



# KCJIS NEWS

FEBRUARY 2021

## ECITATION

### KARLI KOCI, PROGRAM CONSULTANT II KBI

The Kansas Bureau of Investigation (KBI) has successfully completed testing and certification of the Records Management System (RMS) Enterpol to submit citations electronically to the repository. The KBI hopes to get additional agencies submitting very soon. If you are an agency who uses Enterpol as your RMS, you should receive an implementation packet in the mail shortly. If you are an agency that uses Enterpol and are interested in eCitation reporting, please contact Karli Koci at [Karli.koci@kbi.ks.gov](mailto:Karli.koci@kbi.ks.gov). The KBI anticipates the number of citations in the repository to increase significantly with the electronic submission of citations.

Agencies not using Enterpol who are interested in exploring the possibility of submitting citation data directly from their RMS or citation software, please contact Karli Koci. The KBI will send the Information Exchange Packet Documentation (IEPD) and work with your vendor for testing and connectivity.

Until more RMS and citation software vendors connect with the KBI for electronic submissions, we continue to encourage participation with manual entry using the Citation Record Entry (CRE) on the KCJIS web portal. The benefits of participation continue to grow as the KCJIS web portal's master search integration with the eCitation repository is completed. Agencies will soon be able to conduct a master search for citation information submitted by participating agencies, both electronically and manually. Currently on the KCJIS web portal, the eCitation option is greyed out on the master search. Once the eCitation option is functional, it will no longer be greyed out.

As we continue to make advancements, we appreciate those agencies who have helped us get this far as well as the patience of all other agencies. Please contact Karli Koci at [Karli.koci@kbi.ks.gov](mailto:Karli.koci@kbi.ks.gov) for more information.

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## ON THIS DATE IN RECENT HISTORY DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

**January 14, 2020 - Windows 7 reached end of life.**

When Microsoft discontinued all free support including fixes to address new breaches, exploits, viruses, and attacks, Windows 7 computers were left vulnerable.

What this means is unless your agency is paying high costs for Windows 7 support, devices operating using any Windows Operating System older than Windows 10 has been out of compliance with KCJIS policy on patch management for over a year.

If this applies to your agency, please take steps immediately to update to the latest Windows version that Microsoft patches.



**KBI ISD FIELD SUPPORT TRAINING  
JESSICA CROWDER, PROGRAM CONSULTANT II KBI**

The Kansas Bureau of Investigation (KBI) Information Services Division (ISD) Field Support unit would like to remind everyone that even though COVID-19 has forced us to cancel training in person, we are still able to provide virtual training upon request. If you are interested in receiving training on any of the topics listed below, please feel free to reach out to the appropriate trainer. Thank you to every member of the Kansas criminal justice community who continues to keep Kansas safe during these difficult times.

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**IS THIS YOUR YEAR TO COMPLETE SECURITY AWARENESS  
TRAINING, ETC.?  
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP**

With the exception of Local Agency Security Officers (LASO's) who must retrain annually, KCJIS policies require BIENNIAL retraining and certification for most users. That includes Security Awareness, National Crime Information Center (NCIC), and Technical Agency Coordinator (TAC) training.



Training and certification can be completed via NexTEST on the Kansas Highway Patrol (KHP) CJIS Launch Pad.

A user name and password is required so you can be identified to get credit for completed training. Since most KCJIS users only have to use it every 2 years, you may not remember how to login.

So, a reminder...

Most KCJIS users are setup with a KCJIS user ID (what you use with your PIN + token) as your user name and your agency ORI with all letters capitalized as your password.

Some without a token may have been added using first initial and last name or some similar username. Your Agency TAC should be able to access NexTEST to change your password when all else fails.

**KIBRS KORNER**

**DANA GRIFFITH, PROGRAM CONSULTANT KBI**

**Staff Changes**

There have been a few changes in staff in the Incident Based Reporting (IBR) unit at the Kansas Bureau of Investigation (KBI). Jacob Anderson has transferred from the Records unit to the IBR Program Consultant position. Jacob is currently being trained in his new duties, but will be involved with some Gateway transitions/troubleshooting and KIBRS training webinars to assist in this transition.

Dana Griffith has transferred to the Use of Force (UOF) Program Consultant position in IBR. She was previously in the external trainer Program Consultant position and will be assisting in those duties until Jacob has fully transitioned into his new position.

If your agency has had staff contact changes, please send updated contact information to the IBR unit. Please include:

- NAME
- AGENCY
- TITLE
- EMAIL
- PHONE NUMBER

**KIBRS Training Webinars**

Due to COVID-19, in-person training has been put on hold, however, we are still able to provide webinars as needed. If you are interested in setting up a KIBRS webinar, please contact either Dana Griffith or Jacob Anderson to schedule training.

KIBRS training is a four hour class. Attendees will gain a better understanding of classifying offenses for state reporting requirements. They will also learn about lesser included offenses, how to clear an incident, and what information is required on a Kansas Standard Offense Report (KSOR) and a Kansas Standard Arrest Report (KSAR). There will be class interaction to complete forms and ask questions regarding correct reporting procedures. We will also discuss required monthly reports submitted to the Kansas Bureau of Investigation IBR unit. *Target Audience:* Personnel responsible for completing KSOR/KSAR reports (officers) or those who enter or process data (records staff).

<p><b>Jacob Anderson</b> KIBRS/Gateway <a href="mailto:Jacob.Anderson@kbi.ks.gov">Jacob.Anderson@kbi.ks.gov</a> (785) 296-8278</p>	<p><b>Zachary Brian</b> KIBRS/Gateway <a href="mailto:Zachary.Brian@kbi.ks.gov">Zachary.Brian@kbi.ks.gov</a> (785) 296-7945</p>	<p><b>Dana Griffith</b> Use of Force/KIBRS/Gateway <a href="mailto:Dana.Griffith@kbi.ks.gov">Dana.Griffith@kbi.ks.gov</a> (785) 296-4152</p>
<p><b>Bill Reid</b> Research Analyst/Crime Statistics <a href="mailto:Bill.Reid@kbi.ks.gov">Bill.Reid@kbi.ks.gov</a> (785) 296-8242</p>	<p><b>IBR Help Line</b> <a href="mailto:IBRsupport@kbi.ks.gov">IBRsupport@kbi.ks.gov</a> (785) 296-4373</p>	<p><b>Mitch Beemer</b> IBR Manager <a href="mailto:Mitch.Beemer@kbi.ks.gov">Mitch.Beemer@kbi.ks.gov</a> (785)296-8279</p>

**2020 ASSET FORFEITURE ANNUAL REPORT DUE!**

**JESSICA CROWDER, PROGRAM CONSULTANT II KBI**

Has your agency submitted the 2020 Annual Report to the Kansas Asset Seizure for Forfeiture Repository (KASFR)? The deadline for submission is February 1, 2021. As a reminder, pursuant to K.S.A. 60-4127, all active law enforcement agencies are required to submit an annual report even if the agency does not conduct civil asset forfeitures.

To submit the 2020 Annual Report, log in at <https://kasfr.kbi.ks.gov> and select **Programs** to access the report. If you do not have a login, are interested in webinar training, or have any questions regarding KASFR reporting, please contact Jessica Crowder at [Jessi-ca.Crowder@kbi.ks.gov](mailto:Jessi-ca.Crowder@kbi.ks.gov) or (785) 296-8338.

**NEWS FROM THE KBI HELP DESK**

**CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI**

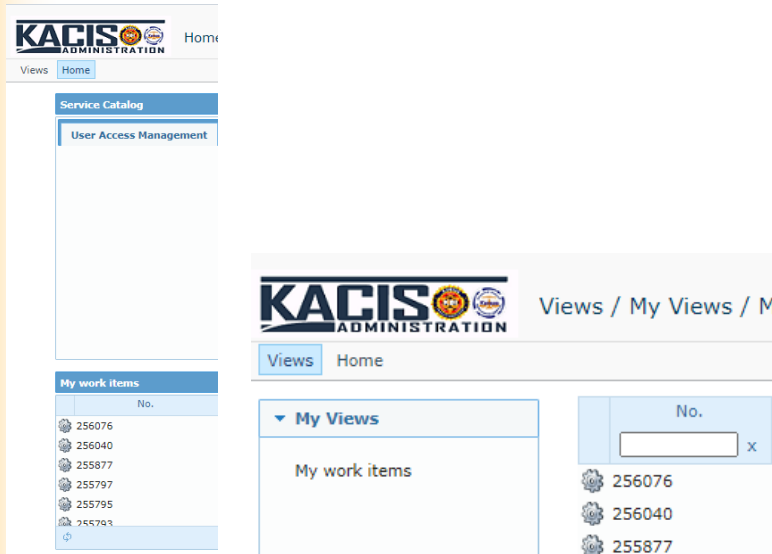
**KACIS TIPS FOR TACS**

**KACIS Work Items**

One very important item for Technical Agency Coordinators (TAC's) to do on a regular basis is to check your "My Work Items" in KCJIS Authorization and Customer Information System (KACIS). The "My Work Items" is where any open work items that are assigned to you are listed and are in need of your attention. Work items can include information regarding tokens or terminals that you as TAC's need to click on to open the link and complete the requested action. Not tending to your "My Work Items" can cause delays with your requested item.

There are two ways to access "My Work Items." You can access them on the Home screen under the Service Catalog section or under Views by selecting "My Work Items" as you see below.

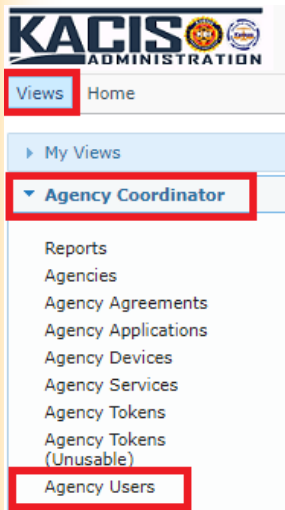
If you would like assistance sorting through your "My Work Items" or have questions about the items in your listing, please feel free to contact the Kansas Bureau of Investigation (KBI) Help Desk at (785) 296-8245 or [HelpDesk@kbi.ks.gov](mailto:HelpDesk@kbi.ks.gov). Remember, a clean inbox is a happy inbox.



**Reactivating User KACIS Accounts**

If you have a former employee that is rehired with your agency, you do not need to create a new account for them in KACIS. It is possible and preferred that you pull up their old account and re-activate it.

To re-activate the returning employee's KACIS account, select the employee from the Agency Users list under Agency Coordinator as you see below.



**NEWS FROM THE KBI HELP DESK, CONTINUED**

**CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI**

Next, change the *User Deactivate Date* to 12/30/9999.

User status	Terminated
User Active Date	10/12/2020
User Deactivate Date	01/04/2021 08:26
Active Token	
User status	Terminated
User Active Date	10/12/2020
User Deactivate Date	12/30/9999 08:26
Active Token	

Lastly, select *OK* at the bottom of the page. It will take some time for the reactivation to take effect. Once the KACIS account has been reactivated, you will be able to assign a token to the employee along with requesting the appropriate permissions as you do with any new employee.

If you have questions about this process or need assistance in completing this task, please contact the KBI Help Desk.

**Expiring Tokens**

Nobody likes when their tokens expire, especially when all of your agency tokens expire at once. Even though this can be a stressful situation to be in, the KBI can help. If your tokens have expired, please have your TAC send an email to [HelpDesk@kbi.ks.gov](mailto:HelpDesk@kbi.ks.gov) to let the KBI Help Desk know how many tokens you need to order.

It is best to count on your expiring tokens to not be usable the day before the expiration date printed on the back of the tokens. Best practice would be to order replacement tokens at least three weeks prior to the expiration date. If you do not receive an email from Optiv or hear anything from the KBI Help Desk within a week of placing your token order through KACIS, please call the KBI Help Desk to check on your order status.

**Temporary Token Codes**

Unfortunately, temporary token codes no longer exist and it is unsure whether the process will be returning. If a user leaves their token at home or the token is lost, the TAC will need to assign the user a new token or have them go home and get their token.

**Testing**

If you would like to schedule a time for testing assistance in regards to the functionality of certain OpenFox capabilities, please email the KBI Help Desk to schedule a time. Some of these tests can be very time consuming and in some cases will require some of your agency OpenFox terminals to be moved from the live environment to a testing environment. We want to make sure that we have dedicated time and the appropriate staff to assist.

**OpenFox Terminal Registration Requests**

Did you know that the KBI is able to take your requests to have your OpenFox terminal deregistered via email as well as over the phone? This request should be sent from the TAC or their designee.

There are a few different ways that we are able to provide you this information in return. The OpenFox product key will be sent via KAM to the terminal of the TAC's choosing. We can read this information over the phone, or we can send this information to the TAC's email address via an encrypted email.

**Desktop 4 Update**

In December, the KBI implemented the new Desktop 4 version of OpenFox. Desktop 4 is able to run without the dependency of Java on your local machine which will decrease many issues that you have had in the past.

Unfortunately, soon after the initial deployment, there were some issues that surfaced which affected the speed of OpenFox. This issue was impacting both Desktop 4 and Desktop 3 users. In order for us to troubleshoot these issues, the download link for Desktop 4 install was removed from the CPI web page.

## NEWS FROM THE KBI HELP DESK, CONTINUED

### CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

The KBI Help Desk along with the entire KBI IT Team have been working with CPI to resolve this issue. Several terminals downloaded and installed Desktop 4 and we encourage everyone that has Desktop 4 installed to please use it. This will also assist us in troubleshooting the issues we are seeing.

As always, if you are having any troubles with OpenFox we encourage you to call or email the KBI Help desk at (785) 296-8245 or [HelpDesk@kbi.ks.gov](mailto:HelpDesk@kbi.ks.gov).

Once the issues are resolved, we will be sending out messages and emails to all of you as to when the download link will be available. Thank you for your patience and watch for more news.

## PSAT ARTICLE ON PALM PRINTS

### TINA ORTEGA, PROGRAM CONSULTANT KBI



In December, the Federal Bureau of Investigation (FBI) shared an article titled "What Police Officers Need to Know About Palm Prints." There is some excellent information provided in this article and the Kansas Bureau of Investigation (KBI) would like to share it with our local law enforcement partners. The article can be found at <https://www.policechiefmagazine.org/what-police-officers-need-to-know-about-palm-prints/>

## SCRAP METAL REPORTING SYSTEM IS LIVE!

### BILL CONNOR, PROGRAM CONSULTANT II KBI

On July 1, 2020, the Kansas Scrap Metal Reporting System began collecting regulated scrap metal transactions from registered scrap dealers in Kansas. The purpose of the system is to provide a searchable tool for law enforcement officers to use in the investigation of scrap metal theft.

KCJIS users with the LEO attribute enabled in KCJIS Authorization and Customer Information System (KACIS) will be able to access this application automatically. To access the application, log in at <https://kcjis.ks.gov> and choose K-SCRAP.



A case number is required for every search conducted in K-SCRAP. The recommended format of the Reason for Search field is the name of the law enforcement agency followed by the case number.

#### Search

Reason for Search\*

TPD 21-12345

Searches can be conducted on descriptive information about the seller and the vehicle used to transport the scrap metal to the dealer, the scrap metal dealer and location, and details of the scrap metal purchased. Searches can be filtered within the application and the search results can be exported into an Excel document if desired.

The Help section within the application includes answers to FAQ's, a Kansas Scrap Metal Handbook, and training videos.

If you have questions about K-SCRAP or would like to request training, please contact Bill Connor by phone at (785) 296-2387 or [Scrap.Metal@kbi.ks.gov](mailto:Scrap.Metal@kbi.ks.gov).

## OFFENDER REGISTRATION TRAINING OPPORTUNITIES CASSIDY SANDS, PROGRAM CONSULTANT KBI

The Offender Registration unit is currently offering one scheduled webinar each month for 2021. These webinars will cover both the Kansas Offender Registration Act (KORA) and the Kansas Offender Registration Tool (KsORT). All participants that complete this training course will be eligible for KsORT standard access. Please find the scheduled dates below. Trainings will take place from 8:00 AM until noon. If you'd like to sign up to participate in any training, please reach out to your county contact or Cassidy Sands to register. If you have any questions or concerns regarding KsORT and KORA training, please contact Cassidy Sands at [Cassidy.Sands@kbi.ks.gov](mailto:Cassidy.Sands@kbi.ks.gov) or (785) 296-0638.

Webinar Dates:

- 2/17/2021
- 3/17/2021
- 4/14/2021
- 5/19/2021
- 6/16/2021
- 7/21/2021
- 8/18/2021
- 9/15/2021
- 10/20/2021
- 11/17/2021
- 12/15/2021

## KCJIS USER GROUPS SHERRY WEBB, PROGRAM CONSULTANT I KBI

The Northeast regional user group is coordinated by Michelle Reinhart and Bobbi Price from Marshall County Sheriff's Office. This was the first KCJIS user group formed in Kansas. Here is what Michelle has to share about the Northeast user group.

*Approximately twelve years ago, we started attending the NE Kansas user group. We met at the Sac & Fox Casino, had lunch, and while we ate, we talked about anything new going on as well as anything that was of concern.*

*These meetings were led by Larry Warders, KHP Auditor at the time. With the approval of our sheriff, we decided we would go and see what these gatherings were all about. We didn't know if they would be for our level of law enforcement – you know – small county where dispatchers do fire, ambulance, and police and there is only one dispatcher on duty at a time. We left full of information we didn't know existed.*

*Attending these meetings were individuals from all types of agencies – KBI, KHP, Sheriff's Offices, Police Departments, DA's Office – dispatchers, clerks, supervisors, etc. With everyone giving information including how their office operated, we got a whole new appreciation for each other and what each person brings to the table. Even if you are a small entity, we are all trying to do what is best for the common good.*

*Over the years we have had speakers from a range of topics from active shooter to KACIS. A gentleman from Harvey County gave a presentation regarding their active shooter in Hesston and it was very informative. Has Marshall County had an active shooter? No, but do I know if we will have one next week?*

*We have never left a meeting without learning something. The knowledge you gain from others' experiences is priceless. The contacts and friendships are just an added bonus.*

The Kansas Division of Vehicles has released their **2021 Kansas License Plate Guide** and a **Law Enforcement Memo**. These documents can be found on the homepage of the KCJIS portal. Please contact the Kansas Bureau of Investigation (KBI) Help Desk at [helpdesk@kbi.ks.gov](mailto:helpdesk@kbi.ks.gov) for assistance in locating the documents, if needed.

The user group regional coordinators are actively working on organizing virtual meetings this year, so keep an eye out for more details to come. If you have any suggestions on topics to share or general questions about the groups, please contact Sherry Webb at [sherry.webb@kbi.ks.gov](mailto:sherry.webb@kbi.ks.gov).



The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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