KCJIS NEWS

MISSING PERSONS CLEARINGHOUSE—LIVE!
HEIDI LYNCH, MISSING PERSONS CLEARINGHOUSE ANALYST KBI

As of October 1, 2019, the Missing Persons public website is now live. The new website, located at https://www.kbi.ks.gov/MissingPersons/,allows for searches by demographics or by Kansas county. When using the website, individuals are able to submit tips, information, and sightings directly to the Kansas Bureau of Investigation (KBI). Once information is reported, the KBI will either evaluate and investigate the information or forward the lead to the law enforcement agency that is investigating the missing person case.

Law enforcement agencies are allowed greater access to additional features of the website so they can update missing person cases in their jurisdictions, compare case profiles, and upload photographs of the missing. All information that is entered into NCIC automatically transfers to the Missing Persons Clearinghouse with the exception of photos. Photos must be uploaded directly to the Missing Persons Clearinghouse.

The KBI is receiving very useful and credible tips daily from the public. We have noticed that several missing persons have been found, but have not been cleared in NCIC and are therefore still showing up on the public website. We encourage each agency to go through their missing persons and verify that they are still missing. If they are no longer missing, please clear them in NCIC.

If law enforcement or the public has any questions. You can email the Missing Persons Clearinghouse Coordinator at missingpersons@kbi.ks.gov or call (785) 296-4017.

NEW INVESTIGATIVE TOOL FOR LAW ENFORCEMENT ON THE HORIZON
BILL CONNOR, PROGRAM CONSULTANT II KBI

A scrap metal repository is coming soon for law enforcement personnel to use as an investigatory tool for tracking scrap metal theft in Kansas.

The 2019 Legislature passed House Bill 2248, the Scrap Metal Theft Reduction Act, in an effort to reduce scrap metal theft. The new law will take effect on July 1, 2020. The Attorney General retains authority over implementation, administration, and enforcement of the act while the Kansas Bureau of Investigation (KBI) is responsible for establishing and maintaining a central repository to collect data on scrap metal transactions.

The KBI is in the early stages of development and design of the repository. It will house scrap metal transaction information including descriptive information, photographs of the scrap metal sold, as well as other searchable information from the transaction. If you have any ideas regarding what information would be helpful in the investigation of scrap metal, we would love to hear from you!

If you have any questions or suggestions regarding the scrap metal repository, please contact Bill Connor by phone at (785) 296-2387 or email Bill.Connor@kbi.ks.gov.

INSIDE THIS ISSUE

INCIDENT RESPONSE
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

The opening text from the National Institute of Standards and Technology (NIST) special publication entitled "Computer Security Incident Handling Guide" explains why incident response - including reporting - is so important these days.

"Computer security incident response has become an important component of information technology (IT) programs. **Cybersecurity-related attacks have become not only more numerous and diverse but also more damaging and disruptive**. *New types of security-related incidents emerge frequently. Preventive activities based on the results of risk assessments can lower the number of incidents, but not all incidents can be prevented.* **An incident response capability is therefore necessary for rapidly detecting incidents, minimizing loss and destruction, mitigating the weaknesses that were exploited, and restoring IT services**."

This incident response capability is addressed in area 5.3 of the KCJIS Policies and Procedures Manual, where the second sentence in the introductory paragraph states:

To ensure protection of CJI, **agencies shall**: *(i) establish operational incident handling procedures that include adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and* **report incidents to appropriate agency officials and/or authorities**.

A concern has been expressed that not every agency is reporting incidents. So, we want to reiterate what policy requires, and ensure everyone knows the reporting procedures.

The KCJIS policy appendix A includes these 3 definitions:

Event - any observable occurrence in a system or network. Events include a user connecting to a file share, a server receiving a request for a web page, a user sending email, and a firewall blocking a connection attempt.

Security Event - *Security events are events with a negative consequence, such as system crashes, packet floods, unauthorized use of system privileges, unauthorized access to sensitive data, and execution of malware that destroys data.*

Security Incident: *A violation or imminent threat of violation of computer security policies, acceptable use policies, or standard security practices. This includes any* **Security Event** *that threatens the confidentiality, integrity, or availability of information.*
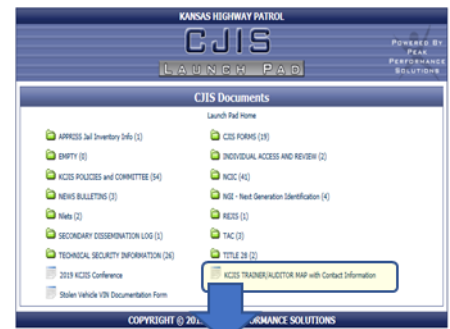
KCJIS policy **5.3.1 Reporting Security Events** goes on to describe the steps required when a security incident has occurred or is suspected:

The individual at the local agency who observes or suspects a **Security Incident** *shall immediately notify their* **agency supervisory personnel**, *who shall notify* **agency I.T. support, their agency LASO, and TAC**. *Steps shall be taken by the agency I.T. support, TAC and LASO to confirm, identify, contain, isolate, and document the incident as quickly as possible.*

The **LASO or TAC shall promptly notify** *their* **KHP Technical Security Auditor,** *and* **the KBI Help Desk** *when a Security Incident is suspected or has taken place.*

https://kansas.cjisapps.com/launchpad/cjisdocs/docs.cgi

24/7 365 **1-785-296-8245**

HelpDesk@KBI.STATE.KS.US

Click on your county to find your KHP CJIS Unit contact information

(Or Click here for complete KCJIS Unit Directory)

INCIDENT RESPONSE, CONTINUED
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

FBI Security Policy requires a procedure for containment of incidents so others are not affected. So, the KCJIS policy provision is that - as a safeguard for all - your device, network, or the user may be suspended from access until an assessment of risk and vulnerability to KCJIS is made.

A KCJIS 139 Security Incident Notification form shall be completed and submitted to the agency's KHP Technical Security Auditor as soon as possible.

The KCJIS 139 form is available from the KHP's CJIS Launch Pad/ CJIS Documents/CJIS Forms. It organizes questions that need to be answered in order to make a detailed assessment of the damage, risks, and mitigation steps taken to that point to ensure adequately that KCJIS is safe and secure.

Because avoiding incidents is our goal, we have placed a PDF titled Incident Response Primer on the Launch Pad, under CJIS documents/ TECHNICAL SECURITY INFORMATION/LASO Information.

It has slides to:

- Remind us of policies meant to help prevent or at least mitigate the seriousness of any incidents that do occur
    - º   While not 100%, compliance with these policies will go a long way toward the mitigation of incidents at your agency.
    - º   We recommend you review those policies for your agency's compliance outside of the official audits that are conducted triennially.
- Provide some tips for how to recognize potential security incidents beyond waiting for an alert from your anti-virus software
- A list of resources you can access via the KHP Launch Pad or to directly enhance your preparedness and incident response capabilities

KHP CJIS LAUNCH PAD CHANGE OF ADDRESS
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

To better serve our KCJIS user community, the KHP CJIS Launch Pad has moved to a new location!
Our new address is https://kansas.cjisapps.com.

The only thing you need to do is *change your bookmarks and favorites to reflect this new address*.

The Launchpad and **everything inside is still the same**. You are still able to access basic materials and share it openly. And, you still login the same way to access CJIS Manuals, complete your NCIC and security awareness training with nexTEST, and to complete and review your audits in the CJIS Audit application.

KIBRS KORNER
DANA GRIFFITH, PROGRAM CONSULTANT KBI

There are a few changes regarding Incident Based Reporting (IBR) that everyone needs to be aware of:

New KSOR/KSAR Forms Process

As many of you know, changes in process are inevitable. The IBR unit is going through some changes in how we process paper Kansas Standard Offense Reports (KSORs) and Kansas Standard Arrest Reports (KSARs). We have transitioned to a new bureau-wide document imaging system and need a little help from our agencies to make this move as smooth as possible.

We ask that you no longer staple your reports when you mail them. Since reports will no longer be attached, please ensure that the case number is listed on each page of the KSOR and KSAR to link all documents together. We would hate to have an orphan page or report sent back due to a missing case number. Thank you for your help in making this a smooth transition.

HATE/BIAS Field Entry – Electronic Submission

Electronic submissions of KSOR Hate/Bias codes were changed last year. We have been receiving some additional errors because of that change.

Before this update, users could tab over to the Hate/Bias field, type '8,' and hit <Enter>. The system would automatically put '88' in the field. This was because '88' (None) was the only option beginning with an 8.

When the system updated Hate/Bias codes to include the new additions, just entering an '8' in the Hate/Bias field was no longer an easy option. Now, when a user types in '8' and hits <Enter>, the system chooses the first option beginning with '8' which is '81' (Anti-Eastern Orthodox). Therefore, when entering Hate/Bias numbers, please remember you will now be required to type '88' if you want the option code for 88-None.

IBR Unit Staff Changes

We have had a couple of changes in staff. As you may be aware, Shannon Domingo is no longer in our unit. She has transferred to another position within the bureau. Recently, we welcomed Zach Brian to the vacant Program Consultant position. He is currently going through training, but will soon be ready to answer questions on KIBRS, Gateway, KSOR, KSAR, etc.

Our unit appreciates your patience and cooperation in our changing processes and staff.

Remember, if you have questions or need help, we have many ways to contact us:

Zachary Brian—Program Consultant	Dana Griffith—Program Consultant	Bill Reid—Research Analyst
Zachary.Brian@kbi.ks.gov	Dana.Griffith@kbi.ks.gov	Bill.Reid@kbi.ks.gov
Stacie Bolyard—Administrative Specialist	Mitch Beemer—Unit Manager	IBR Help Line—(785) 296-4373
Stacie.Bolyard@kbi.ks.gov	Mitch.Beemer@kbi.ks.gov	IBRsupport@kbi.ks.gov

ICE DETAINERS
BROOKLYNN GRAVES, OFFENDER REGISTRATION MANAGER KBI

The Kansas Bureau of Investigation (KBI) Offender Registration Unit (ORU) has been seeing a significant amount of issues with registration addresses of offenders being transferred to the custody of the U.S. Immigration and Customs Enforcement (ICE). If your agency has an offender who is being placed into ICE's custody, please update their address to reflect where they are going and not just "ICE Detainer." ICE is not a registering entity therefore it is the responsibility of the local corrections facility or sheriff's office to update the offender's registration. When an agency puts "ICE Detainer" as a physical address, the offender's physical location is no longer known and therefore must be tracked down which can take hours calling from agency to agency. Although a majority of the time the offender will be deported, it is important to ensure public safety by reflecting the offender's physical location accurately. If you have questions regarding ICE Detainers in reference to offender registration, please call the ORU duty line at (785) 296-2841.

NEWS FROM THE KBI HELP DESK
JEFFERY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

Did You Know?

The Quick Queries menu in OpenFox has recently been updated! The ZQ message keys have been removed and the shortcuts for the KDQ key have been implemented. Please pay close attention to the Quick Query commands as some of them have changed. Below is what the new menu looks like.

KBI Help Desk Welcomes New Network Control Technician (NCT) I

If you have called the Kansas Bureau of Investigation (KBI) Help Desk recently, you may have noticed a new voice on the other end of the line. Please welcome Chris Culligan to our support team. Chris comes to us from Holton Police Department. He comes to us with the knowledge of the Kansas Criminal Justice Information System (KCJIS) as an agency user and Local Agency Security Officer (LASO). This will prove to be very helpful as he works to troubleshoot issues in our help desk environment. Welcome, Chris!

JAVA 8 Update 221 is Available on the OpenFox Web Portal

The most recently supported version of Java (Java 8 update 221) is now available on the CPI OpenFox Desktop Web Portal. To get to this new update, please log into https://kcjis.ks.gov, select the OpenFox application and then select the "Download Java Runtime Environment" option. It is recommended that you uninstall previous versions of Java before installing the newer version. Any questions or concerns should be directed to the KBI Help Desk at (785) 296-8245.

Securemote - "Your Certificate Will Expire in 20 days"

Checkpoint Securemote is the client VPN that many agencies use to connect to the KBI. When Securemote is installed, a certificate is enrolled and saved to the C:\Users\Public\PublicDownloads folder. This certificate is good for two years from the date of issue. Right before the certificate expires, users will get a message when they connect: "Your certificate will expire in XX days." What do you do? Are you able to renew the certificate?

The good news is yes, any user should be able to renew the certificate if it has been stored in a shared location such as the C:\Users\Public\Public Downloads folder. You will be given the option to renew. When you click on the option to renew, you will be prompted to enter your Securemote password. If it is successful, your certificate is good for another two years. If it fails, please contact the KBI Help Desk to request another certificate for your terminal.

Kansas Customer Information System (KACIS) – How to Reactivate a User

In the KACIS views menus, there are some things that you can change too. One of these is reactivating accounts for former users.

Let's imagine you have a former employee named John. John left a year ago on military leave and you deactivated his account. John is now back and is ready to work. Do you have to create a new user account for him? No. TACs do not have to create new accounts for returning users. Instead, reactivate their accounts in KACIS.
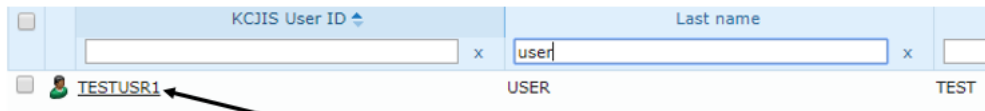
NEWS FROM THE KBI HELP DESK, CONTINUED
JEFFERY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

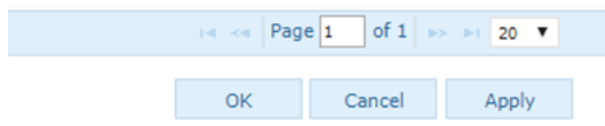1. Select the VIEWS menu, Agency Coordinator and Agency Users
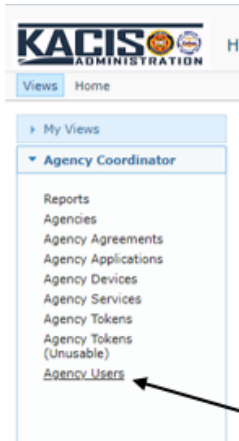
2. Click on the KCJIS User ID link

3. Click on the "User Deactivate Date" and change the date to 12/31/9999

4. Scroll to the bottom of the page and select "Apply"

Agency Administrator (AA) vs Terminal Agency Coordinator (TAC)

Within the KACIS application, there is a required field to designate three (3) TAC / AA positions for an agency. The TAC is the Terminal Agency Coordinator. The AA is the Agency Administrator. These terms are sometimes used interchangeably, but there is a difference between the two roles.

In KACIS, every agency (criminal justice and non-criminal justice) is required to have someone assigned to manage users, devices and access to applications/services. For the criminal justice agencies, this person is referred to as a TAC, and for the non-criminal justice agencies, this person is referred to as the AA.

Both the TAC and the AA appear to have the same responsibilities within KACIS, but the agency TAC has more responsibilities as it relates to overseeing the usage and administration of KCJIS for the agency to ensure compliance with all KCJIS policies. The AA is an agency point of contact for all non-criminal justice functions.

WINDOWS 7 CALENDAR REMINDER
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27		29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24		26	27	28
29	30	31				

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14* Windows 7 End of Life	15	16	17	18
19	20 Martin Luther King Jr. Day	21	22	2		
26	27	28	29	30		

1/14/2020 - Microsoft discontinues free support for Windows 7 including fixes to address new breaches, exploits, viruses, and attacks

Without that, Windows 7 will no longer be KCJIS compliant, and more importantly, your network and any connected enterprises with which they share a trust relationship will be vulnerable.

*Nov 30 + Dec 31 + Jan 14 = 75 Days Left

KCJIS USER GROUPS
SHERRY WEBB, PROGRAM CONSULTANT KBI

Have you been wondering what region you are included in with KCJIS user groups? Below is the KCJIS user group map for reference. We would love to have your participation!
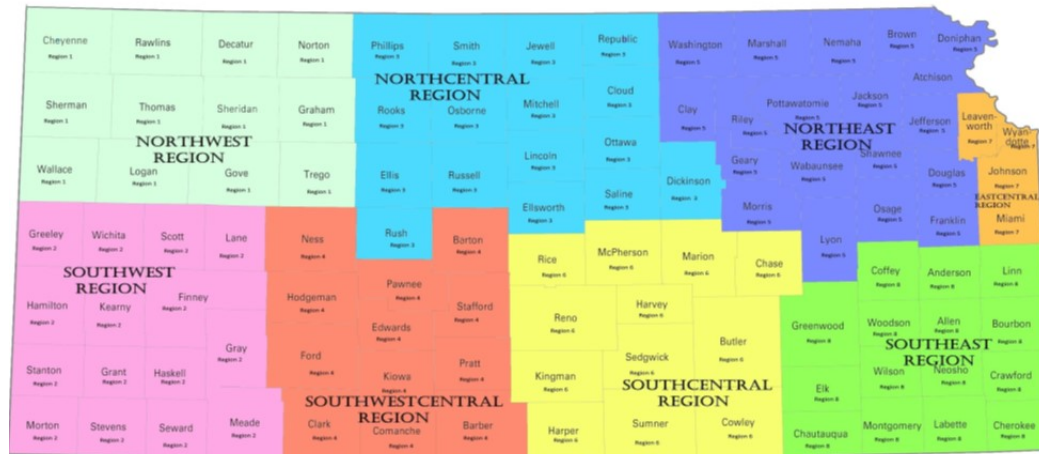
Here are the upcoming User Group meetings this quarter. We hope to see you there!

- November 4th—Northeast region will be meeting at the Kansas Bureau of Investigation (KBI), 1620 SW Tyler in Topeka, 12:00pm—3:00pm. Contact Michelle Reinhart at michellelreinhart@gmail.com for more information.
- November 6th— Southcentral region will be meeting at The Kansas Highway Patrol (KHP) Troop F Headquarters, 1900 E Tigua St. in Kechi, 1:00pm—4:00pm. Contact Jana Best at jbest@wichita.gov for more information.
- November 12th—Northcentral region will be meeting at Saline County Sheriff's Office, 251 N 10th St in Salina, 10:00am—3:00pm. Contact Becky Snook at bsnook@mitchellcountyks.gov for more information.
- November 14th—Southwest Central/Southwest regions will be meeting at Greensburg Hospital in Greensburg, 1:00pm—4:00pm. Contact Brandi Walker at bwalker.hgso@gmail.com for more information.
- November 18th—Northwest region will be meeting at the Logan EMS in Oakley, 1:00pm—4:00pm. Contact Sara McDonald at sam.opd520@gmail.com for more information.

Here is what Becky Snook, leader of the Northcentral user group, has to share about her region:

The North Central Kansas regional KCJIS/Public Safety Answering Point (PSAP) group was developed in 2018. During attendance at an Admin Day with the 911 Coordinating Council, several department heads in our region were in a group discussion where I asked them what they thought about developing our own regional group. I had talked to another regional representative about their meetings just before this meeting on Admin Day. I shared my thoughts with our department head representatives from our area, and they thought it was a great idea.

Following that meeting, I developed a list of agency contacts for our region and sent out an email invitation to come to Mitchell County for the first regional KCJIS/PSAP meeting. The agencies that were invited to come and speak included the KBI Help Desk, KHP auditors, and KS 911 Coordinating Council. Our first meeting was in July 2018 and I was very surprised by how many people were willing to come and participate. We had a catered meal available for purchase and started our day off at 10am and completed at 3pm.

Since our first meeting we have had quarterly meetings that have been hosted at a different location around our region. We have had a couple of other instructors attend and expand our offering that includes the Kansas Department of Revenue (KDOR), Emergency Management communications, how to ping cell phones more accurately, and an agency sharing their experience in a major situation. Our group gets bigger each time we meet and we are so happy that attendees come from outside of our region too.

KCJIS USER GROUPS, CONTINUED
SHERRY WEBB, PROGRAM CONSULTANT KBI

My goal was to bring the experts to our region and share knowledge of updates on the software we use on a daily basis, audits, up and coming items, and share experiences that could help other agencies. I feel that this has been a great success in all of those areas and much more.

We have great opportunities in networking at a more local level. We can find out what problems or concerns others are having and try and troubleshoot the issues with the experts in a way that we may have never had the opportunity for. The regional meetings differ from each location but I encourage others to send at least one representative to these meetings. We do invite some of the same instructors but they do not repeat much, if anything, each time they attend. We know that our culture is quickly changing and that is what we are hoping to keep everyone informed about and prepared for.

The KCJIS conference that is held yearly gives great information and training. The KCJIS user group meeting was very helpful to me in meeting other leaders in the other regions to get ideas on how to improve our own regional meetings and share information. Since that conference, we have added the new feature of someone taking notes and handouts from our meeting and give the opportunity to share it with those that cannot attend. This is a great asset to our area users. If you have interest in receiving our information, please contact me and you can be added to our email list.

Our next meeting will be November 12th in Salina. We will share the full information on OpenFox admin, email group, and our Facebook page, once we have the details available.

If you have any questions regarding the user groups, or a topic/training that you would like to share please contact me at Sherry.Webb@kbi.ks.gov

ASSET FORFEITURE DEADLINES COMING SOON
JESSICA CROWDER, PROGRAM CONSULTANT II KBI

The end of the year is approaching rather quickly which means your Kansas Asset Seizure for Forfeiture Repository (KASFR) Forfeiture Fund Report will be due soon! This annual report collects data on the activity in your state, pending, and federal forfeiture fund accounts. It collects information such as your beginning balance, deposits into your accounts, expenditures, your ending balance, as well as a couple of questions regarding property.

We have encountered a few questions regarding how to handle pending forfeiture funds. The pending forfeiture fund is intended to hold all currency that you have seized but not yet forfeited. Some agencies do not put these funds in an account but instead hold it as evidence until it is forfeited. That is acceptable, but you will still need to report that as if it were in account, so make sure you are tracking it as such. Feel free to look at the annual report to see what will need to be reported.

The reporting period for 2019 is July 1—December 31, so you will report any activity in your forfeiture fund accounts during that time. The forfeiture fund report is due February 1st each year. You can expect to see email reminders as the deadline approaches. Please remember, <u>even if you do not do any forfeitures</u>, a forfeiture fund report is still **required** to be submitted each year per K.S.A. 60-4127. If you have neighboring agencies that believe they are off the hook because they do not do forfeitures, please share this information with them, as that is not the case. If your agency has not reached out to gain access to the KASFR website, please email Jessica Crowder at the email listed below to get your username set up.

We are also excited to announce that we are now utilizing Tableau to display the data in a new way! Tableau provides an interactive experience for a user to explore and visualize data. There are five dashboards available to navigate various topics of interest regarding asset forfeiture data that has been collected thus far on incident reports. It is currently updated on a weekly basis. Feel free to check it out here. This link is also available under the 'Visuals' tab at https://kasfr.kbi.ks.gov. Any questions or concerns may be directed to Jessica Crowder at Jessica.Crowder@kbi.ks.gov or (785) 296-8338.

FBI CJIS AUDIT UNIT NEWSLETTER
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

The following newsletter was recently distributed by the FBI CJIS Audit Unit. Their plan is to produce a quarterly   publication. We plan to share it by reprinting them in the KCJIS newsletter as they become available.

– Don Cathey KCJIS ISO

Information Technology Security (ITS) Audit Framework

- The ITSA Team publishes a quarterly newsletter to highlight out-of-compliance issues and propose remediation strategies to help bring light to the particular topic.

Compliance Issue: Physical Protection

- One area in which we commonly find compliance issues is physical security. Within criminal justice agencies, we identify this as a compliance issue 25 percent of the time and 29 percent within noncriminal justice agencies. When we think about physical security, we often think of doors, locks, windows, etc., that keep unauthorized personnel from gaining access to a physically secure location. The *CJIS Security Policy*, Section 5.9, outlines the physical protection requirements that agencies must meet. Agencies must create a secure perimeter separate from a nonsecure location. The agency is responsible for controlling and monitoring all of the access points, e.g., doors, locks, windows, etc. All information systems that store, access, or process criminal justice information (CJI) must not be situated in plain sight for unauthorized viewing. Authorized personnel must authenticate visitors being escorted within a physically secure location. While being escorted, authorized personnel must remain with the visitor at all times. Surprisingly, most findings identified during an ITS audit involve the agency not having a physical protection policy in place that details the agency's current framework to ensure their physical location is protected from unauthorized access. Of the 65 noncompliant agencies in 2018, 59 agencies did not have a physical protection policy in place.

Myth

- One global policy is allowed to cover every agency.

Truth

- Each agency must have its own distinct policy outlining its particular controls, as each of these controls will be different.

Remediation

- Any of the contacts below will be able to supply you with a physical protection policy template to help you build your policy.

Follow-up

- The ITSA Team audits criminal justice, noncriminal justice, Channelers, authorized recipients, and a selection of special agencies. ITSA assessed 252 criminal justice agencies in 2018 and identified 947 compliance issues. In the same timeframe, ITSA audited 129 noncriminal justice agencies and identified 471 compliance issues. ITSA's mission is to identify risks to CJI and help agencies find a solution to remediate these findings.

CJA = Criminal Justice Agency

CJI = Criminal Justice Information

CSA = CJIS Systems Agency

CSO = CJIS Systems Officer

ISO = Information Security Officer

ITSA = Information Technology Security Audit

LASO = Local Agency Security Officer

NCJA = Noncriminal Justice Agency

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