



KCJIS NEWS

MAY 2022

DECEASED FINGERPRINT SEARCH TINA ORTEGA, IDENTIFICATION TECHNICIAN KBI

Fingerprints for deceased individuals can be submitted to the Kansas Bureau of Investigation (KBI) as notification of their death for the criminal history record. This will add the deceased notification date to both the state and federal criminal history records based upon a match of the fingerprints. Receiving a death notice by fingerprints is a much more reliable source than requesting a death certificate from Vital Statistics because several people could have the same name and similar dates of birth.

The fingerprint searches can be submitted either as a Deceased Unknown type of transaction on a livescan for individuals whose identity is not known at the time of fingerprinting or as Deceased Known type of transaction for individuals whose identity is known. Inked fingerprints can also be submitted and processed in a very similar manner. If a state or federal criminal history record is located by the fingerprints, then the deceased notification date is entered into the record.

The KBI will send an Automated Fingerprint Identification System (AFIS) notification back to the submitting agency, via the message switch terminal, providing the KBI number or the Federal Bureau of Investigation Universal Control Number (UCN) if the prints hit to a record. If no identity is found, a new KBI number and UCN are created so they can be checked against future fingerprints and latent prints submitted to the AFIS. If a match to the fingerprints are made in the future, the submitting agency will receive a notification at the time of the match.

If your agency is interested in learning more, please contact Tina Ortega for more information at Tina.Ortega@kbi.ks.gov.

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2021 KASFR ANNUAL DATA PUBLISHED JESSICA CROWDER, PROGRAM CONSULTANT II KBI

The 2021 Kansas Asset Seizure for Forfeiture Repository (KASFR) Legislative Report was published on April 15, 2022. The report contains various elements of data collected from 2021 KASFR Incident Reports and Annual Reports, including a list of agencies who failed to meet the reporting requirements as mandated by K.S.A. 60-4127.

The Legislative Report and other data downloads can be found at <https://kasfr.kbi.ks.gov>. For questions regarding the information in this report or questions regarding the submission of asset forfeiture data, please contact Jessica Crowder at Jessica.Crowder@kbi.ks.gov or (785) 296-8338.

Save the Date!

2022 KCJIS Conference

May 16th and 17th

Wichita, KS

The last day to register is May 2nd! Click [here](#) for more details. Questions may be directed to David Marshall at David.T.Marshall@ks.gov.

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

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

<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 Karli Koci (785) 296-0492 Karli.Koci@kbi.ks.gov</p>	<p>Asset Seizure and Forfeiture Jessica Crowder (785) 296-8338 Jessica.Crowder@kbi.ks.gov</p>
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	<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>	

INTRODUCING NEW INFORMATION TECHNOLOGY SECURITY AUDITORS DON CATHEY, KCJIS ISO, IT SECURITY AUDIT SUPERVISOR KHP

The Kansas Highway Patrol's (KHP's) technical security auditor staff has gone through some changes. Rod Strole was promoted to a supervisor position in the KHP's records department last fall and Tammie Hendrix retired at the end of March.

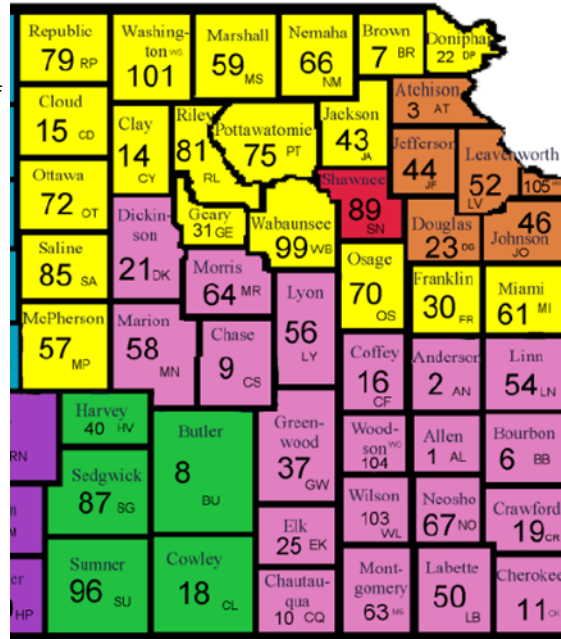
Their replacements have now been hired and are now actively working to assume their training and audit roles. They are beginning to reach out to agencies to introduce themselves and schedule audits.

Vincent Espinosa is assigned to the NORTH CENTRAL and NORTHEAST counties shown in yellow, orange, and red on the map, which were previously assigned to Rod.

Leona Courter is assigned to the SOUTH CENTRAL and SOUTHEAST counties shown in pink and green on the map, which were previously assigned to Tammie.

If you have questions about the policies regarding your information technology systems, feel free to reach out to them!

The [KCJIS TRAINER/AUDITOR MAP with Contact Information on the KJHP CJIS Launch Pad](#) has been updated with their contact information.



KANSAS USE OF FORCE (UOF) REPOSITORY (KUFR) FAQ'S DANA DICKERSON, PROGRAM CONSULTANT KBI

With the launching of the new Kansas Use of Force (UoF) data collection program in January 2022, several questions have risen regarding the new criteria and reporting process. Below is a Frequently Asked Questions (FAQ) list the Kansas Bureau of Investigation (KBI) has created as a reference for agencies.

Q: Is the Kansas UoF program mandatory?

A: No. The new Kansas Use of Force data collection is a voluntary program. However, we strongly encourage participation from agencies. This will keep the flexibility to update, modify, or enhance the new system based on Kansas law enforcement agency's needs and requests. If participation is low, legislators may determine it to be mandatory and impose more stringent requirements.

Q: Is the 48-72 hour timeframe to get UoF incidents reported to KBI a requirement?

A: This is a request from the Federal Bureau of Investigation (FBI). They would like the UoF incident reported as quickly as possible and have provided the 'Pending Further Investigation' as an option to assist in meeting this timeframe. The KBI is keeping this as a request, not a requirement. It is understood that agencies may not be able to submit the UoF incident report that quickly due to local approval processes. Therefore, reports should be submitted as soon as possible.

Q: Do my UoF reports get submitted to the FBI?

A: In Kansas, we are still participating in the FBI's National Use of Force data collection program for reports the FBI considers reportable in their program. If a Kansas agency submits a UoF Incident Report that involves at least one of the three FBI reportable criteria, the KBI will submit that report to the FBI.

FBI reportable criteria – (1) The death of a subject due to law enforcement use of force, (2) serious bodily injury due to law enforcement use of force, or (3) law enforcement discharged a firearm at or in the direction of a subject that did not result in death or serious bodily injury.

KANSAS USE OF FORCE (UOF) REPOSITORY (KUFR) FAQ'S, CONT. DANA DICKERSON, PROGRAM CONSULTANT KBI

Q: Do I use this program to report when my officers have force used on them? Is the Law Enforcement Officers Killed and Assaulted (LEOKA) report no longer being completed?

A: The definition of a reportable Use of Force incident is divided into two sections and involves two different reports. To help clarify, below is the definition and what reports are to be completed.

Reportable Use-of-force:

A reportable use of force incident **against a law enforcement officer** would include: (1) the application of physical force against a law enforcement officer or (2) the intentional pointing of a weapon by a subject directly at a law enforcement officer.

NOTE: Use of force where the officer is the victim is reported on the LEOKA report filed monthly. **This report is mandatory.**

A reportable use of force incident **by a law enforcement officer** would include (1) the application of physical force by a law enforcement officer to gain compliance of a subject or (2) the intentional pointing of a weapon directly at a subject with the intent to gain compliance of a subject. Incidents *not considered reportable* include (1) the handcuffing or escorting of a compliant subject or (2) officers conducting correctional duties in a prison or jail.

NOTE: Reporting is voluntary when use of force conducted by law enforcement officers where an individual other than law enforcement is a victim. This can be reported in the new Kansas UoF data collection program.

Q: Do I still have to submit my UoF reports to Law Enforcement Enterprise Portal (LEEP) (FBI) and Kansas?

A: No. The FBI's policy states if a state has a UoF data collection program, law enforcement agencies would be directed to utilize the state program. Kansas law enforcement agencies no longer have access to file UoF reports in LEEP.

Q: What happens to my data in LEEP?

A: Information in LEEP will eventually be pulled into the Kansas UoF system for agencies to access. If your agency needs to modify a report that was submitted prior to 2022, you will need to contact the KBI – Dana (Griffith) Dickerson dana.dickerson@kbi.ks.gov or Mitch Beemer mitch.beemer@kbi.ks.gov.

Q: The 'Active Pointing' use of force is confusing. Is it reportable or not?

A: A reportable use of force incident *by a law enforcement officer* would include (1) the application of physical force by a law enforcement officer to gain compliance of a subject or (2) the intentional pointing of a weapon directly at a subject with the intent to gain compliance of a subject. Incidents *not considered reportable* include (1) the handcuffing or escorting of a compliant subject or (2) officers conducting correctional duties in a prison or jail.

There are questions on the UoF Incident Report that will help clarify this. In the Subject's Force Used section, there are two different data elements –

'Active Pointing of a Firearm (no discharge)' – Reportable use of force per definition above.

Optional Reporting – 'Active Pointing Without Firearm' – Not reportable per definition above. However, the agency may choose to report this information. This type of Active Pointing would be with a finger, hand, baton, etc. to give direction to others. It would also include having a firearm in the 'Low and Ready' position, but not pointing the weapon directly at the subject.

Q: Do I have to submit a UoF report for other participating agencies?

A: Each agency that has officers who applied force to a subject in an incident will be responsible for reporting their UoF information. However, if multiple agencies had officers who applied force to a subject in the same incident, you will still need to obtain the other agency or agencies Name, Originating Agency Identifier (ORI), and UoF case number for your report. This allows for cross referencing of reports for better statistical information.

Q: How long do I need to track someone's injuries?

A: If a subject is admitted to the hospital, an agency will need to track the individual until they are released or in stable condition and cleared by medical staff.

KANSAS USE OF FORCE (UOF) REPOSITORY (KUFR) FAQ'S, CONT. DANA DICKERSON, PROGRAM CONSULTANT KBI

Q: What if I don't know what the person's treatment or level of care is?

A: If the subject is taken to a medical facility care and placed in law enforcement custody, agencies should be able to obtain and track this information directly from the medical facility as part of the investigation.

If the subject is taken to a medical facility for care and is not in law enforcement custody, agencies should be able to contact the subject involved in the incident (or guardian if minor) to obtain and track this information as part of the investigation.

Q: If my officer is involved in a multi-jurisdictional car chase and another agency is the one who applies force (vehicle maneuver, spike strips, etc.), who is responsible for reporting the UoF incident?

A: If your officers do not use force of any type, no UoF Incident Report would need to be submitted by your agency. An agency will only submit a UoF Incident Report if they had an officer who applied some type of force to an individual(s).

Q: How do I get access to the new web form reporting?

A: Agencies will need to first have their Technical Agency Coordinator (TAC) submit an application for access to the UoF web form in the KCJIS Authorization and Customer Information System (KACIS). This will require an agency configuration to be selected (No Approval-Submitter Only, Single Approval, Multi-Tier Approval).

Once your agency has been approved for access to the web form, your agency TAC will then submit individual user role (Agency UoF Editor, Agency UoF Approver, or Agency UoF Submitter) requests based on the approved agency configuration.

When the agency is approved access to the UoF web form and user roles are assigned, the users may begin entering UoF data in the new web form located in the KCJIS Portal.

NOTE: Access to the new web form is through the KCJIS Portal and will require all users to be assigned an RSA token.

Q: What if I don't have an RSA Token?

A: An RSA token is \$55.00 and is effective for 3 years. To obtain a token, an agency will need to have their agency TAC submit a request in KACIS for each user. Tokens cannot be shared between agencies or individual users. The token is assigned to one user and linked to their agency. If you work at multiple agencies, you will need a different token for each agency you are submitting information. Agencies or TACs may contact the KBI Help Desk at (785) 296-8245 for assistance in this process.

Q: What are the user roles and how do they function?

A: The user roles are –

Agency UoF Editor – Most restricted role. This role can enter, modify, and view UoF reports they created for their agency. This role cannot approve or submit data to the KBI.

Agency UoF Approver – This role can enter, modify, and view all UoF reports for their assigned agency. This role can also approve any UoF reports submitted from any staff in their agency. This role cannot submit data to the KBI.

Agency UoF Submitter – Least restricted role. This role can enter, modify, view, approve, and submit any UoF data from their assigned agency.

NOTE: Each user is allowed one UoF user role. Agencies can assign multiple users per UoF user role.

The KBI UoF Portal allows agencies to have an approval process within the system if needed. Agencies may choose one of three Agency Configuration options:

No Approval Process – Agency UoF Submitter will enter and submit reports to the KBI. No other roles will be assigned for users in this agency.

Single Approval Process – Agency UoF Editor will enter reports and submit for approval. Agency UoF Submitter will approve the report and submits it to the KBI.

KANSAS USE OF FORCE (UOF) REPOSITORY (KUFR) FAQ'S, CONT. DANA DICKERSON, PROGRAM CONSULTANT KBI

Multi-Tier Approval Process – Agency UoF Editor will enter reports and submit for approval. Agency UoF Approver will approve the report. Agency UoF Submitter will approve and submit report to the KBI.

NOTE: During each approval process, there is also a return for corrections option if needed.

Q: Will trainings be offered on the new web form?

A: As agencies are approved and given access to the UoF web form, trainings will be set up with all users at the agency on how to utilize the UoF repository based on their assigned user role. There is a PowerPoint guide on the KCJIS portal that gives step-by-step directions on the new web form.

Q: What if I have an agency Records Management System (RMS) that already collects my UoF reports and I want to submit to the KBI using this system?

A: The KBI IT team is working on creating an interface for electronic submissions. KBI staff have reached out to several RMS vendors to discuss their ability and willingness to incorporate the new Kansas UoF data elements into their software. Most of the vendors contacted have indicated willingness to implement the new data elements. However, this process may take up to 12 months to reconfigure their software. Please check with your RMS vendor if you would like to utilize this option.

Agencies may choose to submit UoF reports to the KBI by paper form or in the new UoF web form until their agency is able to submit electronically from their RMS software. Agencies may also choose to wait to submit UoF reports to the KBI until their RMS software is reconfigured to include Kansas data elements.

Q: How do I submit a UoF Zero Report to the KBI?

A: Paper submitting agencies will utilize the new Kansas UoF Zero Report. To obtain a copy of the Kansas UoF Incident Report or Kansas UoF Zero Report, please email UoFSupport@kbi.ks.gov.

Paper forms may be submitted to the KBI in the following ways:

Mail – **Kanas Bureau of Investigation**
Attn: Dana Dickerson
1620 SW Tyler
Topeka, KS 66612
Fax – (785) 217-2379
Email – UoFSupport@kbi.ks.gov

As of February, 2022, agencies are able to fill in the web form using the 'Report' option in the application.

The UoF Zero Report will be a proactive type of reporting. Due to the FBI requiring an "Affirmative Confirmation" of not having any FBI Reportable Incidents, a UoF Zero Report will be submitted each month even if your agency has submitted Kansas reportable incidents, but no FBI reportable incidents.

Q: Am I required to use the web portal form to submit UoF reports?

A: No. Agencies have the option to submit UoF reports to the KBI on a paper form as described above or wait for their vendor to submit the reports via the interface once it has been completed.

Q: Does each individual officer who applied force during the incident need to submit a separate UoF Incident Report? If so, how do we submit the reports with the same case number?

A: No. Agencies who had multiple officers utilize reportable force on a subject or multiple subjects will submit one UoF Incident Report. The report will include a separate Officer Section for each officer who applied force in the incident.

If an agency is submitting the report via paper manual submission, your agency may choose to have each officer complete the Officer Section for themselves and submit all together as one report. Or your agency may have one person who completes each of the Officer Section information for all officers who applied force from your agency during the incident.

KANSAS USE OF FORCE (UOF) REPOSITORY (KUFR) FAQ'S, CONT. DANA DICKERSON, PROGRAM CONSULTANT KBI

If an agency is submitting the report in the new web application, your agency may choose to have each officer enter their Officer Section information on the same report or have one person enter all information in the system.

To allow each officer to enter their own information on the same report in the web application, one person will enter the bulk of the report and their own Officer Section. Next, they will save the report in a DRAFT status. Either the Agency Approver or Agency Submitter will need to assign the DRAFT report to the next officer to allow them to complete their own Officer Section. The next officer will again save the report in DRAFT status once they have entered their own Officer Section information. The reassigning of the DRAFT by either the Agency Approver or Agency Submitter will need done until all officers are able to enter their own Officer Section information. The last officer to enter their information will submit the report for approval instead of saving the DRAFT report. The report will then be processed in the usual manner.

Q: What option do I choose if no threat was perceived/directed in a UoF incident? If the subject is only threatening themselves and the officer must use force to keep harm to the subject, which option do we choose?

A: The option you will report is Pending Further Investigation.

Q: We assisted with a case for another agency. There was also an off-duty officer from the outside agency that stopped to help. Do we need to include this officer and agency when reporting?

A: Yes. If the officer was performing their sworn officer duties for their agency, they would be included in the report.

Q: What if my officer displayed their electronic control weapon (ECW) with laser only, did not fully deploy? How do I report this in the Force Used section under ECW?

A: This would be reported as Optional Reportable (Active Pointing without a firearm).



KCJIS USER GROUPS

KATHY KNUDSON, IT PROGRAM CONSULTANT KBI

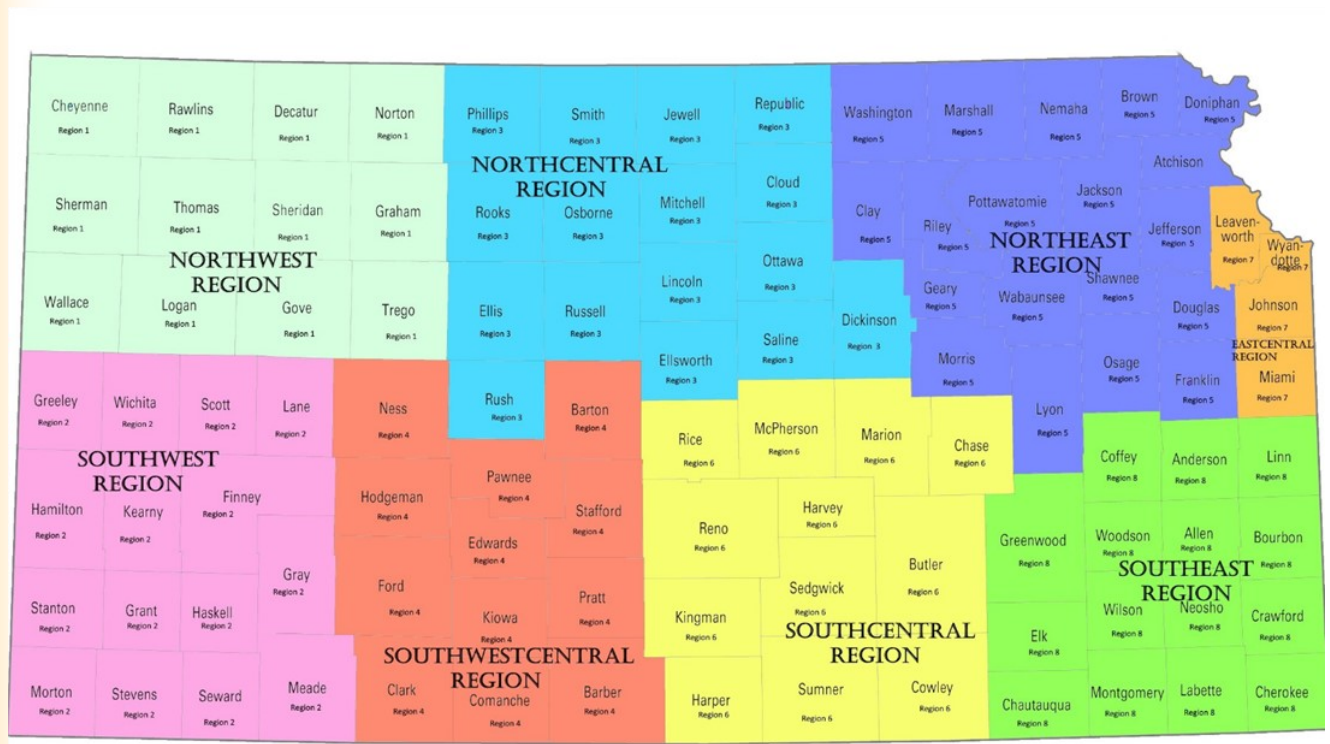
We would like to encourage all regional KCJIS User Group leaders to attend our breakout section on Tuesday May 17th at the 2022 KCJIS Conference. We will use this time as an informal meeting of all the KCJIS User Group leaders and anyone that would like to get involved in becoming a region User Group leader. We would also like to brainstorm ideas for assisting regions with getting KCJIS User Groups actively conducting meetings again.

These meetings provide a great opportunities to discuss system issues that you or others in your region may be having. This is a great time to discuss ideas you may have on how to improve the processes and obtain some additional training.

For the first quarter, the **NE** regional User Group has had one meeting, with their second one occurring at the end of April. The **SE** regional User Group has their first meeting for 2022 set for June. We are looking forward to seeing everyone in person.

Kathy Knudsen
(785) 296-8281
Kathy.Knudsen@kbi.ks.gov

KCJIS User Group Regions



NEW OFFENDER DNA COLLECTION TRAINING VIDEO NOW AVAILABLE JEFF HAHN, DNA DATABANK SUPERVISOR KBI

The Kansas Bureau of Investigation (KBI) DNA Databank unit has released a new **Offender DNA Collection Training Video** located on the KBI webpage. This short, eleven-minute video provides step-by-step instructions on the entire offender DNA collection process including use of the new STACS remote collection module for data entry. Please use this as a resource for training new employees or refreshing your knowledge on offender DNA collection. The video may be accessed by going to the following link [KBI - Kansas Bureau of Investigation - Forensic Science Center](#) and clicking on **Offender DNA Collection Training Video**:

Databank Section

About

The DNA Databank is responsible for the collection, maintenance and analysis of offender DNA samples pursuant to Kansas Law. The section also maintains the Combined DNA Index System (CODIS) to link forensic and offender profiles.

[Watch the DNA Databank Section video](#)

Types of Testing:

- **CODIS:** The Combined DNA Index System is a searchable database linking known DNA profiles from offenders to unknown DNA profiles from crime scenes.
- **DNA Analysis:** Processing offender DNA samples to develop DNA profiles

Offender DNA Remote Collection Module

In an effort to increase efficiency and productivity, the KBI Forensic Science Laboratory provides an Offender DNA Remote Collection Module to our customers for DNA submissions to the DNA Databank. This is a web-based system for logging offender DNA sample collections which are required by state law, K.S.A. 21-2511. Some of the benefits of this system include the ability to check if the offender has previously submitted DNA and to verify if the arrest qualifies for DNA collection. Registration is required and can be performed by each agency's Terminal Agency Coordinator (TAC) through KACIS. Following approval, users can access the system with an RSA token at the following link: dna.kcjis.ks.gov

[Offender DNA Collection Training Video](#)



OFFENDER DNA COLLECTION PROCESS



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

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KANSAS BUREAU OF INVESTIGATION

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