



**Division of State Patrol
Policy and Procedure**

Number 5-4

Subject TIME SYSTEM INQUIRIES	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to have its employees make effective use of State and National law enforcement records via the Wisconsin Department of Justice Transaction Information for Management of Enforcement (TIME) System computer network.

II. DEFINITIONS

- A. BOT – MACH WI TIME Inquiry
- B. CAD – Computer-Aided Dispatch
- C. CFS – Call for Service
- D. CIB – Crime Information Bureau
- E. DOT – Department of Transportation
- F. Enforcement contact – a citizen contact that results in any type of enforcement action. This may include, but is not limited to, a warning, citation, crash investigation, an ongoing criminal investigation, a criminal referral, and/or an arrest.
- G. MACH – Mobile Architecture for Communications Handling
- H. MDC – Mobile Data Computer
- I. MDCN – Mobile Data Communications Network
- J. NCIC – National Crime Information Center
- K. NLETS – National Law Enforcement Telecommunications System

- L. Non-enforcement contact – a citizen or vehicle contact that doesn't result in enforcement action. An example is a motorist assist or crash. A non-enforcement contact does not include momentary contacts with the public of a general nature that are not related to the daily activity of troopers/inspectors.
- M. TIME – Transaction of Information for Management of Enforcement

III. PROCEDURE

A. Trooper/Inspector

- 1. For all enforcement contacts and non-enforcement contacts, troopers/inspectors shall gather and provide the following information to the region/post communication center by radio or through the MDCN by entering the information into the MACH CFS Resources fields.
 - a. Information to be provided during any enforcement contact:
 - 1) Required information
 - i. Driver Information (10-27): name (first, middle, last), date of birth, sex, and race
 - ii. Vehicle Information (10-28) if the contact involves a vehicle registration: plate number, registration plate type, and registration state, or vehicle identification number (VIN)
 - 2) Optional information, may be obtained within legal constraints
 - i. Passenger Information (10-27): name (first, middle, last), date of birth, sex, and race
 - b. Information for any non-enforcement contact:
 - 1) Required information
 - i. Vehicle Information (10-28) if the contact involves a vehicle registration: registration plate number, registration plate type, and registration state, or vehicle identification number (VIN)
 - 2) Optional information, may be obtained within legal constraints
 - i. Driver Information (10-27): name (first, middle, last), date of birth, sex, and race

- ii. Passenger Information (10-27): name (first, middle, last), date of birth, sex, and race
2. The troopers/inspectors shall ensure that a MACH BOT inquiry is run on all vehicle and individual information obtained under Section III. A. 1. prior to the conclusion of the contact. The contact has concluded when the vehicle and occupants are free to leave the scene. A MACH BOT inquiry consists of, at a minimum, the following:
 - a. For a Wisconsin resident/vehicle, checks of Wisconsin DOT, CIB, and NCIC records
 - b. For out-of-state resident/vehicle, checks of Wisconsin DOT, NLETS from the individual's/vehicle's state, CIB, and NCIC records
 - c. In the event the inquiries are not made due to a system outage or the trooper/inspector is called away due to another emergency, a note shall be made in the MACH CFS Notes indicating that the inquiry was not made at the time of the stop and the reason why.
3. For each subject identified under Section III. A. 1., the following shall be entered into the MACH CFS Resources fields, if available:
 - a. Select the appropriate person type from the drop-down list.
 - b. Name: Last, First, Middle
 - c. Date of Birth (DOB)
 - d. Gender
 - e. OLN and State
 - f. Address Line 1, City, State, Zip Code
 - g. Optional information:
 - 1) Phone number, should be entered if obtained
 - 2) Notes (example seat position, alias, unit # for a crash)
4. For each vehicle identified under Section III. A. 1., the following shall be entered into the MACH CFS Resources fields, if available:
 - a. Select the appropriate vehicle type from the drop-down list.
 - b. Color
 - c. Make

- d. Model
 - e. Plate and State
 - f. Vehicle Identification Number (VIN)
 - g. Optional information:
 - 1) Notes (unit # for a crash, vehicle location, vehicle owner's name)
5. The following information may not be entered into a MACH CFS record:
- a. Carrying a concealed weapon (CCW) permit information, including permit numbers. It is permissible to record in CAD that verification of a CCW permit was run.
 - b. Criminal history records or information obtained from the criminal history records. It is permissible to record in CAD an individual's state criminal history identification number and FBI number.
 - C. Any other information prohibited by law.
6. Follow guidelines set forth in P&P 5-11, Region Orders, and other applicable policies.
7. Confirm all NCIC and CIB matches by radio with the region/post communication center.
8. Provide additional information to the region/post communication center when necessary.
9. Take appropriate action as indicated in the NCIC, CIB, NLETS, and/or Wisconsin DOT responses.
10. Maintain confidentiality of TIME system records as required by State and Federal law.
- B. Law Enforcement Dispatcher
- 1. Receive and run all MACH BOT inquiries from sworn staff. A MACH BOT inquiry consists of, at a minimum, the following:
 - a. For a Wisconsin resident/vehicle, checks of Wisconsin DOT, CIB, and NCIC records
 - b. For out-of-state resident/vehicle, checks of Wisconsin DOT, NLETS from the individual's/vehicle's state, CIB, and NCIC records
 - c. Articles – CIB, and NCIC, records.

- d. In the event of a system outage, a note shall be made in the MACH CFS Notes indicating that the inquiry was not made due to a system outage.
2. Provide a return by radio for all inquiries through the communication center. Troopers/inspectors have the discretion to request no return be given on a particular inquiry.
3. Submit all positive NCIC and CIB responses received from the field and in the communication center for confirmation and follow-up.
3. When requested, assist troopers/inspectors with entering individual/vehicle information into the MACH CFS Resources fields in accordance with the guidance under Section III. A. 1.
4. Return the Wisconsin DOT, NLETS, NCIC, and CIB responses to the requesting troopers/inspectors, follow guidelines set forth in P&P 5-5, Region Orders, Post Standard Operating Procedure (SOP), Radio Communications SOP, and approved training.
5. Maintain confidentiality of TIME system records as required by State and Federal law.

IV. REFERENCES

- Communication Center Procedure Manual, State of Wisconsin, Division of State Patrol, May 2017 Edition
- Driver's Privacy Protection Act of 1994, 18 U.S. Code § 2721-2725
- P&P 5-5, Wanted Person Entry
- P&P 5-9, Mobile Data Communications Network
- P&P 5-11, Mobile Data Computer
- Radio Procedures, A Training Guide For Law Enforcement Officers (Student Manual), Wisconsin Department of Justice, Law Enforcement Standards Board, December 2014 Edition
- Vehicle Contacts, A Training Guide For Law Enforcement Officers (Student Manual), Wisconsin Department of Justice, Law Enforcement Standards Board, December 2014 Edition