Purpose

Madison Police Department (MPD) uses the Transaction Information for the Management of Enforcement (TIME) System/eTIME. The TIME system grants access to the following data service agencies: Wisconsin Department of Justice Crime Information Bureau (CIB), the FBI Criminal Justice Information Services (CJIS) Division, the FBI National Crime Information Center (NCIC), the National Law Enforcement Telecommunication System (NLETS), Canadian Police Information Centre (CPIC), the Wisconsin Department of Transportation (DOT), the Wisconsin Department of Natural Resources (DNR), and the Wisconsin Department of Corrections (DOC).

Procedure

SYSTEM USAGE

ONLY authorized users shall use the TIME system for valid law enforcement/criminal justice purposes. At no time will any user use the TIME system to run any family member or anyone with whom the user is closely associated. Should a situation arise wherein the subject who needs to be run through the TIME system is closely affiliated with the user, the user will request another officer, staff member, or a supervisor run the subject.

PENALTY FOR MISUSE

The Department of Justice Crime Information Bureau, as well as the MPD, may investigate any alleged misuse of the TIME System. This includes running family members or other subjects with whom the user is closely associated for criminal justice purposes during the normal course of work, running information for personal use, and running information that is in direct conflict with the regulations set forth by the FBI and CIB for the use of the TIME system. Individuals determined to have misused the TIME system may be subject to internal discipline, criminal and/or civil penalties under state and federal law.

SECURITY

TIME Agency Coordinator

The MPD shall designate an individual to serve as a TIME Agency Coordinator. The Coordinator may designate authorized contacts to fulfill various roles and responsibilities in the administration of the TIME system. The Coordinator’s responsibilities are to ensure that authorized users are trained and in compliance with CJIS, FBI and MPD policies and regulations. They also serve as the administrator of TIME interfaces to departmental applications/systems and terminal designations. Additionally, the Coordinator is responsible for the completion of audits performed by CIB and the FBI. In order to maintain our agencies access to the TIME system, it is essential that all staff comply with all requests from the Coordinator or their designee.

General Security

Access to TIME terminals shall be limited so that only authorized users will be able to view and access information from the system. In order to qualify for authorization, a TIME user must pass an initial background check, complete initial certification within six months, and maintain applicable TIME certifications bi-annually.
CRIMINAL HISTORY RECORD INFORMATION (CHRI/III)

Information from CHRI and the FBI Interstate Identification Index (III) shall only be obtained for designated purposes outlined below. This information is not to be disseminated to non-criminal justice agencies or persons. Dissemination to another criminal justice agency requires a secondary dissemination log that will be maintained for one year. The original authorized user must ensure that the recipient is properly authorized, and for valid purposes, to receive the information. CHRI/III records received cannot be disseminated via radio broadcast or cellular phones unless there is a situation affecting the safety of an officer or the general public.

Authorized Purpose Codes

- **Code C**: Code C is used for Criminal Justice/Law Enforcement purposes and is accepted by CIB and the FBI. Adult and juvenile records will be supplied. This code is used for official duties in conjunction with the administration of justice (such as detection, apprehension, detention, prosecution, etc.).

- **Code J**: Code J is used for Criminal Justice/Law Enforcement employment applicants and is accepted by CIB and the FBI. Adult and juvenile records will be supplied.

- **Code D**: Code D is used Domestic Violence/Stalking and is accepted by CIB (only adult records will be returned) and the FBI (only returns information not sealed by state). This code is used by agencies providing a record to a court hearing for Domestic Violence, and is for court use only. Actual Domestic Violence incidents will use Code C.

- **Code H**: Code H is used for checking suitability of Public Housing Applicants and is accepted by CIB (for adult records only) and the FBI (for identification only).

- **Code F**: Code F is used for the return of Firearms to Lawful Owner and is accepted by CIB and the FBI. Both adult and juvenile records are supplied. This code is used for the return of firearms to owners after theft, improper seizure, etc.

- **Code E**: Code E covers other Authorized Employment Purposes and is accepted by CIB ONLY (which ONLY supplies adult records). The FBI will not accept this code. This code is used for when criminal history is required by state statute, local ordinance, or federal regulation.

Storage and Disposal of CHRI Information

CHRI/III records shall not unnecessarily be maintained in case files to avoid disclosure of out-of-date/inaccurate records under Wisconsin open records law. Cases that are e-Referral may contain CHRI/III information, however it is not considered part of the case documentation and is not subject to open records. When no longer needed, data from the TIME System shall be disposed of by the user in a secure manner via shredding.

Probable Cause/Hit Confirmation

A hit on TIME is not sufficient for probable cause. A hit on TIME only comprises part of the probable cause analysis and must be viewed in conjunction with other available information. As the time period increases, the significance of the hit decreases. When a hit confirmation request is received via dispatch or directly to the OIC, the OIC is responsible for providing timely confirmation back to the requesting agency.

CHRI/III INFORMATION

On the CHRI/III request screens, the attention field shall contain the user's IBM# and the additional information field shall contain the case number. If no case number exists, a brief explanation of why the request was run will need to be entered.

TIME and NCIC Management of Records

Only staff with Advanced TIME Certifications shall be allowed to enter, modify, and remove records from TIME/NCIC. Once a record has been entered or modified a secondary check will be completed by a staff
member whom did not enter or modify the original record. Validation of all entries into TIME/NCIC shall be completed as designated by CIB.

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