

# Audits: What We Have Seen So Far

TAC Conference 2025



# POV: You are chosen for an audit





# Overview

---

**01** Audit Process Review

**04** Policies

**02** Stats

**05** Reminders

**03** Common Compliance  
Issues



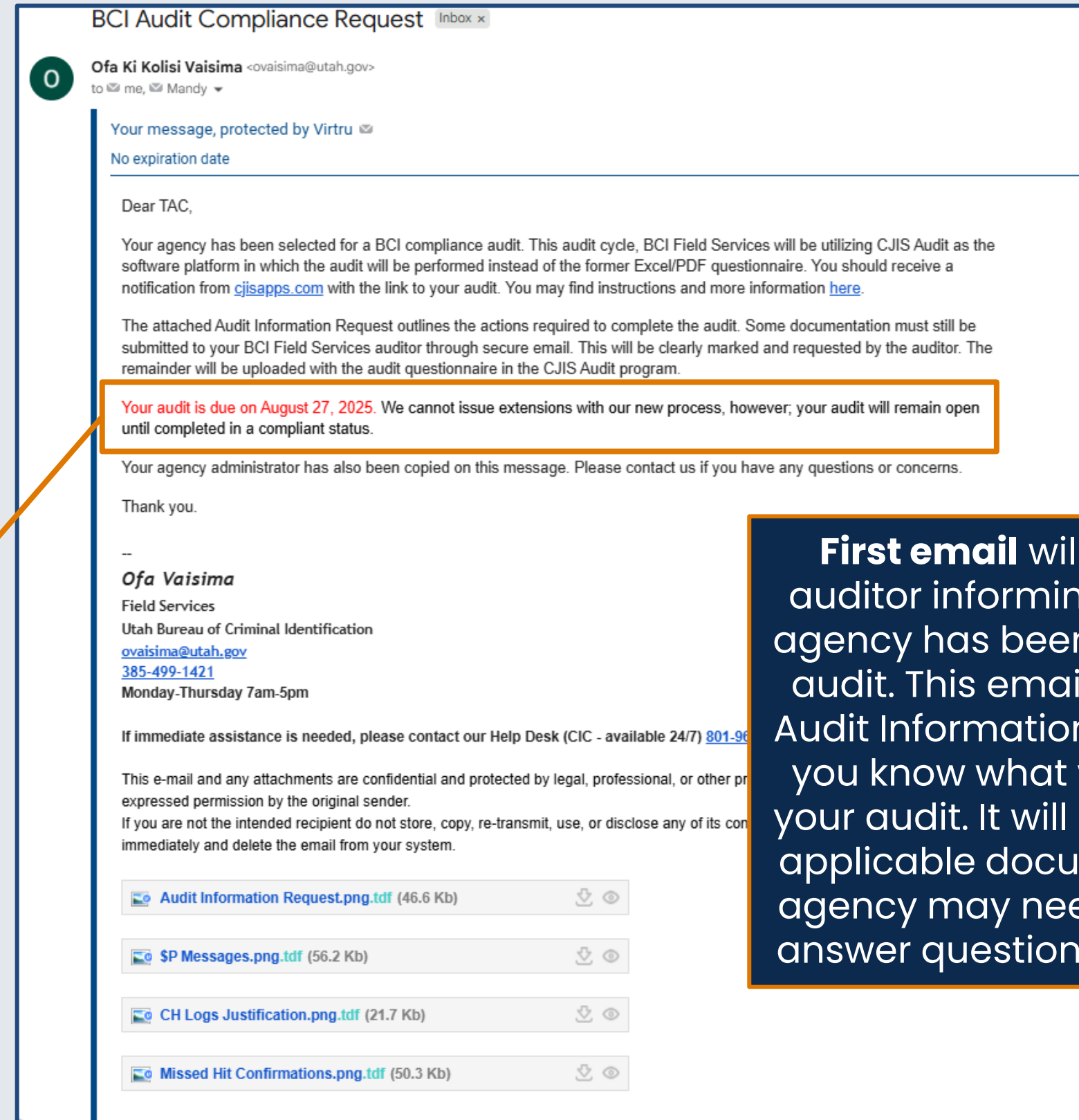


# Audit Process Review

# Audit Process

Your agency will receive **TWO** emails once an audit is initiated. These emails will be sent to the TAC and the Administrator

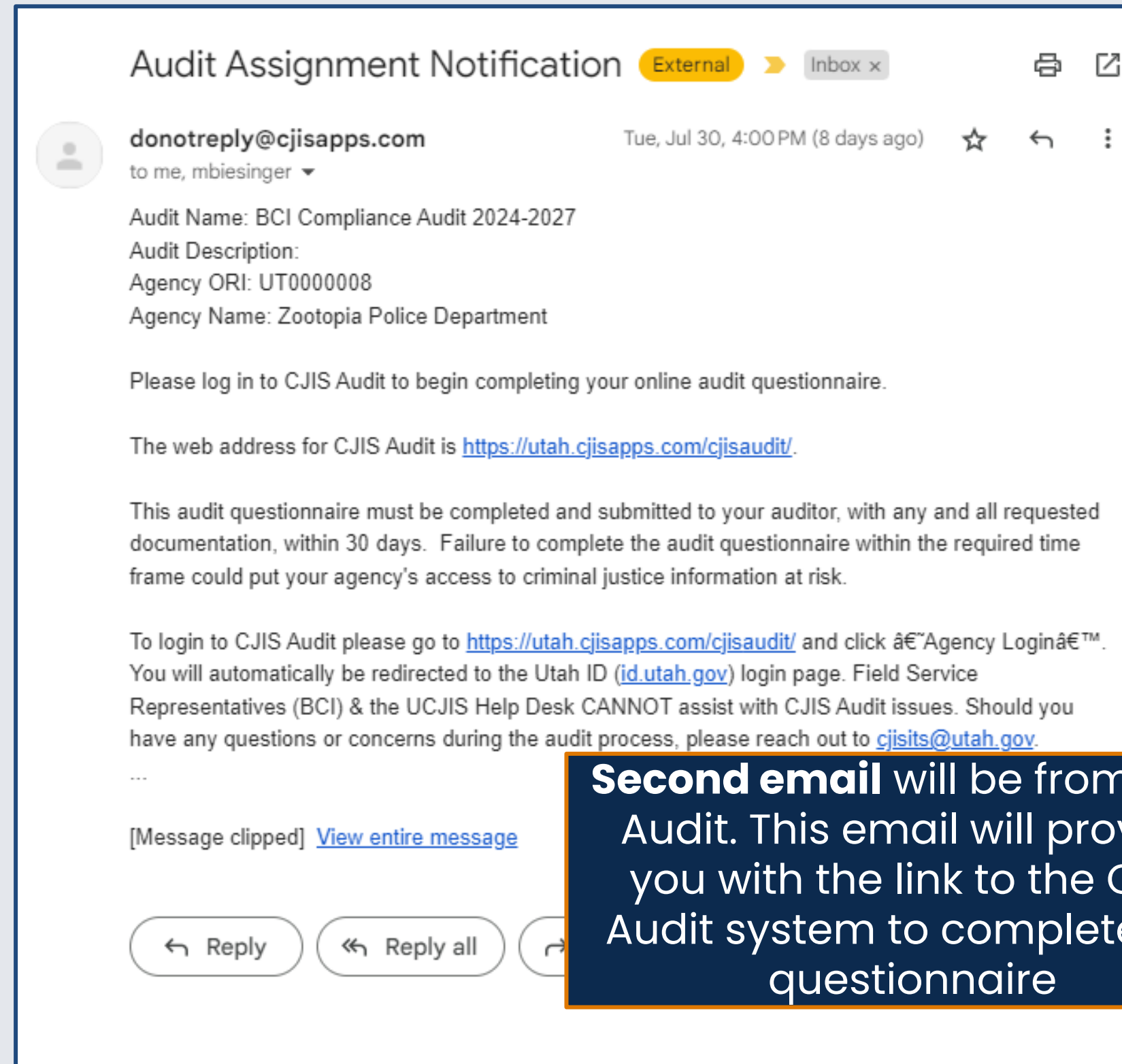
Due date will be 30 days from the day the audit is initiated



**First email** will be from your auditor informing you that your agency has been selected for an audit. This email will include an Audit Information Request letting you know what we will need for your audit. It will also include any applicable documents that your agency may need to review and answer questions on in the audit

# Audit Process

Your agency will receive **TWO** emails once an audit is initiated. These emails will be sent to the TAC and the Administrator




**Second email** will be from CJIS Audit. This email will provide you with the link to the CJIS Audit system to complete the questionnaire

# Audit Process

Create a Utah ID to  
access the CJIS  
Audit questionnaire



  
**UtahID**

## Sign In

Your UtahID serves as a central key, providing secure access to multiple State of Utah systems. Log in here, then return to the appropriate system to accomplish your work.

Username or Email \*

  
☐ Remember Me

Don't have a UtahID? [Create an account](#)

[Forgot password?](#)

# Audit Process

Create a Utah ID to  
access the CJIS  
Audit questionnaire



Use the email that you have on  
file with BCI. If your email  
domain or your email has  
changed, please notify your FS  
rep to update it on BCI's side

Enter Email

1/5

## Create a UtahID Account

Establish secure and reliable access to Utah's official online services. Your Utah ID account provides a streamlined experience, ensuring efficiency, security, and accountability in every interaction with state services.

Email Address \*

Submit

**For uninterrupted UtahID access:**

**Personal accounts:**  
Use a personal email. Add a backup personal email if using a work email.

**Business accounts:**  
Use a company email, not an employee's personal email. Add a backup email for recovery.

[Cancel Account Creation](#)



# Audit Process

Review Audit  
Information  
Request



Utah Department of Public Safety  
Bureau of Criminal Identification  
2024-2027 Compliance Audit Information Request



Per the Criminal Justice Agency Agreement, each agency with an active ORI or who owns records in NCIC, agrees to be audited by BCI and/or the FBI at least once every three years. This audit is a way of assessing agency usage of state and federal files. If at any time the TAC or the Administrator has any questions about the compliance audit process, please contact BCI Field Services.

This document itemizes the Requested Documents needed, the Criminal History Logs Justification, the SP messages, and Missed Hit Confirmations. The questionnaire will be sent via email from CJIS Apps. Please upload and/or submit these documents to BCI Field Services by the due date below.

**Requested Documents- please upload a copy of each of the following where requested in the audit software:**

- Misuse Policy: Per UCA 53-10-108, the agency Misuse Policy must state one of the following:  
1) The "Commissioner and Director of BCI" will be notified if misuse of UCJIS information is suspected; **or** 2) The agency will abide by UCA 53-10-108.
- NCIC Validation Policy/Procedure (if applicable).
- SWW Validation Policy/Procedure (if applicable).
- AMBER Alert/EMA Procedures (if applicable).
- MDM Policy (if applicable).
- REPT Report: Submit only the first page of the report.
- ROA Agreement (if applicable): This is for Right of Access agencies only.
- Blank ROA Waiver (if applicable).
- Hit Confirmation Agreement: If your agency enters NCIC records but is not a 24-hour agency, you should have an agreement in place (e.g. with a dispatch center) outlining roles for after-hours hit confirmation.

**NCIC Case Files (if applicable)**

Copy the entire case file from the original report to the last time it was updated or validated. Please compare the NCIC record with the case file prior to submitting the documents.


**Utah Statewide Warrants (if applicable)**

Copy the original document requesting the warrant, the court order issuing the warrant (signed by the judge), and any additional documents pertaining to the warrant.


**Criminal History Logs Justification (if applicable)**

Agencies that access Utah Criminal History (UCH) and/or Triple I (III) and/or Nlets will be required to justify the purpose for the transactions. Please enter the justification next to each log entry by answering the following questions:

- 1) Why was the transaction run?
- 2) Was the correct purpose code used and if not, what should the code have been?
- 3) Was the requestor the person who received the information?
- 4) Is the auditing purpose a case number or specific phrase?
- 5) If an inquiry is highlighted in **YELLOW** indicating a Utah Right of Access inquiry, please provide the signed ROA Waiver Form.

**SP Messages (if applicable)**

Agencies that receive a SP message for Purged Records due to failure to validate will receive a file with all SP messages for their agency from the beginning of the audit cycle to the time they are audited. Agencies will need to review the SP messages and answer the following question in the audit questionnaire:

*Please explain in detail the changes this agency has implemented to ensure NCIC Validations are validated in a timely manner and to prevent future records from purging.*

**Missed Hit Confirmations (if applicable)**

Agencies that receive a missed hit confirmation due to failure to respond to a YQ message in the required time frame will receive a file with all missed hit confirmations from the beginning of the audit cycle to the time they are audited. Agencies will need to review the missed hit confirmations and answer the following question in the audit questionnaire:

*Please explain in detail what changes your agency has implemented to ensure hits are confirmed within the specified times.*

**Submission Instructions:**

Please upload all requested documents in the CJIS App Audit Questionnaire

- Policies
- ROA Documents
- Hit Confirmation Agreement
- REPT

Please **email** all files with CJIS information or sensitive information to your auditor in a secured email

- NCIC Case Files
- SWW Files
- Criminal History Logs Justification

**Due Date:**

**Auditor Name:**

**Email address:**

**Phone number:**

BCI appreciates the efforts this agency displays in complying with state and federal regulations and policies. Thank you.

# Criminal History Logs

Review any other files you were sent (CH Logs, \$P messages, Missed Hit Confirmations)

Transaction Type	Purpose Code	Audit Purpose	Requester	Agency ID	User ID	ORI	Date and Time	Search Type	Search Criteria
CHQ	A	Investigation	Me	ZOOPD	ovaisima	UT0000008	2/26/25 6:56 PM	NAME	PARKER, PETER (02/01/1985)
IQ	D	Employee	SK978	ZOOPD	ybear	UT0000008	10/17/24 1:00 PM	SSN	111-11-1111
FQ	C	DV	Chief	ZOOPD	ybear	UT0000008	5/8/25 1:46 AM	SSN	000-00-0000
QH2	J	DUI	ovaisima	ZOOPD	mbiesinger	UT0000008	10/5/24 4:24 PM	NAME	HOPPS, JUDY (03/01/1997)
QHR	P	ROA	HR	ZOOPD	ovaisima	UT0000008	3/15/25 1:00 PM	NAME	KENT, CLARK (06/12/1962)

You will use the questions provided on the Audit Information Request to justify

You will use the questions provided on the Audit Information Request to justify each transaction in the log.

You will send your justification  
to your auditor in a secure  
email

**Criminal History Logs Justification (if applicable)**

Agencies that access Utah Criminal History (UCH) and/or Triple I (III) and/or Nlets will be required to justify the purpose for the transactions. Please enter the justification next to each log entry by answering the following questions:

- 1) Why was the transaction run?
- 2) Was the correct purpose code used and if not, what should the code have been?
- 3) Was the requestor the person who received the information?
- 4) Is the auditing purpose a case number or specific phrase?
- 5) If an inquiry is highlighted in **YELLOW** indicating a Utah Right of Access inquiry, please provide the signed ROA Waiver Form.

# Examples

1/23/2025

## Criminal History Logs Justification

Information Guide

Brittney Zieseniss  
PERRY CITY POLICE DEPARTMENT

User ID: BZIESEN  
Date: 01/11/2024  
Time: 1725

1. Why was the t  
a. City V
2. Was the correc  
a. No, the  
that is a
3. Was the reques  
a. Yes, bu  
the RO
4. Is the auditing  
a. Yes.
5. If an inquiry is  
form.  
a. No RO  
volunte  
attache  
forms a

User ID: ~~XXXXXXXX~~  
Date: 04/23/2024  
Time: 1635

1. Why was the transaction r  
a. Theft investigation
2. Was the correct purpose co  
a. No, the correct pur
3. Was the requester the pers  
a. Yes.
4. Is the auditing purpose a c  
a. Yes.
5. If an inquiry is a Utah Rig  
form.  
a. N/A

User ID: ~~XXXXXXXX~~  
Date: 01/12/2024  
Time: 0813

1. Why was the transaction run?  
a. Hit & Run Investigation.
2. Was the correct purpose code used? If not, what should the code have been?  
a. Yes.
3. Was the requester the person who received the information?  
a. Yes.
4. Is the auditing purpose a case number or specific phrase?  
a. Yes.
5. If an inquiry is a Utah Right of Access inquiry, please provide the signed ROA Waiver form.  
a. N/A

# Examples

Transaction Type	Purpose Code	Audit Purpose	Requester	Agency ID	User ID	ORI	Date and Time	Search Type	Search Criteria
1. CHQ	J						1/2/2024 8:08	NAME	
2. CHQ	P						1/5/2024 10:03	NAME	
3. IQ	A						1/26/2024 20:16	NAME	
4. CHQ	A						1/26/2024 20:18	SID	
5. CHQ	P						1/22/2024 9:36	NAME	
6. QR	J						2/3/2024 10:02	FBI N	
7. CHQ	P						3/21/2024 9:17	NAME	
8. CHQ	A						4/16/2024 13:08	NAME	
9. CHQ	P						4/19/2024 16:07	NAME	
10. QH	C						7/8/2024 13:20	NAME	
11. IQ	C						9/20/2024 16:55	NAME	
12. CHQ	C						12/5/2024 14:53	DL	

- 1) Officer Employment background 2)Yes 3)Yes 4)Yes
- 1) ROA for business license 2)Yes 3)Yes 4)Yes
- 1) Arrest on case 2)No, should have been C 3)Yes 4)Yes
- 1)Arrest on case 2) No, should have been C 3) Yes 4)Yes
- 1) ROA 2)Yes 3)Yes 4)Yes
- 1) Possibly enhance DV charges on 24-2994 2)No, should have been C 3)Yes 4)Yes
- 1) ROA 2) Yes 3) Yes 4) Yes
- 1) DA Screening Submission 2)No, should have been C 3)Yes 4)Yes
- 1) ROA 2) Yes 3)Yes 4) Yes
- 1) DA Screening Submission 2)Yes 3)Yes 4)Yes
- 1) Stolen vehicle case 2)Yes 3)Yes 4)Yes
- 1) DA Screening Submission 2) Yes 3)Yes 4) Yes

# Examples

[illegible]

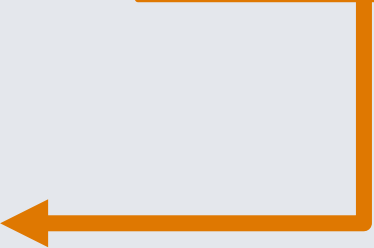
# \$P Messages

Review any other files you were sent (CH Logs, \$P messages, Missed Hit Confirmations)



\$P Messages	
NIC	OCA
A123456789	TEST-325
W123456789	TEST-225
M123456789	TEST-956
W987654321	TEST-557
V123456789	TEST-145
P987654321	TEST-698

You will provide the answer to this in the audit questionnaire, but information is provided to you on the Audit information Request



**\$P Messages (if applicable)**

Agencies that receive a \$P message for Purged Records due to failure to validate will receive a file with all \$P messages for their agency from the beginning of the audit cycle to the time they are audited. Agencies will need to review the \$P messages and answer the following question in the audit questionnaire:

*Please explain in detail the changes this agency has implemented to ensure NCIC Validations are validated in a timely manner and to prevent future records from purging.*

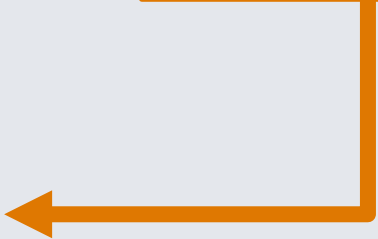
# Missed Hit Confirmations

Review any other files you were sent (CH Logs, \$P messages, Missed Hit Confirmations)



Missed Hit Confirmations	
NIC	OCA
G123456789	TEST-987
A123456789	TEST-225
M123456789	TEST-956
W987654321	TEST-557
V123456789	TEST-145
P987654321	TEST-698

You will provide the answer to this in the audit questionnaire, but information is provided to you on the Audit information Request



**Missed Hit Confirmations (if applicable)**

Agencies that receive a missed hit confirmation due to failure to respond to a YQ message in the required time frame will receive a file with all missed hit confirmations from the beginning of the audit cycle to the time they are audited. Agencies will need to review the missed hit confirmations and answer the following question in the audit questionnaire:

*Please explain in detail what changes your agency has implemented to ensure hits are confirmed within the specified times.*

# NCIC Case Files

Prepare entire case files for NCIC records and/or prepare court documents for Statewide Warrants



## NCIC Case Files (if applicable)

Copy the entire case file from the original report to the last time it was updated or validated. Please compare the NCIC record with the case file prior to submitting the documents.


When preparing your entire case file to send to your auditor, please ensure you provide:

- The theft report, missing person report, or signed warrant
- Copy of NCIC Entry
- Officer narrative and all supplementals
- Most recent update/validation

These will need to be submitted via secure email

# SWW Case Files

Prepare entire case files for NCIC records and/or prepare court documents for Statewide Warrants



## Utah Statewide Warrants (if applicable)

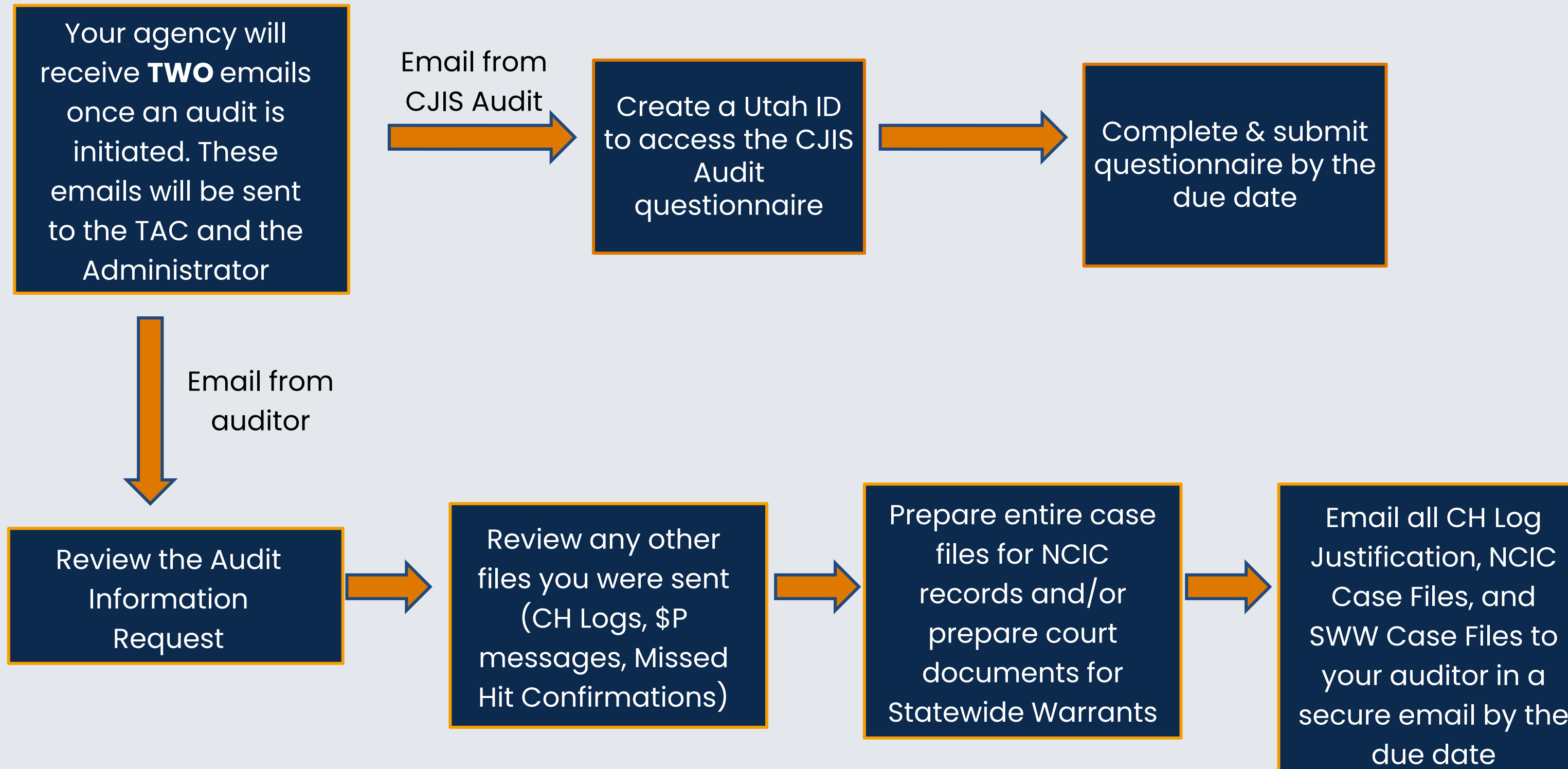
Copy the original document requesting the warrant, the court order issuing the warrant (signed by the judge), and any additional documents pertaining to the warrant.


When preparing your case files to send to your auditor, please ensure you provide:

- Original document requesting the warrant
- Court order issuing the warrant
- Any additional documents pertaining to the warrant

These will need to be submitted via secure email

# Audit Process Flowchart



# Stats

# Stats

- As of July 2025 , BCI has initiated 117 audits
- 95 of these audits have been completed and these agencies are now in compliant status
- BCI has found 15 common items that are compliance issues among different agencies



# Common Compliance Issues

# Compliance Issues

- Training and Testing Agreements not submitted
  - Once a user is trained and tested, please submit a User Training and Testing Agreement to your FS representative
  - These are required biennially

# Compliance Issues

- Maintain compliance with agreements submitted by checking your REPT regularly

User List Report Results Created by ovaisima on 07/29/2025 15:57:18							
User ID	View UCJIS Permissions	View Transaction History	Date Created	UCJIS Training Expiration Date	User Security Agreement	User Testing Agreement	Security Awareness Training Expiration Date
bear	UCJIS Permissions	Transaction History	08-12-2022 09:04	02-12-2025	No	04-16-2024	01-15-2026
ybear	UCJIS Permissions	Transaction History	03-06-2018 06:21	03-06-2021	No		06-27-2025
ybear25	UCJIS Permissions	Transaction History	06-05-2025 07:10	10-31-2025	No		10-31-2025
ybear1	UCJIS Permissions	Transaction History		10-31-2025	No		10-31-2025
ybear10	UCJIS Permissions	Transaction History	01-23-2019 11:55	01-31-2020	No		01-15-2025
ybear2	UCJIS Permissions	Transaction History		07-23-2020	No		01-15-2025
ybear3	UCJIS Permissions	Transaction History		07-23-2020	No		01-15-2025
ybear4	UCJIS Permissions	Transaction History		07-23-2020	No		01-15-2025
ybear5	UCJIS Permissions	Transaction History	01-23-2019 11:42	01-31-2020	No		01-15-2025
ybear6	UCJIS Permissions	Transaction History		07-23-2020	No		01-15-2025
ybear7	UCJIS Permissions	Transaction History	01-23-2019 11:47	01-31-2020	No		01-15-2025
ybear8	UCJIS Permissions	Transaction History		07-23-2020	No		01-15-2025
ybear9	UCJIS Permissions	Transaction History		07-23-2020	No		01-15-2025

# NCIC Validation Policy & Procedure



Procedures must be clear

1. When and how will validations be downloaded?
2. What files are being searched when validating a record?
3. What transactions to use?
4. Second party check completed



Include policy that your agency will follow

- NCIC Policy 3.4



NCIC Validation Policy & Procedure will be required for all agencies that own records on NCIC



Gotham Police Department

## NCIC Validation Policy & Procedures

### Procedure

1. TAC will log into UCJIS and download the validations for the month using the NVAL transaction the first Monday following the first Saturday of the month
2. TAC will search all available UCJIS files and all available records (CAD, Court files, reporting party, social media, etc.) and add missing information to the record
3. TAC will validate each record using the modify transaction of the file type (MW for Wanted Persons, MG for Guns, etc.) and add any information found to the record
4. TAC will have the record checked by a second party
  - Second party checker will compare dates entered with the dates in the case file
  - Second party checker will compare the descriptors, unique identifiers, make/model/type, etc. with the information in the case file and double check the correct NCIC codes are used applicable
  - Second party checker will compare the information found in all available files against the NCIC entry to ensure the record is packed as best as possible

### Policy

1. Agency must ensure that a second party check is completed for all entries by filling out the cover sheet for the record and initialing the records that were searched along with the date that the validation was completed
2. This agency will follow NCIC protocol in confirming that the record is complete, accurate and still outstanding or active.
3. Per NCIC Policy 3.4 this agency will accomplish validation by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual

Revised 8/3/2025

# AMBER Alert Policy

- 1. Policy must include the AMBER Alert Criteria
- 2. Policy must include the AMBER Alert phone number that will be called when notifying BCI of the AMBER Alert being issued



## Gotham Police Department AMBER Alert Policy

### 1.1 Criteria for Activating a Utah AMBER Alert

The National Center for Missing and Exploited Children strongly encourages every law enforcement agency to have an established protocol for investigating missing/abducted child cases. Only by developing effective and efficient policies and procedures can agencies help ensure the successful resolution of these cases.

Utah law enforcement agencies must consider ALL four of the criteria noted below before sending out an AMBER Alert:

- Law Enforcement believes a child or children have been abducted
- The child or children are 17 years old or younger
- Law Enforcement believes the victim(s) face imminent danger, serious bodily injury or death
- There is information that could assist the public in the safe recovery of the victim or apprehension of a suspect

If the criterion does not fit the AMBER Alert requirements, then the agency can consider the criteria for issuing an Endangered Missing Advisory (EMA).

### 1.2 Gotham PD Procedures for issuing a Utah AMBER Alert

1. Once it is established that an AMBER Alert will need to be issued, the user will notify the Chief of Police or another admin in a supervisory role if the chief is unavailable.
2. Issuer will contact dispatch to issue an AMBER Alert and provide the name for administrator approval
3. Dispatch will call BCI at 801-503-5566 to notify them of an AMBER Alert being issued
4. Dispatch will enter the AMBER Alert and handle all modifications and the cancellation of the alert

# AMBER Alert Policy

- 1. Policy must include the AMBER Alert Criteria
- 2. Policy must include the AMBER Alert phone number that will be called when notifying BCI of the AMBER Alert being issued



## Gotham Police Department AMBER Alert Policy

Utah law enforcement agencies must consider ALL four of the criteria noted below before sending out an AMBER Alert:

- Law Enforcement believes a child or children have been abducted
- The child or children are 17 years old or younger
- Law Enforcement believes the victim(s) face imminent danger, serious bodily injury or death

There is information that could assist the public in the safe recovery of the victim or apprehension of a suspect

- Law Enforcement believes the victim(s) face imminent danger, serious bodily injury or death
- There is information that could assist the public in the safe recovery of the victim or apprehension of a suspect

If the criterion does not fit the AMBER Alert requirements, then the agency can consider the criteria for issuing an Endangered Missing Advisory (EMA).

### 1.2 Gotham PD Procedures for issuing a Utah AMBER Alert

1. Once it is established that an AMBER Alert will need to be issued, the user will notify the Chief of Police or another admin in a supervisory role if the chief is unavailable.
2. Issuer will contact dispatch to issue an AMBER Alert and provide the name for administrator approval
3. Dispatch will call BCI at 801-503-5566 to notify them of an AMBER Alert being issued
4. Dispatch will enter the AMBER Alert and handle all modifications and the cancellation of the alert

# AMBER Alert Policy

- 1. Policy must include the AMBER Alert Criteria
- 2. Policy must include the AMBER Alert phone number that will be called when notifying BCI of the AMBER Alert being issued

- AMBER Alert Policy is required for all Law Enforcement Agencies



## Gotham Police Department AMBER Alert Policy

### 1.2 Gotham PD Procedures for issuing a Utah AMBER Alert

1. Once it is established that an AMBER Alert will need to be issued, the user will notify the Chief of Police or another admin in a supervisory role if the chief is unavailable.
2. Issuer will contact dispatch to issue an AMBER Alert and provide the name for administrator approval
3. Dispatch will call BCI at 801-503-5566 to notify them of an AMBER Alert being issued
4. Dispatch will enter the AMBER Alert and handle all modifications and the cancellation of the alert

- Law Enforcement believes the victim(s) face imminent danger, serious bodily injury or death  
There is information that could assist the public in the safe recovery of the victim or apprehension of a suspect

If the criterion does not fit the AMBER Alert requirements, then the agency can consider the criteria for issuing an Endangered Missing Advisory (EMA).

### 1.2 Gotham PD Procedures for issuing a Utah AMBER Alert

1. Once it is established that an AMBER Alert will need to be issued, the user will notify the Chief of Police or another admin in a supervisory role if the chief is unavailable.
2. Issuer will contact dispatch to issue an AMBER Alert and provide the name for administrator approval
3. Dispatch will call BCI at 801-503-5566 to notify them of an AMBER Alert being issued
4. Dispatch will enter the AMBER Alert and handle all modifications and the cancellation of the alert

# Compliance Issues

- Retained fingerprints on file
  - Retainable prints must be on file with BCI
  - Recertification background check is performed by the FBI Rap Back process by reviewing new arrests daily against all prints in Rap Back

# Compliance Issues

- Maintain compliance by regularly checking REPT

User List Report Results				
Created by ovaisima on 08/18/2025 15:28:38				
User ID	View UCJIS Permissions	View Transaction History	Rap Back	Fingerprint Date
bear	UCJIS Permissions	Transaction History	RAPBACK	
ybear	UCJIS Permissions	Transaction History	RAPBACK	
ybear25	UCJIS Permissions	Transaction History		
ybear1	UCJIS Permissions	Transaction History		
ybear10	UCJIS Permissions	Transaction History		
ybear2	UCJIS Permissions	Transaction History		
ybear3	UCJIS Permissions	Transaction History		
ybear4	UCJIS Permissions	Transaction History		
ybear5	UCJIS Permissions	Transaction History		
ybear6	UCJIS Permissions	Transaction History		
ybear7	UCJIS Permissions	Transaction History		

# Compliance Issues

- “What manuals are used in initial training for new Users and Non-Access Users?”
  - Training must include the BCI Manuals and NCIC Operating manual in initial training
    - Per TAC Responsibilities 6.0

# Compliance Issues

- “What purpose code does your agency use to run ride along applicants?”
  - Per III Manual, ride alongs should be ran with Purpose Code C

# Compliance Issues

- “What purpose code does your agency use to run IT personnel with access to CJIS systems?”
  - IT personnel with access to CJIS systems should be ran with Purpose Code J

# Compliance Issues

- “What purpose code does your agency use to run NCIC Validations?”
  - NCIC Validations should be ran with Purpose Code C
  - All agencies that own records on NCIC or validate NCIC records

# Compliance Issues

- Criminal History Justification Logs
  - Did this agency use the correct purpose codes?
    - 51% of agencies audited have used incorrect purpose codes

# Compliance Issues

- Criminal History Justification Logs
  - Did this agency use the correct auditing purpose?
    - 59% of agencies have used vague audit purposes or incorrect audit purposes
    - Audit purpose should be as specific as possible and should include a case number/identifying number when possible

# Compliance Issues

- Criminal History Justification Logs
  - Did this agency have the correct requestor in the requestor field?
    - The person receiving/requesting the criminal history should always be the requestor
    - If using an officer's call sign as the requestor, please use their name after
      - Example: B8975 YOGIBEAR

# Compliance Issues

- “What is your agency’s second party check procedures?”
  - The accuracy of a record must be double checked by a second party per NCIC Intro 3.2.1

# Compliance Issues

- “What is your agency’s second party check procedures?”
  - The accuracy of a record must be double -checked by a second party per NCIC Intro 3.2.1
  - Second party checks should include the checker verifying the information on the report being entered correctly, the record is packed with information found in all available files, etc

# Second Party Check

- Your agency doesn't have second party check procedures?
  - Add a section to your checklist/cover sheet
  - List files that you can check off
- Dispatch handles these for you?
  - Contact your dispatching agency and ask what their procedures are

# CACHE COUNTY SHERIFF'S OFFICE

D. CHAD JENSEN, SHERIFF

Matt Bilodeau, Chief Deputy  
Doyle Peck, Lieutenant  
Mikelshan Bartschi, Lieutenant  
Roy Hall, Lieutenant

EMPATHY

FAIRNESS

INTEGRITY

PROFESSIONALISM

RESPECT

RESPONSIBILITY

TRUSTWORTHINESS

## NCIC - ENTRY FORM

### WANTED/MISSING PERSON ENTRY

NAME \_\_\_\_\_

☒ Check NCIC prior to entry to confirm there is 'NO HIT'. *Attach Copy*  
☒ Check for Statewide Warrants. *Attach Copy*  
☒ UT Driver's License Information. *Attach Copy*  
☒ Utah Criminal History. *Attach Copy*  
☒ III Criminal History. *Attach Copy*  
☒ CCSO law incident report. *Attach Copy*  
☒ After entry, check NCIC to confirm there is a 'HIT'. *Attach Copy*

### VEHICLE/BOAT ENTRY

☐ Check NCIC prior to entry to confirm there is 'NO HIT'. *Attach Copy*  
☐ Query Vehicle. *Attach Copy*  
☐ Copy of signed Stolen Affidavit from requesting deputy. *Attach Copy*  
☐ CCSO law incident report. *Attach Copy*  
☐ After entry, check NCIC to confirm there is a 'HIT'. *Attach Copy*

### LICENSE PLATE/STOLEN VEHICLE ENTRY

☐ Check NCIC prior to entry to confirm there is 'NO HIT'. *Attach Copy*  
☐ CCSO law incident report. *Attach Copy*  
☐ After entry, check NCIC to confirm there is a 'HIT'. *Attach Copy*

### ARTICLE/GUN ENTRY

☐ Check NCIC prior to entry to confirm there is 'NO HIT'. *Attach Copy*  
☐ CCSO law incident report. *Attach Copy*  
☐ After entry, check NCIC to confirm there is a 'HIT'. *Attach Copy*

## VALIDATIONS

Initials

JM

1/23/23

KS

1/24/24

MT

1/22/25

Entered By: K Leavitt

Date of Entry: 10/27/22

Second Party Check: D. Burt

Date: 10/27/22

Requesting Deputy: D Thorson

Case#: 22-C6183, 22-C4686  
21-C11922

NIC#: \_\_\_\_\_

CLEAR/CANCEL by: \_\_\_\_\_

Date of CLEAR/CANCEL: \_\_\_\_\_

# Compliance Issues

- “Does this agency enter Wanted Persons immediately (within 3 days) into NCIC?”
  - Per NCIC Intro 3.2.2, NCIC records must be entered immediately when the conditions for entry are met, not to exceed 3 days, upon receipt (electronic or hard copy format) by the entering agency

# Compliance Issues

- “Does this agency enter Wanted Persons immediately (within 3 days) into NCIC?”
  - Wanted persons must be entered within 3 days of the warrant being issued
  - Warrant must be retained in the case file



# Compliance Issues

- NCIC Quality Control
  - 84% of agencies have been found out of compliance for quality control

# Compliance Issues

- NCIC Quality Control
  - DOT/DOL/DLC
    - Date of Theft, Date of Loss, Date of Last Contact
    - These should be the earliest possible date
    - DLC also includes phone calls, text messages, etc.

What would the earliest possible date of theft be?



**Incident GPD-387564**

**Date and time: 4/30/2025 13:41**

Officer's Narrative:

On 4/30/2025 I was dispatched to the residence of Test Victim on 2975 Fake Street. Test Victim reported that he just returned from a long trip out of the country and when he got home his truck was gone.

Test Victim stated that he locked everything up including his truck on 3/21/2025. Before his ring camera died, the last time his truck was in the driveway was on 4/16/2025.

He said that he doesn't know who would take it, but that everything else on his property and in his house are in place.

There are no suspects at this time. I will provide the information for the NCIC entry to dispatch.

# Compliance Issues

- NCIC Quality Control
  - DOT/DOL/DLC
    - What if the exact date isn't known?
      - Use the date the report was taken
    - "The last time I saw the item/person was about two weeks ago."
      - Use the date two weeks before the report was taken

# Compliance Issues

- NCIC Quality Control
  - Date of Entry
    - Records not being entered in a timely manner
    - Per NCIC, within 3 days of obtaining all required information for an entry
      - Certain files must be entered sooner

# Compliance Issues

- NCIC Quality Control
  - Missing identifiers
    - FBI Numbers
    - SIDs
    - Alias
  - These can be found when running an MIL (Multiple Inquiry transaction)
  - Entries made prior to November 2024 with SID listed as an MNU are not compliance issues

# Same

MKE/WANTED PERSON  
EXL/01 - FULL EXTRADITION  
ORI/██████████ NAM/██████████ LAMOR SEX/M RAC/B POB/NV  
DOB/19810513 HGT/508 WGT/150 EYE/BRO HAI/BLK FBI/██████████  
SMT/TAT UL ARM  
MNU/██████████ SOC/██████████  
OLN/██████████ OLS/NV OLY/2026  
OFF/ASSAULT  
DOW/20250116 OCA/██████████ SID/██████████  
WNO/██████████ CTI/██████████  
MIS/FULL NATIONWIDE EXTRADITION, ARREST WARRANT, DOMESTIC BATTERY BY  
MIS/STRANGULATION (1 CT)  
DNA/N  
ORI IS ~~LAS VEGAS METROPOLITAN POLICE DEPARTMENT 702-626-3745~~  
DOB/██████████  
DOB/██████████  
AKA/██████████ LAMOR  
AKA/██████████ ANDRETTA  
AKA/██████████ ANDRETTA L  
AKA/██████████ ANDRETTA LAMOR  
AKA/██████████ ANDRETTA  
AKA/██████████ DEON SHAMUEL  
SMT/TAT LF ARM  
SMT/TAT RF ARM  
SOC/██████████  
SID/██████████  
NIC/██████████ DTE/20250117 2235 EST DLU/20250117 2247 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

MKE/WANTED PERSON  
EXL/01 - FULL EXTRADITION  
ORI/██████████ NAM/██████████ SEX/M RAC/U  
DOB/19810513 HGT/509 WGT/142 EYE/BRO HAI/BLK  
SOC/██████████  
OLN/██████████ OLS/NV OLY/UNKN  
OFF/ROBBERY  
DOW/20210707 OCA/██████████  
WNO/██████████ CTI/██████████  
VLD/20241028 VLN/██████████  
DNA/N  
ADD/01 - RESIDENCE (LAST KNOWN)  
SNU/██████████ SNA/██████████  
CTY/██████████ STA/NV ZIP/89101  
ORI IS ██████████  
NIC/██████████ DTE/20210707 1420 EST DLU/20241028 1848 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

# Compliance Issues

- NCIC Quality Control
  - Missing copy of warrant
    - All wanted person entries, including felony warrants, require a warrant per NCIC Wanted Person 1.1.1

# Compliance Issues

- NCIC Quality Control
  - Incorrect NCIC Codes entered
    - Increase use of full MAK being used
    - For example :
      - Ruger instead of SR
      - Winchester instead of WNT
      - Toyota instead of TOYT

## NCIC Code Manual as of June 30, 2025

### *NCIC Code Manual* Table of Contents

- [Article Data Codes](#)
- [Boat Data Codes](#)
- [Gun Data Codes](#)
- [Other Transactions Codes](#)
- [Personal Descriptors Codes](#)
- [Securities Data Codes](#)
- [State and Country Data Codes](#)
- [Uniform Offense Data Codes](#)
- [Vehicle Data Codes](#)

# Compliance Issues

- NCIC Quality Control
  - Incomplete case file/no case file provided
    - Entire case file is needed for quality control
      - Original report
      - Supplementals
      - Copy of NCIC record on file



**INCOMPLETE**

# Quality Control Tips

- Make a checklist of files to check for every NCIC file type
  - Keep a cover sheet of checklist in case file

LOGAN CITY UNITED IN SERVICE		NCIC ENTRY CHECKLIST	
CHOOSE TYPE: <b>WANTED PERSON</b>		ENTER DESCRIPTION: <b>Bear, Yogi</b>	
COPY AND ATTACH FOLLOWING TO ENTRY			
<input checked="" type="checkbox"/> Attach EW Paperwork <input type="checkbox"/> Attach Email Request <input checked="" type="checkbox"/> Check NCIC prior to Entry and Attach Copy <input checked="" type="checkbox"/> Print and Attach Copy of Incident Report <input checked="" type="checkbox"/> Copy of "HIT" Attached		<b>WANTED / MISSING / UNIDENTIFIED PERSON</b> <input checked="" type="checkbox"/> Extradition Area: <u>West of the Mississippi</u> <input checked="" type="checkbox"/> Approved by Tony Baird <input checked="" type="checkbox"/> Statewide / Local Records Check <input checked="" type="checkbox"/> Drivers License Information <input checked="" type="checkbox"/> Utah Criminal History <input checked="" type="checkbox"/> Ill Record <input checked="" type="checkbox"/> O-Track (if over 18) <input type="checkbox"/> Check CJJU (if under 18) - DO NOT PRINT <input checked="" type="checkbox"/> Image (from DL files, OTRK, Picture, etc.)	
<b>VEHICLE / LICENSE PLATE / BOAT ENTRY</b> <input type="checkbox"/> Registration Information <input type="checkbox"/> Stolen Vehicle Affidavit (if applicable) <input type="checkbox"/> Image (if available)			
ENTERING DISPATCHER: <u>Kayli W</u>		REQUESTING OFFICER: <u>Det. Wursten</u>	
DATE ENTERED: <u>01/16/2024</u> AGENCY: <u>LCPD</u>		NIC #: <u>W000000000</u> CASE #: <u>TEST52365</u>	
<input type="checkbox"/> Info emailed to Tony Baird, Laurilee Tarbet, and Requesting Officer			
SECOND PARTY TAC CHECK / QUALITY CONTROL			
ENTRY / MODIFY / SUPPLEMENTAL			
<input type="checkbox"/> ENTRY	OPERATOR: <u>EW</u>	DATE: _____	(TAC) _____
<input checked="" type="checkbox"/> IMAGE	OPERATOR: <u>Kayli Williamson</u>	DATE: <u>01/16/2024</u>	(TAC) <u>J. Hancey</u>
<input checked="" type="checkbox"/> MODIFY	OPERATOR: <u>Kayli Williamson</u>	DATE: <u>01/16/2024</u>	(TAC) <u>J. Hancey</u>
<input type="checkbox"/> SUPP.	OPERATOR: _____	DATE: _____	(TAC) _____
<input type="checkbox"/> Wants Document Updated _____ (Initial)			
REASON FOR REMOVAL / CLEAR / CANCELLATION			
REASON FOR REMOVAL: _____			
<input type="checkbox"/> Requesting Officer Notified	OPERATOR: _____	DATE: _____	TIME: _____
<input type="checkbox"/> CLEAR	OPERATOR: _____	DATE: _____	(TAC) _____
<input type="checkbox"/> CANCEL	OPERATOR: _____	DATE: _____	(TAC) _____
<input type="checkbox"/> Wants Document Updated _____ (Initial)			
EXTRADITION			
IF WANTED PERSON IS APPREHENDED OUTSIDE OF UTAH, NOTIFY THE CCSO EXTRADITION SGT.			
OPERATOR: _____		DATE: _____	TIME OF CALL/MESSAGE: _____
Email copy of the following: <input type="checkbox"/> NCIC Checklist <input type="checkbox"/> Warrant <input type="checkbox"/> NCIC Want <input type="checkbox"/> YQ <input type="checkbox"/> YR <input type="checkbox"/> Locate			
<u>Randall 4/11/24</u> <u>Frankie 4.16.25</u>		NOTES	

WANTED PERSON  
Det. Wursten

# Quality Control Tips

- Make a checklist of files to check for every NCIC file type
  - Keep a cover sheet of checklist in case file

CACHE COUNTY SHERIFF'S OFFICE		D. CHAD JENSEN, SHERIFF Matt Bilodeau, Chief Deputy Brian Locke, Lieutenant Doyle Peck, Lieutenant Mike Peterson, Lieutenant	
EMPATHY FAIRNESS INTEGRITY PROFESSIONALISM RESPECT RESPONSIBILITY TRUSTWORTHINESS			
NCIC - ENTRY FORM			
<b>WANTED/MISSING PERSON ENTRY</b>		<b>VALIDATIONS</b>	
NAME _____		Initials _____	
<input type="checkbox"/> Check NCIC prior to entry to confirm there is 'NO HIT'. <i>Attach Copy</i>		11/15/24	
<input type="checkbox"/> Check for Statewide Warrants. <i>Attach Copy</i>			
<input type="checkbox"/> UT Driver's License Information. <i>Attach Copy</i>			
<input type="checkbox"/> Utah Criminal History. <i>Attach Copy</i>			
- Run JUVL for juvenile criminal history			
<b>**DO NOT PRINT JUVENILE CRIMINAL HISTORIES**</b>			
<input type="checkbox"/> III Criminal History (if over 18 yoa). <i>Attach Copy</i>			
<input type="checkbox"/> CCSO law incident report. <i>Attach Copy</i>			
<input type="checkbox"/> After entry, check NCIC to confirm there is a 'HIT'. <i>Attach Copy</i>			
<b>VEHICLE/BOAT ENTRY</b>			
<input type="checkbox"/> Check NCIC prior to entry to confirm there is 'NO HIT'. <i>Attach Copy</i>			
<input type="checkbox"/> Query Vehicle. <i>Attach Copy</i>			
<input type="checkbox"/> Copy of signed Stolen Affidavit from requesting deputy. <i>Attach Copy</i>			
<input type="checkbox"/> CCSO law incident report. <i>Attach Copy</i>			
<input type="checkbox"/> After entry, check NCIC to confirm there is a 'HIT'. <i>Attach Copy</i>			
<b>LICENSE PLATE/STOLEN VEHICLE ENTRY</b>			
<input checked="" type="checkbox"/> Check NCIC prior to entry to confirm there is 'NO HIT'. <i>Attach Copy</i>			
<input checked="" type="checkbox"/> CCSO law incident report. <i>Attach Copy</i>			
<input checked="" type="checkbox"/> After entry, check NCIC to confirm there is a 'HIT'. <i>Attach Copy</i>			
<b>ARTICLE/GUN ENTRY</b>			
<input type="checkbox"/> Check NCIC prior to entry to confirm there is 'NO HIT'. <i>Attach Copy</i>			
<input type="checkbox"/> CCSO law incident report. <i>Attach Copy</i>			
<input type="checkbox"/> After entry, check NCIC to confirm there is a 'HIT'. <i>Attach Copy</i>			
Entered By: <u>M Jensen</u>		Date of Entry: <u>10/15/24</u>	
Second Party Check: <u>D Wright</u>		Date: <u>10/15/24</u>	
Requesting Deputy: <u>M Anderson</u>		Case#: <u>TESTV123</u>	
NIC#: <u>V123456789</u>			
CLEAR/CANCEL by: _____		Date of CLEAR/CANCEL: _____	

\*new entry sheet to render into NCIC

# Quality Control Tips

- Make a checklist of files to check for every NCIC file type
  - Keep a cover sheet of checklist in case file
- Incorporate quality control checklist into training
  - This will make it a habit for users and will soon become second nature to them

# Quality Control Tips

- Make a checklist of files to check every time a warrant or PO is issued
  - Keep a cover sheet of checklist in case file
- Incorporate quality control checklist into training
  - This will make it a habit for users and will soon become second nature to them
- Make a list of compliance issues BCI looks for
  - Use this to pack the record
  - Can also be incorporated into training

# Policies

# Policies

BCI will require policies to be uploaded and submitted in the CJIS Audit System. Policies must be formalized and include a revision date

» Misuse Policy

» AMBER Alert Policy

» NCIC Validation Policy  
and Procedures

» MDM Policy

» SWW Validation Policy  
and Procedures

# Misuse Policy

➤ Per UCA 53-10-108, agency Misuse Policies must state one of the following :

1. The Commissioner and Director of BCI will be notified if misuse of UCJIS information is suspected ; or
2. The agency will abide by UCA 53-10-108



## Gotham Police Department Misuse Policy

### II. PROCEDURE

In accordance with UCA 53-10-108, Gotham City Police Department (GPD) will notify the commissioner and director of the Utah Bureau of Criminal Identification (BCI) upon the discovery of unauthorized access, use, disclosure, or dissemination of a record created, maintained, or to which access is granted by BCI.

### I. PURPOSE

The Gotham City Police Department (GPD), as well as all city governmental agencies and individuals are strictly governed by state statutes/policies and federal statutes/policies from disseminating Utah Criminal Justice Information System (UCJIS) to unauthorized agencies or individuals. GPD follows state and federal law and promulgating policies and procedures, which protect an individual's right to privacy while maintaining a balance of fairness for which criminal history information is used and disseminated.

### II. PROCEDURE

In accordance with UCA 53-10-108, Gotham City Police Department (GPD) will notify the commissioner and director of the Utah Bureau of Criminal Identification (BCI) upon the discovery of unauthorized access, use, disclosure, or dissemination of a record created, maintained, or to which access is granted by BCI.

# Misuse Policy

➤ Per UCA 53-10-108, agency Misuse Policies must state one of the following :

1. The Commissioner and Director of BCI will be notified if misuse of UCJIS information is suspected ; or
2. The agency will abide by UCA 53-10-108

➤ Revision date is required



## Gotham Police Department Misuse Policy

Commissioner James Gordon	EFFECTIVE DATE June 1, 1990	POLICY NUMBER GPD-90-101
	SUBJECT Misuse of UCJIS (Utah Criminal Justice Information System) Information	REFERENCE BCI Operations Manual, UCA 53-10-108
AMENDS May 1, 2017	RE-EVALUATION DATE May 1, 2018	NO. OF PAGES 1

### I. PURPOSE

The Gotham City Police Department (GPD), as well as all city governmental agencies and individuals are strictly governed by state statutes/policies and federal statutes/policies from disseminating Utah Criminal Justice Information System (UCJIS) to unauthorized agencies or individuals. GPD follows state and federal law and promulgating policies and procedures, which protect an individual's right to privacy while maintaining a balance of fairness for which criminal history information is used and disseminated.

### II. PROCEDURE

In accordance with UCA 53-10-108, Gotham City Police Department (GPD) will notify the commissioner and director of the Utah Bureau of Criminal Identification (BCI) upon the discovery of unauthorized access, use, disclosure, or dissemination of a record created, maintained, or to which access is granted by BCI.

# Misuse Policy

➤ Per UCA 53-10-108, agency Misuse Policies must state one of the following :

1. The Commissioner and Director of BCI will be notified if misuse of UCJIS information is suspected ; or
2. The agency will abide by UCA 53-10-108

➤ Revision date is required

➤ Misuse Policies are required for all agencies



## Gotham Police Department Misuse Policy

Commissioner James Gordon	EFFECTIVE DATE June 1, 1990	POLICY NUMBER GPD-90-101
	SUBJECT Misuse of UCJIS (Utah Criminal Justice Information System) Information	REFERENCE BCI Operations Manual, UCA 53-10-108
AMENDS May 1, 2017	RE-EVALUATION DATE May 1, 2018	NO. OF PAGES 1

### I. PURPOSE

The Gotham City Police Department (GPD), as well as all city governmental agencies and individuals are strictly governed by state statutes/policies and federal statutes/policies from disseminating Utah Criminal Justice Information System (UCJIS) to unauthorized agencies or individuals. GPD follows state and federal law and promulgating policies and procedures, which protect an individual's right to privacy while maintaining a balance of fairness for which criminal history information is used and disseminated.

### II. PROCEDURE

In accordance with UCA 53-10-108, Gotham City Police Department (GPD) will notify the commissioner and director of the Utah Bureau of Criminal Identification (BCI) upon the discovery of unauthorized access, use, disclosure, or dissemination of a record created, maintained, or to which access is granted by BCI.

# SWW Validation Policy & Procedure

- Procedure must be clear
  1. When and how will validations be retrieved?
  2. What files are being searched when validating a record?
  3. What to do when a warrant is recalled?

- SWW Validation Policy & Procedure are required for all courts



## Gotham Justice Court SWW Validation Policy & Procedures



### From Booking Report

1. Clerk will print booking report daily
2. Warrant will be recalled from CORIS if defendant's name appeared in the Booking Report
3. If defendant is in custody, clerk will contact jail and arrange video/transport
4. If defendant is not in custody, clerk will hold case for 2 weeks (10 days)
5. If defendant does not contact the court during those 2 weeks, their case will be referred to judge for new warrant
6. If defendant was to contact the court during the 2 weeks, matter will be set for hearing accordingly


### From Audit Report

1. Clerk will print audit report every Monday
2. Information from audit report will be clarified to information from CORIS system
3. If warrant was recalled by court's order, but defendant's name/warrant still appeared on Audit Report, clerk will recall the warrant from UCJIS


# MDM Policy



Please ensure your policy states what MDM is used by your agency, what are its capabilities, how it restricts the mobile device it's own, etc.



MDM Policy is required for all agencies who have users that access UCJISinformation on any mobile device



# Reminders

# Can't login to CJIS Audit?

- Login to your Utah ID account using: [id.utah.gov](https://id.utah.gov)
- Ensure the email associated with your Utah ID is the same as the email on file with BCI
- Contact your auditor with any issues

# I want my Alt TAC to complete the audit

- Contact your auditor to update the contact information for the CJIS Audit System
- Audit only gets sent to the TAC and Administrator
- BCI can change it over for the audit and change it back once audit is completed

# Not sure how to answer an audit question?

- Check with an Alt TAC or Administrator with your agency
- Reach out to your auditor

# Audit Response

- Ensure your response to out of compliance items include :
  - What you did to correct the item
  - What your corrective action plan is moving forward for your agency
    - Example: Include item in training, memos, etc.
- When applicable :
  - Provide updated policies
  - Provide missing agreements & fingerprints

# Audit Response

- **Out of Compliance Example :**
  - “This agency is found out of compliance for using purpose code J for Right of Access queries . Per III manual, Right of Access queries should be ran using purpose code P.”

# Audit Response

- **Out of Compliance Example :**
  - “This agency is found out of compliance for using purpose code J for Right of Access queries . Per III manual, Right of Access queries should be ran using purpose code P.”
- **Agency response example :**
  - “The TAC has met with the individual(s) that ran these transactions and conducted one on one training with them . The TAC also held an agency wide training on 7/16, 7/23 & 7/30 covering this compliance issue and TAC has added this to the agency’s training materials for the future .”

# Agency Reminders

- Agency Administrators
  - Must be listed as a User or a Non-Access User
  - The Criminal Justice Agency Agreement must be updated whenever a new administrator is appointed
- LASO
  - Must be listed as at least a Non-Access User

# NCIC Records

- Pack the record (Especially Felony Warrant entries)
  - Packing the record refers to ensuring that all available information the entering agency has access to is listed on the NCIC record
  - This includes, but is not limited to:
    - Aliases
    - Eye and hair color
    - State Identification Numbers (SID)
    - Miscellaneous Numbers (MNU)
    - Scars, marks and tattoos
    - Miscellaneous Field
    - Images

# NCIC Records

- Pack the record (Especially Felony Warrant entries)
  - Driver's License information
    - OLN,OLS,OLY
  - Vehicle information
    - VIN

# NCIC Records

- MIL Transaction

Requestor Information	
Audit Purpose:	C - CRIMINAL JUSTICE
Requestor:	OVAISIMA
Audit Reason:	WPTEST9865

# NCIC Records

- MIL Transaction

Transactions to Run	
<input checked="" type="checkbox"/> Driver's License - UTAH (DLQ)	<p>DLQ - Requires ORI and Name. CHQ - Requires ORI, Requestor Information, and at least one of the following: Name, SSN, or License Number. DQ - Requires ORI, Name, DOB, Sex, and State other than UT. IQ - Requires ORI, Requestor Information, Name, DOB, Sex, Race, and State other than UT. QSW - Requires ORI, Name, and State. QH - Requires ORI, Requestor Information (Right of Access isn't valid), Name, DOB, Sex, and Race. QW - Requires ORI, Name, and DOB. JUV - Requires ORI and Name. OTRK - Requires ORI and Name. MVQ - Requires ORI and Name. PO - Requires ORI and Name. ***You can only run transactions you have permission to run.***</p>
<input type="checkbox"/> Drivers License - NLETS (DQ)	
<input checked="" type="checkbox"/> State Wide Warrants (QSW)	
<input checked="" type="checkbox"/> Query Wanted - NCIC (QW)	
<input type="checkbox"/> Juvenile History - UTAH (JUV)	
<input checked="" type="checkbox"/> Motor Vehicle - UTAH (MVQ)	<input checked="" type="checkbox"/> Protective Order - UTAH (PO)

# NCIC Records

- Why is packing the record important?
  - Assists law enforcement
  - Increases chances of a hit

# NCIC Records

- Missing Persons
  - \$K Messages
    - Entry has been listed for 30 days and is missing :
      - Blood Type
      - Dental Characteristics
      - Fingerprint Classification
      - Jewelry Type
      - Scars, marks and tattoos

# NCIC Records

- Missing Persons
  - \$K Messages
    - Agencies (LEA) must have procedures in place when a \$K message is received
    - For example:
      - “When a \$K message is received, our dispatching agency emails the TAC with the \$K message. The TAC will reach out to the detective over the case and notify them of the missing information. The detective will then reach out to the reporting party to see if they have any of the missing information. The detective will provide the missing information to dispatch to enter.”

# NCIC Records

- Missing Persons
  - \$K Messages
  - Dental records
    - Agencies should ask reporting party for Dental Records
    - Checked against the Unidentified Persons File
    - The most reliable way for identification
    - Dental Records must be forwarded to Alex Martinez or Ofa Vaisima for entry

# NCIC Records

- Missing Persons
  - \$K Messages
  - Dental records
  - Missing Persons Collection Guide
    - Great tool to use when gathering information
    - Available on LEEPor contact Ofa Vaisima or Alex Martinez

# Thank you!

