

NCIC OFFLINE SEARCHES AND DISSEMINATION LOG REQUESTS





OBJECTIVES

- Offline searches
- Retention periods
- Dissemination log requests



NCIC OFFLINE SEARCH

An NCIC offline search is a nationwide search for all records active or inactive



NCIC OFFLINE SEARCH

An offline search is a special inquiry of NCIC for information which cannot be obtained through online inquiry and may be made against two sources of NCIC records: the NCIC database of active records and the historical data which is maintained offline on magnetic tape



NCIC OFFLINE SEARCH

Almost six million times a day, law enforcement officers from around the country conduct online searches of the electronic repository of criminal justice records called the National Crime Information Center (NCIC)



UTAH NCIC REQUESTS

Years 2022 through 2023 Utah agencies have requested over 400 offline searches



NCIC OFFLINE SEARCH

They're looking for information and possible leads on fugitives, missing persons, terrorists, convicted sex offenders, violent gang members, stolen property, motor vehicle plates, drivers licenses and more



WHY REQUEST AN OFFLINE SEARCH

Offline search information can assist in determining crucial information during an active case or cold case investigation or review



USING OFFLINE SEARCHES AS A TOOL

- May uncover queries on a suspect made by another law enforcement agency
- May determine if a vehicle license plate or VIN# has been run by another agency
- May place a suspect at the scene of a crime in another state



TYPES OF SEARCHES NCIC CAN RUN

- Use of non-unique personal descriptors, like sex, height, estimated age, and hair color (these descriptors can be used in online searches but only in conjunction with other identifiers, like a person's name and date of birth)



TYPES OF SEARCHES NCIC CAN RUN

- Partial information searches (i.e., an officer only has three or four characters of a license plate or only half of a vehicle identification number)



TYPES OF SEARCHES NCIC CAN RUN

- Checks for purged records
- Checks active NCIC entries for an agency/ORI
- Transaction Log
- Wild card searches



WILD CARD SEARCHES

If complete information is not available, “WILD CARD” characters can be used

- Partial VIN#
- Partial vehicle or registration #
- Color of vehicle or make of vehicle
- Physical description

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TRANSACTION LOG SEARCH

- Incoming transactions
- Outbound responses
- Translation of the ORI #
- Contact information for the submitting agency



NCIC OVERVIEW

- They do not maintain user ID's in their database
- Running an individual requires a DOB
- They can not tell you who cleared or cancelled an NCIC entry



MISCELLANEOUS SECTION

- The miscellaneous field is a section only NCIC can search
- It is important to add details with scars, marks and all tattoos or other descriptions in the misc. field

COMMON REQUESTS



NCIC REQUESTS

Can I request an offline search to see when something was cleared from NCIC?

The answer is yes. NCIC will send the entry and that will show the date of clear



NCIC REQUESTS

I just validated a vehicle that is no longer on NCIC. Can I get an offline search to see why it is no longer there?

The answer is yes. However if it was not cleared it may be the retention period



NCIC REQUESTS

I have a missing person and I would like to see if anyone has had contact with him/her. Can I get an offline search?

The answer is yes. NCIC can run it and provide a list of any agency Nationwide that may have come in contact with him



NCIC REQUESTS

I have the vehicle of a suspect I would like to see if the vehicle has been ran. The VIN and plate. Can I get an offline search for this

Answer is yes. NCIC can run both VIN and plate#



NCIC REQUESTS

We have an NCIC entry that was cleared a year ago but the clear was never put in the case file. Can I get an offline search to get a copy of that clear?

The answer is yes. A NIC# would be beneficial in this case. NCIC will send the actual cleared entry



NCIC REQUESTS

We recently had a homicide and are currently looking for 3 suspects and 1 vehicle. Can I get an offline search?

Answer is yes. In case the suspects were stopped by another law enforcement agency



NCIC REQUESTS

Can I get all active NCIC entries that are listed under my ORI?

Answer is yes. The offline search will give you that



NCIC REQUESTS

I need to see if a stolen vehicle was ever entered on NCIC by my agency or agency X. There is an individual trying to get it registered. Can I get an offline search for this?

The answer is yes. NCIC can see if that stolen vehicle was ever entered and if so when

SUCCESSFUL OFFLINE SEARCHES



MISSING 13 YEAR OLD

September 26, 2009, a 13-year-old girl was reported missing from Daviess County, Kentucky, and her information—including details about the convicted sex offender she was last seen with—was entered into NCIC

An agent from the Louisville office, working with local authorities, contacted NCIC and requested an off-line search of the suspect's license plate



MISSING 13 YEAR OLD

The Sheboygan County, Wisconsin, Sheriff's Office had run a check on the license plate earlier that day (before Kentucky officials had a chance to enter the suspect's plate number into NCIC). Officials in Wisconsin were notified, and the man was located by 4 a.m. the next day in a Wisconsin hotel. The girl was recovered safely



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Oklahoma City bomber Timothy McVeigh

After identifying Timothy McVeigh as the renter of the explosives-laden Ryder truck, investigators passed his name for all available information on him. An off-line search of NCIC's transaction log showed that about 90 minutes after the bombing, the Oklahoma State Highway Patrol made an inquiry on McVeigh



Oklahoma City bomber Timothy McVeigh

An off-line search of NCIC's transaction log showed that about 90 minutes after the bombing, the Oklahoma State Highway Patrol made an inquiry on McVeigh.

Investigators contacted the highway patrol and found that McVeigh was sitting—two days after the bombing—in a nearby jail cell on unrelated weapons charges

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MIDWEST DRUG INVESTIGATION

On 3/11/2014, a special agent with the U.S. Forest Service contacted the NCIC staff at the CJIS Division for assistance with off-line searches of purged NCIC records and past transactions in connection with a significant drug trafficking investigation in the Midwest

Several crucial off-line searches connected names of individuals with specific vehicles



MIDWEST DRUG INVESTIGATION

This connection assisted in locating and identifying suspects associated with the case, and was invaluable in following the suspects' activities in relation to moving people, money, and products. To date, 20 people have been arrested

Approximately \$1 million worth of property, illegal drugs, and contraband was seized, including marijuana, cocaine, firearms, vehicles, and cash



UTAH SUCCESS

A Utah agency wanted to run an offline search looking for a specific tattoo. They ran the offline search and was and able to match that tattoo to the suspect and located him





SUCCESS STORY FROM NCIC

On 09/27/2023, an Intel Analyst from Pflugerville PD submitted a request for searches of a missing person. The search showed their missing subject being ran through NCIC by Austin PD on the day before the request. The results assisted our Investigation and were able to work with Austin Police Department to locate our missing subject



SUCCESS STORY FROM NCIC

On Wednesday September 27th, Grand Forks PD in ND contact NCIC for an off-line request. The agency was attempting to locate a suspect regarding a gross sexual imposition case. They were able to locate the suspect from the NCIC Offline search. The last ORI was a MN correctional facility and suspect is currently incarcerated in St Cloud



RETENTION PERIODS



ARTICLE FILE

If a record entered is a type code beginning with Q,T or Z it will stay on NCIC until it is cleared

All other articles will remain on NCIC for the balance of the year plus an additional year and after that the record will be retired



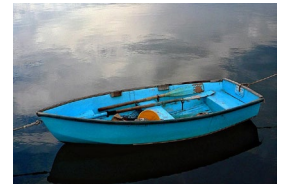


BOAT FILE

If a record on file does not have a BHN, CGD or OAN the record is retired

Stolen boat records that do contain that information will remain on NCIC for the balance of the year plus 4 years

Following the retention period that boat will be retired



LICENSE PLATES

License plates will remain on NCIC for the remainder of the year of entry plus an additional 4 years before they are retired

Automatic retirement after 10 days after it is located





GUN FILE

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





MISSING PERSON FILE

A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate is placed against the record

When a missing person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered

VEHICLE BOAT PART FILE

Stolen Vehicle/Boat Part File records which contain a SER or OAN will remain on file for the balance of the year entered plus 4 years. Following this retention period, the records in the Vehicle/Boat Part File are retired



VEHICLE FILE

Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus four. Following this retention period, the records are retired

If a stolen vehicle record remains on file for 90 days and it does not contain a VIN or OAN, the record is retired





WHERE DO I LOOK TO FIND RETENTION PERIOD

The NCIC operations manual on the TAC website under manuals

Each file has information on retention periods

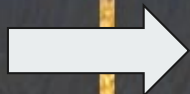
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TAC

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OFFLINE SEARCH WRAP UP

- To request a person file you will need a DOB
- Almost anything can be searched in NCIC
- An offline search will not show you a USER ID
- NCIC is on the East coast so they are 2 hours ahead of us
- They run offlines usually by priority. They are running them for Nationwide criminal justice agencies



CONTACT INFORMATION

CJIS investigative and operation unit at 304-625-3000

You can email at acjis@leo.gov

Contact Gina McNeil at gmcneil@utah.gov

NCIC after hours emergency incident 304-625-2155



DISSEMINATION LOG REQUESTS



DISSEMINATION REQUEST

- Dissemination logs are only to be requested for cases of misuse or investigative reason
- They are not to be requested for personal reasons
- Any misuse must be reported to BCI per UCA 53-10-108(12)(b)
- All transactions in UCJIS are logged

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WHAT IS A DISSEMINATION LOG

- A dissemination log can be requested for several reasons
- Dissemination logs can be searched on all UCJIS queries
- They must be sent in by a TAC or an ALT TAC and signed by administration
- Dissemination logs only go back 3 years to the date



REASONS A DISSEMINATION LOG IS REQUESTED

- Suspect a user of misuse of the UCJIS system
- To see in an agency who may have entered, modified, cancelled or cleared an NCIC entry
- Internal affairs investigation
- To see who may have queried any file within UCJIS



EXAMPLES OF DISSEMINATION LOG REQUESTS



EXAMPLES OF DISSEMINATION REQUESTS

There was a plate stolen from outside are area and was never entered into NCIC. The vehicle was then used in a robbery/ attempted kidnapping in our area. Can I request to see if any officers ran the plate from (time frame)



EXAMPLES OF DISSEMINATION REQUESTS

We need to see if an individual was searched by one of our officers on with a date range and name. The individual is claiming it is mis-use



EXAMPLES OF DISSEMINATION REQUESTS

An officer admitted to potentially running family members in UCJIS. We need to see if these names were ran. This could be possible misuse



EXAMPLES OF DISSEMINATION REQUESTS

An unknown officer queried a suspect sometime around April 1. The report said that it was an officer from Yankee Doodle PD that ran the information, but based on the information we do not know which officer or if it was even Yankee Doodle PD



EXAMPLES OF DISSEMINATION REQUESTS

I need to see what user entered a stolen vehicle so I can follow up. We have no record of who entered it



EXAMPLES OF DISSEMINATION REQUESTS

I would like to see if a suspect to a crime we are investigating has been ran by any agencies with Utah. I have a name and plate number within a time frame

QUESTIONS?