NCIC:YQ,YR,LOCATE & MORE

TAC Conference 2022

Helpful Definitions

"HIT"

A "**hit confirmation**" is when the entering agency entered a record into NCIC about a person or property is contacted by another agency to: **Confirm** the person or property is identical to the person or property specified in the file.

When your Agency has a HIT…

Immediately contact the originating agency to determine if HIT is valid

This includes YQ and YR messages

YQ

YQ1 - Hit Confirmation Request On Vehicles

YQ2 - Hit Confirmation Request On Persons (Wanted/missing)

YQ3 - Hit Confirmation Request On All Other Files

YR

Priority 1: Urgent

You have no other reason to detain the subject

Must confirm in 10 minutes

YR

Priority 2: Routine

You have person or object in custody, and have more time to work with

Must confirm in 1 hour

Locate Messages

Finds the item/person

Apprehends the wanted person, or

Recovers the property

Locate Messages

Transmitted when an agency *other than the originating agency* of record locates an entry

Shows as located until originating agency clears the record

Agreement of Agency

Criminal Agency User Agreement

AGENCIES WITH NCIC AND/OR SWW ENTRY ACCESS

VALIDATION: This agency acknowledges that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders). This agency should confirm the record(s) is complete, accurate, and is still outstanding or active.

HIT CONFIRMATION: If this agency is not a 24-hour agency, it must have an agreement with a 24-hour agency who will monitor and respond to any NCIC hit confirmations in accordance with the policies and procedures set forth by the International Justice and Public Safety Network (Nlets) and NCIC. This agency also recognizes its own liability for the content and validity of records entered under this agency's ORI.

TIMELINESS: This agency agrees that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure maximum system effectiveness.

LOGGING: A log shall be maintained on all NCIC and III transactions. BCI maintains this log electronically as per the *CJIS Security Policy*.

HIT Confirmation

How to Confirm a HIT

Correct NCIC procedure requires the agency which placed the record in file be contacted by the inquiring agency to confirm that the data are accurate and up-to- date

YQ & YR
    Q - Query
    R - Response

YQ

Message Details

ORI:

UTBCI0000

Message Type:

YQ

Message Summary:

You have a YQ message.

Message:

```
ORIGINATING ORI: UTBCI0000
DESTINATION ORI(S): UTBCI0000
Received Date: 12/15/2021 06:18
Filed Date: 12/15/2021 06:18
****HIT CONFIRMATION REQUEST  - FIRST NOTICE
****RESPONSE PRIORITY: ROUTINE-RESPOND WITHIN ONE HOUR****

OCA/9998887777 .NIC/ V761416156
*** STOLEN/FELONY VEHICLE ***

VIN/ JD123456789T .VYR/2018.VMA/GMC
NAME OF REQUESTER: WTHOMSEN
AGENCY NAME:  SALT LAKE CITY POLICE DEPT
PHONE:   8011234567
FAX:  8011234567
REMARKS:  PLEASE CONFIRM THE ABOVE VEHICLE IS STOLEN FROM YOUR DEPT \
IT WAS LOCATED AT 1 BRAD ERICKSON WAY  IT APPEARS DRIVEABLE BUT UNKNOWN
IF THERE ARE KEYS \ REFER TO OUR CASE 211800394 \ PLEASE ADVISE IF
OWNER WILL RESPOND TO PICK UP VEHICLE \ PLEASE CONTACT OUR FOLLOW UP
DETECTIVES AT 8011234567  DURING REGULAR BUSINESS HOURS FOR ANY
FURTHER INFORMATION \ THANK YOU
```

Start Date:

12-15-2021 06:18

YR

Message Details

ORI:

UTBCI0000

Message Type:

YR

Message Summary:

You have a YR message.

Message:

```
ORIGINATING ORI:UT0180300
DESTINATION ORI(S):UTBCI0000
Received Date: 12/15/2021 09:04
Filed Date: 12/15/2021 09:04
****HIT CONFIRMATION RESPONSE****
THE RECORD BELOW: IS CONFIRMED
OCA/211800394 NIC/ V761416156
*** STOLEN/FELONY VEHICLE ***
NAME OF REQUESTER: WTHOMSEN
CONFIRMING AGENCY: BCI
ADDITIONAL HOURS REQUIRED:
PHONE: 8011234567
FAX:
REMARKS:  THE ABOVE VEHICLE IS CONFIRMED AS STOLEN\ RO IS UNABLE TO
RESPOND\ADVISE WHO IS IMPOUNDING VEHICLE\ PLEASE SEND LOCATE\ FOR
FURTHER INFO PLEASE CONTACT OUR DET AT 8011234567  MON-FRI 0830-1630\
REFER TO CASE 21-181406\ THANK YOU\
```

Start Date:

12-15-2021 09:04

HIT Confirmation Agreement

NCIC HIT CONFIRMATION AGREEMENT

This agreement is between _____ (Servicing Agency) and _____ (Recipient Agency).

All of the information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI and the State of Utah. Access to any of these files is restricted to criminal justice purposes only. Violation of dissemination, privacy, and security regulations may result in civil sanctions or criminal prosecution of the person(s). Utah Code Annotated 53-10-108(12)(a) states:

It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by the division or any information contained in a record created, maintained, or to which access is granted by the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

If the servicing agency is acting on behalf of the recipient agency with the handling of NCIC records, both agencies must abide by the following FBI CJIS Security Policy regulations:

- **Timeliness**: Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
- **Validation**: Both agencies acknowledge that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders).
- **Hit Confirmation**: In the event that the recipient agency is not a 24-hour agency, the servicing agency will monitor and respond to any NCIC hit confirmations after business hours in accordance to the policies and procedures set forth by NCIC on behalf of the recipient agency. The servicing agency agrees to respond to a priority NCIC hit confirmation within ten (10) minutes or within one (1) hour on a routine NCIC hit confirmation. The servicing agency will be responsible for responding to all hit confirmation requests between the hours of _____ and _____, on the following days: _____.

This agreement is effective beginning _____.

This agreement may be terminated by either party based on a thirty day written notice. The servicing agency has the right to suspend furnishing information under this agreement when any rule, policy, procedure, regulation, or law described in the FBI CJIS Security Policy, the NCIC Operating Manual, the BCI Operating Manual, or UCA 53-10-108 is violated or appears to be violated. By signing this agreement, both parties agree to abide by all federal and state laws governing UCJIS information.

Page **1** of **2**

_____   _____
Signature of Servicing Agency authorized representative   Date

_____
Servicing Agency phone and email

_____   _____
Signature of Recipient Agency authorized representative   Date

_____
Recipient Agency phone and email

Page **2** of **2**

HIT Confirmation Agreement

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YQ and YR Extras

The UCJIS Help Desk monitors the YQ when the original comes through and watch for the YR

If YR is not sent in a timely manner it is tracked and Field Services refers to the tracker when auditing your agency

Timeliness

Timely Inquiries

NCIC policy demands "Timely Inquiry"

Inquire *before* writing arrest or citation document

Inquire before releasing person from incarceration

Inquire when impounding a vehicle

Inquire on those who appear at a custodial facility to visit inmates

Timely Inquiries

Initiated before an officer begins writing an arrest or citation document of any kind

Prior to the release of a person who has been incarcerated

Inquiry is made upon those who appear at a custodial facility to visit inmates

Timely Modification

Occurs as soon as possible following the detection of erroneous data

As soon as possible following the receipt of data not already stored in the record

Timely Locate

Once the record has been confirmed with the entering agency Locate will add the following:

Timely Locate

ORI of locating agency

Date and time of locate

Wanted Person – will indicate if they are being detained, extradited, or no extradition

Timely Locate

Entering agency should clear or cancel the entry after a locate has been received

Missing Person – will delete the record, the entering agency will be notified by a $.L. message

Other files will stay on system for 10 days then will be purged

Don't Locate

Do not place a locate message when hit contains **NOEX** in Miscellaneous (MIS) Field

Or when you are located outside of extradition limits

Or on your own agency's record

Timely Removal

Immediate removal of the record once you have documentation that the fugitive has been arrested or is no longer wanted

When the property has been verified that it is recovered

After a locate has been placed on the entry

Validation

Validating

Verify that the entry should still be on the NCIC system

The validation should be completed by the listing agency a.k.a. the ORI that is listed on the entry

Validations are available monthly
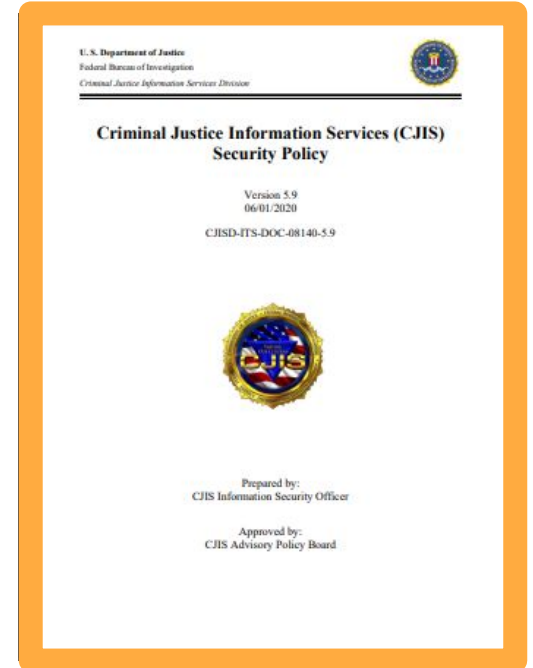
"PACK" the record

Great Starting Point

Logging

Logging

A log shall be maintained on all NCIC. BCI maintains this log electronically. *As per CJIS Security Policy*

BMSG

BMSG

$F	02/06/2022 22:20 $.F. IN0100000000VSFFG00 UT0104000 DELA	02-06-2022 22:20
LS	Update for TCN/OTN: UT63993547 Name (Last, First): VILLARREA	02-06-2022 22:24
SC	TCN=63993539 ,Result=NON-IDENT, Name=BENNETT,CAMERON	02-06-2022 22:21
$F	02/06/2022 22:21 $.F. FAILURE TO VALIDATE UTBCI0000 THE F	02-06-2022 22:21
$F	02/06/2022 22:21 $.F. FAILURE TO VALIDATE UTBCI0000 THE F	02-06-2022 22:21
$F	02/06/2022 22:21 $.F. FAILURE TO VALIDATE UTBCI0000 THE F	02-06-2022 22:21
$F	02/06/2022 22:21 $.F. FAILURE TO VALIDATE UTBCI0000 THE F	02-06-2022 22:21
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$F	02/06/2022 22:21 $.F. FAILURE TO VALIDATE UTBCI0000 THE F	02-06-2022 22:21
$F	02/06/2022 22:21 $.F. FAILURE TO VALIDATE UTBCI0000 THE F	02-06-2022 22:21

$.F. / $.P.

$.F.

The NCIC System will generate a $.F. Failure to Validate Notification to the ORI on the Monday following the first Sunday of the month. The $.F. notification serves as a warning for the agency to validate the record or the NCIC System will retire the record during the next purge cycle. If the record is not validated by the first Sunday of the following month, the NCIC System will retire the record and generate a $.P. Purge Failure to Validate Notification.

$.P.

$.P. Purge Failure to Validate Notification For those state/federal agencies using the on-line validation process, the NCIC System will automatically retire all records that have not been validated in the required time frame. The NCIC System generates a $.P. Purge Failure to Validate Notification that is sent to the ORI for records retired due to the failure to validate.

$.P.

$.P. PURGE FOR FAILURE TO VALIDATE
MD1012600
NCIC VALIDATION PURGE 20060206. THE FOLLOWING RECORD HAS BEEN PURGED
BY THE FBI DUE TO YOUR FAILURE TO VALIDATE. YOU MAY REENTER IF YOU DETERMINE
THE INFORMATION IS VALID, ACCURATE AND COMPLETE.
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/2007 LIT/PC
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/20050909
NOA/Y
OCA/56789

NIEM

This screenshot below is the successful response when entering an article to NCIC

```
NcicResponse:
  Acknowledgment:
    CaveatText:
    - "NIC/A220022872 SER/1234567890 OCA/TEST12312312 ** TEST** THIS RESPONSE IS FROM\
      \ THE NCIC TEST SYSTEM."
    NIC: "A220022872"
```

This one is a successful response for modifying an article

```
NcicResponse:
  Acknowledgment:
    CaveatText:
    - "MODIFY NIC/A220022872 ** TEST** THIS RESPONSE IS FROM THE NCIC TEST SYSTEM."
```

This is when entering incorrectly

```
NcicResponse:
  Error:
    Code: 400
    Message: "Validation Message"
    ValidationError:
    - "bra: size must be between 2 and 6: [HUSQC=VA]"
```

```
NcicResponse:
  Reject:
    RejectMessage: "REJECT - NOT AUTHORIZED ** TEST** THIS RESPONSE IS FROM THE NCIC\
      \ TEST SYSTEM."
    CaveatText:
    - "TN011661881021743.LG.UTBCI0000.NIC/G810051201.0CA/897436561DSA.20"
```

```
NcicResponse:
  CaveatText:
  - "ATTENTION: THE QQ SEARCHES UP TO THE LAST 30 DAYS OF DATA. USE OFFLINE FUNCTIONALITY\
    \ FOR A MORE COMPREHENSIVE SEARCH."
  NoHit:
    CaveatText:
    - "NO RECORD"
    NAM: "SIMPSON, SIMPSON SIMPSON"
    DOB: "1990-01-01"
```

Resources

Utah Department of
Public Safety - TAC
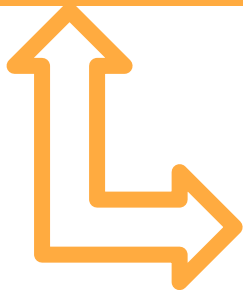
Welcome!

TAC

Featured Services

Forms

Manuals

Upcoming Trainings

Contact Information

Missing Persons/Alerts Resources

CJIS Acronyms Quick Reference

FBI/NCIC/III Manuals

NCIC Operating Manual

NCIC Code Manual

Questions ?