

WYOMING LIVESCAN DEVICE INSTALLATION CHECKLIST

This document is intended to assist criminal and non-criminal justice agencies within Wyoming to make a comprehensive decision of a livescan product and to help with installation of the livescan device. Many livescan vendors have a survey/checklist devised for installation. Thus, installation from these vendors may not need this extensive list. Agencies are encouraged to discuss these questions below with competing vendors. If you have any questions please call the AFIS Unit at 307-777-6328.

1. Livescan Features

- 1.1. Does the livescan device have proper system security features? ____
 - 1.1.1. Is antivirus software included with the livescan purchase or will the agency be responsible for providing software? _____
 - 1.1.2. Will the livescan have a log-on screen for authorized purposes? _____
- 1.2. Is the device compliant with the Western Identification Network Electronic Biometric Transmission Specifications (WIN EBTS)? ____

(In order to send criminal and applicant transactions via Wyoming DCI, WIN, and FBI the files must be in compliance with the National Institute of Standards and Technology (NIST) standards. NIST files are standard for electronic submission of fingerprint images and other data to DCI and the FBI)

 - 1.2.1. Does the device have a Transaction Control Number (TCN) formulated for transmission to the state? ____

(Majority of devices within Wyoming generate a TCN beginning with the agencies' ORI if your agency does not have an active ORI please contact Wyoming DCI for further instructions on TCN formulation)
- 1.3. Is a printer included in the purchase for printing out a hard copy of the fingerprints and associated information? ____
 - 1.3.1. Have IP addresses been assigned to the printer? _____
- 1.4. What type of optics and capturing device is included?

(The type of optics and capturing device can affect quality of the fingerprint image. It may be useful to understand how the fingerprint is being captured and what the limitations are of the capturing device)

2. Maintenance and Warranty

- 2.1. Does the vendor offer a warranty and/or maintenance plan? ____

(DCI has limited resources regarding livescan maintenance)

 - 2.1.1. If maintenance is included, does the vendor offer remote access for maintenance? ____

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(DCI controls all state access points. Authorization by contractor will have to be approved by DCI)

3. Pre-implementation Tasks

3.1. Will your agency be transmitting electronically to Wyoming Division of Criminal Investigation (DCI)? _____

(If answer is no, then no further action is required in this section)

3.2. Does your agency have Ethernet network drops near where the livescan is to be installed?

(Communicate with the vendor what type network drops are needed for Ethernet connection to the livescan)

3.3. Has your agency verified with the vendor what kind of power is needed and how many outlets are needed to connect power to the livescan? _____

3.4. Has your agency contacted DCI? _____

(Please have the following in mind when contacting DCI)

3.4.1. Does your agency have a dedicated circuit for livescan transmissions? _____

(If not please answer the following)

3.4.1.1. Does your agency want to transmit over the agencies dedicated NCIC circuit?

(For Criminal Justice agencies only)

3.4.1.2. Does your agency want to transmit over a new dedicated circuit? _____

3.4.2. Does your agency have WAN access to the State's GTC (Global Transaction Controller)?

3.4.3. Have IP addresses been assigned to the livescan? _____

(You will need to have an IP, subnet, and Gateway address to secure connection to the state)

3.4.4. Will the device be used for criminal justice purposes? _____

3.4.4.1. If so, the device needs to be in a secure area. Explain where the device will be located?

(A secure area is considered an area that cannot be seen by the public)

3.5. Will the device be configured to transmit via FTP (file transfer protocol), NFS (Network File System), or SMTP (Simple Mail Transfer Protocol)? _____

(The State's GTC supports only these three network protocols. Majority of the livescan devices in Wyoming send data via FTP to the GTC)

3.6. Does the vendor have a way of printing a hard copy of the fingerprints and associated information at DCI? _____

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(Per DCI policy, there must be a hard copy with the electronic transaction. As of now, DCI does not have a print server that is compatible with all types of livescan. The contractor will have to provide DCI with a printer and print server in order to print a hard copy)

3.7. Does your agency have a Records Management System (RMS)? _____

3.7.1. If your agency has RMS, will your agency install a Demographic Interface (DI)? _____
(A demographic interface pushes files from the RMS system to the livescan machine; thus, auto-populating fields that have been entered in RMS for example the subject's name, DOB, SSN, etc. If the installation includes a DI the agency will need to communicate with the vendor on how the connection will be set up)

4. Installation and Personnel Training

4.1. Has DCI been contacted for testing? _____

(Testing must be completed to electronically submit transactions to DCI. The questions below are to assist with testing)

4.1.1. Does the device have the capability to electronically transmit criminal arrest information called a CAR type of transaction (TOT) to DCI? _____

4.1.1.1. If so, has this TOT been tested? _____

4.1.2. Does the device have the capability to capture and transmit palms? _____

4.1.2.1. If so, has this capability been tested with CAR TOT test? _____

4.1.3. Does the device have the capability to electronically transmit criminal justice applicant information called a MAP TOT to DCI? _____

4.1.3.1. If so, has this TOT been tested? _____

4.1.4. Does the device have the capability to electronically transmit regular applicant called NFUF? _____

(At this time, DCI does not accept NFUF electronic transmissions; however, this may be possible in the future)

4.2. Does the vendor offer user training? _____

4.3. Does the vendor offer system manager training? _____