



KCJIS NEWS

FEBRUARY 2013

CHANGES AT THE KANSAS HIGHWAY PATROL WILLIAM AREHART-KHP

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“Change brings opportunities. On the other hand, change can be confusing.”

Michael E. Porter, Bishop William Lawrence University Professor at Harvard Business School

A number of changes, in relation to staffing within the Kansas Highway Patrol CJIS Unit and the manner and means via which some KCJIS related functions are accomplished, have occurred over the past several months.

STAFFING

First, and perhaps foremost, the CJIS Unit has managed to replace two data quality auditors previously lost to well-earned retirements and also add an additional technical security auditor. Gary Stephen and Mandy Walker have joined the unit as NCIC trainers/data quality auditors. Gary has completed his initial training period and has now established an office within the Patrol’s Troop D Headquarters facility in Hays. Mandy is currently engaged in the initial training process and will be working out of the Troop C/Troop M facility in Salina. Gary and Mandy work under the direction and supervision of Holly Harwood, Trainer/Auditor Supervisor, along with Carla Boesker, Pat King, Sandy Surber and William Arehart.

Kip Ballinger recently retired as a Trooper with the KHP but has returned to fill a newly created technical security auditor position. Kip joins Rod Strole and Tammie Hendrix in this role. Kip is also working from the Troop C/Troop M facility in Salina and his supervisor is Don Cathey, Information Security Officer.

To take advantage of this improved staffing and more effectively distribute the workload, the counties/areas of responsibility to which each individual member of the CJIS Unit is assigned underwent a review and necessary changes have been made. The results of these changes are reflected in the CJIS Unit contact information/auditor assignment map posted on the CJIS Launch Pad website, <https://cjisaudit.khp.ks.gov/launchpad/>. From the Launch Pad home page, select the “**CJIS Training**” application and then select the “**KCJIS Trainer/Auditor Map with Contact Information**”.

Terminal Agency Coordinators, Local Agency Security Officers and any others with an interest in this information are encouraged to review the map for any change in your agency’s designated auditor(s), for either data quality or technical security. Should there be any change(s) for your agency, you are also invited to utilize the contact information accompanying the map to introduce yourselves to our newest staff members or to an auditor who may be “new” to your area and your agency.

ADDING USERS IN THE nexTEST APPLICATION

As most users and TACs should now be aware, we have converted the NCIC testing (initial certification for only the Limited Access users and recertification for both Limited and Full access) to an on-line automated process. The application, available from the Launch Pad website home page, is known as “nexTEST”. Every individual with a KCJIS access user’s account generated in KACIS should have access to this application via the “User Login” option utilizing his/her assigned KCJIS UserID as the Username and the employing agency’s ORI as the Password. The Username is not case sensitive but the Password is. Any/all letters included in the ORI must be entered in upper case to generate a proper password for a successful log in.

CHANGES AT THE KANSAS HIGHWAY PATROL—CONTINUED WILLIAM AREHART—KHP

Agency TACs also have access via the “Agency Login” option to access various available reports within the application and monitor the certification/expiration status of the terminal operators within the agency.

What local agency TACs have not had previously was the ability to add new user accounts to the nexTEST application. Now a TAC, upon the completion of the other functions associated with creating a new user account in KACIS and granting the appropriate web portal and OpenFox access, will also access nexTEST, via the “Agency Login”, and select “User Management” and at the top of the resulting page, select “Add User”.

On the next page that appears, utilizing all UPPER CASE letters, the TAC will complete the blank fields for the new user’s first name, middle initial and last name. The only choice available in the drop down box for the ORI field following the name information will be the agency’s ORI. The drop down box for the Certification Level directly below the ORI also contains only a single option of “Awaiting Training”.

Though not mandatory, the fingerprint date fields can be completed with the date the fingerprinting of the applicant/new employee occurred and/or the fingerprints were submitted to the KBI, when known. Otherwise, the date of employment could be substituted.

Continuing with the use of upper case letters, the User Name field must be completed with the KCJIS UserID assigned by KACIS during the creation of the new user’s KCJIS access account.

For the Password field, the agency’s ORI should again be utilized and, again, any/all letters contained in the ORI are to be in upper case. The Confirm Password field must be completed to match the Password field precisely.

The Minimum Retest time is defaulted to one second. This allows any user failing a test to retake the test at will, even immediately, if he/she so chooses. The Status field is defaulted to “Active” and should be left as such for a new user being added to the system.

For all users being added to the nexTEST application, the TAC should check the box next to “CJIS Security & Awareness” in the “Other Certifications” block at the bottom of the page. This allows the new user to access the on-line Security Awareness test at any time the agency completes the required security awareness training with the new user and directs the user to complete the test.

Once it is confirmed that all data entered is correct, the TAC will click the “Submit” button at the bottom of the page.

Please Note: A TAC is still required to notify an appropriate member of the KHP CJIS Unit of all new hires and advise the Trainer/Auditor of the intended certification level, Full or Limited, for each new user. Only a CJIS Unit member may set the Certification Level in nexTEST for a user. For Limited Access, this can be accomplished quickly and the appropriate on-line test becomes available to the user for completion at the agency’s discretion. No new user will be granted the Full Access certification level in nexTEST until he/she attends the required one day NCIC full access training and certification testing provided by the KHP CJIS Unit for their initial certification.

REGISTERING USER’S FOR CLASS ATTENDANCE VIA nexTEST

All LASO, NCIC and TAC training dates and venues for the 2013 calendar year are now listed within the nexTEST application. A primary contributing factor in the decision to allow local agency TACs to add their agency’s new users to the nexTEST application was the need to make these new users immediately available for class registrations via nexTEST.

To add a nexTEST user, new or previously existing, to any class roster, the TAC will select “Class Management” from the options presented immediately following accessing nexTEST via the “Agency Login”. From the several pages of class listings, locate the appropriate/desired class type, date and location and click on the “Registration” icon next to that class listing.

At the top of the “Students Not Registered” column on the resulting page, enter the last name of the intended class registrant and click the “Go” button or press the “Enter” key. Once you locate your intended user within this column, click the “Enroll” icon next to that user’s name to add the user to the “Students Registered” column.

A TAC may also return to “Class Management” at any time and remove a class registrant by maneuvering to the appropriate class listing, clicking on the associated registration icon and then, under the “Students Registered” column, click on the “Withdraw” icon next to the name of the user to be removed from the class roster.

**CHANGES AT THE KANSAS HIGHWAY PATROL—CONTINUED
WILLIAM AREHART—KHP****“NEW AND IMPROVED” ENTRY WORKSHEETS**

Some of the changes contained in the past year’s Technical Operational Updates (TOUs) published by the FBI CJIS Unit in relation to the NCIC system have caused the KHP CJIS Unit to update some of the NCIC entry worksheets to include additional fields, such as the OPT Field for the Article and Vehicle File entries and the OLN related fields added to the Identity Theft File entries.

These changes, in turn, prompted a review of all the entry worksheets, both for the files of NCIC and the Kansas Warrant File. The result is an entirely “new & improved” set of entry worksheets containing all the latest fields AND the ordering of the fields on the entry worksheets now very closely mirror the order of the fields as they appear in the actual entry forms within OpenFox.

We have also generated some entry worksheets that were not previously available such as the supplemental Stolen and Fraudulent Identifiers worksheet associated with both the Wanted Person and Supervised Release File entries and the Enter Detainer and Enter Dental for the Wanted Person File. We will also be producing and posting the entry worksheets for the recently created Violent Person File of NCIC once we have an actual entry form created in OpenFox upon which to base the worksheet.

The previous collection of Entry Worksheets which was posted on the CJIS Launch Pad (under CJIS Training, NCIC and NCIC Entry Worksheets) has been replaced in its entirety. The Kansas Warrant File worksheets are included as well despite the “NCIC” specific title. We encourage agency TACs and other record entering terminal operators to review the new forms and to replace any hard copies of the previous forms that might exist at your agency with copies of the revised forms now available. We also welcome any input or observations concerning any errors or oversights which may have occurred in the overhaul of these forms.

Change can sometimes be difficult and it can frequently generate confusion but, please be assured, all members of the Highway Patrol’s CJIS Unit remain committed to providing the best service possible to your agency.

Save the Date

June

2-4

2013



Ramada Inn

Convention Center

Topeka, Kansas

KCJIS Training Conference

Additional information coming soon. We look forward to seeing you there!



2013 APPA/TWI Open Enrollment Programs

Communicating with VALUES: Being Effective in Difficult Conversations

Co-sponsors: Kansas Association of Court Services Officers

Location: Johnson County Youth and Family Services Center 920 West Spruce St. Olathe, KS 66061

Date: March 5, 2013

Time: 8:00 a.m. – 4:30 (8:00 registration; class begins at 8:30; lunch included)

Program Information

Interacting with people both inside the correction system and outside is part of the stock and trade of the profession. But, sometimes being a good communicator isn't good enough—often we need to be effective communicators. Dealing with different types of people who have different needs and expectations in multiple contexts is not easy—in fact, it can be quite overwhelming. Being an effective communicator is the result of having, and using, a repertoire of ethical skills and tools, especially when having those “difficult” conversations. Effective communication is a learned ability.

This highly interactive and practical program provides the tools and skills that make communicators more effective. Based on the VALUES Communication model presented in the APPA edition of the book, *Communicating with Values: A Seamless Process for Personal and Professional Effectiveness*, by James Young, participants will gain a deeper understanding of the intricacies of ethical interpersonal interactions that improve relationships and empower others. Included in this program are self assessments in behavior styles, listening, emotional intelligence, and perception of self and others. You will learn how to apply these and other tools and skills to prepare for conversations that produce the results you want to have. Effective communication is a learned ability. This course is APPA accredited for 7.5 hours.

Attendees of this one-day program will:

- Learn a simple and dynamic communication model to use professionally and personally
- Learn how to formulate and ask effective questions
- Apply learned tools to elicit a positive response
- Learn to identify and proactively address different behavior styles in different situations
- Apply skills and tools to having more effective difficult conversations

Fee: \$159 for members of any professional association; \$179 for non-members

Register Online

Register by PO Please email APPA.programs@ethics-twi.org.

TWI Tuition Training classes are not guaranteed to run until they have reached a minimum number of participants. Registrants will receive an email either confirming or cancelling the class by about three weeks prior to the first day of class. Credit cards are charged upon registration and will be refunded if the class is cancelled. For purchase order requests, please email APPA.programs@ethics-twi.org. Any cancellations 14 days or less before the start of a class will be subject to a \$75 fee. All cancellations after 14 days must be submitted by email to APPA.programs@ethics-twi.org. No refunds will be given for no-shows. Registration may be transferred to another person in your organization by request to APPA.programs@ethics-twi.org.

Contact TWI if your agency is considering an on-site agency program at APPA.prograss@ethics-twi.org.



2013 APPA/TWI Open Enrollment Programs

Ethical Decision Making: Empowering People to Go from "I Can't" to "I Won't"

Co-sponsor: Kansas Association of Court Services Officers

Location: Johnson County Youth and Family Services Center 920 West Spruce St. Olathe, KS 66061

Date: March 4, 2013

Time: 8:00 a.m. – 4:30 (8:00 registration; class begins at 8:30; lunch included)

Program Information

As a non-profit 501(C) 3, proceeds and profits from training and assessments by TWI are put back into the community to sponsor and support programs that promote quality leadership and ethics in community.

Integrity is increasingly seen as an administrative responsibility for creating policies that are thorough and clear as to what is acceptable and unacceptable behavior. This has led to ethical behavior being defined more by which policy applies or does not apply to an action or decision, and less by what is the right action to do or choice to make. Though codes and policies are necessary—we have to know our boundaries—they are not sufficient for promoting personal and professional ethical responsibility.

This popular program provides a unique and effective approach to training in ethical decision making (Transformative Ethics) which goes beyond the usual training that focuses on reinforcing rules and policies. Through this highly interactive program, participants are equipped with the self-awareness, skills and tools that empower them to make right ethical decisions. Right decisions build trust and respect and provide the ground for mutual understanding within the agency and in the external community. ***This course is APPA accredited for 7.5 hours.***

Attendees of this one-day program will:

- Understand how ethics has the power to transform people and relationships
- Understand and apply the different behaviors and skills essential for empowering Transformative Ethics, as opposed to enforcing Confirmative Ethics
- Learn how they and others approach personal ethical decisions
- Take a personal ethics instrument to assess the ethical perspective they use to make personal ethical decisions and learn how to apply that awareness
- Be able to better explain their ethical reasoning
- Learn and use a simple and effective four-stop ethical decision making process applicable to personal and team decision making

Fee: \$159 for members of any professional association; \$179 for non-members (Lunch will be provided)

Register Online

Register by PO: Please email APPA.programs@ethics-twi.org.

TWI Tuition Training classes are not guaranteed to run until they have reached a minimum number of participants. Registrants will receive an email either confirming or cancelling the class by about three weeks prior to the first day of class. Credit cards are charged upon registration and will be refunded if the class is cancelled. Any cancellations 14 days or less before the start of a class will be subject to a \$75 fee. All cancellations after 14 days must be submitted by email to APPA.programs@ethics-twi.org. No refunds will be given for no-shows. Registration may be transferred to another person in your organization by request to APPA.programs@ethics-twi.org.

Contact TWI if your agency is considering an on-site agency program at APPA.programs@ethics-twi.org



2013 APPA/TWI Open Enrollment Programs

Ethical Decision Making: Empowering People to Go from "I Can't" to "I Won't"

Co-sponsor: Kansas Association of Court Services Officers

Location: Sedgwick County Park/Sunflower Shelter House 6501 W 13th St South Wichita, KS 67215

Date: March 7, 2013

Time: 8:00 a.m. – 4:30 (8:00 registration; class begins at 8:30; lunch included)

Program Information

As a non-profit 501(C) 3, proceeds and profits from training and assessments by TWI are put back into the community to sponsor and support programs that promote quality leadership and ethics in community.

Integrity is increasingly seen as an administrative responsibility for creating policies that are thorough and clear as to what is acceptable and unacceptable behavior. This has led to ethical behavior being defined more by which policy applies or does not apply to an action or decision, and less by what is the right action to do or choice to make. Though codes and policies are necessary—we have to know our boundaries—they are not sufficient for promoting personal and professional ethical responsibility.

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Be able to better explain their ethical reasoning

Learn and use a simple and effective four-stop ethical decision making process applicable to personal and team decision making

Fee: \$159 for members of any professional association; \$179 for non-members (Lunch will be provided)

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Contact TWI if your agency is considering an on-site agency program at APPA.programs@ethics-twi.org.

FROM THE KBI BIOLOGY SECTION

JOHN GAUNTT—KBI

A short note to agencies submitting evidence for DNA analysis:

On major case investigations, we strongly invite the case investigator or the evidence tech to meet with a Biology Section Forensic Scientist before evidence is submitted. In fact, we would also like to include the prosecutor in the same meeting, but we could facilitate that part of the meeting with a conference telephone call.

Why this is so important? First, a meeting between the submitter and the lab gets everyone on the same page. This process is more than a get acquainted meeting. If a case is important to your agency, we would like to meet with you.

Second, the Scientist will ask for a case synopsis. It is critical for us to have some working knowledge of the crime. We do not need interview reports or copies of your paper work, but the summary of the crime along with the origin of the items collected as evidence is very beneficial. On an unknown suspect case, the criteria for a CODIS search can be enlightening to an unaware investigator.

The Physical Evidence Custody Receipt (PECR) typically includes a section for a summary or synopsis of the crime. We would *politely* invite contributors to continue filling out this section for your submissions.

Thirdly, and this reason is key, we want your input on the items you have submitted for their value and what you would hope to obtain from the biological examination. The input from the prosecutor is equally important in this process. As we review the case with you and look over the list of items, we will probably be able to prioritize some items over others in their probative value to your case.

Another reason to establish a relationship with the laboratory is basic and practical. We want to help your cases as much as we possibly can handle. However, with our current backlog of cases, there would likely be a limitation on the amount of “fishing” or retesting items of evidence in running DNA comparisons to *possible* suspects.

Getting in touch is important. Keeping in touch is critical. As the case moves through prosecution and court, we need to know when court dates are set. Com-

plete DNA analysis and the reporting process is not accomplished in days. It takes weeks.

With the recent advancements in DNA technology, we have seen a moderate and steady demand for lab services. As you would expect, there is a proportionate cost. DNA casework is an expensive and time consuming service.

To summarize, if a case is important to your agency, please get in touch with us. The Biology Section is dedicated to work your cases. Thank you for doing what you can to help us, as we try to help you!



KBI FIELD SUPPORT TRAINING

LESLIE MOORE—KBI

KBI Field Support Training announcements can now be found on the KCJIS web portal in the “Services and Info” tab. Towards the bottom of the screen under “KBI Information Services Division Documents” you will find a link titled “ISD Training”. All of the 2013 training sessions are currently posted.



Kansas Bureau of Investigation

Kirk D. Thompson
Director

Derek Schmidt
Attorney General

2013 Training at KBI Headquarters

March 26 - 28

and

October 22 - 24

The Field Support Team from the Kansas Bureau of Investigation is kicking off the 2013 Training Calendar in Topeka, Kansas. To attend the training please register with the contact listed below. When registering include the following information: specify date, class, morning or afternoon, and how many from your agency will be attending. Also, please provide an email or phone number for follow-up confirmation. Register early as seating is limited!

Please register with Jancy Hunter at jancy.hunter@kbi.state.ks.us or 785-296-7404.

Topeka – Hosted by the Kansas Bureau of Investigation

1620 SW Tyler

Topeka, Kansas 66612

Tuesday – March 26th and October 22nd

<u>KBI Auditorium</u>	<u>KBI Training Room</u>	<u>Time</u>
Offender Registration	10 Print Identification	8:30am – noon
Criminal History Records	KIBRS	1:00pm – 4:30pm

Wednesday – March 27th and October 22nd

<u>KBI Auditorium</u>	<u>KBI Training Room</u>	<u>Time</u>
Criminal History Records	DNA Databank	8:30am – noon
Offender Registration	10 Print Identification	1:00pm – 4:30pm

Thursday – March 28th and October 24th

<u>KBI Auditorium</u>	<u>KBI Training Room</u>	<u>Time</u>
KIBRS	DNA Databank	8:30am – noon
Forensic Services	Central Message Switch	1:00pm – 4:30pm

The Auditorium is located in the main building.

The Training Room is located in the annex building.

Continued on Page 9

TRAINING—CONTINUED**Class Synopsis****10 Print Fingerprint Identification**

This instruction will include how to take and submit tenprint arrest/booking records, mug shots, and palmprints; proper use of livescan; civil fingerprinting procedures; two-finger capture devices; access to the KBI's fingerprint archive; correcting errors; and understanding AFIS reports. Practical exercises in the techniques of fingerprinting will also be included. **Target Audience:** anyone who takes tenprint and palmprint images for the submission of an arrest or applicant fingerprint card via livescan or hard card. This includes court personnel who fingerprint for convicted summons.

Criminal History Records

This class will cover the reporting requirements for Kansas adult and juvenile disposition reports (KADR, & KJDR). We will cover the laws and regulations governing operation, obligations of local agencies to submit records, instructions for completion of the KDR's, accessing criminal history data and the use and dissemination of criminal histories in the form of rap sheets. **Target Audience:** Records Clerks, Municipal and District Court clerks, law enforcement and criminal justice personnel completing fingerprint cards and/or Kansas Disposition Reports.

DNA Databank

A DNA sample can be collected from a qualifying arrestee or convicted offender in less than a minute. This single process by the booking stations or by court personnel may be the vital lead to an unsolved criminal case. This training is recommended for booking personnel, jail administrators, and court service officers. We also hope that law enforcement officers attend this class to get a better understanding of the CODIS search process, and how the DNA Databank is a vital link to your unsolved criminal cases. We will also provide an overview of the KBI's Biology Casework Section.

Forensic Services

This session will cover overall forensic services provided in the KBI's four accredited laboratories. Evidence collection, handling, submissions and discipline requirements will be addressed. A forensic scientist will be on-hand for specific discussions involving latent prints, crime scenes, and bloodstain pattern interpretation. Common concerns among law enforcement agencies as well as accreditation requirements will be included. **Target Audience:** All Kansas law enforcement agencies with an emphasis on detectives and crime scene personnel.

Kansas Incident Based Reporting System

The Kansas incident-based reporting system class will cover form filling of the required standard reports. Discussion of common errors as well as concerns with requirements will be included. The class will also cover recent and future changes to KIBRS, to include the new auditing program. Agencies desiring electronic submission are encouraged to attend. **Target Audience:** Any personnel who complete offense and arrest reports, check accuracy of those reports, and/or submit those reports to KBI.

Offender Registration

This training provides an overview of the current Kansas Offender Registration Act. The focus of training includes the duties of all registering entities and offenders. Additionally you will learn about KsORT (Kansas Offender Registration Tool), the KBI's new offender registration database and all it has to offer. NCIC training will not be provided by the KBI Offender Registration Unit. Please contact Kansas Highway Patrol in regards to NCIC matters. **Target Audience:** Individuals with the primary responsibility of registering offenders such as: Kansas Sheriff's Offices, County Jails, Kansas Department of Corrections, and Juvenile Justice Authority.

Central Message Switch

This training provides an overview of the tools available to users and Terminal Agency Coordinators (TACs) to access and navigate the KCJIS Central Message Switch. The focus of this training will be on KACIS, OpenFox Messenger, OpenFox Configuration, and OpenFox Archive & Retrieval. The session will begin with a one hour session to go over the basics of navigating through OpenFox Messenger, changing preferences, and locating forms and messages. The next hour will be devoted to OpenFox Archive & Retrieval, running quick searches, running detailed index searches, interpreting results, and printing reports. The last hour will be spent going over the process of adding new users into the KACIS application, reports available in KACIS and assigning message keys through Security Roles in OpenFox Configurator. **Target Audience:** the first two hours are for any KCJIS user who uses OpenFox. The last hour is tailored for agency TACs.

RAPID – REPORT AND POLICE IMPAIRED DRIVERS

JOE MANDALA AND LESLIE MOORE—KBI

The DUI portal known as RAPID met two major milestones in the last quarter. Those milestones were the project kickoff and the detailed design meetings.

The detailed design meetings were held in November with stakeholders from different agencies around the state. Those agencies include the Kansas Department of Transportation, Kansas Highway Patrol, Kansas Attorney General's Office, Office of Judicial Administration, Chiefs and Sheriff's Associations, cities of Lenexa, Overland Park, Hutchinson, Topeka, and counties of Franklin, Leavenworth, Saline and the KBI.

The detailed design meetings and regular follow-up meetings have involved several areas.

- RAPID search user interface to provide new search capabilities to search multiple databases at one time.
- Quality assurance interface to allow a user to request a correction to a record or a repository to request missing data from a user.
- Subscription and notification features to allow a user to subscribe to a record and be notified where there are changes to that record.
- The submission of electronic filings and dispositions from prosecutors and courts.
- Dissemination Service to ensure that information is properly released for the various data sources.
- KCJIS portal migration.

We hope to have a document prepared for prosecutors and courts to begin programming for electronic filings and disposition reporting in 3rd quarter of 2013.

CRIME IN KANSAS 2011

BILL REID, RESEARCH ANALYST II - KIBRS

After a long hiatus the Incident Based Reporting section of the KBI is once again cumulating data into a *Crime In Kansas* report. The first re-launch will be using 2011 data from KSORs and KSARs submitted by incident based reporting agencies. This publication will drill down and give a detailed picture of the nature of criminal activity in the State of Kansas.

The 2011 edition will focus primarily on Index crimes but we intend on expanding the coverage each year until all aspects of crime in Kansas are included. That being said, the data is only as good as the reports submitted therefore I encourage each agency to ensure the highest quality of information is reported.

Initially the information does not include agencies submitting summary reports. We hope to have everyone included soon whether that is using KIBRS data or additional surveys to Summary agencies.



CHANGES IN KIBRS
DONNA BEVITT—KBI

As the 2013 calendar year begins I would like to take this opportunity to provide updated Kansas Incident Based Reporting Section contact information. This past year has been a year of growth and change for the KIBRS Unit. We have experienced personnel and process changes. Please find the following contact information for associates within the KIBRS Unit and please let us know if we can assist you with reporting questions and concerns.

Providing quality data is the mission and goal of our unit. The data that are submitted and collected throughout the year assists KBI, fellow Kansas law enforcement agencies, the Federal Bureau of Investigation, and law enforcement agencies nationwide. The data are much more than statistics as it is also an investigative tool. This tool, which is known as NDEX, contributes greatly to the safety of all of our law enforcement officers and staff.

Over the last year the Incident Based Reporting Section added the audit process. The addition of this process encouraged us to make a significant change which was assigning your agency to a specific Program Consultant (or contact person). Sara Foster will provide assistance and quality assurance reviews to the eastern part of Kansas and Donna Bevitt will provide assistance and quality assurance reviews to the western part of Kansas. Each agency should have received a letter from the Program Consultant that is assigned to their agency. If you have questions as to who represented your agency please review the map below (Sara's agencies are in blue and Donna's agencies are in green) or feel free to contact one of us and we will be happy to assist you.

In December we had a change of personnel due to Dana Schutter's promotion. I would like to take this opportunity to introduce Kathy Terhune and Shannon Moore. Kathy will be responsible for mail-backs with the exception of domestic violence. Shannon Moore is our domestic violence mail-back associate. Kathy will also be responsible for entering Zero and LEOKA reports. The Zero and LEOKA reports can be faxed or e-mailed to Kathy. Please feel free to contact Kathy or Shannon with any mail-back questions, comments or just to introduce yourself. Both Kathy and Shannon will be glad to meet you.

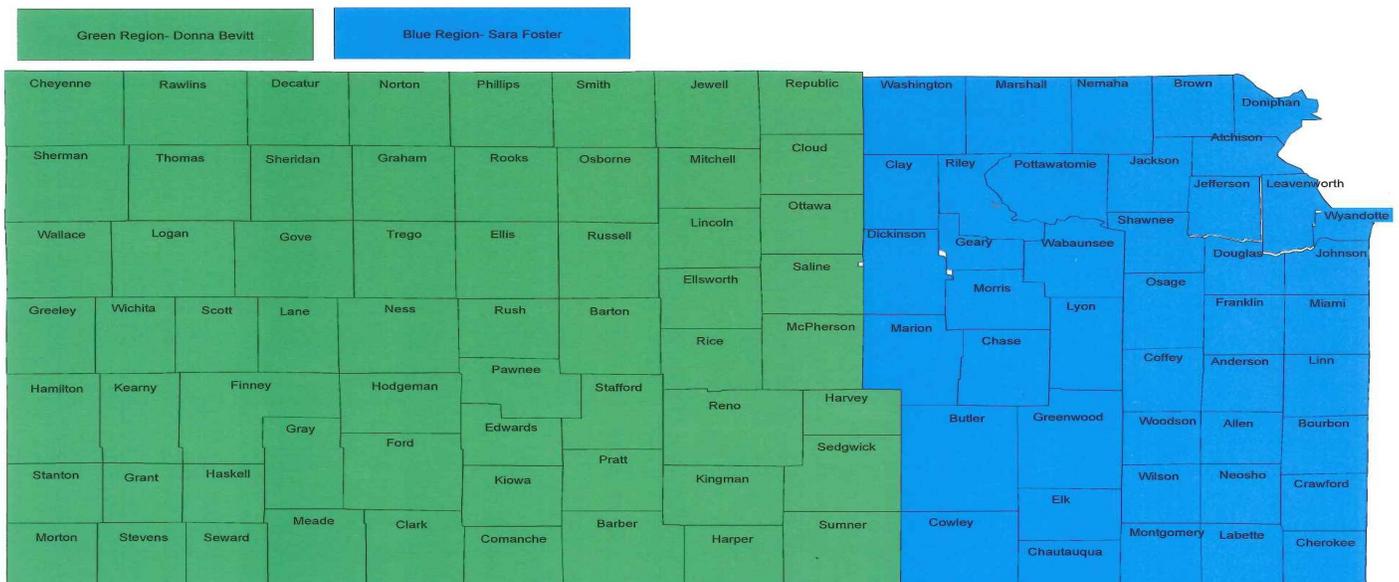
Please find additional Kansas Incident Based Reporting Section contact information below.

- Janell Zeiler - KIBRS Program Manager 785-296-8279 janell.zeiler@kbi.state.ks.us
- Bill Reid - Research Analyst II 785-296-8242 bill.reid@kbi.state.ks.us
- Donna Bevitt - Internal KIBRS Trainer/ Field Auditor 785-296-4373 donna.bevitt@kbi.state.ks.us
- Sara Foster - KIBRS Field Trainer/ Field Auditor 785-296-8278 sara.foster@kbi.state.ks.us
- Kathy Terhune - Point of contact for Zero, LEOKA, Mail-backs 785-296-4369 kathy.terhune@kbi.state.ks.us
- Shannon Moore - Point of Contact for Domestic Violence 785-296-4002 shannon.moore@kbi.state.ks.us

KIBRS Fax Number - 785-296-6781

*** The KIBRS Team currently has three additional employees assigned to the data entry of reports: Jeff Manthe, Susan Winter and Linda Reed. KIBRS currently has 1 vacant data entry position.

State of Kansas Map



KANSAS INCIDENT BASED REPORTING SYSTEM: DATA SUBMISSION DEADLINES FOR 2013

JANELL ZEILER—KBI

The Incident Based Reporting Section at the Kansas Bureau of Investigation has released the 2013 deadline schedule for submitting Kansas Standard Offense and Arrest data to the KBI. These dates also represent the deadline for submitting the *Law Enforcement Officers Killed and Assault (LEOKA) report, Supplemental Homicide Reports* and the *Zero Report*.

- April 12, 2013: First Quarter deadline. All January-March 2013 data submitted to the KBI headquarters.
- July 12, 2013: Mid-Year deadline. All January- June 2013 data submitted to the KBI headquarters. This is the deadline to be included in semi-annual statistic reports.
- October 11, 2013: Third Quarter deadline. All July- September 2013 data submitted to the KBI headquarters.
- January 17, 2014: Fourth Quarter deadline. All January- December 2013 data submitted to the KBI headquarters. This is the deadline to be included in the FBI *Crime in the United States* publication and other annual statistic reports.

WORKING GROUPS

LESLIE MOORE—KBI

The Offender Registration Working Group met on January 9th in Jackson County. The next meeting will be on April 10, 2013 at the Lyon County Sheriff’s Office. Please email topics for the agenda to Chairperson Sheila Wacker at sheila.wacker@iocogov.org.

The Criminal History Record Information (CHRI) Working Group met on January 17th at the KBI Headquarters. The next meeting will be April 18, 2013 at 1:30pm at the KBI Headquarters. Please email topics for the agenda to Chairperson Major James Eickhoff at [jeick-](mailto:jeickhoff@wycosheriff.org)

jeickhoff@wycosheriff.org. The meeting minutes for both Working Groups can be found on the KCJIS web portal in the Services and Information tab at <https://www.kcjis.state.ks.us/Information/default.asp> and on the KBI website at <http://www.kansas.gov/kbi/info/ISDlinks.shtml>.



**OFFENDER REGISTRATION WORKING GROUP
JESSICA DULTMEIER – KBI**

The Offender Registration Working Group (ORWG) consists of representatives and practitioners who work daily with the offender registration system, including prosecution, department of corrections, judiciary and sheriffs’ departments and provides assistance and insight to the KBI’s Offender Registration Unit. Members bring input on Offender Registration policies and procedures that work as well as offer suggestions on how to improve enforcement of the Kansas Offender Registration Act. These members also serve as liaisons between the KBI Offender Registration Unit and their respective agencies. Input shared at ORWG meetings may be used when considering legislative changes. Major policy changes are referred to impacted partners prior to presentation before the Kansas Legislature.

The next ORWG meeting is scheduled for Wednesday, April 10th at 1:00 in Lyon County at the Sheriff’s Office, 425 Mechanic Emporia, Kansas 66801. If you have questions regarding the following information please contact the ORWG Chairperson. The current Chairperson is Sheila Wacker. She can be reached at Sheila.Wacker@iocogov.org or at 913-715-5470.

**OFFENDER REGISTRATION WORKING GROUP—CONTINUED
JESSICA DULTMEIER – KBI**

- Meeting dates, times, and locations
- Meeting minutes (also posted on the KCJIS web portal and KBI public website)
- Copy of the agenda
- Suggestions for items to be added to the agenda
- General suggestions for the working group meetings

The meeting minutes for ORWG can be found on the KCJIS web portal in the Services and Information tab at <https://www.kcjis.state.ks.us/Information/default.asp> and on the KBI website at <http://www.kansas.gov/kbi/info/ISDLinks.shtml>.

**FINGERPRINTING CHECKLIST
TINA ORTEGA—KBI**

Who am I printing and can I submit to KBI electronically?

- Are they our own Law Enforcement Applicant or working in our agency? Example: Officers, Janitor, contractor, vendor or any person (s) who would work in your agency.
- Are they being printed for Concealed Carry Handgun License Applicants?
- Are they Criminals?

If you answer yes to these 3 questions then “Yes” you may submit these prints electronically to the KBI.

If an individual walks in your agency and asks to be printed for any reason that is not the 3 above, you **CAN NOT** SUBMIT TO KBI. You may print them on your Livescan machine, however you **MUST** print card out and give card to the individual or mail for them if instructed.

Cheat Codes for electronic submissions to KBI

Applicant Code:

Reason Fingerprinted: 30 Criminal Justice
 Type of Card: 43
 Fee Code: No Charge
 Trans Code: Map
 Search Type Code: Other
 Fingerprint Codes: Agency ORI



Conceal and Carry Code:

The Following information **MUST** accompany the Livescan submission.

(if your agency is approved)

Reason Fingerprinted: 81 Concealed Carry-KSA 75-7c05
 Type of Card: 42 civil state/fed identification, fee
 Fee Code: Fee billed to submitter
 Fingerprint Trans Code: NFUF
 Submitting Agency ORI: **KS089015A**

Fingerprint Walk-Ins:

Examples are: Nursing, Teaching and Personal ect.....

You may print them on the Livescan and print card....**ONLY. DO NOT SUBMIT TO KBI!!!!!!**

OFFENDER REGISTRATION Q AND A JESSICA DULTMEIER – KBI

- Q.** Do drug offenders have to be entered in to the NCIC National Sex Offender Registry (NSOR)?
- A.** No, only sex offenders should be entered into the NCIC National Sex Offender Registry (NSOR).
- Q.** If an offender is convicted of Possession of Marijuana, are they required to register as a drug offender in the state of Kansas?
- A.** No, unless the Court orders the offender to register. If the Court requires the offender to register for this offense, the requirement should be included in the journal entry.



KIBRS Q AND A SARA FOSTER—KBI

- Q.** Should I amend the charges on an Offense Report if the prosecutor amends them?
- A.** No. The offenses reported on the Offense Report should reflect the original crimes the responding officer(s) believe occurred. Amended charges are captured on the Kansas Adult & Juvenile Disposition Reports.
- Q.** Do I need to submit an Offense Report if the charges will not be filed?
- A.** Yes. When a reportable offense occurs an Offense Report is required. If the charges will not be filed by the prosecutor you can exceptionally clear the Offense Report with “Prosecutor Declined.”
- Q.** What if the victim doesn’t want to press charges?
- A.** An Offense Report is still required since the crime occurred. If the victim refuses to testify or cooperate with a prosecutor to press charges you can exceptionally clear the Offense Report with “Victim Refuses to Testify.”
- Q.** When is my agency responsible for submitting an Arrest Report?
- A.** Your agency should submit an Arrest Report for any arrests resulting from Offense Reports that your agency originated, no matter who physically made the arrest. An Arrest Report should also be submitted by your agency if you hold the warrant, even if another agency physically arrested the person. Finally, an Arrest Report should be submitted when a Notice to Appear is given to a person for a reportable crime such as Disorderly Conduct, Transporting Open Container, Obstruction of Justice, etc.
- Q.** Should my agency submit Arrest Reports for arrests made for other jurisdictions?
- A.** If you don’t hold the warrant or have the original Offense Report your agency should not submit the Arrest Report to KIBRS. Only the original agency can submit the Arrest Report. If your agency decides to submit any Arrest Reports you have please clearly mark those Arrest Reports as “Outside Agency” in the clearance field.
- Q.** My Record Management System has the option of printing different forms than the official Offense Report and Arrest Report. Can my agency use those forms when manually reporting to KIBRS? (Excludes electronic agencies)
- A.** In short, no. Offense Reports and Arrest Reports need to look like the official forms in the KIBRS Handbook. The ability to print the official forms is included in the requirements listed in the Interface Control Document provided to software companies with Record Management Systems.

NEWS FROM THE DNA DATABANK

JOHN GAUNTT—KBI

First, a report summarizing all of your efforts during 2012.

Total samples processed:	13,035
From Arrestees	10,599
From Convicted	1,491
From Registered Offenders	921
From a Court Order	12
Internal Testing	12

Of the 13,035 samples received, 1,087 were duplicate samples, which meant that a sample for the same offender had already been received and processed. The number of duplicate samples can be dramatically reduced if the submitting agency (1) would check KCJIS before the kit is put into the mail, or (2) contact one of our staff to check the offender’s status for you.

The DNA Databank processed 247 CODIS hits during 2012. This means that a Kansas sample had been linked to a DNA profile developed from an item of evidence in a Kansas criminal case or from 14 other states.

2012 CODIS Hits	247
Burglaries	121
Sexual Assaults	39
Auto Thefts	25
Robberies	21
Thefts	11
Homicides	9
Other Crimes	21

As you look over these numbers, picture that any DNA sample collected by your agency could ultimately be the missing puzzle piece for an unsolved crime, either from the past or in the future.

Now for a little housekeeping. Please remember to complete the requested information on the back of the DNA specimen information card. If your agency has been using the Pre-log method to document your submission, the same information is at the bottom of the form.

- Inked thumbprints of the offender
- Signature, name, title, and phone number of the collector of the DNA sample, plus the date of collection
- Signature and name of the collector of the thumbprints, plus the date of collection

I think we can all agree that DNA collection is an important part of the booking procedure for a qualifying offender. The same holds true for a good set of fingerprints collected on a ten print card during booking or during the processing of a registered offender. Why is the DNA Databank mentioning fingerprints?

Answer: As DNA Databank receives samples from all over Kansas, we process them within a few days to link up with other identifying information for the same offender. A KCJIS record check would indicate that the DNA sample has been collected only **if** the KBI has also received a set of fingerprints on a ten print card for the same offender. Here’s why. Once the KBI receives the ten print card, a State ID number (KBI number) is assigned to that record. If for some reason, the KBI has not received a set of fingerprints for that offender, there is no KBI number assigned. This causes the DNA Databank record and KCJIS

record to not be linked for that offender. A KCJIS record check on the offender would not be accurate until a ten print card is received.

In this example, the DNA sample would still be imported into CODIS, but we could not say the same thing for the missing set of fingerprints for AFIS.

Collect DNA. Collect a good set of fingerprints. Send them to the KBI. We thank you!



SUGGESTIONS FOR THE LIVESCAN USERS

TINA ORTEGA—KBI

In order to determine whether or not your livescan is submitting fingerprint records to the KBI AFIS, it is important for the operator to monitor the AFIS messages and AFIS Daily Reports that are sent to both, your primary KCJIS (Open Fox) terminal and the e-mail address(es) provided by your agency.

However, if it is determined that your livescan is not working or is not submitting fingerprint records to the KBI AFIS, please follow these instructions:

1. **If the livescan is not working**, please contact your livescan vendor. You will need to contact their Help Desk, report the problem and request assistance. Keep in mind that you can do this if your agency has a maintenance contract with the livescan vendor.
2. **If the problem is related to not being able to submit to the KBI AFIS**, please contact your agency technical staff and report the problem. Your technical staff will be able to check the network and firewall.
3. **If it has been determined that the problem is not with your livescan, agency network or firewall**, please contact the KBI Help Desk, report the problem and request assistance. Please do not contact the KBI Help Desk until you have checked with your livescan vendor and your agency technical staff. The KBI Help Desk can be reached at (785) 368-6382.

Livescan vendors contact information (Customer Support or Help Desk):

Cross Match: (866) 276-7761

MorphoTrust (Identix and L-1 Identity Solutions): (888) 435-7439

MorphoTrak: (800) 734-6241



ASSIGNING A TRANSACTION NUMBER FOR AN NTA OR SUMMONS

SHERI SHARP—KBI

When issuing an NTA or Summons to a Municipal Court, the agency issuing the NTA or serving the Summons must prepare a *Kansas Standard Arrest Report (KSAR)* displaying a TN that may be assigned using a *KDR*. If the final disposition results in a conviction in a Municipal Court, the disposition is documented on the fingerprint card displaying the TN and no *KDR* is required to be submitted.

If the fingerprint submission is prepared via livescan, the formerly issued TN must be reported as an “alternate transaction number” or the generated TN should be overwritten with the formerly issued TN so it can be matched up to the arrest report. If actions within Municipal Court **do not** result in the final disposition of charges, no further action is required until that final disposition.

If the defendant was issued a NTA or summons for DUI they must be fingerprinted upon first appearance using the same steps as a NTA or summons. The final disposition will then be reported on the *KADR*.

When issuing an NTA or Summons to a District Court, the agency issuing the NTA must prepare a *KSAR* and may assign a TN by using a *KDR*. The defendant is fingerprinted upon first appearance. If the fingerprint submission is prepared via livescan, the formerly issued TN must be reported as an “alternate transaction number” or the generated TN should be overwritten with the formerly issued TN so it can be matched up to the arrest report. Final disposition is documented on a *KDR*.

ARRESTING SUBJECTS ON FTA'S AND PROBATION VIOLATIONS

SHERI SHARP—KBI

A **Failure to Appear** arrest is considered to be a new and separate event from the original offense, and fingerprints must be submitted regardless of prior submission for the original offense. A new TN should be used for the fingerprint card and arrest report.

A **Probation Violation** is different for KIBRS and criminal history records. For criminal history records it is considered to be an event or a status within a transaction of events associated to the original arrest and should not require the assignment of a new transaction number or an additional fingerprint submission. For KIBRS, reporting probation violation is considered to be a new event that needs a new transaction number.

NEWS FROM THE KBI HELP DESK

WILSON WILEY—KBI

SECUREMOTE 64-BIT COMPATIBILITY IS HERE

The KBI Help Desk is pleased to announce that the new version of SecuRemote that supports 64-bit operating systems is available for download and use.

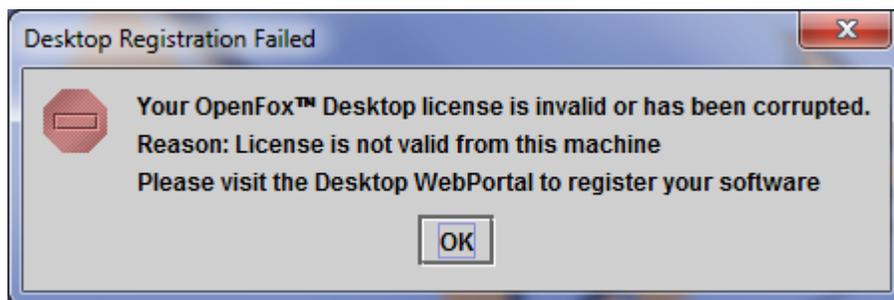
The 64-bit version of SecuRemote cannot be upgraded from a previous version. It is recommended that you completely uninstall any previous version of SecuRemote before installing the new version.

We do want to warn agencies that have CAD/MDT/RMS servers connected to the KBI with SecuRemote. The Check Point SecuRemote software was never designed to work with server operating systems. Some agencies have been able to install previous versions of SecuRemote and make it work. The KBI Help Desk will NOT support SecuRemote running on server operating systems.

To download the new SecuRemote client, log onto the KCJIS Web Portal, click on Help Desk on the left-hand navigation column, and click on SecuRemote Download under the SecuRemote heading. The downloaded file will need to be unzipped before the new client can be installed.

OPENFOX LICENSES

Does this look familiar?



Since the implementation of the new hardware fingerprinting in May of 2012, quite a few terminals have been “hit” with this error message. The KBI has been working with CPI to determine the cause of this issue and develop a fix. The KBI and KHP have been testing CPI’s fix, and we are ready to implement it. We are planning on implementing it on February 20 at 10:00 AM. When this fix is implemented, all computers at your agency that use OpenFox will need to have the program re-registered. With the initial hardware fingerprinting implementation in May of last year, the KBI sent out reports to all agencies listing the product keys for their OpenFox terminals. If your agency needs a new or updated report of all your OpenFox product keys, please email the request to the KBI Help Desk at helpdesk@kbi.state.ks.us.

Continued on Page 18

NEWS FROM THE KBI HELP DESK—CONTINUED
WILSON WILEY—KBI

Save the Date: February 20 @ 10:00 AM – Hardware Fingerprinting fix goes live. All OpenFox terminals will need to be re-registered.

A&R REPORTS

With the most recent update to the Archive & Retrieval client in the OpenFox Desktop software, users can select and print multiple records simultaneously. To do this, run your search and pull up the results. To select several adjoining records, click and hold down the left mouse button on the first record and drag down to the last record. This can also be done by clicking and releasing the left mouse button on the first record, holding down the Shift key on the keyboard, clicking and releasing the left mouse button on the last record, and then releasing the Shift key on the keyboard.

MRI ▲	MKE	IN_TIME	IN_SEQ
1811463	\$ACHR	20121210:080218	4868
1811463	CHR	20121210:080218	4868
1811467	CR	20121210:080219	145
1811467	CR	20121210:080219	145
1830905	CR	20121210:100636	4246
1830905	CR	20121210:100636	4246
1830907	QR	20121210:100638	4168
1830907	QR	20121210:100638	4168

To select several non-adjoining records, click and release the left mouse button on the first record, hold down the Control (Ctrl) key on the keyboard, click and release the left mouse button on any additional records, and then release the Ctrl key on the keyboard.

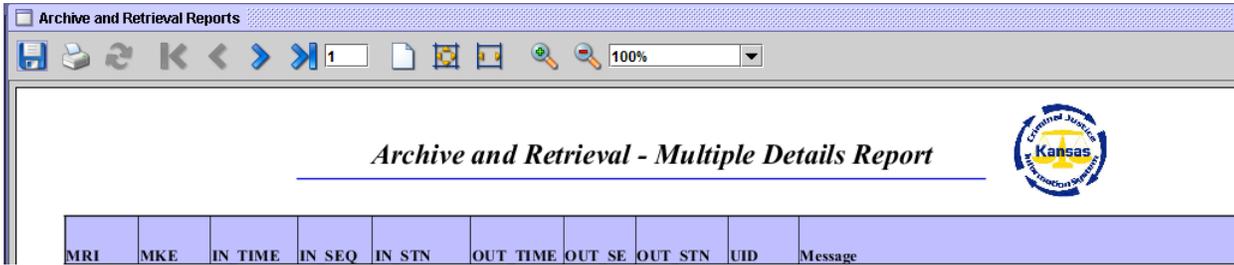
MRI ▲	MKE	IN_TIME	IN_SEQ
1811463	\$ACHR	20121210:080218	4868
1811463	CHR	20121210:080218	4868
1811467	CR	20121210:080219	145
1811467	CR	20121210:080219	145
1830905	CR	20121210:100636	4246
1830905	CR	20121210:100636	4246
1830907	QR	20121210:100638	4168
1830907	QR	20121210:100638	4168

Once all of the needed records have been selected, click on the Print icon in the tool bar or select the Print option from the Actions menu.

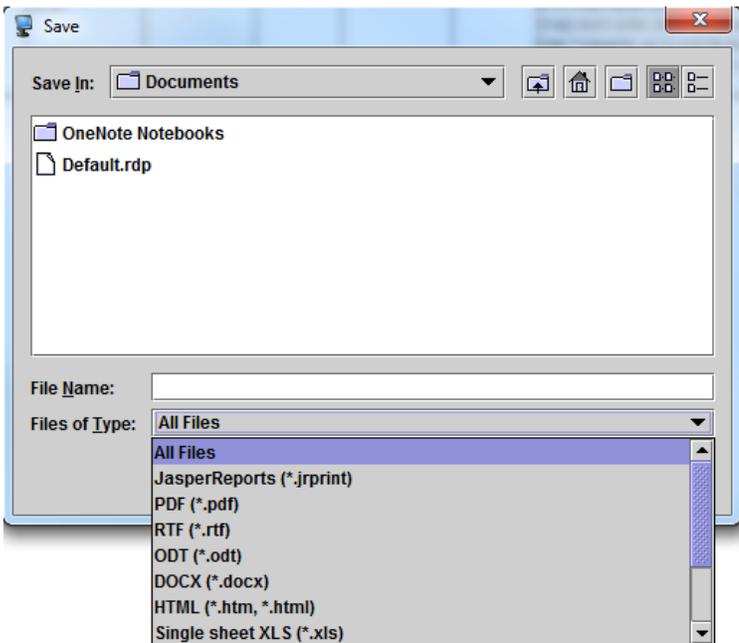


A window will come up with a formatted Archive & Retrieval report. To print the report, click the Print icon in the tool bar. The Archive & Retrieval report will then be printed.

NEWS FROM THE KBI HELP DESK—CONTINUED
WILSON WILEY—KBI



The report can also be saved as a file to the local computer to many popular formats such as a PDF or Microsoft Word document. Remember that all saved information must adhere to the CJIS and KCJIS security policies.



LIT vs. SIT

Have you ever ran a Kansas Car Stop (KCS) transaction and wondered what the difference was between the License Type (LIT) and Special Issue (SIT) fields on the form?

License Plate Data			
License # (LIC)	License State (LIS)	License Year (LIY)	License Type (LIT)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personalized Flag (PPF)	County (COU)	Special Issue (SIT)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

NEWS FROM THE KBI HELP DESK—CONTINUED

WILSON WILEY—KBI

The difference is that the License Type field lists all of the Nlets license types, whereas the Special Issue field lists all of the Kansas license types. For example, if you were to run a vehicle registration query through Nlets (an RQ), you must enter the License # (LIC), License Year (LIY), and License Type (LIT). These are the same fields that must be populated on the KCS form for the KCS transaction to spawn an Nlets RQ. Therefore, when selecting a License State (LIS) other than Kansas on the KCS form, the License Type field must be populated with one of the Nlets license types in addition to the License # and License Year fields.

However, if you are running a vehicle registered in Kansas from the KCS, you can use the Special Issue field. Using the Special Issue field isn't required when leaving the License State blank or selecting Kansas. If you look at the options available from the Special Issue field on the KCS form, these are the same options that are available from the License Type field from the Vehicle Query tab of the KDOR form. The Special Issue field on the KCS is basically the license type field for vehicles registered in Kansas.

SUSP STATUS

Since implementing the new KDOR vehicle response format, quite a few users wanted to know what the SUSP STATUS field means. On rare occasion, a tag can be "suspended." If it is, the STATUS field will show this as "SUSPENDED" (instead of "ACTIVE" or "EXPIRED").

If the registration is suspended, the SUSP STATUS field will show why. It will usually be something like "SOLD OUT OF STATE" or "SOLD FOR SALVAGE." This basically means that the tag was brought in for a refund and shouldn't be seen on the road anymore.

LICENSE PLATE DECALS IN NCIC

When the KDOR Vehicle Modernization Project went live in May of 2012, the format of decal stickers also changed. Decal stickers used to have a unique character string that didn't match the string on the license plate itself, which would allow a stolen decal sticker to be entered into NCIC. Now, all decal stickers that are issued have the same character string as what is on the license plate. There are no unique identifiers on the decal that would allow it to be entered into NCIC.

The KBI reached out to KDOR for clarification on this change. The representative at KDOR advised the KBI that the characters on decals were changed to match the license plate to lend for easier identification of stolen decals. If the characters on the decal don't match the characters on the license plate, then the decal has been stolen (or the owner placed it on the wrong vehicle). A decal entry into NCIC is unnecessary. It's as simple as that.

JAVA ISSUES

There has been a high profile incident in the news recently regarding a Java zero-day vulnerability. CPI has communicated to us that this issue does not affect the OpenFox Desktop application. The recent vulnerability only affects Java applets that are initiated through a browser plugin. The OpenFox Desktop is a desktop application (it doesn't use the Java browser plugin) and is therefore unaffected. If you are concerned for the safety of your agency computers and would like to disable the Java browser plugin, you can follow the instructions on this web page:

http://www.java.com/en/download/help/disable_browser.xml

There has been another recent issue affecting the use of Java for accessing the OpenFox Desktop. With the release of Java 7, Oracle made changes to Java that caused issues with OpenFox not launching. CPI has released a compatibility fix that allows the OpenFox Desktop to launch and run normally. The KBI will be testing and deploying the fix as soon as possible to allow everyone to upgrade and use the newest releases of Java. Until then, we are currently supporting and providing for download Java 6 Update 26 from the OpenFox Desktop Web Portal.

REFERENCE DOCUMENTS

There are a couple new and updated reference documents posted to the KCJIS Web Portal for users. The first is an updated KCJIS FAQ document, which can be found by clicking the KCJIS FAQ link on the left-hand navigation pane of the Web Portal. This is a great resource for finding answers to questions you've wondered before but never asked. Next is a new document called the KCJIS User Guide which gives an overview of the history and resources available within the KCJIS network. The KCJIS User Guide is available on the Web Portal by clicking the KS Operating Manuals link on the left-hand navigation pane and then selecting KCJIS User Guide-Jan 2013 from that page.



SEARCH

The National Consortium for Justice Information and Statistics

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Announcement

January 2013

Apply Today for **FREE** Assistance from SEARCH for Your Information Sharing Technology Challenges

SEARCH is offering *free* assistance to rural law enforcement agencies nationwide, and we **encourage your agency to apply today** at <http://www.search.org/products/ta/>.

What is it?

SEARCH received funding from the "FY 2009 Recovery Act Assistance to Rural Law Enforcement Grant" to help criminal justice practitioners understand how to use technology to share critical information. **This award allows SEARCH to provide rural jurisdictions with training and technical assistance to tackle their information sharing challenges.** (The U.S. Department of Justice Bureau of Justice Assistance provides this funding.)

What agencies qualify for the free assistance?

- Law enforcement and criminal justice agencies in "rural" states (Alaska, Wyoming, Montana, North Dakota, South Dakota, New Mexico, Idaho, Nebraska, Nevada, Utah, Kansas, Oregon, Maine, Colorado, Vermont), **except** those agencies located in a metropolitan statistical area (MSA).ⁱ
- Tribal jurisdictions in any state.
- Local or county jurisdictions (in any state) that serve a population of less than 50,000, whether or not they are located in an MSA. Independent cities and townships (in any state) if they have a population of less than 50,000.

What kind of assistance does SEARCH provide?

A wide variety of information sharing topics affect rural law enforcement jurisdictions. For example, SEARCH provides expert training and technical assistance on topics like:

- Governance
- Policy development
- Project management
- Interoperability
- Computer-Aided Dispatch (CAD)
- Records Management Systems (RMS)
- Information sharing with the FBI's Law Enforcement National Data Exchange system, N-DEXⁱⁱ
- Providing information to the FBI Criminal Justice Information Services Division, CJISⁱⁱⁱ

We provide this training and assistance to practitioners at no cost to the jurisdiction. SEARCH's Information Sharing Program helps justice and public safety practitioners at all levels of government succeed with information sharing projects and initiatives through effective and efficient use of appropriate technology. Our team has extensive experience planning, designing, implementing, acquiring, and measuring the effectiveness of technology in justice and public safety.

A number of rural jurisdictions have already benefited from this free assistance. Examples of SEARCH's recent work include:

- **Oregon:** Designing an information exchange that combines NIBRS and N-DEx information into a single submission for Oregon law enforcement agencies.
- **Kansas:** Provided Public Safety Project Management training.
- **Montana, Vermont:** Assisting with strategic planning for an information sharing project.
- **Maine:** Establishing justice information sharing governance among public safety agencies in the state.
- **Navajo Nation:** Conducting a records management and integration assessment and developing an information technology strategic plan.
- **Wisconsin:** Assisting with developing an RFP for license plate readers and associated technology with a local jurisdiction. Assisted agencies with CAD/RMS assessments.

— We have resources to help additional rural jurisdictions —

What experience does SEARCH have?

In addition to these types of projects, SEARCH team members have led successful large and small technology implementation projects, facilitated the development of statewide technology policy initiatives, made significant contributions to national and international technology standards, and have substantial expertise in the modeling of information exchange requirements. See our website for additional information and details regarding SEARCH and its programs: <http://www.search.org>

I have questions—who do I contact?

For more details about this information sharing grant program, contact:

- Mark Perbix, SEARCH Information Sharing Program Director:
Mark@search.org 916-715-5918
- Mike Jacobson, SEARCH Justice Information Sharing Specialist:
mjacobson@search.org 916-208-7119

Apply for information sharing technical assistance online:

<http://www.search.org/products/ta/>

SEARCH is a nonprofit membership organization created by and for the states. It has more than 43 years of experience supporting the information sharing, interoperability, information technology, cybercrime investigation, and criminal records needs of justice and public safety agencies and practitioners nationwide. Visit us online at www.search.org or www.facebook.com/search.org

ⁱ States with a population density of less than 52 persons per square mile, or a state in which the largest county population is fewer than 150,000 people.

ⁱⁱ <http://www.fbi.gov/about-us/cjis/n-dex>

ⁱⁱⁱ <http://www.fbi.gov/about-us/cjis>



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