



KCJIS NEWS

AUGUST 2023

KCJIS POLICIES AND PROCEDURES VERSION 5.9.2 NOW AVAILABLE DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

An update to the KCJIS Policies and Procedures was approved by the KCJIS committee on May 15, 2023. The new version 5.9.2 is now available online from the KHP CJIS launch pad.

Either in CJIS Manuals or:

Click into CJIS Documents and open the KCJIS POLICIES and COMMITTEE folder to access [KCJIS Policies and Procedures v 5.9.2](#).

The KCJIS Policy Requirements Companion Document v 5.9.2 has also been posted in that launch pad folder. It is a list of all requirements without explanations and appendices.



INSIDE THIS ISSUE

KCJIS POLICIES AND PROCEDURES	1
KCJIS USER GROUPS	1
AWARENESS TRAINING UPDATES	2-3
KCJIS NEWSLETTER EMAIL DISTRIBUTION	3
NEWS FROM KBI SERVICE DESK	4-8
KBI FIELD SUPPORT TRAINING	8
KIBRS DEADLINES	9
KASFR DEADLINES	9

KCJIS USER GROUPS KATHY KNUDSEN, PROGRAM CONSULTANT KBI

Thank you to everyone who attended the 2023 KCJIS Conference in Manhattan in May. There was a lot of positive feedback about the conference with great guest speakers and a beautiful venue.

This quarter's newsletter will highlight the NC (Northcentral) Region KCJIS user group. Becky Snook with Mitchell County 911, is the NC regional leader. Becky has arranged with Salina Police Department to use their new training center in Salina for KCJIS user group trainings. This location has a nice, spacious facility. Second quarter training with NC Region was held on June 29th with guest speaker Robert Hutchison, Deputy Attorney General-Civil Division from the Attorney General's Office. Mr. Hutchison talked about KORA (Kansas Open Records Act) requests. If his schedule allows, Mr. Hutchison will be making the rounds to each KCJIS user group meeting. If you are able to attend one of these trainings, Mr. Hutchison provides some very useful information and was able to answer a lot of questions about KORA requests. The next training for NC will be held on August 31, at 10:00 am at Salina Police Department's training center.

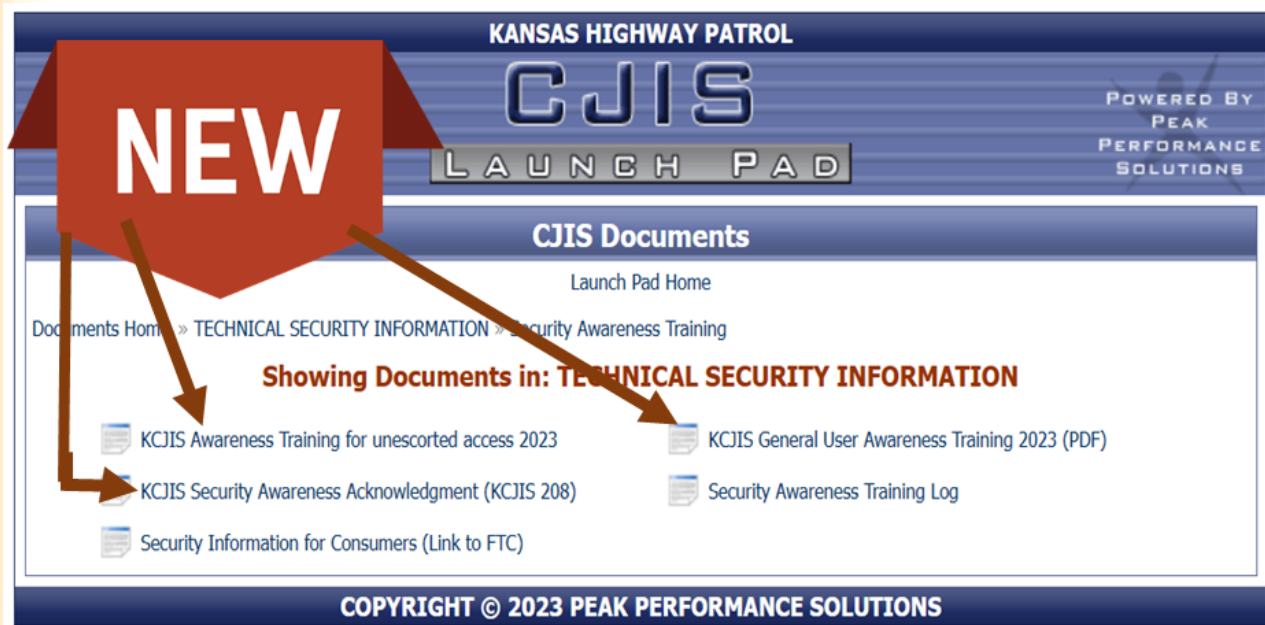
Information about the KCJIS User Group trainings can be found on the KCJIS Web Portal under the Information tab. If you are not able to join the KCJIS User Group in your region, you are welcome to join any of the KCJIS User Group Trainings in other regions. As always if you have questions, you can reach out to KCJISUSERGROUP@KBI.KS.GOV

AWARENESS TRAINING UPDATES

DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

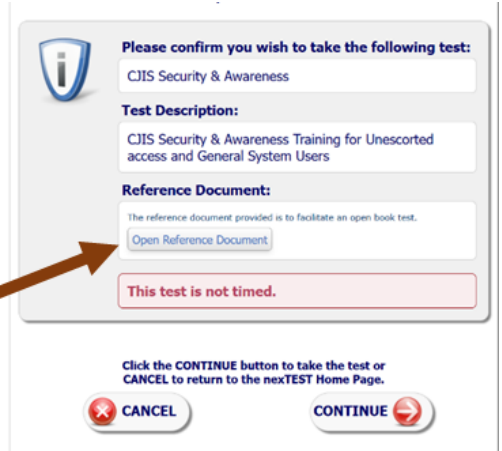
When the Criminal Justice Information System (CJIS) Security Policy was updated in December 2022, the requirements for Security Awareness Training were also changed. The new requirements are included in the updated KCJIS Policies and Procedures version 5.9.2. Following the new modernized format, policy area 5.2 is now titled **Awareness and Training**. (AT) and replaced “shall:” statements with “Controls.” Control AT-3 gives us 4 roles with upward levels of access to Criminal Justice Information (CJI). Like previous security awareness requirements, the training is cumulative. That is, the more access you have, the more training is required.

To help you meet these new requirements, the KHP CJIS Unit’s Technical Security Audit team has developed and posted new awareness presentations to the [CJIS Documents>TECHNICAL SECURITY INFORMATION> Security Awareness Training](#) folder in the Kansas Highway Patrol (KHP) CJIS Launch Pad.



These new materials are in PDF format and include a PDF covering just the topics required for unescorted access to physically secure areas (for non-computer users), an updated KCJIS Awareness Acknowledgment (a.k.a. KCJIS 208), and a PDF for general computer users that includes the unescorted access materials.

The KCJIS General User Awareness Training 2023 can also be accessed as the “open book” reference document incorporated in the CJIS Security & Awareness test in NexTEST. That test was also updated.



Most notable, though, the timeframe requirement changed from biennial (every 2 years) to ANNUAL for everyone’s awareness training.

AWARENESS TRAINING UPDATES, CONTINUED

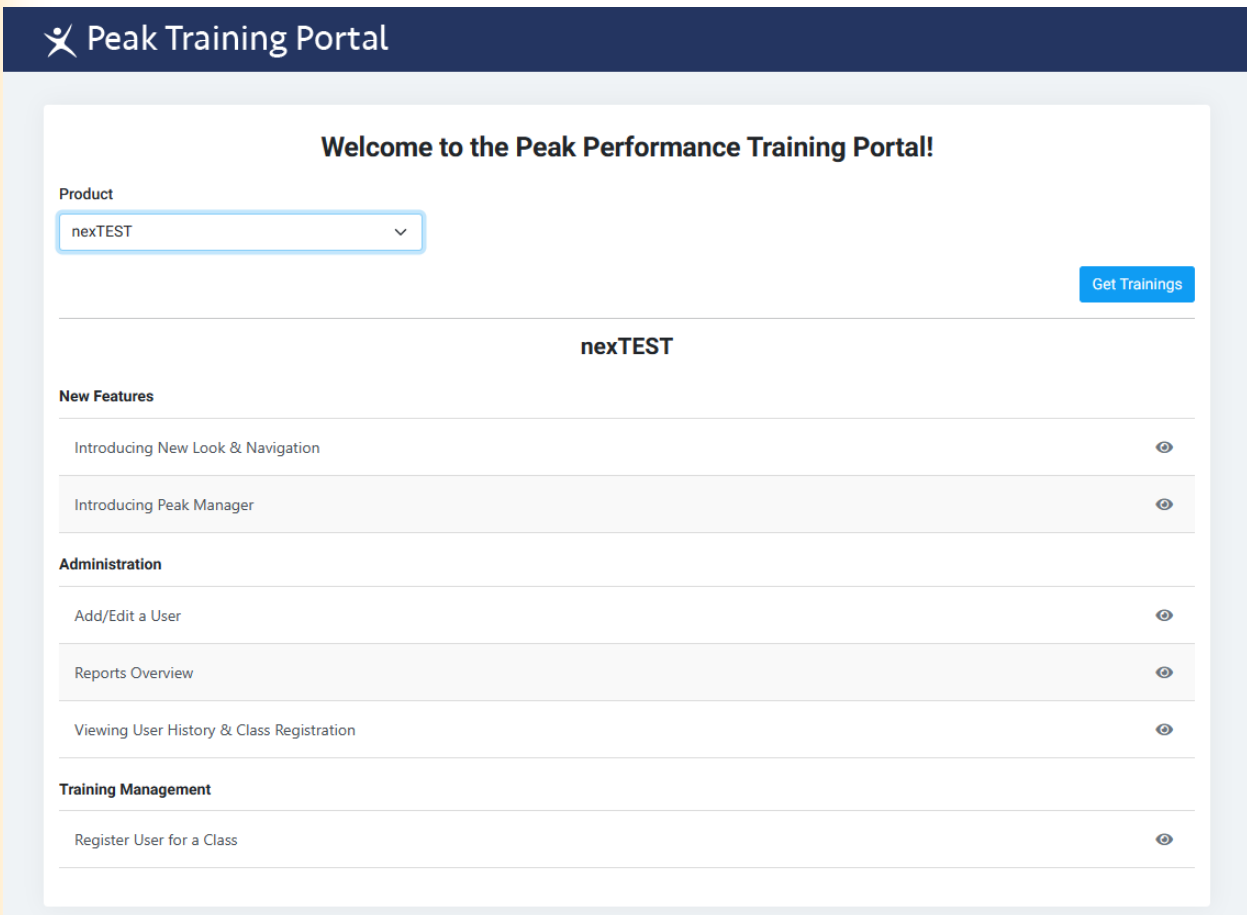
DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

NexTEST and CJIS Online have been updated to ensure compliance with the new requirements.

The functionality hasn't changed, but the NexTEST header was updated for a modernized look and streamlined navigation.



The question mark icon on the right side of the menu bar will take you to the training Portal where you can find how to's and other learning aids. Click the eye icon to view the first topic, "Introducing New Look & Navigation," to find out more.



KCJIS NEWSLETTER EMAIL LIST

JESSICA CROWDER, PROGRAM CONSULTANT II KBI

Know anyone who would benefit from receiving the quarterly KCJIS Newsletter? Please email Jessica Crowder at Jessica.Crowder@kbi.ks.gov with each individual's name and email address, and they will be added to the distribution list.

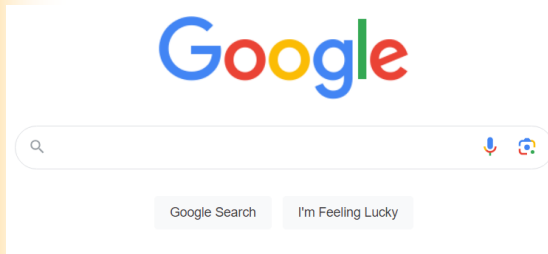
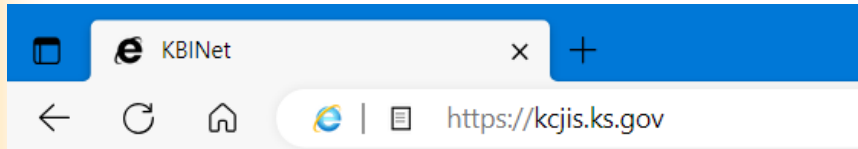
NEWS FROM THE KBI SERVICE DESK

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

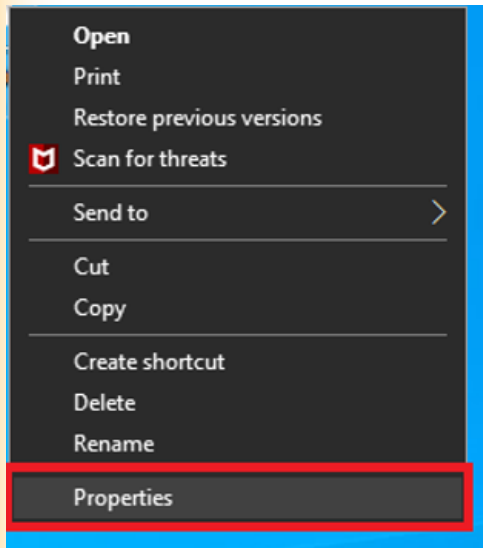
KCJIS

KCJIS Portal website

When accessing the KCJIS Web Portal, it is important to NOT search for the address. If you “Google” the KCJIS Portal you will most certainly reach the **wrong page**. Current searches are returning the Prelog portion of the KCJIS Portal. Unless you have a Prelog account, you will not be able to login. Either type the address (<https://kcjis.ks.gov>) in the address bar at the top of your browser page or a good, known shortcut. Do not type the address in the search bar in the middle of the page.



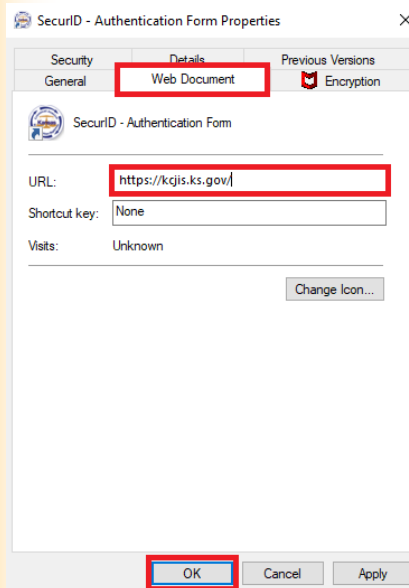
To modify the shortcut on your desktop, right click the icon and select Properties.



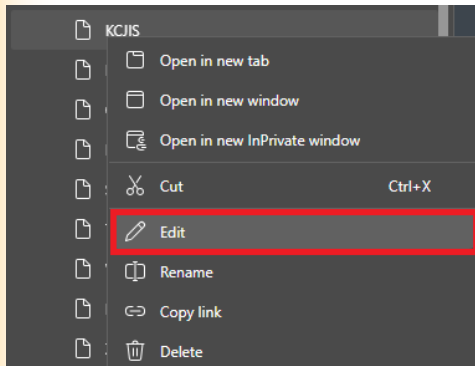
Select the Web Document tab. Make sure only <https://kcjis.ks.gov> is in the URL box. If there is anything after “.gov” or between the “//” and “kcjis,” remove whatever is there, then click OK.

NEWS FROM THE KBI SERVICE DESK, CONTINUED

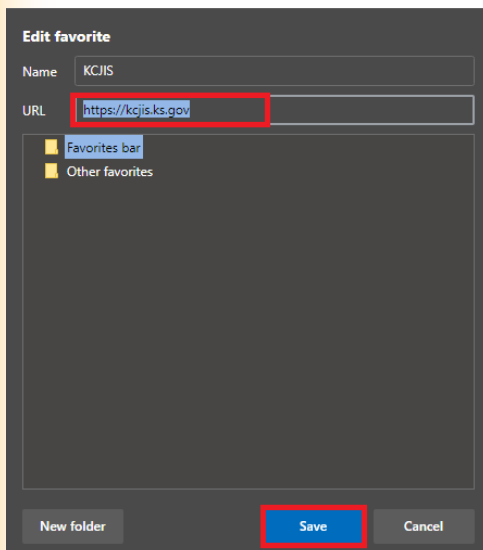
CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI



In your Favorites bar, right click the link and select Edit.



Change the URL box to say <https://kcjis.ks.gov>.



Please let us know if you have any questions, (785) 296-8245.

NEWS FROM THE KBI SERVICE DESK, CONTINUED CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

RSA Tokens

Token Orders

Did you know that tokens can be ordered in batches up to 99 at a time? For example, if you need to order 300 tokens, you will place four separate orders. The first three for 99 tokens and the fourth for the remaining 3 tokens.

Please keep in mind the price per token increased on March 1st. The price as gone from \$50.84 to \$54.79.

Before ordering tokens, make sure the agency name and address are correct, including any PO Boxes and/or suites. Tokens are shipped to the agency address listed in the KCJIS Authorization and Customer Information System (KACIS). If you need the tokens shipped to different addresses, please let us know via email and we will get that information to Optiv. We can also help with getting it corrected, if need be.

When ordering tokens for another agency that you have KACIS administration over, be sure to select the agency needing the tokens rather than your agency. This will prevent the tokens being assigned to the incorrect ORI. Should you order tokens under an incorrect ORI, contact the Service Desk and we can assist with getting it those tokens transferred to the correct ORI.

There are around 1,000 tokens expiring the end of September 2023 in the system. Have you checked your token expiration dates??

Returning Tokens to KBI

Any token that is being returned to the KBI needs to be shipped in a padded envelope. When tokens are shipped in non-padded envelopes, they are torn out by the machinery at the post office. Your agency is responsible for those tokens until they are received back at the KBI. If you are returning tokens to be evaluated for warranty replacement and they are lost in the mail, we cannot approve them for replacement and your agency will be out those tokens.

Along with marking the token "broken" in KACIS, please provide a description of what is wrong with the token(s) being returned. This letter should be on agency letterhead and included with the returned tokens. If you have any questions please contact the KBI Service Desk, (785) 296-8245.

KACIS

History

Did you know it is possible to see a limited history of various items in KACIS? It is not possible to see when certain permissions were assigned to a specific user, but it is possible to see when their token was assigned/unassigned and when their user information was changed. It is also possible to see who made the change. History is available on everything in the Agency Coordinator exception reports.

To view this history in KACIS, go to Views, Agency Coordinator, then select the category you want to see. In the following example we will look at the history of a token.

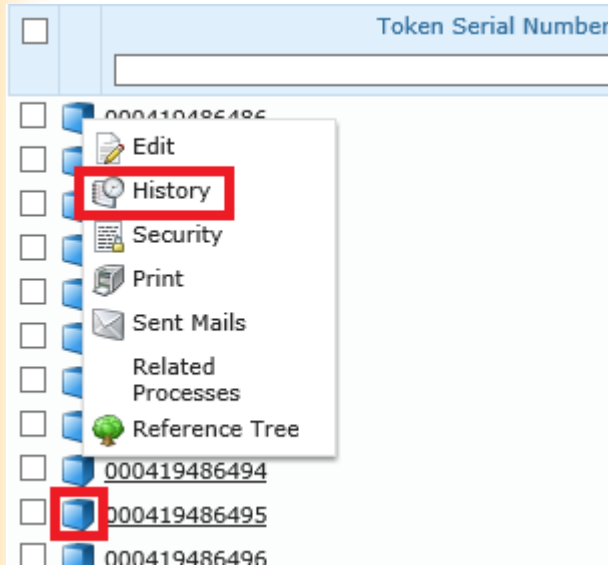
The screenshot shows the KACIS Administration interface. The breadcrumb trail is 'Views / Agency Coordinator / Agency Tokens'. The left sidebar has 'Agency Tokens' selected. The main table displays the following data:


Token Serial Number	Assigned to User	Token Status	Valid from	Expiration date	Agency
<input type="checkbox"/> 000419486486	H	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486487	C	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486488	S	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486489	T	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486490	L	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486491	U	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486492	H	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486493	V	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486494	-	Unassigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486495	K	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486496	B	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486497	C	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486498	B	Assigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486499	-	Unassigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486500	-	Unassigned	6/7/2020	7/30/2023	R
<input type="checkbox"/> 000419486501	S	Assigned	6/7/2020	7/30/2023	R

NEWS FROM THE KBI SERVICE DESK, CONTINUED

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

Right click the icon next to the record you want to view history for and select History.



Click the “plus” icon () to expand that row to see the details.

When	Object	What	Who	Read By
10/12/2020 12:53 PM	000419486486	Object modified	Execution, Service Package [SAOISPKGEXESVC]	1 person(s)
Field				
Will replace token		Changed from	Changed To	
		000405299890		
10/12/2020 9:08 AM	000419486486	Object modified	E J Ri	1 person(s)
Field				
Will replace token		Changed from	Changed To	
Assigned to Identity		000405299890	H , J	
10/12/2020 9:08 AM	000419486486	Object modified	user, System [SYSTEM]	1 person(s)
10/12/2020 9:08 AM	000419486486	Object modified	user, System [SYSTEM]	1 person(s)
Field				
Token Status		Unassigned	Assigned	
Assigned Date		-	10/12/2020	
10/8/2020 11:40 AM	000419486486	Object created	Execution, Service Package [SAOISPKGEXESVC]	1 person(s)

You can now see all the changes made to this token along with who made them and what the changes were.

If you ever see “Execution, Service Package” under the “Who” column, this means the system (KACIS) performed whatever action is on that line. Unfortunately, KACIS has been known to remove tokens from users from time to time.

Who	Read By
E [TPI]	1 person(s)
user, System [SYSTEM]	1 person(s)
Execution, Service Package [SAOISPKGEXESVC]	1 person(s)
Execution, Service Package [SAOISPKGEXESVC]	1 person(s)
L [TF]	1 person(s)
user, System [SYSTEM]	1 person(s)
Execution, Service Package [SAOISPKGEXESVC]	1 person(s)

Technical Agency Coordinators (TAC’s), if your users are saying they can’t get logged in with their token, you can always check the history to see if KACIS removed the token from the account. You would then need to add the token back to their account and they will need to reset their PIN.

NEWS FROM THE KBI SERVICE DESK, CONTINUED
CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

OpenFox Desktop 4

Have you completed your installation?

If your agency is already running Desktop 4 or are in the process of pushing this to all of your terminals, thank you! If your agency has not completed this download, please install Desktop 4 as soon as possible.

All message terminals must be using OpenFox Desktop 4, which only needs to be downloaded once per terminal. The download instructions have details on making the launcher icon available to all users of that computer.

If you have any questions or are having any issues installing Desktop 4, please contact the KBI Service Desk at (785) 296-8245 or ServiceDesk@kbi.ks.gov.

Important Phone Numbers

Below is a list of KBI and support phone numbers and how they should be used:

(785) 296-8200 – KBI main phone number—Available to the public. This number rolls over to the Service Desk after 5:00pm.

1-800-KS-Crime – Anonymous tip line—Available to the public. They can also leave their tip at this website:
[Kansas Bureau of Investigation - Suspicious Activity Reporting \(SAR\) \(ks.gov\)](https://www.kbi.ks.gov/sar) (https://www.kbi.ks.gov/sar).

(316) 660-1111 – ComCare mental health and crisis service—Available to the public.

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

The Kansas Bureau of Investigation (KBI) Information Services Division (ISD) Field Support unit is able to provide complementary training via webinar or in-person. If you are interested in receiving virtual or in-person training on any of the topics listed below, please feel free to reach out to the appropriate trainer.

<p>Central Message Switch Carlos Salazar (785) 296-6832 Carlos.Salazar@kbi.ks.gov</p>	<p>Criminal History Records Rapsheet Differences Morgan Defore (785) 296-0816 Morgan.Defore@kbi.ks.gov</p>	<p>eCitation Nancy Sanders (785) 296-0492 Nancy.Sanders@kbi.ks.gov</p>	<p>Asset Seizure and Forfeiture Jessica Crowder (785) 296-8338 Jessica.Crowder@kbi.ks.gov</p>
<p>10-Print Identification Tina Ortega (785) 296-4483 Tina.Ortega@kbi.ks.gov</p>	<p>Use of Force Reporting Dana Dickerson (785) 296-4152 Dana.Dickerson@kbi.ks.gov</p>	<p>Kansas Incident Based Reporting Cassidy Sands (785) 296-8278 Cassidy.Sands@kbi.ks.gov</p>	<p>Offender Registration/KsORT MaKenna Savener (785) 296-0638 Makenna.Savener@kbi.ks.gov</p>
	<p>DNA Databank Jeff Hahn (785) 296-2113 Jeff.Hahn@kbi.ks.gov</p>	<p>Scrap Metal Bill Connor (785) 296-2387 Bill.Connor@kbi.ks.gov</p>	

KIBRS DEADLINES

CASSIDY SANDS, PROGRAM CONSULTANT KBI

The Kansas Bureau of Information (KBI) Incident Based Reporting (IBR) unit would like to remind agencies of the data submission deadlines for Incident Based Reporting. IBR data is compiled into yearly statistics by the KBI and the Federal Bureau of Investigation (FBI). The deadline for data submissions from the prior calendar year to the KBI for inclusion in the FBI yearly publication is March 15th. The deadline for data submissions from the prior calendar year to the KBI for inclusion in the Kansas yearly publications is May 1st. For example, data regarding an incident that occurred in your jurisdiction must be submitted by March 15, 2024 to be included in the 2023 FBI statistics.

If your agency does not successfully submit the required data for incidents by these deadlines, the incidents will not be counted in the yearly statistics. Any submissions that were rejected or incomplete must also be corrected and resubmitted by the deadlines to be included in the publications. If you have questions, please reach out to the IBR unit at the KBI at (785) 296-4373 or IBRsupport@kbi.ks.gov.

ASSET FORFEITURE REPORTING DEADLINES

JESSICA CROWDER, PROGRAM CONSULTANT II KBI

The Kansas Bureau of Investigation (KBI) Asset Forfeiture unit would like to remind agencies of the reporting deadlines for the Kansas Asset Seizure for Forfeiture Repository (KASFR). K.S.A. 60-4127 sets forth the requirements for asset forfeiture reporting. There are two types of KASFR reports: Incident Report and Annual Report.

The Incident Report collects information regarding an incident that led to a seizure where there was intent to seek civil forfeiture. Incident Reports are due within 60 days of the forfeiture disposition. This would be 60 days from the date the property was forfeited through civil forfeiture, the date the agency decided to return the property to the owner after initially seizing with intent to forfeit, the date a settlement took place, or the date the agency transferred the property for federal forfeiture.

The Annual Report collects financial summary information for an agency's state, pending, and federal forfeiture funds. This report becomes available for completion beginning on January 1st of each year and is due February 1st. Each agency is required to submit this report, even if the agency does not conduct civil forfeitures.

For questions or to get set up for KASFR reporting, please contact Jessica Crowder at (785) 296-8338 or jessica.crowder@kbi.ks.gov.





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

KCJCC Members

Justin Whitten
Governor's Designee

Stephanie Smith
Chief Justice Designee
Supreme Court

Steve D. Anderson
Attorney General's Designee

Jeff Zmuda
Secretary
Kansas Department of Corrections

Col. Erik Smith
Acting Superintendent
Kansas Highway Patrol

Tony Mattivi
Director
Kansas Bureau of Investigation

KCJIS Committee Members

Captain Jim Ohem
Kansas Highway Patrol
Chairman

Adam Proffitt
Interim Secretary of Administration
Co-Chairman

Nicole Mattox
Kansas Bureau of Investigation

Vacant
Kansas Sheriffs' Association

Chief Jeff Whitfield
Haysville Police Department
KS Association of Chiefs of Police

Melissa Mounts
KS Department of Corrections

Kelly O'Brien
Office of Judicial Administration

Brandy Scott
Labette County Emergency Communications
911 Providers Association/APCO

Amber Norris
Butler County Attorney's Office
KS County and District Attorney Association

Vacant
KS Association of District Courts

KANSAS BUREAU OF INVESTIGATION

Jessica Crowder
Newsletter Editor
1620 SW Tyler
Topeka, KS 66612
(785) 296-8338

Jessica.Crowder@kbi.ks.gov