



# KCJIS NEWS

NOVEMBER 2023

## KIBRS—UCR DASHBOARD AND DATA SUBMISSION DEADLINES CASSIDY SANDS, PROGRAM CONSULTANT, KBI

The Kansas Bureau of Investigation (KBI) Incident Based Reporting (IBR) unit would like to ensure all Kansas law enforcement agencies are aware of a great tool available to them via the Federal Bureau of Investigation (FBI).

This tool is the Uniform Crime Reporting (UCR) user dashboard. The UCR dashboard can be utilized to view UCR data as the FBI has received it. In order to obtain access to the UCR dashboard, a user must first have access to the Law Enforcement Enterprise Portal (LEEP). LEEP is a secure platform for law enforcement agencies to collaborate with other agencies, intelligence groups, and criminal justice entities. LEEP contains several web-based tools intended to assist in investigations, along with analytical resources.

To obtain a LEEP account, go to <https://www.cjis.gov/CJISEAI/EAIController> and complete the online application. After gaining access to LEEP, the user can then request access to the various resources within LEEP, including the UCR dashboard.

In addition to providing information on the UCR dashboard resource, the KBI IBR unit would like to remind all Kansas law enforcement agencies of the deadlines for IBR data submission. The FBI deadline for 2023 data will be March 15, 2024. The KBI deadline for submission will be May 1, 2024.

If incident data is not submitted by these deadlines, the data will not be included in statistics and publications issued by the KBI and/or FBI. If your agency is having difficulties with submissions or has concerns about meeting these deadlines, please contact the KBI IBR unit at (785) 296-4373 or [IBRsupport@kbi.ks.gov](mailto:IBRsupport@kbi.ks.gov).

### INSIDE THIS ISSUE

<b>KIBRS UCR DASH-BOARD &amp; DEADLINES</b>	<b>1</b>
<b>ASSET FORFEITURE DEADLINES/CHANGES</b>	<b>1-2</b>
<b>KBI ISD FIELD SUPPORT TRAINING</b>	<b>2</b>
<b>ECITATION</b>	<b>3</b>
<b>CJIS SECURITY POLICIES &amp; AUDITS</b>	<b>3-4</b>
<b>NEWS FROM KBI SERVICE DESK</b>	<b>4-5</b>
<b>ISD STAFFING CHANGE</b>	<b>5</b>
<b>FBI'S NTOC NOTIFICATIONS</b>	<b>6</b>
<b>KCJIS USER GROUPS</b>	<b>7</b>

## ASSET FORFEITURE REPORTING DEADLINES AND CHANGES

**JESSICA CROWDER, PROGRAM CONSULTANT II, KBI**

As the end of the year quickly approaches, 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 1 of each year and is due February 1. Each agency is required to submit this report, even if the agency does not conduct civil forfeitures.

In preparing to submit the Annual Report, there are a few things to keep in mind that may assist in avoiding errors:

**ASSET FORFEITURE REPORTING DEADLINES AND CHANGES, CONTINUED  
JESSICA CROWDER, PROGRAM CONSULTANT II, KBI**

- Ensure that all Incident Reports have been submitted to the repository that have received a forfeiture disposition.
- Make sure your beginning balance matches last year’s reported ending balance.
- Make sure you have details of each deposit made into the account. Deposits must be reported into the appropriate field depending on the type of deposit.
  - **Total year’s deposits of forfeited currency**—Total of all deposits of forfeited currency and any shared proceeds received from other agencies with a disposition date between January 1st and December 31st of the reporting period.
  - **Interest Income**—The total of any interest accrued during the reporting period.
  - **Proceeds from sale of forfeited property**—Total of currency received from selling forfeited property, regardless of when the property was forfeited.
  - **Other Deposits**—Total of any additional deposits into the forfeiture fund that is civil forfeiture-related. This could include deposits such as grant reimbursement or administrative fees.
  - **NEW in 2024—Drug Tax**—Total of any drug tax revenue deposited. Drug tax funds are not civil forfeiture funds, therefore, they were previously excluded from KASFR reporting. K.S.A. 79-5211 allows these funds to be deposited into a special law enforcement trust fund, which means they may be in the same fund as civil forfeiture funds. In order to ease the reporting process, a **Drug Tax** field has been added to the Annual Report. If you have previously excluded drug tax from your deposits and balances on your Annual Report, please use the following instructions to ensure the balances accurately reflect what is in the account going forward. First, ensure the 2023 beginning account balance matches the 2022 ending account balance. This should be different than what was actually in the account due to drug tax being previously excluded. Next, any drug tax funds that were previously excluded should then be added to the new **Drug Tax** field on the 2023 Annual Report. By doing this, the ending balance on the 2023 Annual Report should match what is actually in the account.

For questions or to get set up for KASFR reporting, please contact Jessica Crowder at (785) 296-8338 or [jessica.crowder@kbi.ks.gov](mailto:jessica.crowder@kbi.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 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><b>Central Message Switch</b> Carlos Salazar (785) 296-6832 <a href="mailto:Carlos.Salazar@kbi.ks.gov">Carlos.Salazar@kbi.ks.gov</a></p>	<p><b>Criminal History Records Rapsheet Differences</b> Morgan Defore (785) 296-0816 <a href="mailto:Morgan.Defore@kbi.ks.gov">Morgan.Defore@kbi.ks.gov</a></p>	<p><b>eCitation</b> Nancy Sanders (785) 940-1370 <a href="mailto:Nancy.Sanders@kbi.ks.gov">Nancy.Sanders@kbi.ks.gov</a></p>	<p><b>Asset Seizure and Forfeiture</b> Jessica Crowder (785) 296-8338 <a href="mailto:Jessica.Crowder@kbi.ks.gov">Jessica.Crowder@kbi.ks.gov</a></p>
<p><b>10-Print Identification</b> Tina Ortega (785) 296-4483 <a href="mailto:Tina.Ortega@kbi.ks.gov">Tina.Ortega@kbi.ks.gov</a></p>	<p><b>Use of Force Reporting</b> Dana Dickerson (785) 296-4152 <a href="mailto:Dana.Dickerson@kbi.ks.gov">Dana.Dickerson@kbi.ks.gov</a></p>	<p><b>Kansas Incident Based Reporting</b> Cassidy Sands (785) 296-8278 <a href="mailto:Cassidy.Sands@kbi.ks.gov">Cassidy.Sands@kbi.ks.gov</a></p>	<p><b>Offender Registration/KsORT</b> MaKenna Savener (785) 296-0638 <a href="mailto:Makenna.Savener@kbi.ks.gov">Makenna.Savener@kbi.ks.gov</a></p>
	<p><b>DNA Databank</b> Jeff Hahn (785) 296-2113 <a href="mailto:Jeff.Hahn@kbi.ks.gov">Jeff.Hahn@kbi.ks.gov</a></p>	<p><b>Scrap Metal</b> Bill Connor (785) 296-2387 <a href="mailto:Bill.Connor@kbi.ks.gov">Bill.Connor@kbi.ks.gov</a></p>	

## ECITATION

### NANCY SANDERS, PROGRAM CONSULTANT II, KBI

#### Submitting to the eCitation Repository

The eCitation repository collects citation data from state law enforcement agencies and then makes the data available through KCJIS web portal. The repository enables information sharing between law enforcement personnel when interacting with the public.

There are two methods for law enforcement agencies to submit their citation data to the repository.

- Manual Entry - Utilizing the CRE (Citation Record Entry) webpage for manual entry of the citation.
- Electronic Submission via Interface - Submitting the citation to the repository from your agency's records management software or citation software.

#### Reporting Capabilities

The eCitation repository will aid in the monitoring of citations by allowing users to view the number of citations issued by their agency, per officer, violation type, or citation location.

#### How is this information used?

The Kansas Department of Transportation (KDOT) will utilize aggregate citation information to improve roads for safer travel, signage placement, etc.

#### Cost to Participate in eCitation

The eCitation repository is provided to the agencies at no cost to them. Agencies who choose to participate in the program will access the site through the KCJIS web portal.

#### eCitation Contact

Nancy Sanders has taken on the role of eCitation program consultant and is the new contact for eCitation. For more information on the eCitation program, please contact Nancy at (785) 940-1370 or [Nancy.Sanders@kbi.ks.gov](mailto:Nancy.Sanders@kbi.ks.gov).

## MODERNIZING OF THE CJIS SECURITY POLICY AND INFORMATION TECHNOLOGY SECURITY AUDITS

### DON CATHEY, KCJIS INFORMATION SECURITY OFFICER, KHP

Over this past two years, our technical security auditors have been sharing information with the Kansas Criminal Justice Information System (KCJIS) community regarding the changes coming to the Federal Bureau of Investigation (FBI) CJIS Security Policy and thus to KCJIS policies.

**On October 25<sup>th</sup>, the FBI published CJIS SECURITY POLICY version 5.9.3 dated 9/14/2023.**

It is notable that the FBI CJIS Security Policy (CJISSECPOL for short) is behind schedule for their implementation. This delay caused a topic paper to be presented in the fall working groups this past August to recommend approval of security control priorities and implementation deadlines for modernized controls in the CJISSECPOL. This topic paper explains:

As the security controls in the *CJISSECPOL* are modernized, agencies are unclear on which controls should be implemented in a particular order. Currently, modernized security controls are being assigned deadlines for auditability based on the release date of the version they first appear in the *CJISSECPOL* and how that date falls relative to the FBI CJIS Audit Unit's (CAU) audit schedule which begins on October 1st of each fiscal year. Implementation priorities or deadlines are not assigned.

**Since the beginning of the modernization process, Advisory Policy Board (APB) working group members have voiced concern over implementation deadlines and when new controls will become auditable.**

This paper explains APB's "legislative process." Whatever the result, one question remains for local agencies. "What happens if these policy changes find us non-compliant?"

Neither the Kansas Highway Patrol (KHP) nor FBI ever want to shut anyone down over non-compliance. Regardless of when a requirement becomes "sanctionable," it seems the process will remain the same.

Should a KHP audit, or an FBI ITSA find your agency non-compliant of any "sanctionable" requirement, here is a brief explanation of the process:

## MODERNIZING OF THE CJIS SECURITY POLICY AND INFORMATION TECHNOLOGY SECURITY AUDITS, CONTINUED

**DON CATHEY, KCJIS INFORMATION SECURITY OFFICER, KHP**

1. Audit findings are finalized and presented to the agency for response.
2. Agency responses must include details of what corrective actions will be taken in what timeline in order to resolve the issue.
3. The KHP and FBI would like to work with all agencies to resolve issues as soon as possible.
4. The KHP will track those responses and action plans until the non-compliance is corrected. There will be periodic follow-ups with the agency to determine progress, at which time an updated timeline will be determined.
  - a. In the case of an FBI audit, the FBI contacts the KHP about every six months to follow up in order to present status updates to the compliance subcommittee.
  - b. The KHP may assist by:
    - i. Ensuring the policy requirements are fully explained for each use case.
    - ii. Review proposed solutions to ensure compliance.
    - iii. Act as local agency advocate, when appropriate, along with the FBI.
    - iv. Research alternatives to meet local needs.
5. The issue is resolved and confirmed by KHP (who passes along to FBI if needed).

Hopefully this information will alleviate some concerns over the seemingly complex policies heading our way.

One way to that end is to stay informed as much as possible.

To find the latest version of the FBI and KCJIS policies as well as required documents, go to [KHP's CJIS Launch Pad > CJIS Documents > KCJIS POLICIES and COMMITTEE](#)

Please share these links with personnel responsible for compliance to include Technical Agency Coordinators (TACs), Local Agency Security Officers (LASOs), and Information Technology personnel.



## NEWS FROM THE KBI SERVICE DESK

**CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III, KBI**

### RSA Tokens

#### Token Out of Sync

A token can fall out of sync for several reasons. Clock drift will occur if the token has not been used in a while. The time on the token may not be the same as the time on the server, causing the token to be out of sync. Another thing that can cause a token to be out of sync is entering incorrect login information three times in a row by either entering the wrong PIN, wrong token code, or a combination of the two.

Tokens can be re-synchronized by logging into the KCJIS Web Portal at <https://kcjis.ks.gov>. To re-synchronize a token, log into the KCJIS web portal or contact the Kansas Bureau of Investigation Service Desk at (785) 296-8245.

#### Token PIN

If you've never had a token and it is the very first time logging in with a token, use only the code displayed on the front of the token (the LCD screen). You will then be prompted to set a PIN to go with your token. If the token has been assigned to you to replace an expiring token, try using your old PIN with the new token. The PIN for your token is good for 365 days, once set. If you have any issues setting up your PIN, please contact the KBI Service Desk at (785) 296-8245.

## NEWS FROM THE KBI SERVICE DESK, CONTINUED

### CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III, KBI

#### KACIS

##### Agency Agreements

Does your agency have an agreement with another agency to run KCJIS traffic or create/request access for users? Do you need one? Sometimes having a backup isn't a bad idea. You can't predict when something happens like a lightning strike, or some other natural disaster, causing your facility to no longer be able to function. Just because the agreement is in place does not mean the other agency will act as your primary, making all your entries and creating all your users. It can be as simple as being your backup in the event of an outage. We highly recommend every agency have a Central Message Switch Access agreement at the very least. This way you don't risk missing things such as hit confirmations.

##### Requesting User Access

Did you know you can request multiple permissions for the same user at the same time? When requesting user access, think of it like an online shopping cart. Click "Add selected" to add the item to your cart and click the binoculars on the Application line to find another item you want to add. Don't forget to click "Add selected" again. You can click "View selected" to see the permissions that will be requested when you click submit. When requesting KCJIS Message Switch access, remember it can take until the next day for the permission to show in the KCJIS Authorization and Customer Information System (KACIS) and be reflected in OpenFox. You will also need to assign a security role to the user through OpenFox Configurator.

#### 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](mailto: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.

## INFORMATION SERVICE DIVISION STAFFING CHANGE

### NICOLE MATTOX, INTERIM DIVISION ADMINISTRATOR, KBI

There has been a staffing change within the Information Services Division (ISD) Administration at the Kansas Bureau of Investigation. Please direct any administrative inquiries to Interim Director Nicole Mattox at [Nicole.Mattox@kbi.ks.gov](mailto:Nicole.Mattox@kbi.ks.gov) or via phone at (785) 296-8256 or to Assistant Director Kelly W. Ralston at [Kelly.Ralston@kbi.ks.gov](mailto:Kelly.Ralston@kbi.ks.gov) or via phone at (785) 296-8200.

## FBI'S NATIONAL THREAT OPERATIONS CENTER (NTOC) NOTIFICATIONS

**CARLA BOESKER, NCIC TRAINER/AUDITOR SUPERVISOR, KHP**



The mission of the National Threat Operations Center (NTOC) is to protect the nation by serving as the primary communication channel through which the public provides tips to the FBI. Currently, NTOC receives, on the average, 4,000 tips a day. NTOC identified a need to push non-emergent, yet pertinent state, local, and tribal matters directly to agencies in a timely manner.

To support this mission, NTOC has partnered with Nlets to provide tip information directly to respective agencies via the Nlets Administrative Messages. This will be sent in real time for any action deemed appropriate by the receiving agencies.

Tips will be informational in nature and may be actioned by state/local law enforcement at their discretion. Tips containing urgent matters have other processes in place to be shared with the appropriate agencies.

The State of Kansas will begin receiving notifications on December 1, 2023. An example is provided below.

**TITLE: FBI NATIONAL THREAT OPERATIONS CENTER INFORMATION SHARING**

**CAVEAT:**

THE INFORMATION HEREIN WAS SUBMITTED BY THE PUBLIC, SOCIAL MEDIA OR PRIVATE SECTOR COMPANIES TO THE FBI TIP LINE AND HAS NOT BEEN CONFIRMED, INVESTIGATED, OR VETTED BY THE FBI. THE INFORMATION PROVIDED IS TO BE USED AT THE DISCRETION OF THE RECEIVING AGENCY TO FURTHER ITS LAW ENFORCEMENT FUNCTIONS.

ORI RECIPIENTS: WVX000000 WV2345670 FBIHQ09842

TRANSACTION REFERENCE NUMBER: 1234xyz

SYNOPSIS: CALLER REPORTED SUSPICIOUS ACTIVITY IN THE PARKING LOT OF THE MOVIE THEATRE DOWNTOWN. CALLER STATED HE SAW 5 MEN COME OUT OF A WHITE VAN, ALL HEADED IN SEPARATE DIRECTIONS AND HAD THEIR PHONES OUT. IT APPEARED THEY WERE VIDEOING RANDOM FEMALES IN THE PARKING LOT. WHILE CALLER WAS WALKING INTO WORK, AT THE THEATRE, ONE OF THE MEN HE SAW LEAVE THE VAN WAS FOLLOWING CLOSELY BEHIND A SINGLE FEMALE AND APPEARED TO BE RECORDING HER ON HIS PHONE. THE CALLER RECOGNIZED THE MAN TO BE TIMMY TESTING.

INCIDENT ZIP CODE: 12345

DATE: 7/7/2023

COMPLAINANT:

NAME: TOMMY TESTER

PHONE NUMBER: 222-333-1234

SUBJECT:

NAME: TIMMY TESTING

PHONE NUMBER: 222-333-1235

SOME ADDITIONAL NTOS RELATED DATA, ALONG WITH UNCLASSIFIED CRIMINAL JUSTICE INVESTIGATIVE INFORMATION, MAY BE FOUND IN THE FBI'S NATIONAL DATA EXCHANGE (N-DEX) SYSTEM. THE N-DEX SYSTEM IS A NO COST NATIONWIDE INFORMATION SHARING SYSTEM WITH ACCESS TO OVER ONE BILLION FEDERAL, STATE, LOCAL, AND TRIBAL RECORDS. FOR MORE INFORMATION ABOUT THE N-DEX SYSTEM, PLEASE CONTACT [NDEX@LEO.GOV](mailto:NDEX@LEO.GOV).



## **KCJIS USER GROUPS**

### **KATHY KNUDSEN, PROGRAM CONSULTANT, KBI**

Below is a list of the remaining KCJIS User Group meetings for the year.

#### **NW KCJIS User Group**

Friday, November 10; 11am-TBD  
WaKeeney City Library  
610 Russell Avenue, WaKeeney, KS

#### **NC KCJIS User Group/PSAP Training**

Thursday, November 30; 10am-3pm  
Salina Police Department Training Center  
3770 Yost Dr., Salina, KS

#### **NE KCJIS User Group**

Thursday, December 7; 12-3pm  
Kansas Bureau of Investigation Headquarters  
1620 SW Tyler, Topeka, KS

#### **SW & SWC KCJIS User Group/PSAP Training**

Thursday, December 14; 10am-2pm  
Horse Thief Reservoir  
19005 SW KS-156, Jetmore, KS

If you are unable to attend the KCJIS User Group for your region, you are welcome to attend any of the other regions that may fit into your schedule. To enhance communication across the state, we try to ensure the same information is offered at each meeting.

We would like to take one last opportunity this year to highlight the regional leaders. Without them, we would have a difficult time planning these meetings. If you have an opportunity, please join with us in thanking these leaders for everything they have done for the KCJIS community,

NC Region—Becky Snook—Mitchell County 911 Director

NE Region—Michelle Reinhard—Marshall County Sheriff's Office

SE Region—Brandi Scott—Labette County 911 Director/Emergency Management Coordinator

SC Region—Jana Best—Wichita Police Department Records Bureau Supervisor

SW & SWC Region—Brandi Walker—Hodgeman County Sheriff's Office 911 Director/Office Administrator

NW Region—Sara McDonald—Oakley Police Department Chief Communications Officer/Police Officer

If you have any questions or future topic suggestions, please contact Kathy Knudsen at [KCJISUSERGROUP@KBI.KS.GOV](mailto:KCJISUSERGROUP@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  
Chairperson

**Tony Mattivi**  
Director, Kansas Bureau of Investigation  
Vice-Chairperson

**Stephanie Smith**  
Chief Justice Designee  
Supreme Court

**Steve D. Anderson**  
Attorney General’s Designee

**Jeff Zmuda**  
Secretary  
Kansas Department of Corrections

**Col. Erik Smith**  
Superintendent  
Kansas Highway Patrol

**KCJIS Committee Members**

**Captain Jim Ohem**  
Kansas Highway Patrol  
Chairperson

**Adam Proffitt**  
Interim Secretary of Administration  
Co-Chairperson

**Nicole Mattox**  
Kansas Bureau of Investigation

**Sheriff Brandon Mitchell**  
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

**Krisena Silva**  
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](mailto:Jessica.Crowder@kbi.ks.gov)