



KCJIS NEWS

MAY 2014

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NEW FACES AT THE KHP

BY: CAPTAIN RANDY D. MOON – KHP

The Kansas Highway Patrol CJIS Division has undergone significant change in the past few months. Some of our long time staff have retired or moved on to other career opportunities and we have hired and promoted new employees. Gone is NCIC Audit Supervisor Holly Harwood who left to take on a new opportunity at the Shawnee County District Attorney's Office. Additionally, both William Arehart and Patricia King who were long time auditors retired in March. Finally, Melanie Fox who took care of ORI Validations and other administrative duties left earlier this year to work in the private sector.



Carla Boesker was promoted to Audit Supervisor in February and replaced Holly. Carla began her career with the KHP in 1999 in the Communications Unit. Carla was promoted into the CJIS Division as a Trainer and Auditor in 2010. With her recent promotion, she now oversees the NCIC Training and Audit Unit.

Kim Hill began her career in 2000 with the KHP in the Communications Unit. She was promoted to the Supervisor of Communications in 2006. Kim was promoted to a Program Consultant I within the CJIS Unit in April. She will serve as a Trainer and Auditor.



Brenda Forrester started with the KHP in 2007 as a Communications Specialist. She worked in the Communications Unit until her promotion to a Program Consultant I in the CJIS Unit in April.

Rebecca Spielman is a new face to the KHP. She comes to us from the Shawnee County Sheriff's Office where she worked in the Records Section. Rebecca began her duties in March as the Administrative Specialist replacing Melanie Fox.



Lastly, we welcome Jamie Dennis who begins her duties later this month as our newest Trainer and Auditor. Jamie is coming to the KHP from the Topeka Police Department where she has served as Supervisor of the Records Department. She will work out of the Topeka office and cover the eastern region of the state.

We are very excited to have each of these employees join the KHP CJIS Division and we look forward to the service that they will provide to the local criminal justice community. Please join me in welcoming these new faces to the KCJIS community.

WINDOWS XP END OF LIFE

BY: CAPTAIN RANDY D. MOON — KHP

Do you still have Windows XP on computers at your agency? If so, you need to soon begin a transition to a newer Windows Operating System. There are implications for agencies that are still operating in the Windows XP environment. Below is important information for you to be aware of.

Windows XP reached end of life (EOL) for maintenance support on April 8, 2014, prompting a number of inquiries to my office and the FBI CJIS Division as to whether continued use of Windows XP is feasible. The FBI/KCJIS Security Policy (CSP) states that the communities are required to keep the systems patched. However, without maintenance support, Windows XP users will no longer be compliant, and more importantly, their own enterprise and any connected enterprises with which they share a trust relationship is vulnerable. An inability to patch means the system's well-publicized vulnerabilities become exploitable and the risk to enterprise services and infrastructure is therefore elevated. The specific CSP guidance is as follows:

5.10.4.1 Patch Management

The agency shall identify applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws. The agency (or the software developer/vendor in the case of software developed and maintained by a vendor/contractor) shall develop and implement a local policy that ensures prompt installation of newly released security relevant patches, service packs, and hot fixes. Local policies should include such items as:

- 1. Testing of appropriate patches before installation*
- 2. Rollback capabilities when installing patches, updates, etc.*
- 3. Automatic updates without individual user intervention*
- 4. Centralized patch management*

Patch requirements discovered during security assessments, continuous monitoring or incident response activities shall also be addressed expeditiously.

It is important to note that Microsoft has been advertising EOL on XP for well over 5 years. If there are questions regarding which version the user community should utilize, the FBI CJIS Division recommends accessing <http://windows.microsoft.com/en-us/windows/lifecycle>. A determination can be made as to whether to transition to Windows 7, which EOLs on primary support in 2015 with extended support until 2020, or move directly to Windows 8, which EOLs on primary support in 2018 with extended support until 2023. ***Please be aware that the KBI has not tested Windows 8 with Open Fox as of this writing, so agencies may want to factor that into their decision making.***

Though Windows XP is now EOL, Microsoft does offer, for purchase, a custom support maintenance agreement for continuing as an XP user and therefore keeping agencies compliant for the next couple of years. The most recent estimates received from Microsoft (keeping in mind this is not a specific quote, but rather a general idea of cost) is a per license (per host) cost of approximately \$200 for the first year, \$400 for the second year and \$800 for the third year. Microsoft will continue to release patches and updates as long as the custom support is in place. A stipulation of the custom support maintenance agreement is achieving Microsoft Partner status which carries its own costs that requires investment based on a minimum number of clients.

We have been asked if a grace period has been built into the FBI/KCJIS CJIS Security policy. Neither the current version, nor the upcoming version has established grace periods for this circumstance.

WINDOWS XP END OF LIFE (CONTINUED)

BY: CAPTAIN RANDY D. MOON — KHP

Two other specific questions have surfaced; one concerning audit reporting with related sanctions and the other concerning whether the state CJIS Systems Agency (KHP) will request the KBI to drop connections or submissions from current XP users. Any audit that discovers an agency unable to meet CSP Section 5.10.4.1 will be marked out for audit compliance. As with any audit discovery, the auditors will work with the agency to determine what plan of action and milestones the agency has in place to meet requirements.

Local Agency Security Officers (LASO's) may expect to receive a letter from Don Cathey, KCJIS Information Security Officer (ISO), in the coming weeks. The letter will outline that agencies who are still operating on Windows XP must immediately submit a plan to the ISO outlining when the agency expects to take action to remain compliant with FBI/KCJIS policy and what that action will be.

In the meantime if you have any questions about what your agency needs to do, please contact Don Cathey at 785-368-6518 or by e-mail at dcathey@khp.ks.gov.

KSORT UPDATE

BY: KATELYN FOXHOVEN — KBI

SORT, the Sex Offender Registry Tool, is a sex offender management application that was provided to the state of Kansas by the U.S. Department of Justice and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART). SORT was provided to Kansas at no cost and was designed to make the offender registry system setup and maintenance process as efficient and effective as possible.

Using approximately \$500,000 in grant funds, the Kansas Bureau of Investigation Offender Registration Unit customized SORT to comply with the Kansas Offender Registration Act and other existing policies and procedures and is now known as KsORT (Kansas Offender Registration Tool).

KsORT is maintained by the KBI Offender Registration Unit. The purpose of KsORT is to centrally manage offender registration information in Kansas. Access is limited to registering entities that are responsible for gathering and managing offender information.

KsORT is a free tool agencies may use to register offenders. All maintenance and support for KsORT is provided by the KBI IT staff. Agencies using KsORT have access to all Kansas Offender Registration records maintained at the central repository including historically reported information and restricted offenders. Information submitted through KsORT, by a registering agency, appears on the public website within 24 - 48 hours of submission. The electronic KsORT records are housed on the KCJIS secured network servers at the KBI in Topeka, KS. Registering agencies utilizing KsORT have access to their Kansas Notifications on the KsORT home page.

The initial KsORT training schedule has been completed and 70 registering agencies have attended KsORT training. To date, 50 Kansas registering agencies are using KsORT to register offenders. Approximately 47% of Registered Offenders in Kansas are registering with a KsORT using agency.

We are currently working on a new training schedule to provide additional training on KsORT. Prior to the training, a KsORT MOA and User List will need to be completed by each county. Please note that a RSA SecurID token is required for all KsORT users. In addition, our IT department has identified the following minimum computer specifications to allow for optimal KsORT performance; 3.25 GHz machines with 4G of memory, running Internet Explorer 9, and Adobe Reader for PDF viewing.

If your agency is interested in attending KsORT training or if your agency needs additional employees trained, please contact Katelyn Foxhoven at 785-296-0719 or katelyn.foxhoven@kbi.state.ks.us.

NEWS FROM THE KBI HELP DESK

BY: JAVIER BARAJAS – KBI

Kansas CCH Purpose Code Changes for KIQ/KFQ Message Keys

The KBI Help Desk recently made a change to the purpose codes in the KIQ and KFQ message keys. Below is a list of the purpose codes currently available.

C = CRIMINAL JUSTICE PURPOSES

F = WEAPONS-RELATED CHECKS

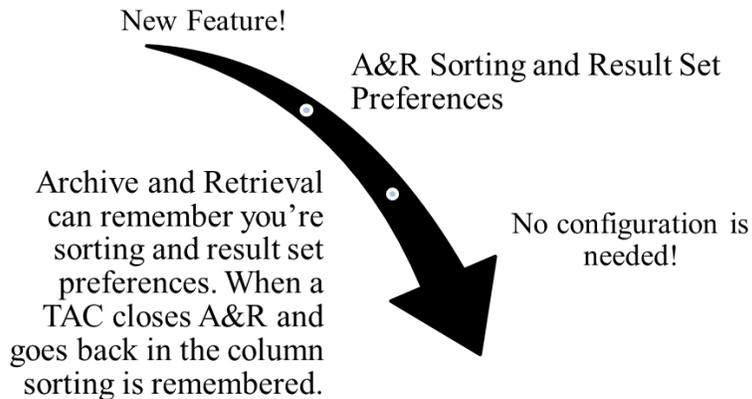
D = DOMESTIC VIOLENCE AND STALKING

I = INTERSTATE-APPROVED NON-CRIMINAL JUSTICE (KBI use only)

J = CRIMINAL JUSTICE EMPLOYMENT

X = EXIGENT CIRCUMSTANCES

Purpose code X is by default turned off and will be rejected if submitted. It is only available in the event of a natural disaster, in which case an agency will need to request for it to be turned on. The KBI Director of Information Services will need to approve this request before the KBI Help Desk can turn it on.



Java

Reminder of the most recently supported version of Java is Java 7 update 51. This version of Java is available on the CPI Website at <http://cpi.kcjis.state.ks.us:8080/KAN/>. Newer versions are tested as they become available. The KBI Help Desk will only notify the KCJIS Community when a newly supported version is approved.

KACIS Version 1.1

KACIS 1.1 was deployed on May 18, 2014. Information on KACIS 1.1 functionality has been appended to the TAC Guide. It can be found in the Help section of the KACIS website as well as the KCJIS Web Portal under the Help Desk menu item, KACIS section. Please reference this document for features and How – To instructions for KACIS 1.1

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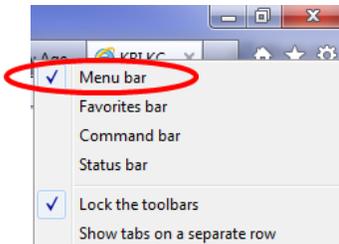
NEWS FROM THE KBI HELP DESK (CONTINUED)

BY: JAVIER BARAJAS – KBI

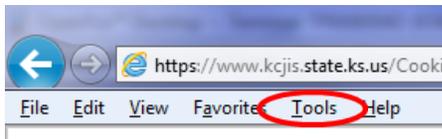
Internet Explorer Support

The KBI Help Desk provides support for Internet Explorer versions 9, 10 and 11. Once a new installation of Internet Explorer versions 9, 10 or 11 is complete, one setting needs adjustment. Follow the below instructions to adjust your “Compatibility View Settings.”

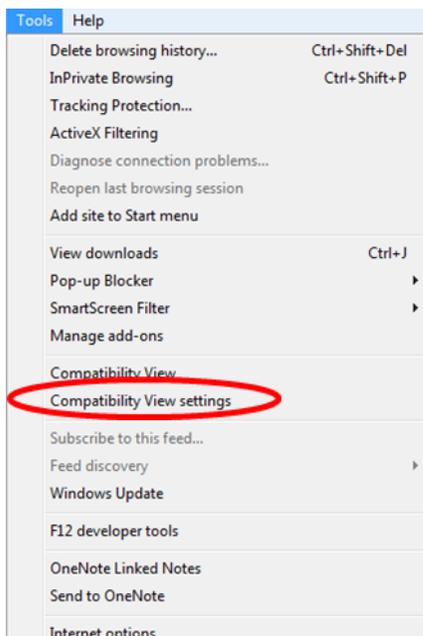
1. Launch Internet Explorer
2. In the upper right hand corner, right click on the “Star” icon and choose or confirm a check is next to “Menu bar.” This is to insure you have the “Menu bar” available.



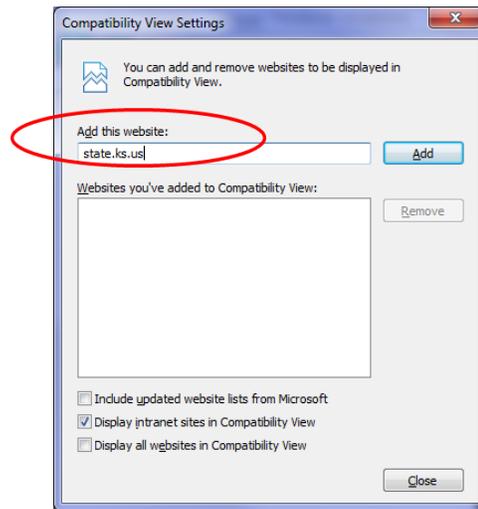
3. From the “Menu bar,” select “Tools.”



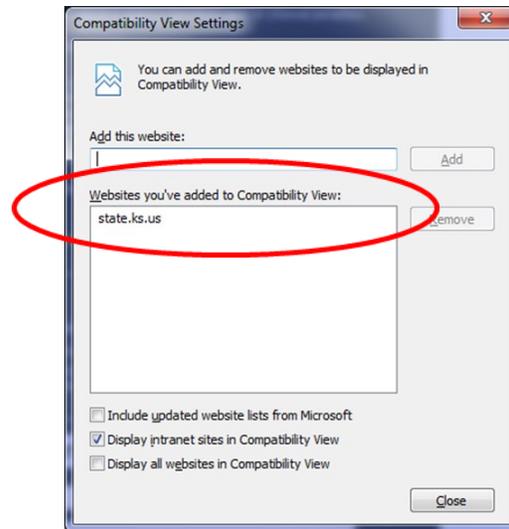
4. Click “Compatibility View Settings” from the menu.



5. You should see the following screen. Find and replace whatever is in the text field titled “Add this website” with “state.ks.us”



6. Click “Add,” then you should see the domain extension added to the “Compatibility View” list.



7. Click the “Close” button to exit out of the “Compatibility View Settings” window.

8. Internet Explorer will configure the webpage to display in “Compatibility View.” This should make all KCJIS web pages available for IE versions 9 – 11.

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NEWS FROM THE KBI HELP DESK (CONTINUED)

BY: JAVIER BARAJAS – KBI

KBI Help Desk Staff

You may already know the KBI Help Desk is covered 24x7x365. However, do you know who the KCJIS and IT support people are? Some you may know only by name and yet others you may know a little more in depth. We wanted to take this opportunity to provide a very short introduction to all of our staff. Pictures have been included so a face can be associated with a name. Feel free to give us a call anytime, day or night. We always look forward to providing any assistance we can. It is our hope that you find this section enjoyable and helpful.

SHIFT: 12AM TO 8AM



Damon Zuniga has 13 years of IT experience, 11 from working as a Computer Operator in the Payless Shoe Source Corporate Office data center, and 2 years as a Network Control Technician for the KBI. Some of his responsibilities are processing Token Activity Forms, processing and shipping token orders, and troubleshooting any issues with OpenFox, SecuRemote, or any other KCJIS applications.



Blake Buser has lived in Topeka, KS his whole life. He graduated from Seaman High School and then Washburn Tech from the Computer Repair and Networking program in 2010. Shortly after, he then joined the Kansas Army National Guard and is currently an active soldier. He started working at the KBI Help Desk in March 2013. Blake has 4 years of IT experience with the National Guard in addition to his 1 year at the KBI.

SHIFT: 8AM TO 4PM



Denise Wheeler is the Supervisor of Communications and the KBI Help Desk. She has been employed as the Supervisor for 12 years. In addition to being the supervisor, Denise also serves on the KCJIS Policy & Procedures Subcommittee. Denise has over 36 years of experience in customer service and 15 years working at the KBI Help Desk.



Javier Barajas graduated from Washburn University and is a lifelong resident of Topeka, Kansas. He has been serving the KBI Help Desk team since June 2007. He was previously employed by the Kansas Department of Administration serving in the computer room as a Computer Operator before being promoted to the Network Control Center. This work experience has gained him 15+ years in the IT world. A few of his current responsibilities are providing training, presentations and continuous updates for the KCJIS community as well as Tier 1 IT support for KBI employees.



Wilson Wiley is originally from Emporia, Kansas. He is a graduate of the December 2007 class at Washburn University where he obtained his Bachelor's Degree in Technology Administration. Wilson has been serving the KBI Help Desk since September of 2008. Wilson provides Tier 1 IT support to KBI users and Tier 3 IT support to KCJIS users. He was involved with the testing, implementation, and deployment of the CPI message switch as well as the cutover to the new Department of Revenue vehicle system. Additionally, he provides training and presentation sessions available to all KCJIS users annually at the APCO and KCJIS Conferences. Wilson has spent the last 13 years troubleshooting Information Technology issues to include advanced PC support, network connectivity, and criminal justice message switch systems.

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NEWS FROM THE KBI HELP DESK (CONTINUED)**BY: JAVIER BARAJAS – KBI**

Jeffrey Downing came to the KBI Help Desk in February 2009. She is originally from Atchison, Kansas, but now lives in Topeka. She graduated from Emporia State University with an Associate's Degree in Executive Secretarial. Her life in Information Technology began while she was working in clerical positions at the Atchison Juvenile Correctional Facility, where she worked for over 20 years. She had some strong mentors, received extensive training in the IT field, and soon became the Network Administrator at the facility. Jeffrey's clerical background and 10 + years working in the IT field has given her the perfect balance she needs to help the end user, which is what she loves most about her job!



Nate Wiese graduated from the University of Northern Iowa. He has been serving the KBI Help Desk team since July 2007. He was previously employed by Perry Judd Printing Company (Wisconsin) as a Technical Support Coordinator before being offered the position of Network Administrator of an entire division. Prior to this he was employed in various roles in IT from loading computer tapes to changing network cards (pre-windows). Nate also served in the U.S. Army as both a radio repairman and military policeman.



Joe Booker is a native of Mississippi and a U.S. Army veteran. He graduated from Topeka Technical College with a degree in Computer Networking Technology in 2001. He is also a graduate of DeVry University. He has been serving as the Network Control Technician with the KBI Help Desk since 2001. As a childhood hobby, Joe had an interest in tearing things apart to see how it all worked. He would then enjoy putting it all back together to see if it still worked and if any nuts or bolts were left over. Sometimes the equipment did work but the majority of times it did not. He strives to accentuate the positive in all that he does. Joe has a desire to give the KBI Help Desk and KCJIS Community the best customer service experience he can offer.

SHIFT: 4PM TO 12AM

Chelsea Quinn-Baker is currently at home enjoying her new addition to her family. A bio is not available at this time.



Kurtis Tuck started with the KBI in March 2014. He attended Washburn University where he studied Business Accounting. He was previously the Supervisor of the Geek Squad in Topeka, Kansas. He has had approximately 4 years of experience in the IT field. He provides support for all KBI Agents as well as agencies around the state with various technical issues.

KCJIS CONFERENCE

Presentations from the KCJIS Conference can be found on the Kansas Highway Patrol CJIS Launch Pad by going to

<https://cjsaudit.khp.ks.gov> and selecting the CJIS Training application.

2014 KBI TRAINING SCHEDULE

To attend training, please register with the KBI receptionist at AnnexFrontDesk@kbi.state.ks.us or 785-296-7404. When registering please include the following information: specific date, class, 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 note: Due to personnel changes, Criminal History classes are currently being offered only at training held at the KBI.

Chanute – Tuesday, July 15th

Neosho County Community College, Stoltz Hall Rooms 4-6
 800 West 14th Street
 Chanute, Kansas 66720

Room Four	Room Five	Room Six	Time
Offender Registration	10 Print Identification		8:30am – 12:00pm
	KIBRS	DNA Databank / Lab Services	1:00pm – 4:30pm

Hutchinson – Wednesday, July 16th

Kansas Army National Guard Armory
 1111 North Severance Street
 Hutchinson, Kansas 67501

Room One	Room Two	Room Three	Time
Offender Registration	10 Print Identification		8:30am – 12:00pm
	KIBRS	DNA Databank / Lab Services	1:00pm – 4:30pm

Liberal – Thursday, July 17th

Seward County Event Center
 810 Stadium Avenue
 Liberal, Kansas 67901

Room One	Room Two	Room Three	Time
Offender Registration	10 Print Identification		8:30am – 12:00pm
	KIBRS	DNA Databank / Lab Services	1:00pm – 4:30pm

Hays – Tuesday, September 16th

Ellis County Fairgrounds, Schenk Building
 1344 Fairground Road
 Hays, Kansas 676001

Room One	Room Two	Room Three	Time
Offender Registration	10 Print Identification		8:30am – 12:00pm
	KIBRS	DNA Databank / Lab Services	1:00pm – 4:30pm

2014 KBI TRAINING SCHEDULE (CONTINUED)

Goodland – Wednesday, September 17th

Northwest Kansas Technical College, Ed Mills Education & Athletic Building
 912 East 15th Street
 Goodland, Kansas 67735

Room One	Room Two	Room Three	Time
Offender Registration	10 Print Identification		8:30am – 12:00pm
	KIBRS	DNA Databank / Lab Services	1:00pm – 4:30pm

Smith Center – Thursday, September 18th

Smith Center Church of the Nazarene
 117 East New York Street
 Smith Center, Kansas 66967

Room One	Room Two	Room Three	Time
Offender Registration	10 Print Identification		8:30am – 12:00pm
	KIBRS	DNA Databank / Lab Services	1:00pm – 4:30pm

Topeka – Tuesday, October 14th

Kansas Bureau of Investigation
 1620 SW Tyler
 Topeka, Kansas 66612

KBI Auditorium	KBI Training Room	Time
Offender Registration	10 Print Identification	8:30am – 12:00pm
Criminal History	KIBRS	1:00pm – 4:30pm

Topeka – Wednesday, October 15th

Kansas Bureau of Investigation
 1620 SW Tyler
 Topeka, Kansas 66612

KBI Auditorium	KBI Training Room	Time
Criminal History	DNA Databank / Lab Services	8:30am – 12:00pm
Offender Registration	10 Print Identification	1:00pm – 4:30pm

Topeka – Thursday, October 16th

Kansas Bureau of Investigation
 1620 SW Tyler
 Topeka, Kansas 66612

KBI Auditorium	KBI Training Room	Time
KIBRS	DNA Databank / Lab Services	8:30am – 12:00pm
	Central Message Switch	1:00pm – 4:30pm

2014 KBI TRAINING SCHEDULE (CONTINUED)

Class Synopsis

10 Print Fingerprint Identification

This training 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 - only offered at training held at the KBI

This training 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

This training will cover the DNA Databank's purpose to provide law enforcement with a DNA related lead on unsolved crimes. Since 1992, DNA samples have been collected from Kansas offenders and imported into CODIS. In 2007, the program was expanded to include qualifying arrestees processed at booking centers. This class will provide a comprehensive view of the Databank, how a DNA sample is collected by booking centers and by criminal justice agencies that have taken a qualifying juvenile offender into custody. Since the Databank is a tool for law enforcement agencies with unsolved crimes that have no suspect, we will also cover Biology casework evidence submissions and a review of other services available at the KBI forensic labs. **Target Audience:** Booking center officers, corrections officers, law enforcement officers, as well as both adult and juvenile court service officers.

Kansas Incident Based Reporting System (KIBRS)

This training will cover how to complete the required standard reports. Discussion of common errors as well as concerns with requirements will be included. The training 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, and/or submit 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. NCIC training will not be provided, please contact Kansas Highway Patrol in regards to NCIC matters. **Target Audience:** Individuals with the primary responsibility of registering offenders such as: Kansas sheriffs' 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 Configurator, and OpenFox Archive & Retrieval. The session will begin with a one hour session to review 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 cover the process of adding new users into the KACIS application, reports available in KACIS, and assigning message keys through Security Roles in OpenFox Configurator. Class participants are encouraged to bring their RSA SecurID tokens if they wish to do testing during the class. **Target Audience:** The first two hours are for any KCJIS user who uses OpenFox. The last hour is tailored for agency TACs.

BIOLOGY CASEWORK SECTION/DNA DATABANK**BY: JOHN GAUNTT — KBI**

A timely DNA Databank Statistic gives us some idea of how the program is working around the state. So far in 2014, we have averaged 228 samples each week: 85% arrestees, 11% convicted offenders, and 5% registered offenders.

The 4,139 samples were submitted by 179 different agencies: 92 sheriff offices, 5 police departments, 31 community corrections, 30 court service agencies, 8 juvenile court agencies, 9 juvenile detention centers, and 4 Kansas Department of Corrections facilities.

We have processed 88 CODIS hits so far in 2014, aiding the investigations of 45 burglaries, 15 sexual assaults, 12 auto thefts, 10 robberies, and 3 homicides. There were 20 hits linked to an offender whose DNA was collected for the Databank during the offender's juvenile years.

With Biology Casework, we often get questions about evidence submissions to the laboratory. I would like to take this opportunity to offer the first half of the ABC's of submissions.

- A is for assess. Assess each crime scene for evidence which may yield a DNA profile.
- B is for bursting. Allow enough room in your packaging for the examiner to access the items. Evidence packaging "bursting at the seams" should be corrected with a larger container.
- C is for cigarettes. It is amazing how many serious crimes have been solved by a discarded cigarette at the crime scene. Take time to look for this valuable evidence.
- D is for debunk. From time to time, an agency will inquire if the Biology Section would examine evidence from property crimes. The answer is an enthusiastic yes. Any rumor to the contrary should be debunked. A few years ago, we notified agencies that 'touch DNA swabs' from property crimes were not worthwhile for analysis. The lab was receiving an increasing number of touch DNA swabs collected from door knobs, light switches, and drawer pulls with the belief that if a suspect had short time contact with a surface, the laboratory could successfully analyze the swab. Typically, touch DNA profiles are only partial and insufficient to identify, and mixed in with DNA from residents, customers, and victims. Biology evidence from property crimes should be examined for traces of blood, saliva, and items brought to the scene and left behind by the suspect such as clothing and tools. Surfaces 'touched' by the suspect should be searched for fingerprints.
- E is for ensure. Biology submissions must have an accompanying synopsis of the items to be examined. Please ensure that you include enough information so we can start the process. Most evidence custody receipts have an area designed for the synopsis. A biology submission with insufficient information will cause delays in the testing.
- F is for fabric. Items worn by a suspect and left behind at the crime scene are very valuable pieces of evidence. Clothing items, such as hats and shoes, should be assessed for their value, collected, and packaged for examination by the laboratory.
- G is for guns. Submission of swabs from firearms are on the increase, commonly on felon in possession case. Synopsis information on these cases is important to clarify where the gun was found and if other people had access to it. Swab the gun thoroughly over the rough surfaces of the gun, such as the grips. It is a good practice to use two swabs simultaneously over the same surfaces of the gun. Guns collected from an offender's clothing, backpack, etc. would not be accepted because they are "in his possession". Another common scenario is the offender lived alone and a gun was found in his bedroom. If he did not get visitors, there is no need for the Biology Section to examine it since it was in his possession. Also, the Biology Section does not examine handgun cartridge cases.
- H is for highlight. On major cases with numerous items, it is a good practice to mark the most probative items for examination. Again, the importance of a synopsis helps us identify what items to focus our attention. A long list of items submitted for testing needs some highlighting and prioritization.

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BIOLOGY CASEWORK SECTION/DNA DATABANK (CONTINUED)**BY: JOHN GAUNTT — KBI**

- I is for inspect. On occasion we discover inconsistent spellings of names on the submission. If the name was not caught when the evidence was checked in, we will be in contact with the submitting agency. Our reports cannot have inconsistent information. Please double check your paperwork with a thorough inspection.
- J is for jam. If your case is headed to court and a biology examination is key to its outcome, please notify us as soon as possible with the court date. DNA analysis and the accompanying paperwork takes weeks. Some jams can easily be avoided with a phone call or email.
- K is for known. The goal of the DNA analysis is to determine the origin of the biological material left at the crime scene. If there is no suspect on the case, hopefully the evidence would yield a DNA profile sufficient for a CODIS search against offender samples in the DNA Databank. On suspect cases, the evidence DNA profile must be compared to a DNA known from the suspect. For practical purposes, the known should be submitted as soon as possible. Please remember, a DNA Databank sample cannot be used as a known for comparison to evidence. The Databank sample was not collected as evidence and it did not have a chain of custody.
- L is for liquid. Biology evidence should be completely dry and packaged in paper. The only exception is a DNA known collected in a tube of blood. Ninety-nine percent of DNA known from suspects and persons to be eliminated are collected with a sterile swab on the cheeks.
- M is for the mouth. A crime scene search cannot be over emphasized, especially in major cases. Many cases have been solved with a small piece of evidence mistakenly left at the scene by the suspect. Criminals often leave items behind in their haste at the scene. Any item that the human mouth contacted would leave valuable DNA on its surface, whether it's a cigarette filter, a piece of chewing gum, a discarded can or bottle, a toothpick, a straw, or a cup. Verify through your investigation that these items were either brought to the scene or left by the suspect

In the next KCJIS newsletter, we'll finish the alphabet.

OFFENDER REGISTRATION Q AND A**BY: KATELYN FOXHOVEN — KBI**

Q: When is a registered offender required to register while incarcerated?

A: If an offender is in the custody of a correctional facility, the offender must register with the correctional facility within three business days of initial custody and shall not be required to update such registration until discharged, paroled, furloughed or released on work or school release from a correctional facility. See K.S.A. 22-4905 (d)

Q: For agencies using KsORT to register offenders, is an offender required to notify their last registering agency(s) of any changes in location?

A: Yes, the duties of the offender have not changed with the use and implementation of KsORT. An offender must register in person upon any commencement, change or termination of residence location, employment status, school attendance or other information as provided in K.S.A. 22-4907, and amendments thereto, within three business days of such commencement, change or termination, to the registering law enforcement agency or agencies where last registered and provide written notice to the Kansas bureau of investigation. See K.S.A. 22-4905 (g)

FROM THE DESK OF THE KCJIS INFORMATION SECURITY OFFICER

BY: DON CATHEY – KHP



CJIS Security Policy states:

5.12.2 Personnel Termination

The agency, upon termination of individual employment, shall immediately terminate access to CJIS.

In addition to OpenFox and KACIS, don't forget to notify your CAD/RMS administrator!

AUDIT REMINDER



In August of this year the FBI CJIS Division will be conducting its triennial audit of the CSA. As part of the audit, certain local agencies will be selected for audit by the FBI staff. In addition to the NCIC audit several other CJIS program areas are also scheduled for audit. Those programs include: Technical Security, N-DEX, NSOR, IAFIS and UCR/NIBRS. If you have any questions about the audit, please contact the CJIS Systems Officer – Captain Randy D. Moon, Kansas Highway Patrol at 785-296-6800 or rmoon@khp.ks.gov



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