

# Protection Order Validations





# NCIC Requirements

- NCIC records must be kept accurate and up-to-date
  - modification to update information
  - validations
- Agencies that enter records in the NCIC System are responsible for their accuracy, timeliness, and completeness

# 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.

\_\_\_\_\_

Signature of Servicing Agency authorized representative

\_\_\_\_\_

Date

Servicing Agency phone and email

\_\_\_\_\_

Signature of Recipient Agency authorized representative

\_\_\_\_\_

Date

Recipient Agency phone and email

# Validations

The background features a series of overlapping, curved shapes that create a sense of depth and movement. The colors transition from a deep red on the left to a bright yellow on the right, with various shades of orange in between. The shapes are smooth and rounded, resembling segments of a circle or a stylized wave.



# When to Validate

- Within 60-90 days after entry
  - NCIC will automatically keep track of all that needs to be validated and when
- Annually thereafter



# When are Validations Available?

- Validations are available from the FBI the week of the first Monday following the first Saturday of the month
- Validations are available on SFTP servers for agencies to access for one week



# Downloading Validations

Utilizing an SFTP Server



# Logging into the SFTP Server

Host name:

sftp.dps.utah.gov

Port number:

62222

User name:

ut0300000

Password:

●●●●●●●●●●

Session

File protocol:

SFTP

Host name:

sftp.dps.utah.gov

Port number:

62222

User name:

ut0300000

Password:

●●●●●●●●●●

Save

Cancel

Advanced...

 Login

Close

Help

# Downloading Validations

Folders on your computer

The screenshot shows the WinSCP interface with two panes. The left pane displays local folders on the computer, and the right pane displays files from the server. A red arrow points from the text 'Files from server' to the file 'UTBCI0000.TXT' in the right pane.

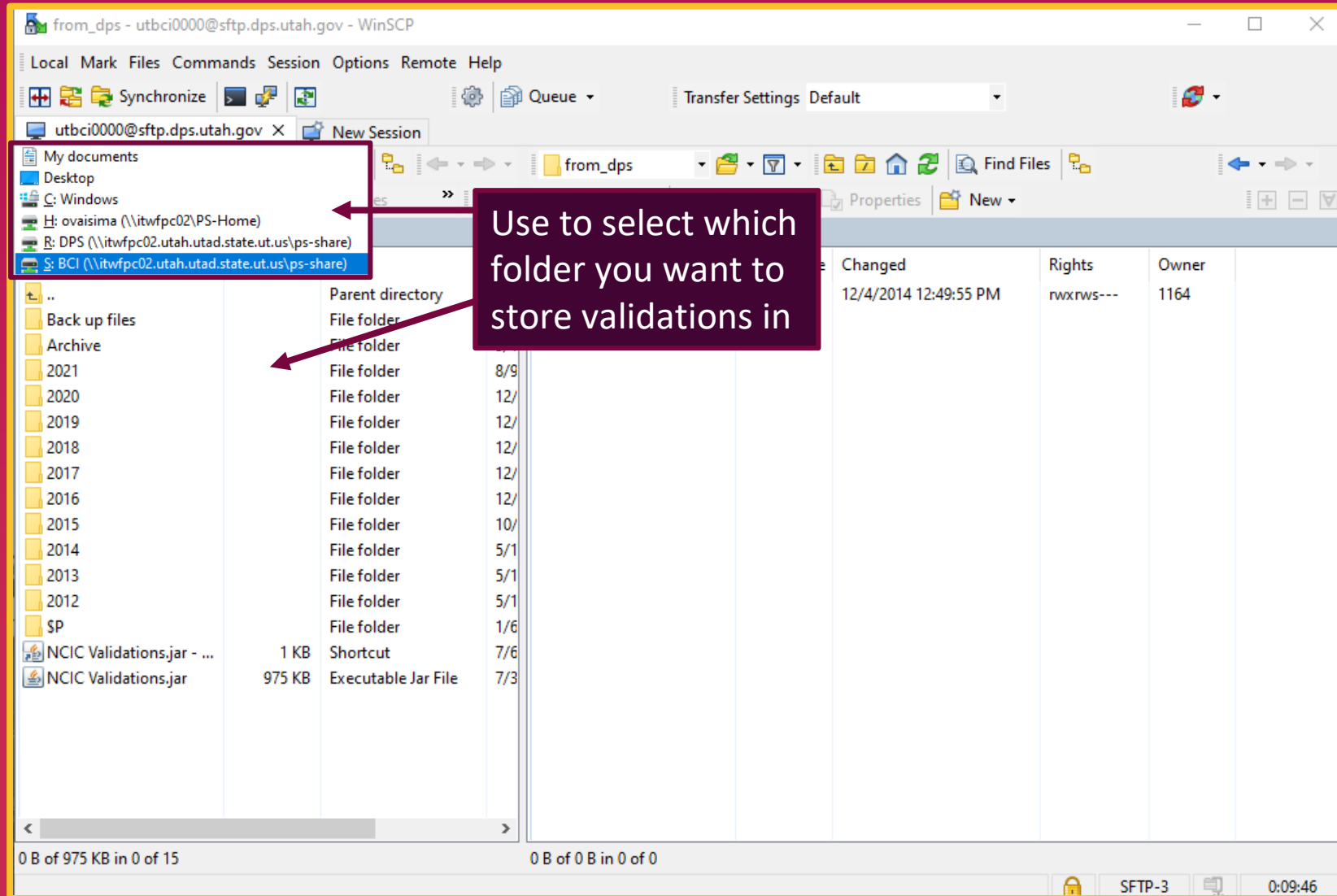
Name	Size	Type	Changed	Rights	Owner
..		Parent directory	1/4		
Back up files		File folder	7/1		
Archive		File folder	5/1		
2021		File folder	8/9		
2020		File folder	12/		
2019		File folder	12/		
2018		File folder	12/		
2017		File folder	12/		
2016		File folder	12/		
2015		File folder	10/		
2014		File folder	5/1		
2013		File folder	5/1		
2012		File folder	5/1		
SP		File folder	1/6		
NCIC Validations.jar - ...	1 KB	Shortcut	7/6		
NCIC Validations.jar	975 KB	Executable Jar File	7/3		

Name	Size	Changed	Rights	Owner
..				
UTBCI0000.TXT		12/4/2014 12:49:55 PM	rwxrws---	1164

0 B of 975 KB in 0 of 15      0 B of 0 B in 0 of 0      SFTP-3      0:09:46

Files from server

# Downloading Validations



# Downloading Validations

Hold down the file and drag it to the folder you want it stored in

The screenshot shows the WinSCP interface with two panes. The left pane shows the local file system at S:\BCIFS\Validations\, and the right pane shows the remote file system at validations/from\_dps/. A file named .UTBCI0000.TXT is visible in the right pane. A red arrow points from the text box to the file, and another red arrow points from the text box to the 'Back up files' folder in the left pane.

Name	Size	Type	Ch	Name	Size	Changed	Rights	Owner
..		Parent directory	1/4	.UTBCI0000.TXT		12/4/2014 12:49:55 PM	rwxrws---	1164
Back up files		File folder	7/1					
Archive		File folder	5/1					
2021		File folder	8/9					
2020		File folder	12/					
2019		File folder	12/					
2018		File folder	12/					
2017		File folder	12/					
2016		File folder	12/					
2015		File folder	10/					
2014		File folder	5/1					
2013		File folder	5/1					
2012		File folder	5/1					
SP		File folder	1/6					
NCIC Validations.jar - ...	1 KB	Shortcut	7/6					
NCIC Validations.jar	975 KB	Executable Jar File	7/3					

0 B of 975 KB in 0 of 15      0 B of 0 B in 0 of 0      SFTP-3      0:09:46

# TXT File Will Contain Entries that need to be Validated



```
UT001015J - Notepad
File Edit Format View Help
JT001015J
NCIC VALIDATION REQUEST 20220305. YOU MUST VERIFY THE
COMPLETENESS, ACCURACY, VALIDITY, AND WILLINGNESS TO
EXTRADITE IF APPLICABLE, AND REAUTHORIZE RETENTION OF THE
BELOW RECORD WITHIN 30 DAYS.

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 CTZ/US
SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
SVC/1 - SERVED SVD/20120903
PNO/PO12345 BRD/N ISD/20120728 EXP/20180728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101 PSN/777665555
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,
HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED
PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
OCA/14-017289 SID/MD999999999
LKI/MD1240000 LKA/MD-2255
MIS/100 FEET FROM RESIDENCE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H146203706 DTE 19980801 0000 EDT DLU/20120728 1600 EDT
```



Is the PO accurate?



# View Entry- Ensure listed information is accurate

- Message Key
- Identifying information
- OCA
- Protective Order Expiration date
- Protective Order Number is correct
- Name
- Compare what is listed on the txt file for the entry with the information you have





## Ensuring listed information is accurate:

- Search all available UCJIS files
  - Purpose code “C”
  - Audit purpose “NCIC Validation (NIC #)”
- MIL transaction
- Court case files
- Always run the individual to ensure you do not have that PO listed twice - this is a compliance issue



# “Pack” the Record

- Any additional information that can be entered
- Aliases
- Scars, marks and tattoos
- Further description in miscellaneous field
- Anything that will increase likelihood of a positive hit

# MIL

MIL Home

Query

## Multiple Transaction Query

### Originating Agency Identifier

ORI: \*

UTBCI0000-UT BUREAU OF C ▼

### Photo Wanted

NONE

ONE

MULTIPLE

### Requestor Information

Audit Purpose:

C - CRIMINAL JUSTICE ▼

Requestor:

OVAISIMA

Audit Reason:

NCIC VALIDATION W000000000

### Pre-Fill By Social Security or Operator License Number

[View Search Instructions](#)

SSN:

123456789

 Lookup

License Number:

123456789

 Lookup

### By Name

Last Name: \*

ENTER LAST NAME

First Name: \*

ENTER FIRST NAME

Middle Name:

ENTER MIDDLE NAME

Date of Birth:

ENTER DOB MMDDYYYY

Sex:



Race:

UNKNOWN



State:

UT - UTAH



## Transactions to Run

Check All

Clear All

Driver's License - UTAH (DLQ)

Criminal History - UTAH (CHQ)

Drivers License - NLETS (DQ)

Criminal History - NLETS (IQ)

State Wide Warrants (QSW)

Criminal History - III (QH)

Query Wanted - NCIC (QW)

Regular Name Search

Expanded Name Search

Juvenile History - UTAH (JUV)

Offender Inquiry- UTAH (OTRK)

Motor Vehicle - UTAH (MVQ)

Protective Order - UTAH (PO)



# Validating the PO

Utilizing UCJIS



# Validity

- If everything is accurate and there is no additional information, we can use the modify transaction and validate it
- If there is additional information, the modify transaction will be used to enter the information as well as validate the NCIC entry



# Required Information to match to the NCIC entry

NAM & NIC

OR

NAM & OCA

OR

NIC & OCA



# Modify Transaction - MPO

UCJIS Home MPO1 x

Entry

### Protective Order Modify

**Originating Agency Identifier**

ORI: \*  | Message Key: \*

**Person Details of Existing Record**

Last Name:	<input type="text" value="BUFFAY"/>	First Name:	<input type="text" value="PHOEBE"/>
Middle Name:	<input type="text" value="ENTER MIDDLE NAME"/>	NIC Number:	<input type="text" value="H370086437"/>
Originating Agency Case Number:	<input type="text" value="ENTER CASE NUMBER"/>	Protection Order Number:	<input type="text" value="ENTER PROTECTION ORDER NUMBER"/>

**Validator Information**

Name of Validator:



### Modify Personal Information

Last Name:

Middle Name:

Gender:

Ethnicity:

Weight:

Eye Color:

Scars, Marks, Tattoos:

Fingerprint Available:

Citizenship:

First Name:

Date of Birth:

Race:

Height:

Hair Color:

Skin Tone:

Place Of Birth:

Fingerprint Classification:



### Modification Identifying Information

**FBI Number:**

ENTER FBI NUMBER

**SID:**

ENTER SID NUMBER

**Misc Number:**

ENTER MISC NUMBER

**Misc Number Type:**



**SSN:**

123456789

**Driver License Number:**

ENTER LICENSE NUMBER

**Driver License State:**



**Driver Licenses Expiration  
Year:**

ENTER DRIVER LICENSE EXPIRATION YEAR



### Case Information

Agency Case Number: \*

ENTER CASE NUMBER

Expiration Date is Unknown  
or does not Expire

issue Date: \*

MMDDYYYY

Expiration Date:

MMDDYYYY

Linking Agency Identifier:

ENTER LINKING AGENCY IDENTIFIER

Linking Agency Case  
Number:

ENTER LINKING AGENCY CASE NUME

Notify Original Agency



Miscellaneous Comments:

ENTER MISCELANEOUS COMMENTS



Brady: \*



PO Conditions: \*



Court Identifier ORI:

COURT IDENTIFIER ORI

Protection Order Number:

PROTECTION ORDER NUMBER

Service Information:



Service Date:

MMDDYYYY



### Protected Person Information

Last Name: \*

First Name: \*

Middle Name:

Date of Birth: \*

Gender:

Race:

SSN:



### Modify Medical Information

Caution and Medical  
Conditions:

DNA Profile Indicator:

DNA Location:



### Modify Vehicle Information

Delete Vehicle Info:

License Plate Number:

ENTER PLATE NUMBER

Vehicle License State:



Vehicle License Type:

ENTER LICENSE TYPE

License Expiration Year:

VIN:

ENTER VIN

Vehicle Year:

Vehicle Make:

ENTER MAKE

Vehicle Model:

ENTER MODEL

Vehicle Color:

ENTER VEHICLE COLOR

Vehicle Color 2:

ENTER VEHICLE COLOR 2

Vehicle Style:

ENTER VEHICLE STYLE

 Submit

# Modification Acknowledgement Screen

UCJIS Home

MPO1 ✕

Entry

BUFFAY, PHOEBE ✕

## MPO Submission Results

Created by wthomsen on 07/21/2022 16:30:15

NcicResponse:

Acknowledgment:

CaveatText:

- "VALIDATE NAM/BUFFAY,PHOEBE NIC/H370086437 \*\* TEST\*\* THIS RESPONSE IS FROM THE\  
 \ NCIC TEST SYSTEM."



# Supplemental

- Have more information that can be entered, but that field is already listed in the PO?
  - Add a supplemental
    - ENPO
    - A maximum of 9 additional identifiers of various kinds may be entered in one supplemental record



# Failure to Validate

\$.F.'s and \$.P.'s

# \$F Message

- Notification of failure to validate entry for previous month
- Notification is sent for each unvalidated entry
- If it is not validated by the next validation cycle, the entry will be purged



# \$F Message

BC	ORIGINATING ORI:NM0170100 DESTINATION ORI(S): RECEIVED DATE:	09-06-2021 00:04
\$H	09/05/2021 23:14 \$.H. UT0182500 ORIGINATING AGENCY NOTIFI	09-05-2021 23:14
\$F	09/05/2021 22:19 \$.F. FAILURE TO VALIDATE UT0182500 THE F	09-05-2021 22:19
\$F	09/05/2021 22:19 \$.F. FAILURE TO VALIDATE UT0182500 THE F	09-05-2021 22:19
\$H	09/05/2021 21:17 \$.H. UT0182500 ORIGINATING AGENCY NOTIFI	09-05-2021 21:17
\$H	09/05/2021 21:12 \$.H. UT0182500 ORIGINATING AGENCY NOTIFI	09-05-2021 21:12
SW	Served Warrant Notify 2021-09-05T19:27:00-06:00 A Warrant ha	09-05-2021 19:28
\$H	09/05/2021 19:16 \$.H. UT0182500 ORIGINATING AGENCY NOTIFI	09-05-2021 19:16
\$H	09/05/2021 18:34 \$.H. UT0182500 YOUR RECORD WITH NIC/P627	09-05-2021 18:34
\$L	09/05/2021 18:23 \$.L. UT0182500 LOCATE NOTIFICATION AT 20	09-05-2021 18:23

# \$.F. Message

ORI:

UTBCI0000

Message Type:

\$.F

Message:

09/05/2021 22:19

\$.F. FAILURE TO VALIDATE

UT0182500

THE FOLLOWING RECORD WILL BE RETIRED BY THE FBI DURING THE NEXT PURGE CYCLE

UNLESS THE RECORD IS VALIDATED PRIOR TO THE FIRST SUNDAY OF NEXT MONTH.

MKE/WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED

EXL/D - NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS

ORI/UT0182500 NAM/PRAD0, DEIVI PEREZ JR SEX/M RAC/U

DOB/20030113 DOE/20210113 HGT/602 WGT/165 EYE/BR0 HAI/BLK

SOC/647681913

OLN/226825537 OLS/UT OLY/UNKN

OFF/HOMICIDE

DOV/20200529 OCA/20I008422

WNO/985688729 CTI/UT018035J

VLD/20200728 NOA/N

MIS/0BSTRUCTING JUSTICE FELONY DISCHARGE 0F A FIREARM

DNA/N

ADD/01 - RESIDENCE (LAST KNOWN)

SNU/3704 SNA/0XF0RD WAT BSMNT APT

CTY/WEST VALLEY CITY STA/UT ZIP/84119

AKA/PEREZ, JUNIOR

AKA/PRAD0, DEIVI PEREZ

NIC/W321059101 DTE/20200529 1720 EDT DLU/20200728 1730 EDT



# \$.P. Messages

- Notification that NCIC entry has been purged because of failure to validate or 5 days prior to expiration of a PO
- Notification for each entry
- Will need to be re -entered into NCIC
- Automatic failure on BCI Compliance Audit

# \$.P. Messages

SW	Served Warrant Notify 2018-01-20T14:20:00-07:00 A Warrant ha	01-20-2018 14:21
SW	Served Warrant Notify 2018-01-18T21:17:00-07:00 A Warrant ha	01-18-2018 21:18
SW	Served Warrant Notify 2018-01-18T17:50:00-07:00 A Warrant ha	01-18-2018 17:51
SW	Served Warrant Notify 2018-01-18T17:16:00-07:00 A Warrant ha	01-18-2018 17:18
SC	TCN=<a href=/webfront/ProcessSCRequest.do?tcn=49292402>49292402</a> ,Result=NON-IDENT,	01-16-2018 13:03
LS	Update for TCN/OTN: Name (Last, First):	01-16-2018 12:53
SC	TCN=<a href=/webfront/ProcessSCRequest.do?tcn=49292378>49292378</a> ,Result=NON-IDENT,	01-16-2018 09:13
LS	Update for TCN/OTN:	01-16-2018 09:07
\$P	01/07/2018 14:34 \$.P. PURGE FOR FAILURE TO VALIDATE	01-07-2018 14:34
SW	Served Warrant Notify 2018-01-05T16:36:00-07:00 A Warrant ha	01-05-2018 16:37
SC	TCN=<a href=/webfront/ProcessSCRequest.do?tcn=49292022>49292022</a> ,Result=NON-IDENT, Name=	01-04-2018 10:35
SC	TCN=<a href=/webfront/ProcessSCRequest.do?tcn=49292030>49292030</a> ,Result=NON-IDENT, Name=	01-04-2018 10:33
LS	Update for TCN/OTN: Name (Last, First):	01-04-2018 10:25
LS	Update for TCN/OTN: Name (Last, First):	01-04-2018 10:24
SC	TCN=<a href=/webfront/ProcessSCRequest.do?tcn=49291990>49291990</a> ,Result=NON-IDENT, Name=	01-03-2018 12:42

# \$.P. Message: Failure to Validate

ORI:

UTBCI0000

Message Type:

\$.P

Message:

01/07/2018 14:34  
\$.P. PURGE FOR FAILURE TO VALIDATE  
UT0300100

NCIC VALIDATION PURGE 20180107. 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 GUN

ORI/UT0300100 SER/123456 MAK/SPRINGFIELD CAL/40 MOD/XD

TYP/PI DOT/20140811

OCA/14-12345678

VLD/20161115 NOA/N

MIS/BLK

NIC/G111111111 DTE/20140812 1218 EDT DLU/20180107 0004 EDT



# \$.P. Message: Inactive Status

\$.P.  
MD1012600

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE PROTECTION ORDER RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CLEARANCE OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.

MKE/PROTECTION ORDER

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/N222333444 OLS/MD OLY/1995

PNO/PO12345 BRD/Y ISD/20120728 EXP/20180728 CTI/MD056013J

PPN/SMITH, JANE L PSX/F PPR/W PPB/19760107

PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,  
PCO/PROPERTY, SCHOOL OR PLACE OF EMPLOYMENT.

PCO/OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER  
OCA/14-017289

MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION, SUBJECT IS PROHIBITED FROM POSSESSING A HUNTING KNIFE

LIC/ABC123 LIS/MD LIY/2000 LIT/PC

VIN/2G2PM37A2G2208042 VYR/1992

VMA/DODG VMO/INT VST/4T VCO/BLK

# Retention Period





# PO Retention Period

- Records for protection orders that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency
- Inactive records (cleared or expired) will be maintained on -line for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record

# Auditing

The background features a series of overlapping, curved shapes in a warm color palette. On the left, a large, dark red shape curves towards the center. To its right, a lighter orange shape overlaps it, and further right, a bright yellow shape overlaps the orange one. The overall effect is a dynamic, layered composition that transitions from deep red on the left to bright yellow on the right.



# Compliance:

- If your agency has a \$.P. for failure to validate - this will be a compliance issue
- If your agency is found to have an NCIC entry that shouldn't be listed any longer - this will be a compliance issue
- If the listed Protective Order is missing information your agency has access to- this will be a compliance issue

# Compliance

- If the listed Protective Order has inaccurate information - this will be a compliance issue
- If the Protective Order isn't entered within 3 days of issuance- this will be a compliance issue
- Always ensure you do not have the same PO entered twice - this is a compliance issue

# Hit Confirmation Process

# Positive Hit:

UCJIS Home QPO1 ✕

Query YOGI, BEAR ✕

## ProtectionOrderDetail:

### RecordSummary:

NIC: "H620175727"

MKT: "TEMPORARY PROTECTION ORDER"

DTE: "2014-06-23T07:59:00.000-06:00"

VLN: "CBURNST"

DLU: "2014-08-25T21:01:00.000-06:00"

VLD: "2014-08-25"

### OriginatingOrganization:

ORI: "UTBCI0000"

Description: "ORI IS UT BU CRIM IDENT SALT LAKE 435 781-2209"

### Caveat:

- "\*\*\*\*\*WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH,\ \ DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM\ \ STATUS AND TERMS OF PROTECTION ORDER\*\*\*\*\*"
- "\*\*\* TEST\*\* THIS RESPONSE IS FROM THE NCIC TEST SYSTEM."

### ProtectionOrder:

PNO: "3267"

ISD: "2013-06-03"

EXP: "NONEXP"

NOA: false

MIS: "THIS JAIL RELEASE AGREEMENT ONLY VALID UNTIL NAMED SUBJECT APPEARS BEFORE\ \ JUDGE"

### Condition:

PCO: "01"

PCO-Text: "THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,\ \ HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR\ \ THE CHILD OF THE PROTECTED PERSON."

### Person:

NAM:





# Hit Confirmations

- NCIC procedure demands the agency which placed the record in NCIC be contacted by the inquiring agency to confirm that data is accurate and up to date prior to taking official action
- An NCIC HIT alone does not establish positive identification
- It is one fact that must be added to others to provide legal grounds or probable cause to arrest

# Confirm a Hit

- Ensure subject inquired upon is identical to the person or property identified in the record;
- Ensure warrant, missing person report, protection order, or theft report is still outstanding



# Hit Confirmation Priorities

- **Priority 1: Urgent**

- You have no other reason to detain the subject
  - i.e., minor traffic stop
- Must confirm in 10 minutes

- **Priority 2: Routine**

- You have person or object in custody, and have more time to work with
  - Booking person for DUI
- Must confirm in 1 hour



# Responding to Hit Confirmation

- Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within the designated time frame
  - i.e., a positive or negative confirmation or  
notice of the specific amount of time  
necessary to confirm or reject



# Responding to Hit Confirmation

- Use Nlets
- Even if initial confirmation is handled via telephone, **Nlets should be used for documentation**
- Nlets has an inquiry ( **YQ** ) and a response ( **YR** ) format for hit confirmation



## Resources:

- NCIC Operating Manual Protection Order
  - located on the TAC website
  - located in LEEP
- Field Service Representative
- Help Desk