



KCJIS NEWS

FEBRUARY 2024

RECORD CHECK FEE CHANGE

NICOLE MATTOX, INTERIM ISD ADMINISTRATOR, KBI

The Kansas Bureau of Investigation (KBI) will be changing the fee structure for non-criminal justice record check purposes. This action is a necessary response to the increasing costs of providing record check services. The fees have not been increased in 15 years, and moving forward a cost adjustment is needed.

Effective July 1, 2024, the fees for State and Federal criminal history record check services will be as follows:

- Name-based record checks will increase from \$20 to \$30
- Fingerprint-based record checks (for searches within Kansas) will increase from \$35 to \$45
- Fingerprint-based record checks (of both state and federal systems) will increase from \$47 to \$57
- Any record check can still be certified for the same additional price of \$10

RapBack services for the state of Kansas will remain free for the first year with a \$3 charge each subsequent year, per individual. However, with the launch of our new Automated Biometric Identification System (ABIS), Kansas will soon be able to participate in the Federal Rapback program. Once we are able to participate in Federal Rapback, both Kansas and Federal Rapback services will be free of charge.

INSIDE THIS ISSUE

RECORD CHECK FEE CHANGE	1
LEGACY LIVESCANS	1
ISD FIELD SUPPORT TRAINING	3-4
KIBRS REPORTING DEADLINE	4
AWARENESS TEST DATES	5
ABIS GOES LIVE	5
ACCURATE DATA SAVES LIVES ON ROADS	6
NEWS FROM THE KBI SERVICE DESK	6-8
KCJIS USER GROUPS	8-9

Record checks for criminal justice purposes will remain a free service for public safety.

If you have any questions, please contact Nicole Mattox, Interim Administrator of the Information Services Division at nicole.mattox@kbi.ks.gov or (785) 296-8256.

LEGACY LIVESCANS

TINA ORTEGA, LAB TECH III, KBI

With the new Automated Biometric Identification System (ABIS) comes new features to edge devices (especially livescans) that will benefit our criminal justice partners. These features will only be available to new edge devices, purchased individually or from an upcoming master contract, which the Kansas Bureau of Investigation (KBI) is in the initial phases of developing. It is possible for an agency to purchase a livescan device prior to the completion of a new master contract, but this includes a few risks. First, it may not have any of the new features available to new livescans unless you work with your vendor to upgrade the machine later, which may have additional costs. KBI will have to eventually sunset any connections (including livescans) not capable of using the new interface either natively or with an upgrade. A sunset date has not yet been set, but it will likely be before new devices end their lifecycle. If an agency opts to make a "legacy" purchase, we would advise that you engage a maximum 3-year maintenance contract with options for 1-year extensions thereafter.

If there is no funding or other deadline that an agency must meet, you are welcome to wait until later this year to purchase new machines under the new master contract.

If you have any questions, please contact Nicole Mattox, Interim Administrator of the Information Services Division at nicole.mattox@kbi.ks.gov or (785) 296-8256.

**2024 STATEWIDE KCJIS CONFERENCE
DAVID MARSHALL, DIRECTOR KCJIS**

**2024
Statewide KCJIS Conference
May 20th – 21st**

Early Bird Registration \$129, January 2nd to March 31st.

Regular Registration \$159, April 1st to May 6th.

[Conference Attendee Registration](#)

[Vendor Registration Information](#)

**** No conference registration fee refund after May 1st, 2024. ****

This year the Conference will be held at the Drury Plaza Hotel Broadview, Wichita, KS; May 20-21, 2024.

Conference Attendee Hotel Information:

Online: <https://www.druryhotels.com/bookandstay/newreservation/?groupno=10024241>

Call: (800) 325-0720 and provide group number #10024241

Cutoff Date: 4/17/2024

Conference Topics to Include:

- | | |
|-------------------------------------|-------------------------------|
| Professional Development Topics | KACIS – Agency & Device Mgmt |
| Offender Registration | Human Trafficking |
| NSOR Entry | Open Records |
| Managerial Professional Development | Openfox Messenger |
| NCIC/III Q&A | CJIS Security Policy Overview |
| Technical Security Audit Prep | |

**** On Sunday, May 19th, a welcome, social and networking event will be hosted and sponsored by CPI (Openfox).****

For more information, please contact.

David Marshall at David.T.Marshall@ks.gov

KBI ISD FIELD SUPPORT TRAINING

JESSICA CROWDER, PROGRAM CONSULTANT II, KBI

Did you know the Kansas Bureau of Investigation (KBI) Information Services Division (ISD) Field Support unit provides complimentary training in-person or via webinar? Below, you will find a synopsis of each training course offered. If you are interested in receiving virtual or in-person training on any of the topics offered, please feel free to reach out to the appropriate trainer using the contact information below.

10 Print Fingerprint Identification

This training will cover instruction on how to properly take and submit ten-print arrest/booking records, mug shots, and palm prints; proper use of livescan; civil fingerprinting procedures including KCHAT (Kansas Criminal History Access Tool); two-finger capture devices; correcting errors; and understanding AFIS reports. Practical exercises in the techniques of fingerprinting will also be included. **Target Audience:** Anyone who takes ten-print and palm print images for the submission of an arrest or applicant fingerprint card via livescan or hard card. This includes court personnel who fingerprint those who have been convicted from the result of a summons.

Central Message Switch / KCJIS Web Portal

An overview of tools available through the KCJIS Central Message Switch and KCJIS Web Portal will be covered. The session will begin with changes specific to OpenFox Desktop 4.0 and a review of OpenFox Messenger. We will move on to OpenFox Archive & Retrieval before wrapping up the Central Message Switch session with the process of adding new users and assigning user permissions. KCJIS Web Portal training will cover navigation of the KCJIS Web Portal and how searches are performed. **Target Audience:** KCJIS users and TACs are welcome.

E-Disposition

In the training we will discuss how to fill out the electronic disposition form available on the KCJIS web portal, related disposition screens, and criminal history searching and tracking features available on the web portal. **Target Audience:** Individuals that complete disposition reports or that request criminal history records for investigations, presentence investigations, or probation/parole.

Kansas Incident Based Reporting System (KIBRS)

The Kansas incident-based reporting system (KIBRS) class will cover the Handbook, proper classification of offenses, and victim/suspect relationships. Discussion of common errors as well as concerns with requirements will be included. The class will also touch base on the new Use of Force reporting. Agencies desiring electronic submission are encouraged to attend. **Target Audience:** Any personnel who complete offense and arrest reports, are responsible for checking the accuracy of those reports, and/or submit those reports to KBI. Officers are highly encouraged to attend this class.

KsORT

This training will cover the use of the Kansas Offender Registration Tool (KsORT). Demonstrations will be done covering initial registrations and updates. **Target Audience:** Current KsORT users and those wanting to become KsORT users.

Offender Registration

This training provides an overview of the Kansas Offender Registration Act. Training focuses on the duties of all registering entities and offenders. Other topics covered will include registerable crimes and duration of registration, registration requirements, and registration violations. The registration form and FAQ's will also be discussed. **Target Audience:** Individuals with the primary responsibility of registering offenders such as Kansas Sheriff's Offices, County Jails, Kansas Department of Corrections, and Juvenile Justice Authority.

Rapsheet Differences

This class will explain the differences between the information on NCIC III Rapsheets, KBI Rapsheets, and NLETS Rapsheets in detail. **Target Audience:** Individuals that request criminal history records for investigations, presentence investigations, or probation/parole.

eCitation Repository

eCitation Repository is a new program designed to collect citation data from state and local law enforcement agencies and then make that data available to law enforcement. The eCitation Repository has two methods for law enforcement agencies to submit their citations data to the KBI. A webpage entry form in which officers will manually enter their citations, or electronically submitting citations to the KBI either from your agency's current RMS or citations software.

Asset Forfeiture

The Kansas Asset Seizure for Forfeiture Repository (KASFR) will collect the asset forfeiture data submitted by local Kansas law enforcement agencies as required by K.S.A. 60-4127. This training will cover the requirements set forth by statute and include a demo for electronically submitting asset forfeiture data with a focus on the two different types of reports required - incident report and annual report. **Target Audience:** Local law enforcement administration, officers and records personnel who submit asset forfeiture data.

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

Offender DNA Collection

All persons arrested or charged with a felony violation in the state of Kansas are required by law to submit a DNA sample to the Kansas Bureau of Investigation (K.S.A. 21-2511). This includes some misdemeanor offenses and all persons registering as an offender in Kansas. At the Kansas Bureau of Investigation the submitted offender DNA is processed and imported into the Combined DNA Index System (CODIS) to search for investigative leads to unsolved cases. This training will cover the offender DNA collection steps including the use of the new STACS remote collection module for data entry at the collection agencies. The new remote collection module has several benefits such as checking if a violation qualifies for submission and determining if an offender has previously submitted DNA. **Target audience:** Sheriff’s offices, county jails, offender registration offices, court services, detention centers, community corrections, and other facilities involved in offender DNA collections.

Kansas Scrap Metal Reporting System

This program was created to provide law enforcement a mechanism for tracking regulated scrap metal purchases in order to investigate scrap metal thefts. This training will explain how to gain access to the Kansas Scrap Metal Reporting System (K-SCRAP). The training will also cover the many ways of entering search criteria and the data that is provided through those searches. **Target Audience:** Any law enforcement personnel investigating scrap metal thefts.

Use of Force (UoF)

The Use of Force (UoF) training covers when, how and who shall file monthly reports. Step-by-step instruction will be provided on the paper, web form and electronic submission options that are available. **Target Audience:** Law enforcement administration, officers, and records personnel.

<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) 940-1370 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 REPORTING DEADLINE REMINDER
CASSIDY SANDS, PROGRAM CONSULTANT, KBI**

The Kansas Incident Based Reporting System (KIBRS) team would like to remind all Kansas law enforcement agencies of upcoming reporting deadlines for data inclusion, as they are quickly approaching.

All Kansas Standard Offense Reports (KSORs) and Kansas Standard Arrest Reports (KSARs) documenting incidents and arrests in Kansas in 2023 must be submitted by March 15, 2024 for inclusion in Federal Bureau of Investigation (FBI) data, and by May 1, 2024 for inclusion in Kansas Bureau of Investigation (KBI) data. If your agency is concerned about meeting these deadlines, or needs assistance, please reach out to the KBI IBR team at (785) 296-4373 or IBRsupport@kbi.ks.gov.

WHY DON'T AWARENESS TEST DATES AGREE? DON CATHEY, KCJIS INFORMATION SECURITY OFFICER, KHP

The Kansas Highway Patrol (KHP) has had a few questions about awareness training dates in NexTEST. The user's test certificate may show a date taken with a notation that it is valid for 1 year. However, when your agency administrator runs an expiration report in NexTEST, the report may show a date reflecting the old 2-year expiration timeframe.

The updated policy requirement shortening the awareness training from two years to annually became current with the December 7, 2022 release of FBI CJIS Security Policy version 5.9.2.

Because the policy was current as of Dec 7, 2022, the KHP requested the NexTEST vendor to change our certificate to reflect the 1-year timeframe.

However, the new policy was not "sanctionable" by FBI auditors until October 1, 2023. So, in October 2023 is when the vendor updated their software for all their customers to count 365 days instead of 730 for the expiration reporting.

That is why KCJIS users completing awareness training in early 2023 (prior to the software update) shows differences in their expiration.



Other Certifications Expiration Report

[Print Report](#)

Show Sort By [Search Again](#)

Showing By Month - Test: CJIS Security & Awareness - Agency: ANY AGENCY USING NEXTEST
(All Users)

OPERATOR NAME	USER ID	ORI	USER LEVEL	EXPIRATION DATE
TAKER, TEST	CCCAAIII	CJIS Security & Awareness		Sat Feb 1, 2025

AUTOMATIC BIOMETRIC IDENTIFICATION SYSTEM GOES LIVE KRISTI CARTER, IDENTIFICATION UNIT SUPERVISOR, KBI

The Kansas Bureau of Investigation (KBI) is replacing the Automatic Fingerprint Identification System (AFIS) with a new Automated Biometric Identification System (ABIS) in the coming weeks. ABIS processes fingerprints, palm prints, and latent prints to identify individuals and their criminal history record, or lack thereof. As part of the ABIS project, a searchable archive of criminal fingerprints with demographics is available to all criminal justice agencies in Kansas via the Kansas Criminal Justice Information System (KCJIS) secure portal. The new archive includes over a million historical fingerprint cards converted from paper to digital images that are now searchable and viewable. These historical cards were previously only available for fingerprint matching. In the future, KBI will offer facial and iris recognition services courtesy of ABIS as well.

ACCURATE DATA HELPS SAVE LIVES ON KANSAS ROADS INGRID VANDERVORT, SAFETY ENGAGEMENT STRATEGIST, KDOT

As partners utilizing data resources shared through the Kansas criminal justice system, it's no secret that accurate and timely reporting of information is key to planning and response in public safety. Did you know you have an extended partner in the Kansas Drive to Zero Coalition (DTZ Coalition)? The DTZ Coalition is equally reliant on clean thorough reporting by law enforcement officers at crash sites to aid in better data driven problem and solution identification.

Who is the DTZ Coalition? They are an executive-level body consisting of 22 members of state and federal agencies, non-profit and advocacy organizations, the private sector, and the Kansas House and Senate Transportation Committees. The DTZ Coalition provides insight and direction over the State Highway Safety Plan (SHSP) aimed to reduce fatal and suspected serious injury crashes on public roads in Kansas. A primary strategy of the DTZ Coalition and SHSP was the 2023 launch of the DTZ Crash Data Dashboard.

What is the Crash Data Dashboard? This is a public facing resource of web-based mapping tools for local jurisdictions, traffic safety coalitions and others to access and view fatal and suspected serious injury data from crash reports submitted by law enforcement officers. Information is based on the officer's observations during the crash scene investigation. This tool is based on your data provided and available for your use by visiting: [Crash Data Dashboard](#)

The DTZ Coalition and the Kansas Department of Transportation thank you for your support in the effort to save lives on our roadways. Accurate crash site reporting does help channel efforts and fatalities have decreased slowly each year since 2021. Together we may strengthen families, businesses and communities by reaching zero Kansas traffic deaths.



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

RSA Tokens

Token Orders

When your token order is shipped, you will receive an email stating your order has been shipped. In this email you will find several attachments, one of which is instructions on how to receive your shipment through the KCJIS Authorization and Customer Information System (KACIS). Be sure to verify all your ordered tokens that appear on your packing list are the ones you received and receive them in KACIS as soon as possible. Another attachment is a set of instructions to be given to your new token users. These instructions go over how to set your PIN for the first time, what to do when your PIN expires, resynchronizing your token through the KCJIS Web Portal, and other user responsibilities. Remember only the user a token is assigned to should be setting their PIN. They should not share that PIN with anyone, even their Technical Agency Coordinator (TAC).

Token Expiration

Has your token expired? How can you tell? There are a couple of ways you can tell if your token has expired. One way is it will say "OFF" on the display. Another way, there might not be anything on the display other than a flashing "E" or small diamond in one of the bottom corners. A sure fire way to know if your token has expired is to check the expiration date stamped on the back of the token. If your token has expired you will need to see your TAC to have new one assigned.

Please remember tokens have a 3 year life span that starts when they are created, not when you receive them in KACIS. Be sure to keep track of when you tokens expire and order replacement tokens at least 30 days in advance. The current price of a token is \$54.79.

KACIS

Terminals

While KACIS will show you a complete list of your agency terminals, it does not track who is assigned to which terminal. This is something TACs will want to track separately if it is needed. When requesting new terminals you will need to know what type of secure connection your agency has back to KBI, Client (SecuRemote) or Site to Site. You will also need the IP address for each terminal requested. If the terminal runs through a CAD/RMS server, the IP (Internet Protocol) address of that server can be used.

NEWS FROM THE KBI SERVICE DESK, CONTINUED

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III, KBI

Users

Have you ever had a user leave your agency and return sometime later? You might have wondered if you should create them a new account or reactivate the old one. Did you know it is possible to reactivate an previous account? Perhaps you have even had a user leave to start working for another agency, so you terminate their account only to find it has been reactivated?

If a user returns to your agency, you should reactivate their previous account. Do not create a new account. Reactivating the previous account can be done by changing the Deactivate Date to a date in the distant future such as 12/29/2999, for example.

If you find a terminated user account reactivated, simply terminate the account again. The account was reactivated by the system when the user is employed by another agency and the Kansas Bureau of Investigation (KBI) confirms the user as a duplicate. This reactivation is a known issue with the current version of KACIS. Unfortunately there is no time frame for a fix to this issue. Although it may seem like a resolution would be to have KBI not confirm the user as a duplicate, this actually creates bigger problems within the system.

Work Items

Do you have work items in your KACIS My Work Item list?

One very important item for TAC's to do on a regular basis is to check your "My Work Items" in 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 attending to your "My Work Items" can cause delays with your requested item.

You can access your "My Work Items" 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 Help Desk, (785) 296-8245 or send an email to ServiceDesk@kbi.ks.gov.

The image displays two screenshots of the KACIS Administration web application. The top screenshot shows the 'Service Catalog' menu with 'User Access Management' selected. The bottom screenshot shows the 'My Views' section with a list of work items.

My work items	
No.	
256076	
256040	
255877	
255797	
255795	
255793	

My Views	
No.	
256076	
256040	
255877	

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

Desktop 4

Have you completed your installation?

Thank you to all agencies already running Desktop 4 or are those in the process of pushing this to all of your terminals. 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 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 5pm.

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) (<https://www.kbi.ks.gov/sar>).

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

KCJIS USER GROUPS

KATHY KNUDSEN, PROGRAM CONSULTANT, KBI

2024 is off to a great start with the SE region having their first KCJIS user group meeting in Chanute on January 11th. The turnout was great and featured some great discussion on potential topics for future trainings. Below is a list of all the KCJIS user group meetings for 2024 that are currently scheduled.

SE Region

Kansas Department of Transportation (KDOT), 411 W 14th, Chanute, KS (subject to change)

April 11th - 10:00 am-2:00pm

July 11th - 10:00am-2:00pm

October 10th - 10:00am-2:00pm

NE Region

KBI Headquarters, 1620 SW Tyler, Topeka, KS

February 1st - 12:00pm-3:00pm

April 4th - 12:00pm-3:00pm

June 6th - 12:00pm-3:00pm

August 1st - 12:00pm-3:00pm

October 3rd - 12:00pm-3:00pm

December 5th - 12:00pm-3:00pm

KCJIS USER GROUPS, CONTINUED

KATHY KNUDSEN, PROGRAM CONSULTANT, KBI

NW Region

Logan County EMS building, 703 W 3rd st. Oakley, KS. Sara McDonald will send out a zoom link for anyone who would like to attend virtually.

February 15th - 1:00pm-4:00pm

April 18th - 1:00pm-4:00pm

July 18th - 1:00pm-4:00pm

October 17th - 1:00pm-4:00pm

SC Region

KHP Troop F, 1900 E Tigua, Kechi, KS

February 7th - 12:00pm-4:00pm

SWC & SW Regions

Horse Thief Reservoir, 19005 SW KS-156, Jetmore, KS

March 14th 10:00am-3:00pm

NC Region

Salina Police Department Training Center, 3815 Yost Dr., Salina, KS

April 3rd - 10:00am-3:00pm

July 23rd - 10:00am-3:00pm

November 12th - 10:00am-3:00pm

The NC region recently had some changes in the regional leader position. Becky Snook with Mitchell County 911 has taken a new position as the KS 911 Council liaison, stepping down as the NC region leader as of January 1, 2024. We wish Becky the best in her new position!

We are excited to announce that Jeff Ridgeway with the Ellis County Sheriff's Office will be taking over the role of user group leader for the NC KCJIS user group.





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

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Butler County Attorney’s Office
KS County and District Attorney Association

Krisena Silva
KS Association of District Court Clerks and
Administrators

KANSAS BUREAU OF INVESTIGATION

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

Jessica.Crowder@kbi.ks.gov