ADVISORY MESSAGES

Upon entry, or modification, of the detainer of a CIB and NCIC record, an \$O (Incarcerating Agency Notification) message will be sent to the incarcerating agency ORI.

\$.O.
WI0020000
INCARCERATING AGENCY NOTIFICATION

ORI/WI0130000 HAS REPORTED THE FILING OF A DETAINDER 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.

\$.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

DETAINDER – 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.

/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 *****

DETAINDER CANCELATION

A detainer and the related warrant will be purged automatically 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 DETAINDER 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
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Mental Health

Enacted in 2014, Wisconsin Act 223 authorizes access to mental health records by the courts and law enforcement to enforce or investigate a violation of 941.29 (possessing a firearm), make a determination under s. 175.48 (2) (a) (firearm certification for former officers, also known as HR218), aid the court in making a determination under s. 813.1285 (7) (return of firearms to the owner). The law also authorizes access to mental health records by law enforcement for determining the eligibility of law enforcement applicants for employment.

Act 223 provides a statutory mechanism for the DOJ to provide courts and law enforcement agencies access to orders not to possess a firearm resulting from certain mental health proceedings. Prior law did not allow courts to access mental health orders when considering the return of firearms to restraining order subjects at the termination of those restraining orders; nor did prior law allow law enforcement officers to access mental health orders when investigating possible violations of the possession of firearms.

Changes in federal law regarding National Instant Criminal Background Check System (NICS) authorize criminal justice agencies access to NICS information to conduct background checks for the purpose of returning firearms.

DOJ created and deployed functionality in the TIME System to access this information. Portal 100 software has two transactions – form #0027 will run a query for Law Enforcement Applicants while form #0028 will run a query for the Return of Firearms.

Return of Firearms: To assist law enforcement when making a determination of whether an individual is restricted from possessing a firearm, a transaction (Portal100 form #0028) exists in the TIME System to allow access to the mental health records and the National Instant Criminal Background Check System (NICS). This functionality searches multiple data services including: CCH, CIB Hotfiles, DOC, DOT, III, NCIC, and NICS. The NICS Background Check Law Enforcement guide is available for reference on the secure side of WILEnet at <https://wilenet.org/secure/html/resources/squadroom/NICS-LE-Guide.pdf>.



Portal 100



CIB

- Hot Files
- Criminal History
 - Ident Segment
 - Record Segment
- Concealed Carry
- Mental Health

e-TIME

Law Enforcement Applicants: This TIME System transaction (Portal100 form #0027) was created to allow law enforcement access to CIB mental health records for the purpose of conducting background checks on individuals applying to become law enforcement officers. This transaction will only search the CIB Mental Health records.

0027 - Query Mental Health Records

*** This Form is ONLY to be Used for LE Officer Background Checks ***
*** or to Enforce or Investigate Violations of s.941.29 ***
* Only Mental Health Records Will Be Returned *

Portal 100



CIB

- Hot Files
- Criminal History
 - Ident Segment
 - Record Segment
- Concealed Carry
- Mental Health

e-TIME

Audits: You may have noticed updated auditing requirements regarding appropriate use and authorized access to NICS data. Audit packets from DOJ will include a form listing up to 25 firearm return queries performed by the agency. This form looks similar to the criminal history inquiry list currently included in all audit materials. For each inquiry listed, agencies will need to indicate to whom the “attention line” refers, why the NICS query was conducted, and if the record was destroyed or was subject to an alternative disposition. These instructions will also be listed on the form contained in the audit material.

NICS Denied

NICS DENIED TRANSACTION FILE

In August 2017, NICS Denied Transaction File (NDTF) responses began to be returned during a standard person query. The National Instant Criminal Background Check System (NICS) Denied Transaction File shares information regarding individuals who have been disqualified from firearm possession under the Brady Act of 1993. This disqualification is based on federal law and state prohibitors reported to NICS. The NICS Denied Transaction File is designed to enhance officer and public safety while also providing investigative leads.

The NICS Denied Transaction File contains records of individuals who have been denied a firearm, as a result of a NICS check, within the previous 180 days. These records are maintained by the FBI and if a "hit" exists it will be returned when you conduct any wanted person query. If an individual's NDTF record is canceled, it will be immediately removed from the system.

The return of a NICS Denied Transaction File response on a person query does not guarantee that the subject of the response is still prohibited from purchasing a firearm. The information in any NDTF response should never be used as a determination to detain or arrest the subject of a response.

NICS Denied Transaction File Response

*****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 RECEIPT AND/OR THE POSSESSION OF A FIREARM OR THE ISSUANCE OF A FIREARM OR EXPLOSIVES PERMIT PURSUANT TO STATE AND/OR FEDERAL LAW. HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO LONGER BE A PROHIBITED PERSON.

MKE/NICS DENIED TRANSACTION FILE
ORI/WVNIC000 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
STN/123ABC4567
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT

*** THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE MATCH TO THE INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND DESCRIPTIVE DATA ONLY. NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED BASED SOLELY ON THIS INFORMATION

CJIS Security Policy

Background Checks

When you submit prints to CIB, are you done with the background check process? No! The submission of prints for the fingerprint-based background check process is only the first step of the process. The next step of the process for the agency is to sign into your WORCS account and review the results of the check.

CJIS Security Policy requires “a state of residency and national fingerprint-based record checks shall be conducted within 30 days of assignment for all personnel who have direct access to CJI [Criminal Justice Information] and those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI.”

Any agency hiring a new officer or civilian who will, as part of their job duties, have access to criminal justice information must submit prints to CIB using the code LEAP for a WI Criminal History check as well as a III criminal history check. If your agency submits paper fingerprint cards to CIB for the fingerprint-based check, then you should mail the print cards to CIB at P.O. Box 2688 Madison, WI 53701-2688; this is the address listed on the fingerprint card. CIB does not send the results back to you but posts the results of each inquiry to your WORCS account.

Please note that if you are printing for a new officer, the results of the prints submitted to Training and Standards will not be returned to your agency for review. The agency will only be notified if a record is found. In order to meet the CJIS Security Policy requirement of submitting and reviewing fingerprint based background check results, you should submit an additional set of prints to CIB for new officers using the LEAP code.

Once the prints have been submitted, CIB will return the results to your agency WORCS account. The TAC, or designee, shall review the results of the record check. The CJIS Security Policy Section 5.12.1 lists the requirements for each type of individual including those having direct access to CJI and contractors and vendors. If there is a felony conviction on the record, access to CJI shall be denied. If the agency wants the person to have access to CJI, the agency has the ability to request a variance from the CJIS Systems Officer (CSO). This would allow the person to receive a waiver to obtain access to CJI. This would not affect the ability of the agency to hire a person with a conviction, but it would affect their access to Criminal Justice Information.

WORCS can be used by anyone to access criminal history record information maintained by the Crime Information Bureau. Citizens requesting Wisconsin CHRI information from your agency may be referred to the WORCS website to request criminal history information from CIB. If local criminal history record information exists with your agency, you should follow your agency policies and open record rules in disseminating it to the public. Background checks for licensing such as local bartender licenses, can be requested through WORCS. CIB encourages agencies to conduct all licensing related background checks through WORCS. Some law enforcement agencies perform these checks for their local Treasurer or other municipal office; these local offices are eligible to perform these checks through WORCS and receive the results directly.

Timeliness and Retention for TIME System Records

Entry	Timeliness	Retention	Exceptions
	<i>Person Files</i>		
Warrants File	Immediately or not to exceed 3 days upon receipt by the entering agency	Indefinite	Temporary felony want retention of 48 hours and temporary misdemeanor want retention is 72 hours
Missing Person File	Immediately to within two hours of receipt (under the age of 21)	Indefinite	A missing person 21 years of age and older may be entered as long as appropriate documentation exists for individuals right to privacy
Protection Order and Injunction File	24 hours after receiving the information from the courts (The courts must provide a copy to the LE agency within one business day of issuance of POIF)	Purged on the expiration date	Temporary Restraining order are purged 96 hours after the expiration date
Identity Theft File	Immediately or not to exceed 3 days upon receipt by the entering agency	Date of purge or not to exceed 5 years	

Entry	Timeliness	Retention	Exceptions
Identity Theft File	Immediately or not to exceed 3 days upon receipt by the entering agency	Date of purge or not to exceed 5 years	
Violent Person File	Immediately or not to exceed 3 days upon completion of criteria for entry	Indefinite	
Gang Organization File	Immediately or not to exceed 3 days upon completion of criteria for entry	Indefinite	
Gang Member File	Immediately or not to exceed 3 days when conditions for entry are met	Date of purge or not to exceed 5 years	If the subject is incarcerated in a penal institution, the agency can mark it NONEXP and it will remain entered until the agency cancels the record
	<i>Vehicle Data</i>		
Stolen Vehicle File	Immediately or not to exceed 3 days when conditions for entry are met	4 years plus the year of entry with VIN and OAN	No VIN/OAN in record is 90 days retention
Felony Vehicle File	Immediately or not to exceed 3 days when conditions for entry are met	90 days	

Entry	Timeliness	Retention	Exceptions
Stolen/Missing License Plates	Immediately or not to exceed 3 days when conditions for entry are met	4 years plus the year of entry	
Person Entries with expired license plate data remains in the person entry	Immediately or not to exceed 3 days	4 years plus the year of entry	
	<i>Other Files</i>		
Parts File	Immediately or not to exceed 3 days	4 years plus the year of entry	
Boat File	Immediately or not to exceed 3 days	Boat hull number and/or OAN 4 years plus the year of entry	Registration number only 90 days
Gun File	Immediately or not to exceed 3 days	Stolen, lost/missing or felony guns indefinite	Recovered guns 2 years plus the year of entry
Article File	Immediately or not to exceed 3 days	1 year plus the year of entry	Type Code T,Q,Z is indefinite

Source: Advanced TIME System Certification Training Handout, Crime Information Bureau, Wisconsin Department of Justice

Law Enforcement Officer Flying Armed

Law enforcement agencies have the ability to send officers on flights while armed in connection with official duties. Transportation Safety Administration (TSA) requires that all law enforcement officers flying armed submit officer and flight information to the Federal Air Marshal Service. The Federal Air Marshal Service will return a unique alphanumeric identifier that will be used by the officer when checking in at the airport.

The TIME System has updated the form that will allow law enforcement agencies to send officer and flight information to the Federal Air Marshal Service through Nlets. Certain information must be transmitted in order to receive an approval number from the Federal Air Marshal Service. These updates provide more detailed information regarding the reason for travel and allow the user to enter multiple connecting flights into one request.

Before submitting the request, the law enforcement agency must have already bought the airline ticket(s) in the name of law enforcement officer(s). A complete request must be submitted for each direction of travel during the journey. For example, if an officer is flying from Milwaukee to Richmond, VA with a connecting flight in Atlanta, GA, two LEOFA submissions would be needed: one for the flights to Richmond, another for the flights back to Wisconsin. In Portal100, form 0443 will be used to submit the request. When completing the form, the following information is required:

Officer's name (last name, first name)

Agency

Officer badge number

Officer type (state or local agency officer)

Name of authorizing official (this is the Chief, Sheriff or Law Enforcement Agency Administrator whom endorses and approves the submission of the LEOFA request)

Officer and Agency phone numbers

Explanation of individual travel (must be one word-no space-to explain the reason why the officer must be armed: PROTECTIVEDETAIL, PRISONER, INVESTIGATION, etc.)

Name of escorted individual (example is a prisoner transport; if not escorting a person, leave blank or use NA)

Airline name

Flight number (all flight numbers in one direction to final destination)

Flight date

Airport abbreviations for departing connecting and final destinations

If there is a mistake made during the entry and it is not caught until after the form is submitted, the person submitting the form should simply submit a new form with the corrected information.

For more information or to request training materials, visit the TSA website at <https://www.tsa.gov/travel/law-enforcement>.

Taser Query

The TIME System now provides the ability to query registration data for TASER weapons. TASER International has given Nlets access to the TASER Conducted Electrical Weapon (CEW) Cartridge and Handle Purchase/Registration data. A query of this file will return a response from TASER database and will include information on purchase history of each cartridge or handle and will return the name of the purchaser and the date of purchase.

To query this file, you will need the 15 digit alphanumeric serial number from the cartridge or handle of the weapon. The form created for this new transaction is “0078- Query TASER Registration Data” and is available in the Nlets/ NCIC Special Messages folder in the Portal100 Navigation Pane.

Violent Person File

The Violent Person File (VPF) was designed to alert law enforcement officers that an individual they are encountering may have the propensity for violence against law enforcement.

CRITERIA FOR ENTRY

The agency must have documentation of one of the following criteria before an entry can be made into the Violent Person File:

1. Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute which involves violence against law enforcement.
2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.
4. A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

VIOLENT PERSON FIELDS

REQUIRED

Last Name	Height
First Name	Weight
Sex	Eye Color
Race	Hair Color
Violent Person Code	Agency Case #
Operator	

OPTIONAL

Middle Name	Suffix
*Date of Birth	Place of Birth
Skin Tone	Scars, Marks, Tattoos &
Characteristics	
Fingerprint Classification	*FBI #
*Social Security #	*Miscellaneous #
*Driver's License State, Driver's Lic. #	*License Plate #, License Plate State
Driver's License Year of Expiration	License Plate Year of Expiration
Linking Agency Identifier	License Plate Type
Linking Agency Case #	*Vehicle Identification #
Caution and Medical Conditions	Vehicle Model Year
DNA Profile Indicator	Vehicle Make, Model, Style
DNA Location	Vehicle Style, Color
Miscellaneous/Remarks	

* Minimum of one numeric identifier is required.

Indicates Group Fields

RETENTION PERIOD: Indefinite - A Violent Person record will remain on file until action is taken by the entering agency to cancel the record.

VIOLENT PERSON ENTRY RESPONSE

```
/0004 1742 45381A9C WI0130000
NCIC 354679 1 12/04/00 15:46 01 OF 01
1L01174200354679
WI0130000
NAM/SMITH, JOHN J NIC/L146000706
OCA/123456273
```

VIOLENT PERSON RECORD

WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF ASSAULTING LAW ENFORCEMENT OFFICERS. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.

MKE/VIOLENT PERSON
CMC/05 - VIOLENT TENDENCIES
ORI/WI0130000 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/18700524
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US SKN/DRK
SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/111111111 OLS/MD OLY/1999
VPC/1-ASSAULT ON LAW ENFORCEMENT
OCA/123456273
MIS/KNOWN TO THREATEN POLICE OFFICERS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00XX9 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608 123-4567
NIC/L146000706 DTE/19001204 DLU/19001204

VIOLENT PERSON CANCELATION

A violent person record will remain active until the entering agency cancels it.

REQUIRED

NCIC (NIC) #
Last Name
First Name
Operator

OPTIONAL

Middle Name
Suffix

**** Remember to ALWAYS RE-QUERY the record after cancelation ****

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	Bradley Rollo	608-261-8134	608-267-1338	rollobr@doj.state.wi.us
TIME & Technical Services Manager	Courtney Doberstein	608-266-0872	608-267-1338	dobersteincl@doj.state.wi.us
Training Officer-Senior			608-267-1338	
Training Officer	Emily Freshcorn	608-261-5800	608-267-1338	freshcornek@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	polachekzd@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
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	polachekzd@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

Name	Telephone/Website	Terminal Identifier	Email/Fax
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 (Nlets)			
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	

