



# KCJIS NEWS

NOVEMBER 2021

## NEW KANSAS USE OF FORCE DATA COLLECTION DANA GRIFFITH, PROGRAM CONSULTANT II KBI

The Kansas Bureau of Investigation (KBI) will be launching the new Kansas Use-of-Force Repository (KUFR) in January 2022. Currently, agencies reporting use of force (UoF) are submitting reports via paper or electronically on the Federal Bureau of Investigation's (FBI's) Law Enforcement Enterprise Portal (LEEP) via the KCJIS web portal. The data elements currently being collected and the criteria for reporting are based on the FBI's National Use of Force Data Collection program. In the fall of 2020, the Kansas Attorney General requested the KBI work on creating a more Kansas specific UoF data collection program. KBI staff have been diligently working with several law enforcement agencies and associations to develop a definition of a reportable UoF incident and which data elements will be collected for the new KUFRS. The feedback and communication have been invaluable for our team during the development phase. The project includes creating a new electronic web form, a paper form, and an interface to receive submissions directly from records management systems. The interface will go live at a later date that has not yet been determined.

Webinar training for this new program will begin in December, so stay tuned for more information to come. If you have questions or would like to discuss the new program, please contact either Mitch Beemer at [mitch.beemer@kbi.ks.gov](mailto:mitch.beemer@kbi.ks.gov) or Dana Griffith at [dana.griffith@kbi.ks.gov](mailto:dana.griffith@kbi.ks.gov).

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## 2021 STATUTE FILE RELEASE TALISHA DREW, PROGRAM CONSULTANT II KBI

The Kansas Bureau of Investigation (KBI) recently released the second round of the statute file for 2021, so it would be a good time to review statute file information with the criminal justice community. The Kansas statute file goes out twice a year. The first release is in late June to incorporate laws that were changed during the legislative session and any new laws that take effect on July 1<sup>st</sup> are accessible to law enforcement, prosecutors, and courts. New laws that are effective July 1<sup>st</sup> are shown in this first release as House Bills and Senate Bills. The Kansas Office of Revisor of Statutes assigns statute numbers to the new House Bills and Senate Bills throughout the summer and the final statute file is released in the fall to reflect those assignments.

Criminal justice agencies must update the statute file for all KBI repository interfaces to ensure accurate reporting to the Central Repository for Criminal History Records, Incident Based Reporting, Offender Registration, and eCitation. Please check with your vendors to ensure that your agency is using the most recent statute file release.

Computerized Criminal History (CCH) and Kansas Incident Based Reporting System (KIBRS) text file versions of the statute file are available at <https://www.kansas.gov/kbi/info/ISDLinks.shtml> as well as the KCJIS portal. You will also be able to download the statute release change document from these locations, which lists all the changes made to the statute file since the previous release. To request an Excel or Access version of the statute file, join the email list to receive future statute file releases, or any other statute file related questions, please contact the KBI Statute File Coordinator, Talisha Drew at [Talisha.Drew@kbi.ks.gov](mailto:Talisha.Drew@kbi.ks.gov) or (785) 296-8274.

## **KIBRS REPORTING DEADLINES FOR 2021 REPORTS**

### **MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI**

To encourage more timely submission of reports and, therefore, more timely availability of the reports for the KCJIS portal's Master Search and KIBRS Views search, the Incident Based Reporting (IBR) unit at the Kansas Bureau of Investigation (KBI) would like to remind all local law enforcement agencies of the reporting deadlines for the 2021 calendar year.

In May 2018, deadlines for the submission of Kansas Standard Offense Reports (KSORs) and Kansas Standard Arrest Reports (KSARs) were changed to the 15th of the following month to simplify the deadline schedule and to coincide with the deadlines for Law Enforcement Officer Killed and Assault (LEOKA) Reports, Supplemental Homicide Reports, and Zero Reports. For example, any KSORs and/or KSARs completed for incidents and arrests that occurred in June 2021 need to be submitted to the IBR unit by July 15, 2021. If the 15th falls on a weekend or holiday, the deadline is extended to the next business day. While this may seem like an impossible deadline, please remember K.S.A. 21-2501a requires reports to be sent to KBI within 72 hours after the offense is reported or known to have been committed.

The IBR unit does not guarantee inclusion in state and federal publications if your agency does not submit the required reports by the deadline.

## **ASSET FORFEITURE REPORTING**

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

As 2021 comes to a close, it is time to prepare for the upcoming annual reporting as mandated by K.S.A. 60-4127.

As a reminder, there are two types of asset forfeiture reports: The Kansas Asset Seizure for Forfeiture Repository (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 forfeiture. 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. 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 2021 KASFR Annual Report will be available for completion on January 1, 2022 and is due February 1, 2022.

The Asset Forfeiture unit will be offering webinar training on Asset Forfeiture Reporting on the following dates:

**Thursday, November 18th—10:00am—12:00pm**

**Tuesday, December 14th—1:00pm—3:00pm**

**Wednesday, January 12th—10:00am—12:00pm**

If you would like to attend training, have had changes in staff that is submitting this data, or have other questions, please contact Jessica Crowder at [jessica.crowder@kbi.ks.gov](mailto:jessica.crowder@kbi.ks.gov) or (785) 296-8338.

## 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. Please see the list below for currently scheduled trainings.

<b>Central Message Switch</b> Carlos Salazar (785) 296-6832 <a href="mailto:Carlos.Salazar@kbi.ks.gov">Carlos.Salazar@kbi.ks.gov</a>	<b>Criminal History Records Rapsheet Differences</b> Vanessa Rine (785) 296-0816 <a href="mailto:Vanessa.Rine@kbi.ks.gov">Vanessa.Rine@kbi.ks.gov</a>	<b>eCitation</b> Karli Koci (785) 296-0492 <a href="mailto:Karli.Koci@kbi.ks.gov">Karli.Koci@kbi.ks.gov</a>	<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>
<b>10-Print Identification</b> Tina Ortega (785) 296-4483 <a href="mailto:Tina.Ortega@kbi.ks.gov">Tina.Ortega@kbi.ks.gov</a>	<b>Use of Force Reporting</b> Dana Griffith (785) 296-4152 <a href="mailto:Dana.Griffith@kbi.ks.gov">Dana.Griffith@kbi.ks.gov</a>	<b>Kansas Incident Based Reporting</b> Jacob Anderson (785) 296-8278 <a href="mailto:Jacob.Anderson@kbi.ks.gov">Jacob.Anderson@kbi.ks.gov</a>	<b>Offender Registration/KsORT</b> Cassidy Sands (785) 296-0638 <a href="mailto:Cassidy.Sands@kbi.ks.gov">Cassidy.Sands@kbi.ks.gov</a>
	<b>DNA Databank</b> Jeff Hahn (785) 296-2113 <a href="mailto:Jeff.Hahn@kbi.ks.gov">Jeff.Hahn@kbi.ks.gov</a>	<b>Scrap Metal</b> Bill Connor (785) 296-2387 <a href="mailto:Bill.Connor@kbi.ks.gov">Bill.Connor@kbi.ks.gov</a>	

Class	Date	Location	Time
KsORT & KORA (4 hrs)	11/19/2021	Webinar	8:00am–12:00pm
KsORT & KORA (4 hrs)	12/17/2021	Webinar	8:00am–12:00pm
KIBRS (4 hrs)	11/16/2021	Webinar	1:00pm–5:00pm
KIBRS (4 hrs)	12/1/2021	Webinar	8:00am–12:00pm; 1:00pm–5:00pm
KIBRS (4 hrs)	12/2/2021	Webinar	8:00am–12:00pm; 1:00pm–5:00pm
KIBRS (4 hrs)	12/3/2021	Webinar	8:00am–12:00pm; 1:00pm–5:00pm
Asset Forfeiture Reporting (2 hrs)	11/18/2021	Webinar	10:00am–12:00pm
Asset Forfeiture Reporting (2 hrs)	12/14/2021	Webinar	1:00pm–3:00pm
Asset Forfeiture Reporting (2 hrs)	1/12/2022	Webinar	10:00am–12:00pm

## NEW OFFENDER DNA REMOTE COLLECTION SOFTWARE AVAILABLE JEFF HAHN, DNA DATABANK SUPERVISOR KBI

The new offender DNA remote collection software is now available for use! This new software replaces the offender Pre-log system, which is no longer accessible. The new system allows for a user to check if the offender has previously submitted DNA and to verify that the statute violation qualifies for DNA submission. To register, each agency's Terminal Agency Coordinator (TAC) will need to go to KACIS to request access. Once in KACIS, proceed to *Agency Access Management* > *Request Application for Agency* and click on **Offender DNA Remote Collection** to complete the information. Once your agency receives notification of approval, the agency TAC will need to request access for each user responsible for submitting offender DNA samples. Proceed to KACIS then *User Access Management* > *Request Application Access for User* and complete each user's information. After you receive notification as an approved user, log in to <https://dna.kcjis.ks.gov> with your RSA token. This gives you immediate access to the system main screen where you can begin entering offender information. If you have any questions, please contact Steve Sisco at [Stephen.Sisco@kbi.ks.gov](mailto:Stephen.Sisco@kbi.ks.gov) or (785) 296-1130 or Jeff Hahn at [Jeff.Hahn@kbi.ks.gov](mailto:Jeff.Hahn@kbi.ks.gov) or (785) 296-2113.

## KCJIS NEWSLETTER DOWNLOADS—DID YOU KNOW? JESSICA CROWDER, PROGRAM CONSULTANT II KBI

**DID YOU KNOW?**

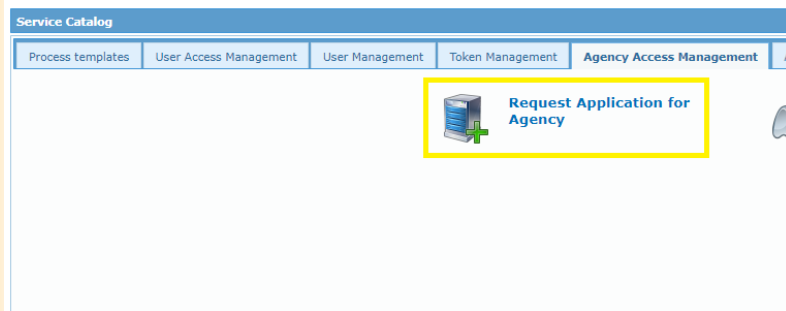
Did you know you can download past KCJIS Newsletters from the KCJIS web portal? The Kansas Bureau of Investigation (KBI) will continue to send them out via email, but if you have a token, you can access up to three years of past newsletters at any time on the KCJIS web portal. They can be found under the Information tab. If you are looking for a newsletter over three years old, or know of anyone in your agency that would like to join the email list to receive the KCJIS Newsletters, please contact Jessica Crowder at [jessi-ca.crowder@kbi.ks.gov](mailto:jessi-ca.crowder@kbi.ks.gov).

# LAW ENFORCEMENT PERSONNEL ACCESS TO THE KBI SCRAP METAL REPORTING SYSTEM

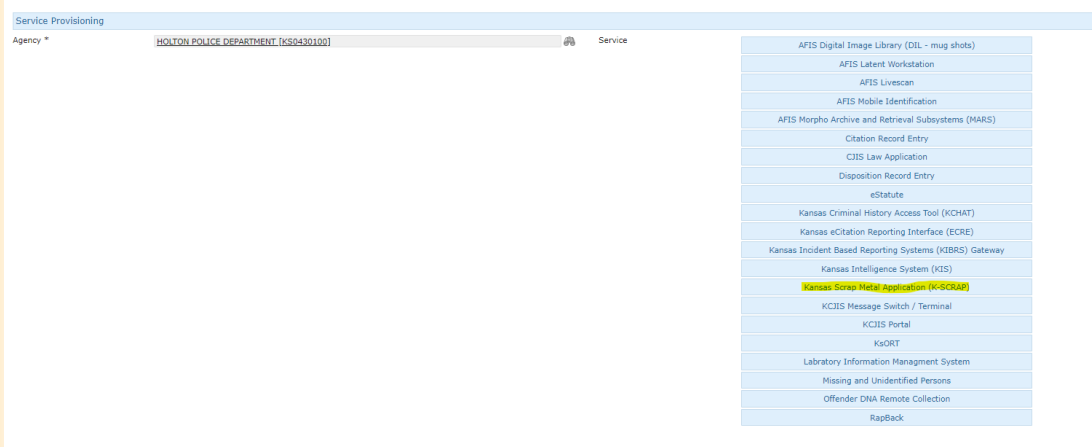
## BILL CONNOR, PROGRAM CONSULTANT II KBI

The Kansas Scrap Metal Reporting System (K-SCRAP) is fully operational and is now available for all law enforcement personnel to request access to begin searching regulated scrap transactions in the investigation of scrap metal theft.

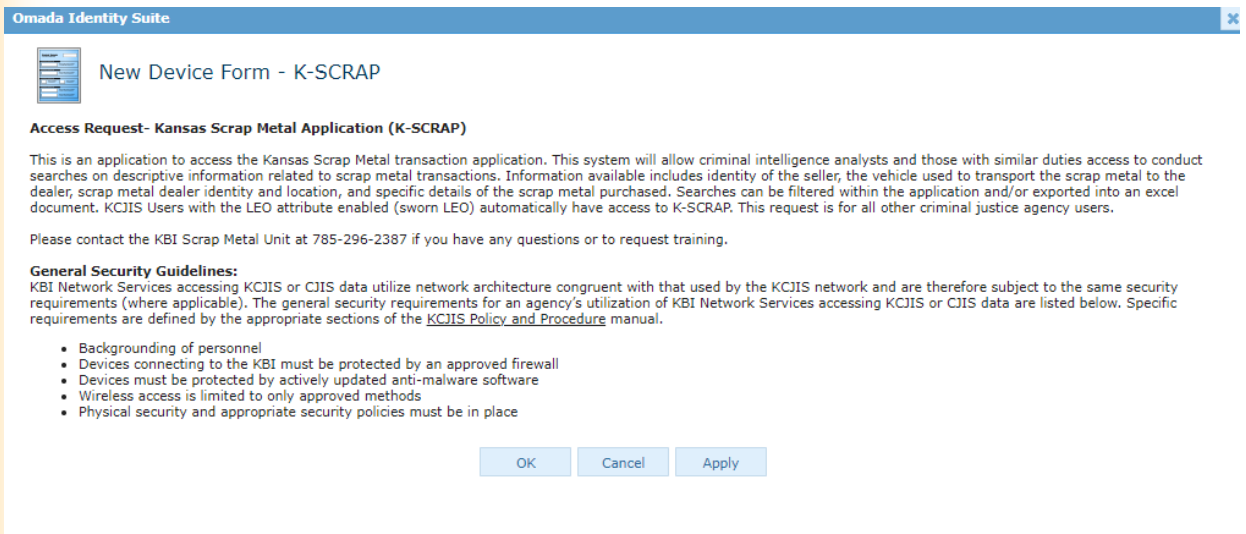
Your agency Technical Agency Coordinator (TAC) must request access to K-SCRAP in KACIS by selecting Agency Access Management > Request Application for Agency.



Next, select the Kansas Scrap Metal Application (K-SCRAP) tab.



Once the Kansas Scrap Metal Application (K-SCRAP) tab is selected the prompt below will appear. Click OK.



# LAW ENFORCEMENT PERSONNEL ACCESS TO THE KBI SCRAP METAL REPORTING SYSTEM, CONTINUED

## BILL CONNOR, PROGRAM CONSULTANT II KBI

Enter “Reason” for access, then click “Request” at the bottom of the page.

Reason

Requested for the agency... Any reason can be filled in

**A network diagram will need to be uploaded when requesting any of the following applications:**

- AFIS DigScan Web
- AFIS Digital Image Library
- AFIS Latent Workstation
- AFIS Livescan
- AFIS MARS
- AFIS MorphoIdent
- KIBRS Gateway
- CJIS Law App
- KIS

Submission of a network diagram will be required for each device needing access to this system. The network diagram should include, at a minimum, a logical diagram of all network appliances (routers, switches, and firewalls), wireless access points, and other systems that are pertinent to the device for which you are requesting connectivity. Be sure to include the device(s) itself, and any existing devices already connected to the KBI. All devices should be clearly labeled. The Agency name and primary point of contact for details on the diagram should also be included.

Network diagram(s) may be uploaded either before or after devices have been assigned. The diagram must be uploaded prior to submitting your application request(s). Failure to upload, or provide necessary information on the diagram will result in a delay of the approval process.

Attach your network diagram: [Upload](#)

No.	Display name	Type	Created	Changed
There are no items to show in this list.				

[Request](#) [Terminate Request](#) [Cancel](#)

Once the request is received and approved you will be able to log in with your RSA token and begin searching the reporting system.

- Log in with your token at <https://kcjis.ks.gov> and select the K-SCRAP tab.
- Enter Case Number/Reason. This is the only required field to begin searching.
- You can search by selecting one field or all fields. Narrowing the search criteria will result in more specific search results.
- If the message “No results found for given search criteria” appears, enter a different search criteria and try again.
- Once a search criteria is entered click on the green “Perform Search” button at bottom left of page. All results with entered search criteria will appear. There may be more results available than criteria entered. All entries within a single transaction will appear. This can be narrowed down specifically by using the “Search” field at the top right of the page.
- Search results will yield information for the individual that made the purchase, seller’s information, whether the seller used a vehicle to bring in regulated scrap and if so the vehicle information, transaction information, load information, and a description of the regulated scrap to be sold. There are fields for photos of the vehicle that transported the scrap and for the scrap load. This, however, is optional for the dealers to upload and there may be no photos entered.
- There are two options to view search results, which are View Details and Export Results to CSV. View Details will display results in the same page format as when you entered the search criteria and display all information mentioned above. Selecting Export Results to CSV will display all results mentioned above in an Excel document that is printable.

Law enforcement personnel seeking training or answers to questions regarding the system itself should reach out to Bill Connor at [Scrap.Metal@kbi.ks.gov](mailto:Scrap.Metal@kbi.ks.gov) or (785) 296-2387.



## KCJIS USER GROUPS

### KATHY KNUDSEN, PROGRAM CONSULTANT KBI

Please allow me to begin by introducing myself. My name is Kathy Knudsen and I am the new KCJIS User Group Coordinator at the Kansas Bureau of Investigation (KBI). I took over this position this past summer after Sherry Webb transitioned to the KBI Evidence unit.

On August 5th, the Northeast region met at the Topeka Police Department (TPD). Joe Mandala, Chief Information Officer (CIO) from the KBI was the guest speaker, answering questions in a Q&A style meeting.

The Southeast region met on September 2nd in Montgomery County. Jared Wright from the KBI Service Desk was the guest speaker. Jared discussed OpenFox Desktop 4 and the advantages of the upgrade. Brandy Grassl, the Labette County Emergency Management Coordinator, also had an update regarding the Kansas Law Enforcement Training Center (KLETC) Training Project. Several emergency services representatives across the state have been working toward a Basic Telecommunicator Academy at KLETC. The project is coming along and they hope to have a class starting in 2022, if funding can be secured. If anyone has questions or would like updates, please contact Brandy at (620) 795-2565. The next Southeast regional meeting is tentatively scheduled for January, 2022.

On October 7th, the Northeast region met at the Topeka Police Department. Assistant Special Agent in Charge (ASAC) Angie Jones with the KBI was the guest speaker. ASAC Jones is the Wellness Coordinator with the KBI. She provided useful tips on how to deal with stress from our job, daily life, and the upcoming holidays.

The next Northeast region meeting is scheduled for December 2nd at Lawrence Police Department.

The KBI is still looking for agencies to host and coordinate meetings to continue enhancing communications across the state. If you are interested in hosting, have ideas for trainings, meeting content, or other questions, please contact me at [Kathy.Knudsen@kbi.ks.gov](mailto:Kathy.Knudsen@kbi.ks.gov).

## FBI AUDITS

### LESLIE MOORE, KCJIS COMMITTEE CHAIRMAN KBI

FBI Audits will be in March 2022 for the programs listed below. More details to follow at a later date.

- National Crime Information Center (NCIC)
- National Sex Offender Registry (NSOR)
- National Data Exchange (N-Dex)
- National Instant Criminal Background Check System (NICS)
- Next Generation Identification (NGI)
- Information Technology Security (ITS)
- Uniform Crime Reporting Quality Assurance Review (QAR)

## NEWS FROM THE KBI SERVICE DESK

### CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

#### Tokens

##### Token Orders

Did you know that tokens can be ordered in batches as large as 99 at a time? For example, if you need to order 300 tokens you will place 4 separate orders. The first three for 99 tokens and the fourth for the remaining 3 tokens.

Before ordering tokens, make sure the agency name and address are correct, and include any PO Boxes and/or Suites. Tokens are shipped to the agency address listed in KACIS. If you need the tokens shipped to different address, please let us know via email and we will get that information to Optiv.

When ordering tokens for another agency 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 your ORI.

##### Warranty Tokens

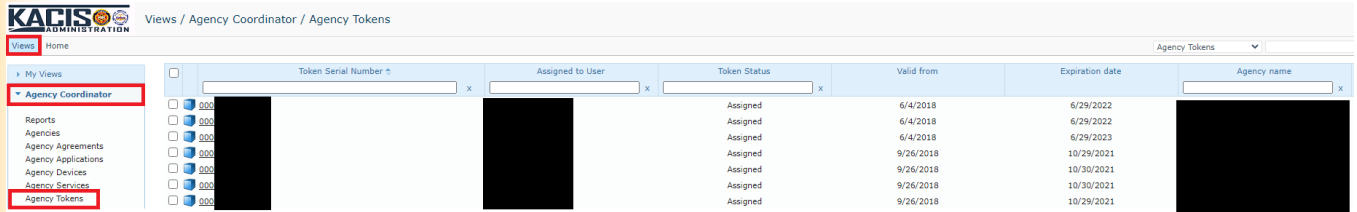
When requesting tokens be replaced under RSA Warranty, please send the token accompanied with a request on Station Letterhead to the Kansas Bureau of Investigation (KBI) Service Desk.

## NEWS FROM THE KBI SERVICE DESK, CONTINUED

### CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

#### Checking Token Expiration

It is important to keep track of when your tokens will expire. This information can be found in KACIS by going to Views and selecting Agency Coordinator then Agency Tokens. Each of the columns can be sorted by clicking on their title.



The screenshot shows the KACIS interface with the 'Agency Tokens' table. The table has columns for Token Serial Number, Assigned to User, Token Status, Valid from, Expiration date, and Agency name. The 'Agency Coordinator' and 'Agency Tokens' menu items are highlighted with red boxes.

Token Serial Number	Assigned to User	Token Status	Valid from	Expiration date	Agency name
[Redacted]	[Redacted]	Assigned	6/4/2018	6/29/2022	[Redacted]
[Redacted]	[Redacted]	Assigned	6/4/2018	6/29/2022	[Redacted]
[Redacted]	[Redacted]	Assigned	6/4/2018	6/29/2023	[Redacted]
[Redacted]	[Redacted]	Assigned	9/26/2018	10/29/2021	[Redacted]
[Redacted]	[Redacted]	Assigned	9/26/2018	10/30/2021	[Redacted]
[Redacted]	[Redacted]	Assigned	9/26/2018	10/30/2021	[Redacted]
[Redacted]	[Redacted]	Assigned	9/26/2018	10/29/2021	[Redacted]

It is best practice to order replacement tokens at least three weeks prior to the expiration date printed on the back of the tokens. Your expiring tokens may not be usable the day before the expiration date printed on the back of the tokens. If you do not receive an email from Optiv or hear anything from the KBI Service Desk within a week of placing your token order through KACIS, please call the KBI Help Desk at (785) 296-8245 to check on your order status.

If your tokens have expired, leaving you unable to log in to order new tokens, please have your Technical Agency Coordinator (TAC) send an email to ServiceDesk@kbi.ks.gov. to let the KBI Help Desk know how many tokens you need to order. We will place an order and your behalf and you will receive a confirmation email.

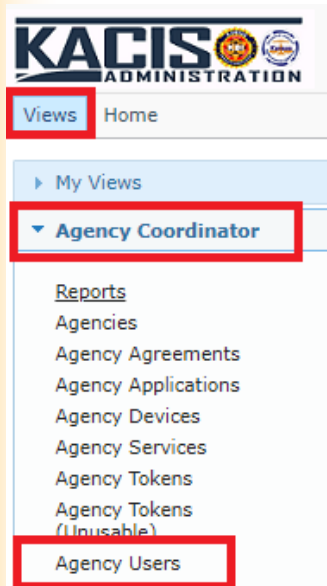
#### KACIS

##### Agency Maintenance

Please keep contact information including email addresses and phone numbers up to date for your agency as well as individual users. This will allow us to send out correspondence as needed without issue.

To update user email, telephone number, and/or address in KACIS please follow the below instructions.

1. Click Views
2. Select Agency Coordinator
3. Select Agency Users
4. Make necessary changes





## NEWS FROM THE KBI SERVICE DESK, CONTINUED

### CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

You will now be able to search for the users that need to be updated.

A horizontal search bar with seven input fields. From left to right, the fields are labeled: 'KCJIS User ID', 'first name', 'last name', 'agency name', 'employee number', 'phone number', and 'email address'. Each field has a small 'x' icon to its right for clearing the text.

To remove an existing item, check the box next to the item you wish to delete and click Remove.

**Contact Details**

**Telephone numbers**

<input type="checkbox"/>	
<input type="checkbox"/>	785-296-8200 - 01 - Business

[+ Create new](#) [Add existing](#) [Remove](#) [Refresh](#)

**Addresses**

	Address number	Street
<input type="checkbox"/>		
<input type="checkbox"/>	1620	SW

[+ Create new](#) [Add existing](#) [Remove](#) [Refresh](#)

**Emails**

<input type="checkbox"/>	
--------------------------	--

[+ Create new](#) [Add existing](#) [Remove](#) [Refresh](#)

## KDOR

### Updates

The Kansas Department of Revenue (KDOR) is making lots of updates. You may have noticed they have been unavailable on some Sundays. While this may be inconvenient, it is necessary for them to implement updates and fixes for the various things that have been reported. We appreciate your patience and understanding. If you continue to notice errors, please submit them to [ServiceDesk@kbi.ks.gov](mailto:ServiceDesk@kbi.ks.gov) with MRI's and possible screenshots as long as they do not include Personal Identifiable Information (PII).

## Desktop 4

### Have you completed your installation?

You may have noticed the KAMs and emails being sent out reminding the KCJIS Community of the sunset date for OpenFox Desktop 3.

We need to have all message terminals 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.

On December 31<sup>st</sup>, 2021 we will be removing the "Launch the OpenFox™ Desktop" link from the CPI launch page. The Desktop 4 installation link will remain on this page to download and install your terminals. Please make plans to get Desktop 4 installed on all of your terminals if you have not done so already.

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).



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

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