KCJIS NEWS

KASFR ANNUAL REPORT DUE FEBRUARY 1!
JESSICA CROWDER, PROGRAM CONSULTANT II KBI

Has your agency submitted the 2022 Kansas Asset Seizure for Forfeiture (KASFR) Annual Report yet? K.S.A. 60-4127 requires that the KASFR Annual Report be submitted by February 1st each year. If your agency has not submitted the KASFR 2021 Annual Report, please do so immediately to avoid non-compliance.

As a reminder, there are two types of asset forfeiture reports: The KASFR Incident Report and the KASFR Annual Report. The Incident Report collects information regarding any property that is seized with intent to seek forfeiture. The Incident Report is due within 60 days of the disposition of the seized property (forfeited, returned to owner, transferred for federal forfeiture, etc.). However, due to the February 1st deadline for the KASFR Annual Report, the Kansas Bureau of Investigation (KBI) Asset Forfeiture unit encourages all agencies to have all Incident Reports for the year to be submitted by February 1st or sooner to avoid missing Incident Reports as substantial compliance is determined.

The KASFR Annual Report collects data regarding the activity in an agency's state, pending, and federal forfeiture fund accounts. Please note that even if your agency does not conduct seizures for forfeiture, all agencies are required to submit this report. As a reminder, a couple of changes were made to the 2022 KASFR Annual Report. The *Standard Asset Seizure and Forfeiture Act* requires each agency's financial report (Annual Report) to substantially match the agency's seizing reports (Incident Reports). To make this determination, the KBI compares the agency's **Total Year's Deposits of Forfeited Currency** as reported on the Annual Report to the total amount reported in forfeited currency from all submitted Incident Reports. There are circumstances where currency that has been forfeited may not be physically deposited into the forfeiture fund by the end of the reporting period (December 31st). This may be due to things such as shared proceeds not yet received from another agency, currency being held in evidence, etc.

To ensure this does not cause issues with the substantial match determination, the KBI has added two new fields to the Annual Report. The **Forfeited Currency Not Yet Received or Deposited** field should be used to report any funds that have been forfeited during the reporting period but not yet deposited by December 31. A reason for these funds not being deposited shall be explained in the **Reason Forfeited Currency Was Not Deposited by December 31** field. Additionally, when the funds are deposited into the account, they should be reported in the **Other Deposits** field along with an explanation of those deposits in the **Other Deposits – Describe** field.

Additionally, as part of the substantial match determination, the beginning account balance of the Annual Report must match the ending account balance from the previous year's Annual Report. Failure to do so will result in non-compliance. This requirement took effect January 1, 2023.

The KBI would encourage larger agencies to communicate with their local small agencies to ensure everyone is aware of this reporting requirement and does not go out of compliance. The 2022 KASFR Annual Report can be completed at https://kasfr.kbi.ks.gov. If you do not have login credentials or have any other questions, please contact Jessica Crowder at jessica.crowder@kbi.ks.gov or (785) 296-8338.

INSIDE THIS ISSUE

NEW KIBRS IS ON THE WAY
MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI

After several years of planning, the new Kansas Incident Based Reporting System (KIBRS) is finally in the process of being developed! The Kansas Bureau of Investigation (KBI) Information Technology (IT) Department and Incident Based Reporting unit have spent the last several months working on this very large endeavor. There will be several very exciting additions and changes to KIBRS reporting in the new system. Some changes will include;

- Adding the ability to report the Federal Bureau of Investigation's (FBI's) Cargo Theft data value for certain types of theft.
- The addition of the "L-Law Enforcement" victim type which will allow for collecting Law Enforcement Officers Killed and Assaulted (LEOKA) data on individual Kansas Standard Offense Reports (KSORs) and eliminate the LEOKA monthly reports.
- The ability for agencies to report FBI allowable offenses because they are considered to be lesser included offenses. For example, the current restriction to reporting a theft offense with a burglary will be removed, so agencies can report a burglary and theft on the same KSOR.

There will be many more exciting changes! We will be providing additional information on these in future Kansas Criminal Justice Information System (KCJIS) newsletters. For this edition of the newsletter, we would like to briefly cover what may be one of the most exciting and anticipated changes, which is the ability to associate offenders to offenses on the KSOR.

With the current KIBRS, we have the ability to associate individual victims to specific offenses on a KSOR. However, due to the FBI's definition of what an incident is (same time and place, and all offenders are considered to have committed all offenses in a single incident), there was a need to have the ability to associate individual suspects to specific offenses. Due to this definition of an incident, there are instances in which officers were required to submit multiple reports with separate case numbers in order to report multiple offenses that would typically be considered a single incident.

For example; An officer stops a car for a suspected DUI. During the stop, the driver fails the roadside test. The officer smells the odor of marijuana coming from the vehicle and asks all occupants to exit the vehicle. During the subsequent search of the occupants, the officer discovers the individual in the front passenger seat is a felon in possession of a firearm and the two occupants in the backseat have illegal drugs in their possession. In this scenario, due to the current definition of an incident in which all offenders are considered to have committed all offenses, the officer would have to create and submit three separate reports and case numbers. The first for the driver's DUI, a second for the felon in possession of a firearm and a third for the possession of drugs for the two suspects in the backseat.

So here is the exciting part. In the new system, the officer will have the ability to associate suspects to individual offenses in one report instead of creating and submitting three separate reports. Since not all offenders will be associated with all offenses on the report, the new KIBRS will determine which offenders go with which offenses, split the original case into three separate cases for submitting the data to the FBI. Therefore, there will no longer be a requirement for multiple KSORs for what could be considered as one incident.

A disadvantage to this new feature is that the new KIBRS will require all agency case numbers be restricted to eleven characters instead of the current twelve characters. This is necessary so the new KIBRS will have the ability to add a letter to the end of the original case number for each of the split cases submitted to the FBI, which has a character limit of 12. In the example described above, the original case number could be, 23-12345. The new KIBRS will recognize not all offenders are associated with all offenses and split cases into;

Case #1—Driver's DUI—Case number 23-12345A assigned and submitted to the FBI.
Case #2—Felon in Possession of Firearm—Case number 23-12345B assigned and submitted to the FBI.
Case #3—Possession of Illegal Drugs (with 2 suspects) - Case number 23-12345C assigned and submitted to the FBI.

There are many more exciting changes coming in the new KIBRS, and we look forward to sharing more about these in future publications of the KCJIS Newsletter.

If you have any questions about the new KIBRS, please feel free to reach out to the KIBRS unit at IBRsupport@kbi.ks.gov.

KCJIS USER GROUPS
KATHY KNUDSEN, IT PROGRAM CONSULTANT KBI

2022 turned to be a great year for KCJIS User Groups. Training was conducted for nearly every region and 2023 is looking to be another year full of opportunities. Here are some upcoming KCJIS User Group meetings:

2/2/2023—SE Region—Parsons Municipal Auditorium (Parsons)

3/2/2023—NE Region—KBI Headquarters (Topeka)

3/9/2023—SWC & SW Region—HorseThief Reservoir (Jetmore)

3/30/2023—NC Region—Salina Police Department Regional Training Center (Salina)

Thank you to all that attend, host, speak, or train. KCJIS User Group meetings continue to provide beneficial information to all, striving to ensure that the same information is being shared to all regions, enhancing communication across the state.

If you are interested in attending any of the user group trainings, please contact Kathy Knudsen at Kathy.Knudsen@kbi.ks.gov or (785) 296-8281.

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

Is your agency needing some training? The Kansas Bureau of Investigation (KBI) Information Services Division (ISD) Field Support unit is now able to provide training in-person with precautions.

- The facility must allow for attendees to have 6 feet between them.
- Training sessions should be spaced apart so if there is an outbreak of COVID, the location and people involved can be determined and notified.

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. Thank you to every member of the Kansas criminal justice community who continues to keep Kansas safe during these difficult times.

Central Message Switch	Criminal History Records Rapsheet Differences	eCitation	Asset Seizure and Forfeiture
Carlos Salazar (785) 296-6832 Carlos.Salazar@kbi.ks.gov	Morgan Defore (785) 296-0816 Morgan.Defore@kbi.ks.gov	Karli Koci (785) 296-0492 Karli.Koci@kbi.ks.gov	Jessica Crowder (785) 296-8338 Jessica.Crowder@kbi.ks.gov
10-Print Identification	Use of Force Reporting	Kansas Incident Based Reporting	Offender Registration/KsORT
Tina Ortega (785) 296-4483 Tina.Ortega@kbi.ks.gov	Dana Dickerson (785) 296-4152 Dana.Dickerson@kbi.ks.gov	Zachary Brian (785) 296-7945 Zachary.Brian@kbi.ks.gov	Cassidy Sands (785) 296-0638 Cassidy.Sands@kbi.ks.gov
	DNA Databank	Scrap Metal	
	Jeff Hahn (785) 296-2113 Jeff.Hahn@kbi.ks.gov	Bill Connor (785) 296-2387 Bill.Connor@kbi.ks.gov	

KCJIS CONFERENCE—SAVE THE DATE!
DAVID MARSHALL, KCJIS COMMITTEE DIRECTOR

Save the Date

2023 KCJIS Conference

May 14th – 16th

Manhattan, KS

The KCJIS Committee is pleased to present the 21st Annual Kansas Criminal Justice Information System (KCJIS) Conference, which is geared toward criminal justice practitioners from state and local law enforcement, 911 operators, prosecutors, courts, corrections officers, agency administrators and first line supervisory staff.

Early Bird Registration $99, January 9th - March 31st

Regular Registration $119, April 1st - May 5th

Conference Attendee Registration

Vendor Registration

** No conference registration fee refund after May 1, 2023. **

The 2023 KCJIS Conference will be held at the Hilton Garden Inn in Manhattan, KS May 14-16, 2023. The cutoff date to reserve a room at contract rate is **April 16, 2023.** Reservations can be made online here or by calling (785) 532-9116. Mention group code (**KSCJIC).**

Presentation Topics

KBI Helpdesk – Open Lab of KCJIS Resources	Registered Offenders
NLETS Overview	Open Records
KS Amber Alert	Registered Offenders
Technical Security Audit Overview	Data Quality Q & A
KACIS	CJIS Security Policy Update
Professional Development	Asset Forfeiture
Protection Orders	

*Topics subject to change. Full schedule to be posted soon.

If you have any questions, please email David Marshall at David.T.Marshall@ks.gov.

USE OF FORCE DATA COLLECTION
DANA DICKERSON, PROGRAM CONSULTANT KBI

Kansas is nearing the completion of the first full year of the new Kansas Use of Force (UoF) Data Collection program. Since the launch of the new Kansas UoF program, there has been a substantial drop in our UoF agency participation. As agency participation goes down, the probability of the Kansas Legislature stepping in to require mandatory participation with the program becomes more likely. If the Legislature becomes the governing entity over the UoF program, the current flexibility to make changes or update data elements, definitions, requirements, etc. based on feedback from our local law enforcement partners may no longer be possible.

Additionally, the Federal Bureau of Investigation (FBI) National Use of Force Data Collection program has contacted the Kansas Bureau of Investigation (KBI), requesting higher participation. Due to lower participation from Kansas, the FBI is not able to meet their criteria to include Kansas information in the national data publications.

The KBI would like to increase submissions from agencies who are not currently participating by offering a compromise, encouraging participation beginning with 2022 reporting and continuing until June 30, 2023 (*see note). This will enable Kansas statistics to be published by the FBI and give some valuable data to the new Kansas UoF system.

Currently, participating agencies submit UoF Incident Reports based on the expanded Kansas definition of a reportable incident that includes active pointing of a firearm and other data not collected by the FBI. With this compromise, the KBI is encouraging agencies to temporarily submit UoF Incident Reports that meet the FBI's definition of a reportable incident. This includes death of a subject due to law enforcement use of force, serious bodily injury of a subject due to law enforcement use of force, or law enforcement discharge of a firearm at or in the direction of a subject that did not otherwise result in death or serious bodily injury.

The reports should be made on the new Kansas UoF Incident Report to ensure it will successfully process in our system. KBI staff will submit the reports to the FBI. UoF Incident Reports will be included in Kansas program statistics along with the national data statistic publications.

Currently, participating agencies must submit a monthly UoF Zero Report as affirmation of the agency not using force based on the Kansas definition of reportable UoF incidents. With this new compromise, however, a monthly **UoF Zero Report** should be submitted if an agency had no UoF Incident Reports submitted that meet the FBI's definition of a reportable incident.

Submission of either a UoF Incident Report or UoF Zero Report should be made via paper or the new web application. To access the new web application, each user will need to have an RSA token to access the KCJIS network.

*NOTE: This ending date is a projected date to accommodate for beginning electronic submission via RMS interface. Your agency's Records Management System (RMS) software vendor's capability of implementing the Kansas UoF data elements and other technical specifications, this may extend the timeframe.

If your agency is interested in participating in UoF reporting, please reach out to the UoF Program Consultant, Dana Dickerson, at dana.dickerson@kbi.ks.gov.

THE OFFENDER DNA REMOTE COLLECTION MODULE
JEFF HAHN, DNA DATABANK SUPERVISOR KBI

The Kansas Bureau of Investigation (KBI) provides an offender DNA collection module for submitting agencies to enter DNA sample information at the time of collection. This allows the submitting agencies to complete the DNA collection form electronically instead of manually. The system also includes the ability to check if the offender has previously submitted DNA and to verify that the statute violation qualifies for DNA submission. This system is highly recommended for use by all agencies collecting offender DNA. Contact Jeff Hahn at jeff.hahn@kbi.ks.gov for instructions on registering for the remote collection module.

The KBI wanted to provide some helpful information regarding this data submission. When performing a DNA entry, check first to ensure the offender has not been entered by your agency recently. If your agency has collected a sample and the KBI DNA Databank has not received the collection kit, the entry will show up on the submission worklist in the module. To access the worklist, click the 'Submission Worklist' link in the left tree pane (shown below). All DNA entries from your agency not received by the laboratory appear on the list. Entries that are highlighted pink have been on the list for more than 30 days. If the sample is still at your facility, please submit the samples as soon as possible. If this is a duplicate entry created by mistake, please contact the KBI DNA Databank to remove the entry from the submission worklist. Checking the submission worklist will prevent duplicate entries and DNA collections at your agency.

The KBI DNA Databank provides in-person training for agencies upon request. Please contact the KBI DNA Databank at (785) 296-2113 or jeff.hahn@kbi.ks.gov to request offender DNA collection training at your agency.

NEWS FROM THE KBI SERVICE DESK
JARED WRIGHT, NETWORK CONTROL TECHNICIAN III KBI

Personally Identifiable Information (PII)

Sharing PII through Email

PII is any data that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means [NIST SP 800-79-2]. Sometimes it is business critical to share PII through email either between people within your agency or across the aisle to other agencies. With respect to IT security, in each of these cases, be sure you are following your agency's policy for dissemination. If you're not sure, please ask your Local Agency Security Officer (LASO).

Additionally, should it be needful to send PII to the KBI Service Desk, please either send it in a secure encrypted email, by phone, or even by KAM. Please do not send PII through regular email. If you do not have an option for sending secured email to the Service Desk, please contact us and we can initiate the secure email.

KCJIS

Security Incidents

With everyone coming back from the holidays, the KBI would like to give everyone a quick refresher on what security incidents are and the appropriate response procedures to these incidents.

A security incident is defined as any event in which the Kansas Criminal Justice Information System (KCJIS) security policy has been breached, including IT incidents. Some examples of security incidents include but are not limited to—incorrect use of National Crime Information Center (NCIC) information, wrongful dissemination, malware infections, or even token misuse. We ask all Technical Agency Coordinators (TACs) to keep in mind that you should not be setting pins or re-syncing tokens for your users. This is a security violation. Instead, please have the individual that is having troubles call or email the Service Desk and we will be happy to assist them. As a reminder, the KBI Service Desk is open 24x7.

Each agency should have a policy in place for these kinds of events - example policies can be found on the KCJIS Portal > Information > Security Policies. When these events occur please follow your agency's policy, then call the KBI Service Desk at (785) 296-8262 **as soon as possible**! We take security very seriously and are here to help!

Router Refresh/Replacement Project

For agencies that use the state KCJIS Router, the state of Kansas has started a project to replace the routers for all KCJIS connections. Your agency LASO will be contacted by the Office of Information Technology Services (OITS) via email to coordinate a date and time to replace the router at your location.

NCIC

KBI Secondary Hit Confirmation Calls

The KBI Service Desk will reach out to local agencies when our primary dispatch station for Kansas receives a secondary hit confirmation notice from the switch. Why do I get a call from the KBI on these? It's not "Big Brother" watching... This is why we call:

- It uncovers possible unknown problems in Terminal Routing
- It verifies primary dispatch stations are running
- It checks backup contact information for support agencies
- It helps mitigate audits with Hit Confirmations
- It acts as a catch-all or backup for possible KBI assistance

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.

NEWS FROM THE KBI SERVICE DESK, CONTINUED
JARED WRIGHT, NETWORK CONTROL TECHNICIAN III KBI

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 corrected or resubmitted.

Several agencies have tokens expiring at the end of February, 2023. There are approximately 1000 tokens expiring at that time. Please be sure to keep track of when your tokens are expiring and allow a minimum of three weeks for your token order to process and be shipped to your agency.

KACIS

KACIS Work Items

One very important item for TACs to do on a regular basis is to check your 'My Work Items' in KACIS. This 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 the TACs 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; 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 KBI Service Desk at (785) 296-8245 or ServiceDesk@kbi.ks.gov. Remember, a clean inbox is a happy inbox.
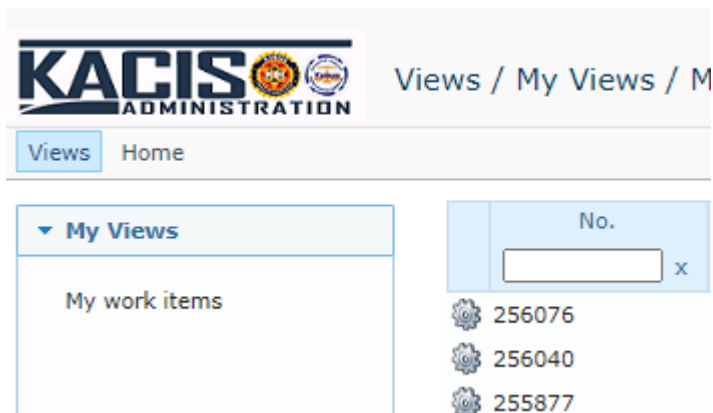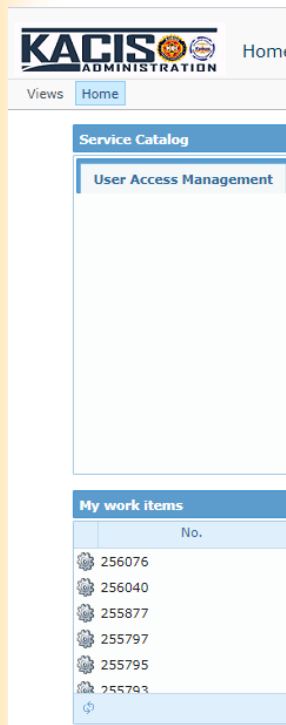
NEWS FROM THE KBI SERVICE DESK, CONTINUED
JARED WRIGHT, NETWORK CONTROL TECHNICIAN III KBI

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. Keep in mind it only needs to be downloaded once per terminal. The download instructions include details on making the launcher icon available to all users of that computer.

If you have any questions or are having any troubles installing Desktop 4, please contact the KBI Service Desk and let us assist you.

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.

███████████ – KBI Service Desk—DO NOT SHARE WITH THE PUBLIC. Call this number for regular business such as tokens and NCIC assistance as examples.

███████████ – KBI Agents, Amber Alerts, and Emergencies only [Security Incidents, OIS, etc.]. DO NOT SHARE WITH THE PUBLIC.

1-800-KS-Crime – Public—Anonymous tip line. 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).

(316) 660-1111 – Public—ComCare mental health and crisis service.

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

KCJCC Committee Members

Kris Kobach
Attorney General
Chair

Clay Britton
Governor's Designee
Vice-Chair Designee

Tony Mattivi
Director
Kansas Bureau of Investigation

Justice Caleb Stegall
Chief Justice Designee

Jeff Zmuda
Secretary
Kansas Department of Corrections

Herman Jones
Superintendent
Kansas Highway Patrol

KCJIS Committee Members

Captain Jim Ohem
Kansas Highway Patrol
Chairman

DeAngela Burns-Wallace
Secretary of Administration
Co-Chairman

Nicole Mattox
Kansas Bureau of Investigation

Sheriff Roger Soldan
Saline County Sheriff's Office
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

Douglas Hamilton
Douglas County District Court
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