KCJIS NEWS

RED ALERT: LICENSE PLATES
JOE MANDALA, CHIEF INFORMATION OFFICER KBI

Please see the message below from the Kansas Department of Revenue Division of Vehicles:

This message is for our Law Enforcement partners. County Treasurer offices have been notified as well.

RED ALERT: Effective Wednesday January 26, 2022, the Kansas Division of Vehicles is extending the 30-day time period for a customer to receive their license plate in the mail to 90 days due to a supply chain issue with the Standard License Plate sheeting. This is a customer service offering that will cut down on phone calls and other inventory measures needing to be taken. This change will not affect temporary registration permits (60-day temp tags), which will continue to print for 60-days.

We appreciate your cooperation.

INSIDE THIS ISSUE

CHANGES FOR LEEP LOGIN
JOE MANDALA, CHIEF INFORMATION OFFICER KBI

The Kansas Bureau of Investigation (KBI) has been notified by the Federal Bureau of Investigation (FBI) Law Enforcement Enterprise Portal (LEEP) team that there has been a change in how they are processing logins to their LEEP platform, effective January 19th. This change affects all of their users, including our federated single sign-on users who access LEEP via their KCJIS login.

LEEP is now requiring a one-time passcode (OTP) when logging in. The OTP will be sent to the email address that is registered in your KCJIS (KACIS) account if you are using federated single sign-on via KCJIS. If you are still utilizing a LEEP account directly managed by the FBI, the OTP will be sent to the email that you have on file with LEEP. You can also set up a mobile number to have the OTP sent via text message.

If you use your KCJIS login to access LEEP, and you need to update your email address, please contact your agency Technical Agency Coordinator (TAC). If you need additional assistance, please contact the KBI Service Desk at ServiceDesk@kbi.ks.gov.

We are aware that for agencies utilizing LEO.GOV email addresses, this has proven to be problematic. This and other concerns have been brought to the attention of the LEEP administrators, and we are working with them to determine what the resolution will be. We will let you know as soon as we are aware of how LEEP plans to address the issue.

We apologize for any inconvenience, and if you have any questions or trouble logging in to LEEP, please feel free to contact the LEEP Help Desk at (888) 334-4536.

KIBRS KORNER
JACOB ANDERSON, PROGRAM CONSULTANT KBI

The Kansas Bureau of Investigation (KBI) Incident Based Reporting unit would like to take a moment to remind agencies how warrants should properly be reported on Kansas Standard Arrest Reports (KSAR's).

Please use the applicable Kansas statute for the originating crime for warrants from your jurisdiction or another Kansas jurisdiction. K.S.A. 22-2401a is only to be used for out of state warrants. Additionally, please ensure that out of state warrants and warrants from other Kansas jurisdictions are being reported with the "outside agency" clearance indicator.

ECITATION
KARLI KOCI, PROGRAM CONSULTANT II KBI

Electronic Citation Record Entry Submissions

The Kansas Bureau of Investigation (KBI) has contracted with the Records Management System (RMS) Enterpol for an electronic interface to submit citation information. We are happy to announce that the testing has been completed and we have begun implementation for other agencies. All Enterpol clients will be receiving an implementation packet in the mail. If you have not received a packet but would like to begin submission as soon as possible, please contact the KBI and we will prioritize your agency. We are exploring options to encourage other RMS and citation software vendors to build an electronic interface to submit to the eCitation repository. Agencies are encouraged to speak with their RMS or digital ticketing vendors about interfacing with the KBI eCitation repository.

Citation Record Entry (CRE) Submissions

The CRE had previously only been fully functional using Internet Explorer as the web browser. The CRE was recently upgraded to ensure compatibility with Microsoft's Edge, Chrome, and FireFox web browsers. Please let the KBI know if you run into any issues while utilizing any of the web browsers. If you have previously saved the CRE as a favorite or bookmark, or attempted to use other browsers up to this point, please delete any previously saved URLs and clear the browsing history of the web browser you are going to use before logging into the CRE.

The last notable change made to the CRE affects those agencies who are manually submitting citations to the repository. The KBI has added additional options for vehicle makes for semi trucks and motorcycles. We have also added the Canadian and Mexican states/provinces.

Searching eCitation Submissions

If your agency has been submitting your citation data to the repository through the CRE application on the KCJIS web portal or have recently initiated submitting electronically, we have some great news. The citations submitted to the repository are now searchable through the KCJIS Master Search on the KCJIS web portal. There are many different fields you can search by (e.g., subject name, citation number, associated case number, etc.). The citations that appear in the Master Search will only be citations from participating agencies.

The KBI is continually striving to make positive changes to the eCitation repository. If you are interested in participating or learning more about the eCitation repository, please contact the eCitation Program Consultant, Karli Koci at Karli.Koci@kbi.ks.gov or (785) 940-1370 for more information. We look forward working with your agency and are excited to share the numerous benefits this repository has to offer.

ASSET FORFEITURE REPORTING—ANNUAL REPORT DUE!
JESSICA CROWDER, PROGRAM CONSULTANT II KBI

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

As a reminder, there are two types of asset forfeiture reports: The 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 can be completed at https://kasfr.kbi.ks.gov. If you do not have login credentials or have any other questions, please contact Jessica Crowder at jessica.crowder@kbi.ks.gov or (785) 296-8338.

Save the Date!

2022 KCJIS Conference

May 16th and 17th

Wichita, KS

More details to be announced soon!

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.

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

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

Tokens

Checking Token Expiration

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

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 Service 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 Service Desk know how many tokens you need to order. We will place an order and your behalf and you will receive a confirmation email.

Expired PIN

Did you know it is not necessary to call the KBI Service Desk to change the Personal Identification Number (PIN) for your token when it expires? You can visit the KBI website (https://kcjis.ks.gov) and login using Token Code Login. Remember, at this website, you will always use the RSA Token as the login method since you have a token. The passcode will be your current PIN followed by your token code without any spaces (PIN+token). The site will only prompt you to change your PIN if it is already expired. If you want to change your PIN prior to it expiring, please call the KBI Service Desk at (785) 296-8245.

If you think your token is out of sync, you can resynchronize it at the same website. If you think your token is out of sync try logging in using your current PIN and Token as described above.

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. Updating an email address on the main agency page does not update the email address for the user anywhere else. For instance, if you are updating the email address for a TAC on the Agency's main page you will also need to update their email address on the User page.

To change/update User email, telephone number, and/or address in KACIS please follow the below instructions.
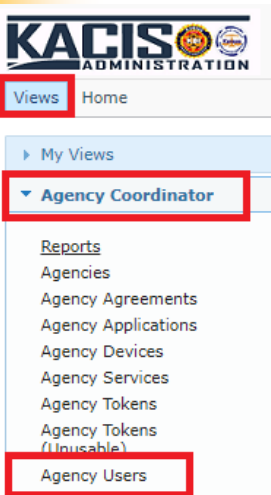
1. Click Views

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.

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

When you have a user leave your agency, be sure to remove that user from your agency by going through the "Terminate Agency User/Contact" process. This process will revoke any permissions and remove the token from the user account. This process will generate a Work Item for the KBI Service Desk to complete. After we have completed the Work Item, the user will no longer appear in your Active Users list.

Desktop 4

Have you completed your installation?

You may have noticed the Kansas Administrative Message (KAM) and email reminders regarding OpenFox Desktop 4.

All message terminals should be using OpenFox Desktop 4, which only needs to be downloaded one time per terminal. The download instructions explain how to make the launcher icon available to all users of that computer.

If you have any questions or are having any troubles installing Desktop 4, please contact the Service Desk at (785) 296-8245 or ServiceDesk@kbi.ks.gov.

KANSAS CRIMINAL HISTORY ACCESS TOOL (KCHAT)
MOLLY BICKEL, LAB TECH III KBI

The Kansas Bureau of Investigation (KBI) has a new secure website called the Kansas Criminal History Access Tool (KCHAT). KCHAT allows your agency to view the KBI and Federal Bureau of Investigation (FBI) results for applicant fingerprint submissions for criminal justice employment within your agency. KCHAT cuts down the processing time between the KBI and your agency because the results are sent electronically to your KCHAT account rather than being mailed or sent through the Kansas Criminal Justice Information (KCJIS) terminals. KCHAT allows agencies easier access to receive, review, and archive results.

A token is required to access KCHAT. The tokens you currently have for logging into the KCJIS Authorization and Customer Information System (KACIS) will also work for KCHAT access. If you do not already have tokens, the fee to purchase a token is approximately $55 per user every 3 years.

You can sign up for KCHAT through KACIS. For questions or if you would like a KCHAT user guide, please contact Molly Bickel at molly.bickel@kbi.ks.gov.

OUT WITH THE OLD, IN WITH THE NEW
KRISTI CARTER, CRIMINAL HISTORY RECORDS MANAGER KBI

The KBI Information Services Division (ISD) launched a new secure fax server in July 2021. Along with the new fax server came new fax numbers for each unit in ISD. An announcement of the new fax numbers was included in the August 2021 edition of the KCJIS Newsletter. Additionally, the units in ISD have been reaching out individually to agencies notifying them of the new numbers and encouraging them to begin using them. Thank you to everyone who already made the switch. If you have not yet switched over to the new fax numbers, your time is running out. The old fax numbers will sunset on May 1, 2022. Please update your records and begin using the following fax numbers for each unit immediately:

Incident Based Reporting Unit	(785) 217-2379
Offender Registration Unit	(785) 217-2378
Criminal History Records Unit	(785) 217-2377
NICS Request Responses	(785) 217-2376

KANSAS INCIDENT BASED REPORTING SYSTEM (KIBRS) CERTIFIED RECORD MANAGEMENT SYSTEMS
MITCH BEEMER, INCIDENT BASED REPORTING MANAGER KBI

As a step toward making the certification process easier for agencies interested in submitting reports electronically to the Kansas Incident Based Reporting System (KIBRS), the Kansas Bureau of Investigation (KBI) has begun certifying Record Management Systems (RMS) vendor products to submit reports to the KBI electronically. The certification will ensure that the RMS is capable of submitting reports into the Gateway with an error rate of less than 4%. Once the RMS has demonstrated this level of accuracy, the RMS will be certified. If the vendor has multiple versions of an RMS, each version will have to go through the certification process. Agencies using a certified RMS can submit electronically without going through the certification process themselves as an agency.

A complete list of the certified RMS products and versions can be located on the KCJIS portal. On the KCJIS portal, go to the "Information" tab along the top of the page. Scroll down to the "Incident Based Reporting" header. Click on the "KIBRS Certified Record Management Systems" link to download the .pdf file.

If your agency does not have access to the KCJIS and would like a copy of the list of certified products and versions, please contact Mitch Beemer at Mitch.Beemer@kbi.ks.gov or (785) 296-8279.

FBI'S LAW ENFORCEMENT SUICIDE DATA COLLECTION (LESDC)
MITCH BEEMER, INCIDENT BASED REPORTING MANAGER KBI

The Law Enforcement Suicide Data Collection (LESDC) is being established based on mandates within the Law Enforcement Suicide Data Collection Act (LESDCA), Public Law 116-143, which was signed into law on June 16, 2020. The collection provides a mechanism for law enforcement agencies to report suicides and attempted suicides of law enforcement personnel, based on the scope of the LESDCA, for the purpose of compiling national statistics on these tragedies.

All incidents must be submitted to the collection through the applicable law enforcement agency. If information is known concerning a suicide or attempted suicide incident of a law enforcement officer as defined within the LESDCA, the appropriate personnel within the agency should be notified as applicable.

The LESDC resides on the Federal Bureau of Investigation Criminal Justice Information Services Division Law Enforcement Enterprise Portal (LEEP). To obtain access to the collection, law enforcement agency personnel will need to obtain LEEP authorization and access. LEEP accounts are available to personnel affiliated with the criminal justice system. To apply for a LEEP account, go to www.cjis.gov and complete the online application. Once LEEP access has been obtained, agency personnel will then need to apply for access to the LESDC.

Agencies may begin submitting incident information to the LESDC on January 1, 2022, via LEEP at www.cjis.gov. Applicable incidents are those that occur on or after January 1, 2022. Submissions to the LESDC are voluntary unless state-specific legislation exists that mandates an agency to report applicable data.

Personnel of the LESDC may be contacted via email at LESDC@fbi.gov or by phone at (304) 625-5370.

NEW KANSAS USE OF FORCE (UOF) DATA COLLECTION PROGRAM
DANA DICKERSON, PROGRAM CONSULTANT KBI

The new Kansas Use-of-Force (UoF) data collection program was launched February 1, 2022. This is the first module to be activated in the new Kansas Incident Based Reporting System (KIBRS) replacement system. Participation in UoF reporting is voluntary, however, strongly encouraged. Kansas law enforcement agencies will no longer have access to the National Use-of-Force Data Collection website via the Law Enforcement Enterprise Portal (LEEP).

There are three ways an agency can submit Kansas UoF reports to the Kansas Bureau of Investigation (KBI) – Manual (paper) reports, electronically on the Kansas Criminal Justice Information System (KCJIS) web portal, and electronically to the web service interface.

- Paper forms have been emailed to all agencies. Paper forms can be submitted via mail, email, or fax.

- To submit electronically on the KCJIS web portal, agencies will need to submit an application in the KCJIS Authorization Customer Information System (KACIS) for agency access to the KIBRS portal. A Memorandum of Agreement (MOA) will need to be signed with the agency application. Next, users will need to be assigned a role to enter, approve, or submit reports.

- Information and technical specifications regarding the web service interface will be released at a later date. Once it is released, vendors will need time to program their software to map to the Kansas UoF elements.

Questions may be directed to Dana Dickerson at dana.dickerson@kbi.ks.gov or (785) 296-4152 or Mitch Beemer at mitch.beemer@kbi.ks.gov or (785) 296-8279.

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

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