A LOOK INTO NCIC VALIDATIONS- AGENCY RESPONSIBILITES

TAC CONFERENCE 2020

NCIC

- The National Crime Information Center (NCIC) is a nationwide, computerized information system established as a service to all criminal justice agencies (local, state, and federal)

- The goal of NCIC is to help the criminal justice community perform its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information

CRIMINAL JUSTICE AGENCY AGREEMENT

- Acknowledges that validations are required for the following NCIC records (boat, license plate, vehicle, gun, securities, persons, selected article files)

- This agency should confirm the record(s) are complete, accurate, and if they are still outstanding or active

- This agency also recognizes its own liability for the content and validity of records entered under this agency's ORI

MAINTAINING INTEGRITY OF NCIC RECORDS

Agencies that enter records in NCIC are responsible for

- Accuracy

- Completeness

- Timeliness

- Security

- Dissemination

INQUIRY

Four types of inquiries may be made into the NCIC System:

- On-line Inquiries

- On-line Requests for Off-line Searches

- On-line Requests for Statistical Data

- On-line Requests for Batched Inquiries

STAGES OF AN NCIC RECORD

- The purpose of an entry message is to place a new record on file or to append supplemental records to those already on file

- During an Entry, or Enter-supplemental transaction, new data entered may cause an Inquiry transaction to occur

MODIFICATION

- The purpose of a modification message is to add, delete, or change a portion of data which are part of a record

- A record may be modified only by the agency that entered the record as long as the record is in active status

LOCATE

- The purpose of a locate message is to indicate (until the originating agency clears the record) that the wanted person has been apprehended or the property has been located

CLEAR

- The purpose of a clear message is to indicate location of a missing person, apprehension of a wanted person, if not detained, or recovery of property on file in NCIC

CANCELLATION

- The purpose of a cancellation message is to remove an entire record or supplemental record(s) from any file

- When a record is cancelled, all supplemental records appended to it are also automatically cancelled

- A record may be cancelled only by the agency that entered the record

VALIDATING

- Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active

- Validation procedures must be formalized and copies of these procedures must be on file for review during an FBI CJIS audit

- In addition, documentation and validation efforts must be maintained for review during such audit

VALIDATED

STEPS OF VALIDATION

- Verify entry should still be on NCIC

- Verify entry is correct and complete

- Pack the record with additional information

- Provide as much information as possible to enable "HITS"

MONTHLY VALIDATIONS

- Validations are made available on the system for you to download the **first Monday after the first Saturday of every month**

- Once they are on the system BCI will put a MOTD that you will see when you log into UCJIS

- Your agency can download them on the STFP server

REQUIREMENTS FOR THE STFP SERVER

- Download WinSCP

- Static IP Address must be registered

- User Name: ORI (lower case ut)

- Request agency password via email from your Field Service Representative

$F MESSAGES

- Failure to validate entry previous month

- BMSG will notify you for each entry

- If not validated they will purge the following month

$P MESSAGES

- NCIC entry purged for failure to validate

- Entry will need to be re entered on NCIC if it should be listed still

- BMSG will notify you for each entry

HELPFUL REMINDERS FOR DIFFERENT NCIC RECORDS

ARTICLE

- A record for any item in the theft report which is valued at $500 or more and has a unique manufacturer-assigned serial number and/or an owner-applied number may be entered

- Office equipment, television sets, and bicycles may be entered regardless of value

- If the value of property taken in one theft exceeds $5,000, a record for any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number may be entered

ARTICLE

A record for any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number may be entered if:

- The circumstances of the theft indicate that there is a probability of interstate movement.

- The seriousness of the crime dictates that an entry should be made for investigative purposes.

ARTICLE

- Agencies must have documentation (electronic or hard copy) on file to support an article entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft can make an NCIC entry

ARTICLE RETENTION

- An article record containing a TYP Field code beginning with "Q", "T", or Z will be retained in the NCIC Article File until it is cleared or cancelled by the originating agency

- All other article records are retained for the balance of the year entered plus an additional year

- Ten days after the article(s) in a record is reported located, it is retired

FELONY WARRANTS

- All felony warrants in the Courts' record management system are being uploaded to NCIC under the ORI of the associated law enforcement agency

- Once those warrants are entered, the law enforcement agency becomes the "owner" of the record

FELONY WARRANTS

- Law enforcement agency will be notified through Broadcast Messages

- Message will contain: – Name – DOB – NIC Number

- Courts will enter felony warrants into the Warrant Database

- Batch job will pick it up and send it to NCIC

- NCIC Entry will then be made and a broadcast message sent to the LE agency who will own the NIC

GUN

- For NCIC purposes, a gun is defined as any weapon, including a starter gun, which is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive

- Records for serially numbered weapons that are stolen may be entered into the file if a theft report has been made

GUN RETENTION

- Stolen, lost, and felony gun records will remain on file until action is taken by the originating agency to clear or cancel the record

- Recovered gun records will remain on file for the remainder of the year entered plus 2 years

- Ten days after a locate is placed on a stolen, lost, or felony gun record, the record is retired

PO

- The Protection Order File (POF) contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person

PO RETENTION

- A PO record will remain active until it is canceled or cleared by the entering agency or until the order expires

- Records for protection orders that have no expiration are referred to as non-expiring records (NONEXP) These records will remain active until cleared or canceled by the entering agency

VEHICLE

- For NCIC purposes, a vehicle is any motor-driven conveyance (except a boat) designed to carry its operator

VEHICLE

- Agencies must have documentation (electronic or hard copy) on file to support a vehicle entry

- All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft

- Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus 4

WANTED PERSON

- Agencies must have a warrant (electronic or hard copy) on file to support a wanted person entry

- Only the agency that holds the warrant may make an NCIC wanted person entry

- Wanted person records have an unlimited retention period
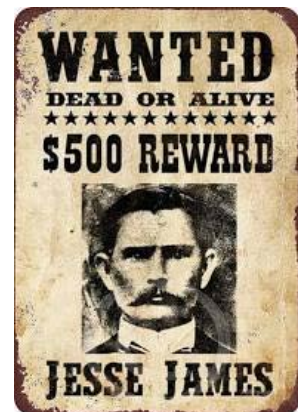
CONFIRMING A "HIT"

HIT CONFIRMATION

- "HIT" is a match to an inquiry into the NCIC system

- Any agency which receives a record(s) in response to an NCIC inquiry must confirm the hit on any record(s)

- The confirmation procedure is based on two levels of priority: Urgent and Routine

HIT PRIORITY

- **Urgent:** The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified

- **Routine:** The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required

HIT CONFIRMATION

After establishing the priority level, the agency should then follow these procedures:

- Upon receipt of a hit confirmation request, the ORI of the record must furnish a response within the designated timeframe

HIT CONFIRMATION

- If the agency requesting confirmation does not receive a response within the designated timeframe, the agency should generate a second request

- If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff

HIT CONFIRMATION

- NLETS is the recommended network for hit confirmation. Even if the initial confirmation is handled via telephone, NLETS should be used for documentation.

- NLETS has created an inquiry (YQ) and a response (YR) format for hit confirmation. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

- Every agency upon taking a person into custody identifying a missing person, or acquiring property, after confirming the hit, must place a locate on the corresponding NCIC record(s).

HIT CONFIRMATION

- Exception: If the missing person has been positively identified by partial body parts, the locating agency should determine if the entering agency wants the record to be located

- The record may remain in NCIC for future positive identification in the event additional body parts are subsequently recovered

- Agencies are encouraged to maintain copies (electronic or hard copy) of hit confirmation information, to include YQ and YR messages, to assist in the event that the agency needs to provide evidence of the actions(s) it has taken pertaining to a hit confirmation

RESOURCES

- NCIC Operating Manual

- NCIC Code Manual

- Ctrl + F (Search Tool)