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

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:

utbci0000

Password:

●●●●●●●●●●●●

Downloading Validations

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

TXT File Will Contain Entries that need to be Validated

UT001015J - Notepad

File Edit Format View Help

UT001015J
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/121011CO141159TTCI13 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/MD99999999
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

Ln 1, Col 1   90%   Windows (CRLF)   UTF-8

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

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)

🔍 Submit   🗑 Clear

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

Modify Transaction- MPO

UCJIS Home | MPO1 ✖

Entry

Protective Order Modify

Originating Agency Identifier

ORI: * [UTBCI0000-UT BUREAU OF CRIM I ▾] |

Message Key: * [MPO - MODIFY PROTECTIVE ORD ▾]

Person Details of Existing Record

Last Name: [BUFFAY]

First Name: [PHOEBE]

Middle Name: [ENTER MIDDLE NAME]

NIC Number: [H370086437]

Originating Agency Case Number: [ENTER CASE NUMBER]

Protection Order Number: [ENTER PROTECTION ORDER NUMBER]

Validator Information

Name of Validator: [WTHOMSEN]

Required Information to match to the NCIC entry

NAM & NIC

Person Details of Existing Record

Last Name:	ENTER LAST NAME	First Name:	ENTER FIRST NAME
Middle Name:	ENTER MIDDLE NAME	NIC Number:	ENTER NIC #
Originating Agency Case Number:	ENTER CASE NUMBER	Protection Order Number:	ENTER PROTECTION ORDER NUMBER

Required Information to match to the NCIC entry

NAM & OCA

Person Details of Existing Record

Last Name:	ENTER LAST NAME	First Name:	ENTER FIRST NAME
Middle Name:	ENTER MIDDLE NAME	NIC Number:	ENTER NIC #
Originating Agency Case Number:	ENTER CASE NUMBER	Protection Order Number:	ENTER PROTECTION ORDER NUMBER

Required Information to match to the NCIC entry

NIC & OCA

Person Details of Existing Record

Last Name:	ENTER LAST NAME	First Name:	ENTER FIRST NAME
Middle Name:	ENTER MIDDLE NAME	NIC Number:	ENTER NIC #
Originating Agency Case Number:	ENTER CASE NUMBER	Protection Order Number:	ENTER PROTECTION ORDER NUMBER

Modify Transaction- MPO

Modify Personal Information

Last Name:	ENTER LAST NAME	First Name:	ENTER FIRST NAME
Middle Name:	ENTER MIDDLE NAME	Date of Birth:	MMDDYYYY
Gender:	[dropdown]	Race:	[dropdown]
Ethnicity:	[dropdown]	Height:	ENTER HEIGHT
Weight:	ENTER WEIGHT	Hair Color:	[dropdown]
Eye Color:	[dropdown]	Skin Tone:	[dropdown]
Scars, Marks, Tattoos:	ENTER SCARS, MARKS, TATTOOS	Place Of Birth:	[dropdown]
Fingerprint Available:	[dropdown]	Fingerprint Classification:	ENTER FINGERPRINT CLASSIFICATIO
Cizitenship:	[dropdown]		

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: *   ENTER LAST NAME   **First Name:** *   ENTER FIRST NAME

Middle Name: ENTER MIDDLE NAME   **Date of Birth:** *   MMDDYYYY

Gender: **Race:**

SSN: 123456789

Modify Medical Information

Caution and Medical Conditions:

DNA Profile Indicator:

DNA Location: ENTER 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,PH0EBE 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
 UTBCI0000
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.

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 ETN/H POB/TX
DOB/19491012 HGT/510 WGT/175 EYE/BRO HAI/BRO
SKN/DRK SMT/SC R HND
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789
PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910

PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,
PCO/HARASSING,FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR
PCO/THE CHILD OF THE PROTECTED PERSON
OCA/611112131 SID/MD99999999
NOA/Y
NIC/H146203706 DTE/19960120 0100 EST DLU/20070328 1115 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=49292402 ,Result=NON-IDENT,	01-16-2018 13:03
LS	Update for TCN/OTN: Name (Last, First):	01-16-2018 12:53
SC	TCN=49292378 ,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=49292022 ,Result=NON-IDENT, Name=	01-04-2018 10:35
SC	TCN=49292030 ,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=49291990 ,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 <u>remainder of the year plus 5 years.</u> At the end of that time, NCIC will not notify the ORI of record

Auditing

Compliance Issues

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

Compliance Issues

- If the listed Protective Order has inaccurate information
- If the Protective Order isn't entered within 3 days of issuance
- Always ensure you do not have the same PO entered twice

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 0NLY VALID UNTIL NAMED SUBJECT APPEARS BEF0RE\
      \ 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

     o 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

     o Booking person for DUI

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