KCJIS NEWS

ASSET FORFEITURE REPORTING CHANGE
JESSICA CROWDER, PROGRAM CONSULTANT II KBI

The Kansas Bureau of Investigation (KBI) Asset Forfeiture Unit would like to inform each agency of an important change regarding substantial match determinations for the 2022 KASFR Annual Report.

The *Standard Asset Seizure and Forfeiture Act* requires each agency's financial report (Annual Report) to substantially match the agency's seizing reports (Incident Reports). To make this determination, the KBI compares the agency's **Total Year's Deposits of Forfeited Currency** as reported on the Annual Report to the total amount reported in forfeited currency from all submitted Incident Reports. There are circumstances where currency that has been forfeited may not be physically deposited into the forfeiture fund by the end of the reporting period (December 31st). This may be due to things such as shared proceeds not yet received from another agency, currency being held in evidence, etc.

To ensure this does not cause issues with the substantial match determination, the KBI has added two new fields to the Annual Report. The **Forfeited Currency Not Yet Received or Deposited** field should be used to report any funds that have been forfeited during the reporting period but not yet deposited by December 31. A reason for these funds not being deposited shall be explained in the **Reason Forfeited Currency Was Not Deposited by December 31** field. Additionally, when the funds are deposited into the account, they should be reported in the **Other Deposits** field along with an explanation of those deposits in the **Other Deposits – Describe** field.

Additionally, as part of the substantial match determination, the beginning account balance of the Annual Report must match the ending account balance from the previous year's Annual Report. Failure to do so will result in non-compliance. This requirement will be in effect January 1, 2023.

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The KBI would also like to remind each agency of other reporting requirements for asset forfeiture reporting.

The *Standard Asset Seizure and Forfeiture Act* requires **every** law enforcement agency to report civil asset forfeiture information to the KBI, even if the agency did not have any civil asset forfeitures. Failing to report to the Kansas Asset Seizure for Forfeiture Repository (KASFR) will put an agency in a non-compliant status, which will be included in a report to the Legislature in the spring. The KBI would like to prevent any agency from being reported as out of compliance.

As the 2022 year comes to an end, the KBI encourages each agency to ensure all Incident Reports have been submitted for 2022. If your agency had any seizures that received a disposition between January 1, 2022 and December 31, 2022, a 2022 KASFR Incident Report is required to be completed within 60 days of the date of disposition. Additionally, the 2022 KASFR Annual Report is required to be submitted by February 1, 2023. The Annual Report will be available for completion beginning January 1, 2023. Reports shall be submitted electronically at https://kasfr.kbi.ks.gov.

Thank you for your patience navigating through changes in order to ensure the most accurate data is being reported.

To request or change user access to the website to submit the reports or if you have any other questions regarding the submission of asset forfeiture data, please contact Jessica Crowder at Jessica.Crowder@kbi.ks.gov or (785) 296-8338 or Brooklynn Graves at Brooklynn.Graves@kbi.ks.gov or (785) 296-8277.

THE BIPARTISAN SAFER COMMUNITIES ACT: INFORMATION REQUEST FOR INDIVIDUALS UNDER THE AGE OF 21
KRISTI CARTER, CRIMINAL HISTORY RECORDS UNIT MANAGER KBI

Beginning October 14, 2022 local law enforcement agencies will begin receiving requests for juvenile information from the National Instant Criminal Background Check System (NICS). NICS is the system utilized by firearms dealers to conduct checks on people age 18 to 20 attempting to receive a firearm. The Bipartisan Safer Communities Act requires the FBI to reach out to local law enforcement agencies in the jurisdiction for which the individual resides. The purpose of the outreach is to determine if there is any available juvenile criminal information that is potentially disqualifying under Title 18 USC 922 (d). Please respond to the NICS section per the instructions in the message even if you do not find any information that is potentially disqualifying. The Kansas Bureau of Investigation (KBI) will also be receiving outreach from the NICS section as part of this legislation, so please do not forward the request to KBI. If you have questions about a request received, please contact the NICS Business Relations Team at (844) 265-6716.

NICS DENIAL NOTIFICATION ACT
CARLA BOESKER, KANSAS HIGHWAY PATROL CJIS UNIT

Due to the passage of the National Instant Background Check System (NICS) Denial Notification Act, police departments and sheriff offices began receiving an administrative message within 24 hours of a person being denied a firearm purchase that either occurred in their jurisdiction or the person who attempted the purchase lives in their jurisdiction. The notifications started on September 26, 2022.

What does this mean? *Example: "John Smith" lives in Kansas City, KS and attempts to purchase a firearm in Olathe Kansas. The denial notification would go to Olathe PD, Johnson County SO, Kansas City KS PD, and Wyandotte County SO within 24 hours of the denial.*

What should the law enforcement agencies do with this information? There is no legislative requirement for any action placed on the receiving agency, and the NICS Section is not requesting any action to be taken based on receipt of a denial notification.

Example of what a notification will look like:

```
*****************************************************************************
FIREARM DENIAL NOTICE:
A PERSON PURCHASING/RESIDING IN YOUR JURISDICTION WAS RECENTLY DENIED THE TRANSFER OF HANDGUN
*****************************************************************************

THE FBI ENCOURAGES YOU TO CONTACT YOUR LOCAL BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND
EXPLOSIVES OFFICE PRIOR TO TAKING ACTION. CHARLESTON ATF, 304-234-5678

THE NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) SECTION CONDUCTED A NAME SEARCH
USING
DESCRIPTIVE DATA, NOT FINGERPRINTS, FOR A FIREARM BACKGROUND CHECK WHICH WAS DENIED ON 4/26/2022,
02:02:23PM
FOR:

NAME:  DOE, JOHN L. NTN:  102356748
SEX:  M RACE:  W DATE OF BIRTH:  10-11-1990 PLACE OF BIRTH:  WV
HEIGHT:  6'1'' WEIGHT:  185 SOCIAL SECURITY NUMBER:  123-45-6789
RESIDENCE ADDRESS:  456 AMERICAN WAY, APPLE PIE, APPLE PIE COUNTY, WV 22445

INFORMATION RECEIVED INDICATES THE ATTEMPTED PURCHASER IS PROHIBITED FROM RECEIVING OR POSSESSING
FIREARMS IN THE STATE OF PURCHASE AND/OR STATE OR RESIDENCE, BASED ON:

SUBJECT OF QUALIFYING PROTECTION ORDER

THE ATTEMPTED PURCHASE OCCURRED AT:

FIREARM DEALER:  USA ARMS
ADDRESS:  123 MAIN STREET, HOMETOWN, HOMETOWN COUNTY WV, 23456
PHONE:  304-625-1002

SHOULD YOU HAVE QUESTIONS REGARDING THIS NOTIFICATION, PLEASE VISIT: (Web address will be inserted when
established WWW.FBI.GOV)

THIS NOTIFICATION WAS ALSO PROVIDED TO THE FOLLOWING ORI(S):
WV0470150  SO APPLE PIE COUNTY  304-478-0000
WV0625630  PD HOMETOWN  304-457-0000
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KCJIS USER GROUPS
KATHY KNUDSEN, IT PROGRAM CONSULTANT KBI

The Kansas Bureau of Investigation (KBI) is pleased to announce that most regions are getting back to in-person training.

- Northeast Region has been gathering every other month on the first Thursday of the month. The last training for the year will be December 1st at Lawrence Police Department. Kim Murphree has promised some holiday entertainment.
- Southeast Region has been meeting once per quarter. The next training was scheduled for October 25th in Chanute.
- Northcentral Region has the last one for the year scheduled for November 17th in Salina.
- Southwest Central and Southwest Region has the last training of the year scheduled for November 4th at the Ford County Sheriff's Office.

If you missed any of these trainings or would like to be informed of future training, please contact Kathy Knudsen at (785) 296-2881 or Kathy.Knudsen@KBI.KS.GOV so she can add you to the email list.

These trainings provide a great opportunity to speak up about system issues that you may be having, ideas you may have on how to improve processes, and discuss potential additional training that may be needed.

Thank you to all of the agencies that are attending and hosting, and thank you to all of the speakers and presenters. This is what makes these groups and trainings so successful.

Please contact Kathy Knudsen for upcoming KCJIS user groups, if willing to host, speak, or topics you'd like to discuss.

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

Is your agency needing some training? The Kansas Bureau of Investigation (KBI) Information Services Division (ISD) Field Support unit is now able to provide training in-person with precautions.

- The trainer must be vaccinated.
- The facility must allow for attendees to have 6 feet between them.
- Training sessions should be spaced apart so if there is an outbreak of COVID, the location and people involved can be determined and notified.

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. 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	Morgan Defore (785) 296-0816 Morgan.Defore@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	Use of Force Reporting	Kansas Incident Based Reporting	Offender Registration/KsORT
Tina Ortega (785) 296-4483 Tina.Ortega@kbi.ks.gov	Dana Dickerson (785) 296-4152 Dana.Dickerson@kbi.ks.gov	Brett Hoss (785) 296-8278 Brett.Hoss@kbi.ks.gov	Cassidy Sands (785) 296-0638 Cassidy.Sands@kbi.ks.gov
	DNA Databank	Scrap Metal	
	Jeff Hahn (785) 296-2113 Jeff.Hahn@kbi.ks.gov	Bill Connor (785) 296-2387 Bill.Connor@kbi.ks.gov	

ECITATION REPOSITORY
KARLI KOCI, PROGRAM CONSULTANT II KBI

What is the Kansas Bureau of Investigation (KBI) eCitation Repository?

The KBI eCitation Repository has been designed to collect citation data from state law enforcement agencies which will be viewable through the Kansas Criminal Justice Information System (KCJIS) web portal. The repository enables more information sharing between law enforcement personnel when dealing with potential violators and suspects.

Why have I not heard of it?

You probably have! The repository went live in April, 2019 with the ability to manually submit data. In August 2020, agencies were able to submit via an interface with Enterpol RMS. There are 38 agencies actively submitting citation data.

Why should I participate?

Officer safety is a huge priority and one way to assist in officer safety is with open communication and constant information sharing. In 2018, approximately 61.37% of law enforcement contacts were traffic related. Between April 22, 2021 and May 4, 2021 a survey of 1,036 officers and deputies were polled. Results indicated that 43% of their civilian contact was due to speeding, 24% vehicle equipment violations, and 9% for suspicion of criminal activity. This is a total of 76% of their contact being traffic related or documented via citations. (Harrison, B. (2021, June 30). *Stop, start, or continue? A national survey of the police about traffic stops*. RAND Corporation. Retrieved May 4, 2022, from https://www.rand.org/blog/2021/06/stop-start-or-continue-a-national-survey-of-the-police.html)

Prior to this data collection, much of this information could not be seen by any law enforcement agency aside from the issuing agency. As of September 2022, approximately 6,200 citations are now searchable throughout the state of Kansas through the KCJIS web portal.

eCitation also allows the user or supervisory staff to view how many citations were issued by their agency, per officer, violation type, or citation location.

How do I get started?

To begin manual submission to the repository, please contact Karli Koci at Karli.koci@kbi.ks.gov to receive the required Memorandum of Agreement (MOA). If you are an agency who uses Enterpol RMS, please contact Mike Brown for the Enterpol opt-in form, as well as Karli Koci for the MOA. Once these forms are completed, we will begin the process of submission. Training can be delivered in-person or virtually.

For those currently submitting citations either via manual entry or interface, please reach out to your surrounding agencies and encourage them to share their information by also submitting to the repository. There have been many positive changes and additions made to the eCitation repository and the benefits to submission continue to grow. If you are just now hearing about this project or have interest in having your agency participate, please reach out to the eCitation Program Consultant, Karli Koci at Karli.koci@kbi.ks.gov or (785) 940-1370 for more information. We look forward to working with your agency to get you involved and to share in the numerous benefits this repository has to offer.

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

Token Things

Token Orders

Did you know that tokens can be ordered in batches up to 99 at a time? For example, if you need to order 300 tokens, you will place four 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 in the KCJIS Authorization and Customer Information System (KACIS) including any PO Boxes and/or Suites. Tokens are shipped to the address listed in KACIS. If you need the tokens shipped to a 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 the incorrect Originating Agency Identifier (ORI).
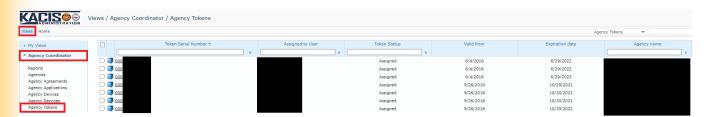
NEWS FROM THE KBI SERVICE DESK, CONTINUED
CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

Several agencies have tokens expiring at the end of October 2022. In total there are 709 tokens expiring at that time. Please keep track of when your tokens are expiring and allow a minimum of 3 weeks for your token order to process and be shipped to your agency.

Checking Token Expiration

It is important to keep track of when your tokens 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.

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 Kansas Bureau of Investigation (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.
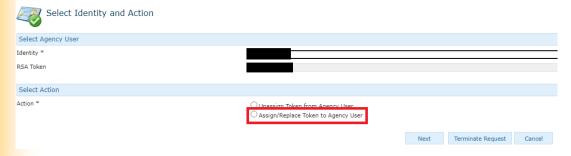
Token Assignments

There are various ways to assign tokens to Agency Users.

One way to assign tokens to agency users is to select Unassign Token from Agency User. This will remove the token from the users account before you are able to assign the new token. This method will remove the users PIN along with the token. They will need to login to the KCJIS Web Portal using only the code displayed on the front of the new token and set a new PIN.

The other option for assigning a token is by selecting Assign/Replace Token to Agency User. This will give you options to select a reason you are assigning a new token.

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

No matter which option you select (Broken, Broken Not covered under warranty, Lost, or Expired), the new token will be added to the user account as a Replacement Token. The existing PIN will transfer to the new token. The user only needs to login with the new token using the same PIN.

Please be sure to assign new tokens to users prior to the expiration of the old ones. The replacement tokens can be assigned 30 days in advance, if needed. For example, if your tokens expire October 29th, it is acceptable to assign the replacement token as early as September 29th.
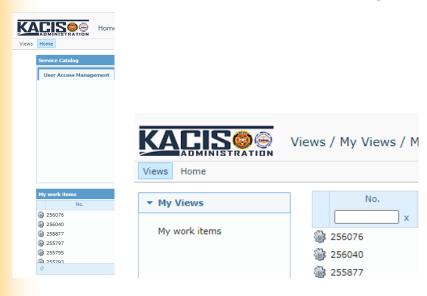
KACIS

KACIS Work Items

One very important item for TAC's to do on a regular basis is to check your My Work Items in the KCJIS Authorization and Customer Information System (KACIS). The My Work Items is where any open work items that are assigned to you are listed and are in need of your attention. Work items can include information regarding tokens or terminals that you as a TAC must click on to open the link and complete the requested action to avoid delays with your requested item.

You can access the My Work items on the Home screen under the Service Catalog section or under Views by selecting My Work Items as you see below.

If you would like assistance sorting through your My Work Items or have questions about the items in your listing, please feel free to contact the KBI Service Desk at (785) 296-8245 or ServiceDesk@kbi.ks.gov. Remember, a clean inbox is a happy inbox.

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

Desktop 4

Have you completed your installation?

If your agency is already running Desktop 4 or are in the process of pushing this to all of your terminals, thank you! If your agency has not completed this download, please install Desktop 4 as soon as possible.

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 have details on making 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 KBI Service Desk and let us assist you at (785) 296-8245 or ServiceDesk@kbi.ks.gov.

Important Phone Numbers

Below is a list of numbers and how they should be used:

(785) 296-8200 – Available to the public—This number rolls over to the Service Desk after 5:00pm.

(785) 296-8262 – KBI Agents and Amber Alerts—DO NOT SHARE WITH THE PUBLIC.

(785) 296-8245 – KBI Service Desk—DO NOT SHARE WITH THE PUBLIC. Call this number for token and NCIC assistance.

1-800-KS-Crime – Available to the public—Anonymous tip line—Tips can also be submitted at this website: Kansas Bureau of Investigation - Suspicious Activity Reporting (SAR) (ks.gov) (https://www.kbi.ks.gov/sar).

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

Warm Welcome

We have a new addition to the KBI Service Desk, Delena Frank.

Delena is from Valley Falls, KS and moved to Topeka in 2012. She is a Washburn Alumni and has a Bachelor's of Science degree, as well as Associate's degrees in Liberal Arts and Science. Previously, she worked at the KBI in the Information Services Division. Before the KBI she helped her family run Juli's Coffee and Bistro as an event manager/sous chef and barista. She has one adopted cat named Gizmo. In her free time she enjoys camping, reading, and learning how to ride her 2014 Honda Interstate motorcycle.

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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