MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: NCIC Procedure & Integrity	***Number: 131-A***
Effective Date: January 10, 2019	***Revised Date: October 16, 2026***
Rescinds: 148 – Hit Confirmations	***Dated: 01-10-2019***

Approved By:

I. PURPOSE

The purpose of this regulation is to maintain the integrity of the NCIC 2000 records system and ensure timely and accurate responses to a "HIT".

II. PROCEDURE

A. Levels of Priority. The Hit Confirmation procedure is based on two levels of priority: Urgent and Routine.

1. Priority 1: Urgent

   The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, Priority 1 should be specified.

2. Priority 2: Routine

   The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required. After establishing the priority level, the agency should then follow these procedures:

   a. Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within

the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

b. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to its CSO and to the CSO of the agency that originated the record. The CSO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply with System standards. The CSO action must include canceling the record.

c. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the CSAs involved. Failure on the part of any CSA to ensure such compliance will be brought to the attention of the APB.

d. The National Law Enforcement Telecommunications System, Inc. (NLETS) is the recommended network for hit confirmation. Even if the initial confirmation is handled via telephone, NLETS should be used for documentation. NLETS has created an inquiry (YQ) and a response (YR) format for this confirmation. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

e. Every agency upon taking a person into custody identifying a missing person, or acquiring property, after confirming the hit, must place a locate on the corresponding NCIC record(s).

f. Agencies using electronic RMS are encouraged to maintain copies (electronic or hard copy) of hit confirmation information, to include YQ and YR messages, to assist in the event that the agency needs to substantiate the actions(s) it has taken pertaining to a hit confirmation.

B. FBI CJIS Procedures for Errors:

In connection with maintaining the integrity of NCIC 2000 records, each state control terminal agency should continue to develop and maintain stringent quality control procedures to ensure that all records in NCIC 2000 are kept accurate, complete, and up-to-date.

1. Serious Errors

    a. In cases of serious errors, FBI CJIS will cancel the record and transmit a $.E. administrative message to the entering agency. The $.E. message provides the entire canceled record and a detailed explanation of the reason for cancellation.

    b. Assumption of this limited responsibility for cancellation of a user's entries in connection with the foregoing quality control procedures does not make the FBI the guarantor of the accuracy of NCIC 2000 records. The ORI is responsible for the accuracy, completeness, and current status of its records entered in NCIC 2000.

C. Validations

1. Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished 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. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.

2. Each month, CSAs receive a file of records to be validated. The CSAs in turn distribute the records to be validated to the ORis as appropriate. On the first Saturday of the month, the NCIC System selects the records scheduled for validation. The NCIC System does not retrieve for validation those records that have been validated within the last calendar month. The CSA selects to conduct validations on-line or to notify CJIS that validations have been completed.

3. If a state/federal agency uses the on-line validation process, the agency must modify each record being validated to include updated information in the Name of Validator (VLN) Field. If a record has not been validated within a month from the request

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

D. Validation Schedule

1. On a monthly basis, the NCIC 2000 System extracts active records on file for validation purposes. The validation includes a portion of each file and includes those records 60-90 days old. In addition, it includes any records 14-15 months old, 26-27 months old, 38-39 months old, etc. The validation schedule is as follows:

   Validation: Entries Made on:

   January ..... October
   February ..... November
   March ..... December
   April. ..... January
   May .... February
   June ..... March
   July ..... April
   August. ..... May
   September. ..... June
   October ..... July
   November ..... August
   December ..... September

2. The FBI's CJIS Division policy states that records in the Vehicle, Boat, Gun, Vehicle/Boat Part, License Plate, and Securities Files and qualifying records in the Article File must be validated only once when they are 60-90 days old. However, CSAs can request to validate these records on the schedule listed above.

3. For all other person files, the first 60–90-day validation should be performed according to the validation rules set forth in Section 3.4, paragraph 1. Subsequent validation cycles require contact with the court or other appropriate source to verify the validity of the record.

4. The NCIC System sorts records by CSA. On a monthly basis, the CSAs are advised when a file of records to be validated can be retrieved by way of a $.B. notification. Upon receiving this notification, the CSA has 30 days to initiate a file transfer before the file will be deleted. Within the file of records to be validated, each record is presented as a $.C. REQUEST FOR VALIDATION message or in the validation fixed format. The CSA distributes the records to be validated to the ORIs as appropriate. CSAs must certify completed validation to the FBI's CJIS Division prior to the first Sunday of the second month following the date the validation material was made available by the FBI.

   The sequence of records included in the file is as follows:

   a. Wanted/Gang Member

   b. Missing/Unidentified

   c. Vehicle/License Plate/Part/Boat

   d. Gun

   e. Securities

   f. Protection Order

   g. Supervised Release

   h. National Sex Offender Registry

   i. Identity Theft

   j. Article

   k. Violent Person

5. If the record, excluding National Sex Offender Registry records, has been validated electronically within the last calendar month, then the record is considered validated and is not included in the file of records to be validated. If a National Sex Offender Registry record was validated electronically within the last 11 months, then the record is not included in the file of records to be validated.

6. Article File records containing TYP Field codes beginning with "Q" and "T" will be validated as described in the Validation schedule above. Other Article File records are not included in the validation process since they have a short retention period. The NICS Denied Transaction File records are also not subject to validation, since these records are a subset of data maintained by the NICS. All other files are subject to validation. Each agency must keep in mind the synchronization of records. The records being validated will be chosen by date of entry, Eastern Standard Time (EST), into NCIC 2000. Agencies located in a different time zone must realize that the validation will include records entered after midnight EST on the first of the month through midnight on the last day of the month. The $.C. demonstrates the validation format.

E. Validation Procedures

1. Wanted Person

Make sure the subject is still wanted through our agency in NCIC.

a. Run the subject's NCIC number or name, sex, race, and date of birth through NCIC from the information on the validation sheet.

b. If the subject is still listed as wanted, verify our agency holds a valid hard copy warrant on the subject.

i. The hard copy warrant should be in the NCIC room filed under the case number.

ii. The warrant also needs to be verified through the Clerk's Office to ensure it is valid.

c. If the warrant is not valid:

i. Pull the case file from the NCIC room and cancel the wanted subject from NCIC.

ii. Print out the cancellation response, run the wanted person's NCIC number, and print out the no NCIC want response.

iii. Remove the warrant and give it back to the clerk's office, advising them the warrant is not valid and who said the warrant was not valid.

iv. Complete a supplemental in RMS or email Records for cases before 10/26/2010, stating who said the warrant is no longer valid.

v. Attach all the clear paperwork to the back of the case file and place entire packet in the NCIC basket in dispatch.

vi. Every year at the time of monthly validations, the wanted person file must include a current check of the wanted person's criminal history and driver's license check. Run a current criminal history search on wanted subject. If the subject has an FBI number, run a Criminal History Rap Sheet. Use the validating officer's name as the requesting officer and the month validations for the justification. File complete record (summary and record) in the file.

d. The following information must be verified for accuracy:

i. Agency Case Number- use case number on the NCIC entry form from the officer, not a detective case file number.

ii. Date of Warrant/Violation-date the warrant was signed by the clerk's office

iii. Offense Code-click the grey box and scroll to the charge. Use the wording of the charge from the warrant; if the subject has multiple warrants, use the charge from the oldest warrant. Do not use the offense code from the NCIC paperwork, it does not match in NCIC.

iv. Warrant number (use the lowest warrant number from the file, if the wanted person has more than one warrant through our agency)

v. Caution/Medical Conditions (if the criminal history has violent crimes, drug charges, or weapon charges, indicate a caution). To locate the correct caution/medical condition, click the grey box to the right and choose the correct one.

vi. Extradition Limitation- correct level of charge (Felony or Misdemeanor) and extradition. Information obtained from the NCIC entry paperwork; officers are required to fill in the form. Our agency does not normally extradite outside South Carolina unless cleared through the Solicitor's Office.

vii. Name-make sure the name is entered as it appears on the warrant: last, first, middle

viii. Sex-as it appears on the warrant

ix. Race-as it appears on the warrant

x. Height- if it appears on the warrant

xi. Weight-if it appears on the warrant

xii. Hair color-if it appears on the warrant

xiii. Date of birth- as it appears on the warrant (year, month, day)

xiv. Social Security Number- if it appears on the warrant without the dashes

xv. Miscellaneous- make sure the following information is included: South Carolina Pick Up Only (if other extradition has been approved, indicate it here as well as in the Extradition Limitation section). If the wanted person has more than one warrant, include the other warrant numbers and charges. If the wanted person has more than one case with warrants, include the other case numbers with their corresponding warrants and charges. Using the information obtained from the front page of the criminal history if not already in the original entry to fill out the following: (if any of this is blank, it should be left blank) Enter this information as a normal modification, including all paperwork in the file.

xvi. Height

xvii. Weight

xviii. Hair color

xix. Eye color

xx. Skin Tone

xxi. Place of Birth

xxii. Scars Marks and Tattoos- one can be entered at this time. Use the same abbreviation from the criminal history.

xxiii. Social Security Number-one can be entered at this time, as it appears without the dashes.

xxiv. FBI Number

xxv. Finger Print Classification-as it appears without the spaces

e. Additional information from the front page of the criminal history include alias names, alias dates of birth, alias social security numbers, additional scars marks and tattoos. All this information needs to be added to the NCIC entry. It needs to be added under wanted persons enter supplemental data and fill in the blanks same as a modification. Print out supplemental data added and include with the paperwork.

f. If the driver's license number was obtained during the query and not in the original entry, enter the driver's license number, state abbreviation and expiration year in the modify screen under wanted person.

g. Wanted person validation form needs to have the following filled out:

   i. Date Validated-date completing the monthly validations

   ii. OCA -case file number from the warrant entry

   iii. Offense-wanted person's charges

   iv. Type of entry-check wanted person box

v. Validation Results

vi. If the record is valid (result # 1) check the in person box and write either the investigator that validated the warrant or Clerks Office and the city office phone number.

vii. If the warrant is not valid, check result #4 and write who verified the warrant as not to be valid.

viii. If the NCIC record has been modified for any reason, check result #5 and list the modifications made to the record.

ix. Fill out validation results one and five if the warrant is valid and a modification to the NCIC entry has been made.

x. Current status: Check which box is correct: Record active if no modifications have been made, record active and record modified if modifications have been made, or record cancelled if the warrant is no longer valid.

xi. Print your name on the validation officer name line and sign your name under the signature line.

h. Print out a final copy of the NCIC wanted person entry, the validation form, and file it back in the NCIC room.

2. Gangs

Email gang records to the gang unit. The gang unit will determine if the subject is a current gang member and confirm entry in GangNet. If they are a current gang member, they will write " valid " on the form, and they will stay in NCIC.

a. If the gang members are not current gang members or need to be removed from NCIC, they will write “not valid,” and they will be removed.

b. If the gang members are confirmed as valid:

i. Every year, at the time of monthly validations, the gang member file must include a current check of

the wanted person's criminal history and driver's license check.

ii. Run a current criminal history search on the gang member. If the subject has an FBI number, run a Criminal History Rap Sheet. Use the TAC officer's name as the requesting officer and the month validations for the justification. Current criminal history, copy of driver's license, validation form, current entry sheet, and a copy of validation printout should be sent inter-office to the gang unit to be placed in their files.

c. The following information must be verified for accuracy:

i. Agency Case Number- use the case number on the NCIC entry form.

ii. Caution/Medical Conditions (if the criminal history has violent crimes, drug charges, or weapon charges, indicate a caution). To locate the correct caution/medical condition click the grey box to the right and choose the correct one.

iii. Name-make sure the name is entered as it appears on the warrant: last, first, middle

iv. Sex-as it appears on the entry form

v. Race-as it appears on the entry form

vi. Height- if it appears on the entry form

vii. Weight-if it appears on the entry form

viii. Hair color-if it appears on the entry form

ix. Date of birth- as it appears on the entry form (year, month, day)

x. Social Security Number- if it appears on the warrant without the dashes

xi. Miscellaneous- make sure the following information is included: reasons for any cautions. Using the information obtained from the front page

of the criminal history, if not already in the original entry, to fill out the following: (if any of this is blank, it should be left blank) Enter this information as a normal modification, including all paperwork in the file.

xii. Height

xiii. Weight

xiv. Hair color

xv. Eye color

xvi. Skin Tone

xvii. Place of Birth

xviii. Scars, Marks and Tattoos- one can be entered at this time. Use the same abbreviation from the criminal history.

xix. Social Security Number-one can be entered at this time, as it appears without the dashes.

xx. FBI Number

xxi. Fingerprint Classification- as it appears without the spaces

xxii. Date of purge

d. Additional information from the front page of the criminal history includes alias names, alias dates of birth, alias Social Security numbers, additional scars, marks, and tattoos. All this information needs to be added to the NCIC entry. It needs to be added under gang member enter supplemental data and fill in the blanks the same as a modification.

e. If the driver's license number was obtained during the query and not in the original entry, enter the driver's license number, state abbreviation, and expiration year in the modify screen under gang member.

f. Print out the most current entry sheet.

g. Gangs validation form needs to have the following filled out:

   i. Date validated-Date filling out the form.

   ii. Offense-write Gang Member.

   iii. Type of entry-check other; write off to side gang member.

h. Validation results:

   i. If the record is valid (result #1), check in person and write the gang unit officer's name and city office phone number.

   ii. If the record is not valid (result #4) write the gang unit officer's name and city office phone number and the record will be removed from NCIC when the validations are sent to SLED.

i. Current Status:

   i. Check record active if the record stays in NCIC

   ii. Check record cancelled if the record needs to be removed from NCIC

   iii. Print your name under the validation officer name line and sign your name on the signature line.

   iv. File these validation letters in the case folder and return validation sheets to the TAC.

3. Missing Person

   a. Make sure the subject IS still missing through our agency in NCIC.

   b. Run the subject's NIC number or name, sex, race, and date of birth through NCIC from the information on the validation sheet.

   c. If the subject is still listed as missing, verify through the Family Services Unit.

d. If the subject is no longer missing:

   i. Pull the case file from the NCIC room; clear the missing person from NCIC.

   ii. Print out the clear response, run the missing persons NCIC number and print out the no NCIC want response.

   iii. Complete a supplemental in Archive RMS or RMS stating who said the missing person is no longer valid.

   iv. Attach all the clear paperwork to the back of the case file, time stamp front sheet, make sure the case number is hand written on top right hand corner of top sheet and place entire packet in the records basket in dispatch.

e. Every year at the time of monthly validations, the missing person file must include a current check of missing person criminal history, driver's license check, and statewide vehicle registrations check.

   i. Run a current criminal history search on the missing person. If the subject has an FBI number, run a Criminal History Rap Sheet. Use the TAC officer's name as the requesting officer and the month validations for the justification. File the complete record (summary and record) in the file.

   ii. Run South Carolina driver's license inquiry; print out all responses. If more than one number appears, run each number and print out valid responses and include in the file.

   iii. Run South Carolina statewide vehicle registration check. If the missing subject has multiple responses, run the entire list of VCS numbers through the state XTAG field. Make sure the name and address from the driver's license and the name and address on the vehicle registration match before you can determine it to be a match. Do not include any expired registrations. Print out all valid responses; if no valid responses, print out

the VCS list and write off to the side no matches, your initials, and the date.

f. The following information must be verified for accuracy:

i. Agency Case Number- use case number on the NCIC entry form from the officer, not a detective case file number.

ii. Date of Last Contact.

iii. Caution/Medical Conditions-add any from the officers original NCIC paperwork.

iv. Name-make sure the name is entered as it appears on the NCIC paperwork. (last,first,m).

v. Sex-as it appears on the NCIC paperwork.

vi. Race-as it appears on the NCIC paperwork.

vii. Height- if it appears on the NCIC paperwork.

viii. Weight-if it appears on the NCIC paperwork.

ix. Hair color-if it appears on the NCIC paperwork.

x. Date of birth- as it appears on the NCIC paperwork (year, month, day).

xi. Date of Emancipation-to be used for juveniles under the age of seventeen.

xii. Social Security Number- if it appears on the NCIC paperwork without the dashes.

xiii. Miscellaneous- make sure any information the officer includes is added to this section to help better locate the person.

xiv. Any information detectives have in the case file that can be added such as dental records needs to be added.

xv. Using the information obtained from the front page of the criminal history if not already in the original

entry to fill out the following: (if any of this is blank, it should be left blank)

g. Enter this information as a normal modification, including all paperwork in the file.

i. Height.

ii. Weight.

iii. Hair color.

iv. Eye color.

v. Skin Tone.

vi. Place of Birth.

vii. Scars, Marks and Tattoos- one can be entered at this time. Use the same abbreviation from the criminal history.

viii. Social Security Number-one can be entered at this time, as it appears without the dashes.

ix. FBI Number.

x. Finger Print Classification-as it appears without the spaces.

xi. Additional information from the front page of the criminal history includes alias names, alias dates of birth, alias Social Security numbers, additional scars, marks, and tattoos. All this information needs to be added to the NCIC entry. It needs to be added under missing persons enter supplemental data and fill in the blanks same as a modification. Print out the supplemental data added and include it with the paperwork.

xii. If the driver's license number was obtained during the query and not in the original entry, enter the driver's license number, state abbreviation and expiration year in the modify screen under missing person. Print out all modifications and include with the case file.

xiii. If any current vehicle registrations were located, enter them in the modification screen under missing person, if not in the original entry. Make sure to enter only valid registrations and must enter all fields (license plate, state, tag year, vehicle make, vehicle model, vehicle style, and VIN) except color of vehicle. If there is more than one vehicle, enter other vehicles under supplemental data under missing person enter. Include all modification paperwork for the file.

h. Missing person validation form needs to have the following filled out:

i. Date Validated-date completing the monthly validations.

ii. OCA -case file number from the missing person entry form.

iii. Offense-write missing person.

iv. Type of entry-check missing person box.

i. Validation Results

i. If the record is valid (result #1), check the in-person box and write the juvenile unit officer's name that validated the subject is still actively missing and the city office phone number.

ii. If the missing person warrant is not valid, check result #4 and write who verified the missing person is not to be valid.

iii. If the NCIC record has been modified for any reason, check result #5 and list the modifications made to the record.

iv. Check validation results one and five to determine if the missing person is valid and if a modification to the NCIC entry has been made.

v. Current status: Check which box is correct: Record active if no modifications have been made,

record active and record modified if modifications have been made, or record cancelled if the warrant is no longer valid.

j. Print your name under the validation officer name line and sign your name on the signature line.

k. Print out a final copy of the NCIC missing person and the validation form and file in the NCIC room.

4. Vehicle

a. Make sure the vehicle is still stolen through our agency.

i. Query the vehicle information from the validation sheet in NCIC. Query the vehicle by either the NCIC number or the VIN.

ii. Contact the owner of the vehicle via the telephone number listed on the NCIC card. Write down the name of the person you are speaking with, verifying the vehicle is still stolen and has not been recovered.

iii. If there is no answer on the telephone, use the mailing or email address information from the NCIC card and fill out the spreadsheet that is located in \\pdserver2 in the NCIC forms folder under the current month validations.

iv. Fill out the form completely, using the information on the NCIC card. From this spreadsheet, letters will be printed and mailed to the owner of the vehicle verifying the vehicle is still stolen.

v. Make sure the VIN number, make, model, and license plate (if the vehicle had one at the time of theft) are entered correctly.

b. Any modifications that need to be made follow normal NCIC modification procedures and file paperwork in the file.

c. If the vehicle is still not stolen, the record needs to be removed from NCIC.

d. If a validation letter is received back from the owner verifying the vehicle has been recovered, the vehicle needs to be removed from NCIC.

   i. A supplemental needs to be completed in either archive RMS or RMS containing the facts removing the vehicle.

   ii. Indicate the information on the validation form and remove the vehicle from NCIC.

   iii. Pull the file from the NCIC room, write case number on top right comer, time stamp top page and place entire packet of papers in the records basket in dispatch.

   iv. Print out the current NCIC entry, fill out the validation form, and include all paperwork in the file.

e. Stolen Vehicle validation forms need to have the following filled out:

   i. Date Validated-date completing the monthly validations.

   ii. OCA-case file number from our agency's vehicle entry.

   iii. Offense-write the word validations.

f. Type of entry-check stolen vehicle

g. Validation Results

   i. If the record is valid (result #1), check either telephone or mail. Check telephone and write who you spoke to regarding the record still being active. Check mail; if a letter was sent to the owner of the vehicle to validate the vehicle is still stolen.

   ii. If the record has been cancelled, check result #2.

iii. If the record has been modified for any reason check result #5 and list the modifications made to the record.

iv. Fill out results one and five if the record is still valid and modifications have been made to the NCIC record.

h. Current status: Check which box is correct: Record active if no modifications have been made, record active and record modified if modifications have been made, or record cancelled if the gun has been located. (Record actually cleared from NCIC, not cancelled).

i. Print your name on the validation officer name line and sign your name on the signature line.

j. Print out a final copy of the NCIC vehicle entry and the validation form and file in the NCIC room.

5. License Plate

a. Make sure the license plate is still stolen thru our agency.

b. Query the license plate information from the validation sheet in NCIC. Query the license plate by either the NCIC number or the license plate.

c. If the license plate is still valid, print out the entry.

d. If the license plate is not valid, put the file in the records basket after time stamping the top sheet and writing the file number on top right comer.

e. A supplemental needs to be completed in either archive RMS or RMS containing the facts removing the license plate.

f. Any modifications that need to be made follow normal NCIC modification procedures and file paperwork in the records basket.

g. License Plate validation form needs to have the following filled out:

i. Date Validated-date completing the monthly validations.

ii. OCA-case file number from our agency's license plate entry.

iii. Offense-write the word validations.

iv. Type of entry-check stolen license plate.

h. Validation Results

i. If the record is valid (result #1), check the person and validator's name and 843.918.1382

ii. If the record has been cleared, check result #4.

iii. If the record has been modified for any reason, check result #5 and list the modifications made to the record.

iv. Fill out results one and five if the record is still valid and modifications have been made to the NCIC record.

i. Current status: Check which box is correct: Record active if no modifications have been made, record active and record modified if modifications have been made, or record cancelled if license plate has been located. (Record actually cleared from NCIC, not cancelled)

j. Print your name on the validation officer's name line and sign your name on the signature line

k. Print out a final copy of the NCIC license plate entry and the validation form and place in the records basket.

6. Guns

a. Make sure the gun is still stolen through our agency.

b. Query the gun information from the validation sheet in NCIC. To query, click on Forms, scroll to guns, and query by either serial number or NIC number.

c. Contact the owner of the gun via the telephone number listed on the NCIC card. Write down the name of the person you are speaking with, verifying the gun is still stolen and has not been recovered.

d. If there is no answer on the telephone, use the mailing or email address information from the NCIC card and fill out the spreadsheet that is located in \\pdserver2 in the NCIC forms folder under the current month validations. Fill out the form completely, using the information on the NCIC card. From this spreadsheet, letters will be printed and mailed to the owner of the guns verifying the gun is still stolen.

e. Make sure the serial number and make are correct on the entry. In the miscellaneous field, the make of the gun needs to be typed out completely; this helps with the filing system within the department.

f. Any modifications that need to be made: follow normal NCIC modification procedures and file paperwork in the file.

g. Print out the current NCIC entry, fill out the validation form, and include all paperwork in the file.

h. Gun validation form needs to have the following filled out:

    i. Date Validated-date completing the monthly validations.

    ii. OCA-case file number from our agency's gun entry.

    iii. Offense-write the word validations.

    iv. Type of entry-check stolen gun.

i. Validation Results

    i. If the record is valid (result #1), check either telephone or mail. Check telephone and write who you spoke to regarding the record still being active. Check mail; if a letter was sent to the owner of the gun to validate the gun is still stolen.

ii. If the record has been cancelled, check result #2. The only reason a gun can be cleared from NCIC is if the gun has been located.

iii. If the record has been modified for any reason, check result #5 and list the modifications made to the record.

iv. Fill out results one and five if the record is still valid and modifications have been made to the NCIC record.

j. Current status: Check which box is correct: Record active if no modifications have been made, record active and record modified if modifications have been made, or record cancelled if the gun has been located. (Record actually cleared from NCIC, not cancelled).

k. Print your name on the validation officer name line and sign your name on the signature line.

l. Print out a final copy of the NCIC gun entry and the validation form and file it back in the NCIC room.

m. Guns will not be removed from NCIC unless they are recovered; indefinite retention period.

7. Wanted Person File

a. Entry is made immediately after the decision to arrest or authorize arrest has been made.

b. Before entering a wanted person record in NCIC 2000, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized if the individual is located in another state.

i. In situations where an agency is absolutely certain that the wanted person will not be extradited, the individual's record may be entered in NCIC indicating no extradition either using the EXL Field (NCIC 2000) or the MIS Field (NCIC Legacy). Also, if there is a limitation concerning extradition of the wanted person, such information should be entered using the appropriate code in the EXL

Field (NCIC 2000) or placed in the MIS Field of the Wanted Person record (NCIC Legacy).

ii. In instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to update the extradition limitation appropriately. Although all records may be entered into the NCIC 2000 Wanted Person File, extradition must be addressed prior to entry so that appropriate extradition information can be included in the record.

8. Missing Person File

    a. Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the appropriate record documentation are available.

        i. For missing persons under age 21, an NCIC Missing Person File record should be entered within 2 hours of receiving the minimum data required for entry.

9. NCIC Operating Manual groups Article, Boat, Gun, License Plate, Securities, Vehicle/Boat/Part, and Vehicle files all together in Introduction, Section 3.2.4

    a. Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the record documentation are available.

    b. Information about stolen license plates and vehicles should be verified through the appropriate motor vehicle registration files prior to record entry if possible. However, if motor vehicle registration files are not accessible, the record should be entered into NCIC 2000, and verification should be completed when the registration files become available.

    c. Provide peer-level training on NCIC 2000 System use, regulations, policy, audits, sanctions, and related civil liability for criminal justice administrators and upper-level managers; and annually review all curricula for relevancy and effectiveness.

III. REVIEW

The LASO shall review this procedure annually. The Chief of Police will approve any modifications or affirm the procedure as written by affixing their signature.