Sheridan Police Department
Policies and Procedures
13.3 Replaces 301.4.9
Chapter 13 – Communications
Section 3 – NCIC Query & Validation

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The Sheridan Police Department recognizes the importance of National Crime Information Center (NCIC) information for investigative efforts. The department will comply with access requirements, validation and other procedures established by NCIC.

13.3.1   Information Requests

A.   Communications personnel will only process requests for information from and release information to authorized personnel. The following personnel are authorized:
  1.   Sworn officers of the police department;
  2.   Other law enforcement agencies with an NCIC issued ORI. To facilitate verification of an NCIC issued ORI, communications operators may utilize the TQ or QO mask.
     a.   Requests will be processed using sub-users/other agency ORI numbers in the appropriate field of the NCIC masks.
     b.   Sub-user agencies and names of authorized personnel shall be retained in the NCIC security awareness and training books used for verification.

B.   Criminal history information can only be requested to conduct an authorized criminal investigation or provide information to the prosecuting attorney, city court or other verified law enforcement agency. Police department employees are not authorized to use NCIC inquiries to obtain information for other persons or businesses.

C.   Criminal history data will only be released to authorized persons and data will be disseminated through teletype or in written form, unless an emergency situation exists, in which case the information can be transmitted by phone or by radio.

D.   Any unauthorized request or receipt of NCIC material may result in criminal prosecution or disciplinary action up to and including termination.

E.   Officers requesting NCIC information will do so in a timely manner. Officers should make "checks" while issuing citations, summons, or making arrests.

F.   Data stored in NCIC is confidential and should be treated accordingly. Teletype information should be attached to an incident report electronically. Paper teletype information attached to an incident report shall be shredded when the case is closed.

13.3.2   Procedures

A.   Only authorized and trained department personnel may operate a NCIC terminal.

B.   Sworn personnel will prepare NCIC entry forms and request that entries are made before the completion of their assigned shift, unless entry information cannot be verified. The officer assigned to the incident will locate information needed to complete entries as soon as possible.

C.   Communication operators will have their entries double checked for accuracy by a second party and notation of this will be made on the validation form attached to the front of the NCIC entry as well as stamped on the entry itself.

D.   Communication operators will follow NCIC procedures and guidelines when using the NCIC terminal. Communication operators will be familiar with NCIC operating and code manuals, the terminal agency coordinator manual and WYCJIS manual. Communication operators will follow protocols concerning NCIC entries, queries or confirming a positive NCIC hit.

E.   Under normal circumstances, communications personnel will immediately respond and correct error messages from the control terminal received on NCIC entries and re-submit the entry. When information is located indicating an entry is incorrect, the communication operator discovering the error will cancel the entry, or modify the entry with correct information.

F.   When a NCIC positive valid response (NCIC hit) or municipal warrant hit is obtained:
1.   The communications operator will write his or her name, the date and time, incident report number, how advised of the confirmation, and the name of the officer to whom the information was given on the corresponding record.
2.   All information will be forwarded to the records division to be retained in the case file until the case is closed.

13.3.3   Terminal Agency Coordinator (TAC) Job Responsibilities

A.   In accordance with state guidelines, the communications supervisor (patrol operations lieutenant) will designate a communications operator to perform the duties associated with the terminal agency coordinator operating manual.

B.   In addition to the duties outlined in the manual, the terminal agency coordinator will assure quality control measures are taken concerning NCIC entries. Specifically, the following functions will be performed to comply with second party checks for all NCIC entries:
1.   All data fields shall be checked for accuracy;
2.   Data shall be matched with data in the investigative report;
3.   Verification will be done to assure a complete case file is contained in the NCIC file;
4.   Verification will be done to assure all supporting documentation is contained with the NCIC file (i.e. - signed entry form for stolen vehicles);
5.   Verification will be done to assure the original NCIC entry and all error/update messages are present; and
6.   The reviewer shall initial, date, and fill out the validation form and attach it to the original NCIC entry/test.

C.   The TAC shall:
1.   Be responsible for ensuring compliance with NCIC and state policy and regulations including validation requirements.
2.   Be the primary contact between the state control terminal agency and the department, as well as sub-user agencies.
3.   Provide for initial NCIC, NLETS, WCJIN and security awareness training of police department personnel and sub-users.
4.   Provide for prescribed training for personnel within the department and all sub-user agencies.
5.   Maintain records of all training given and furnish these records to the state control terminal agency.
6.   Implement NCIC training to appropriate personnel.

7. Ensure that all personnel receive security awareness training and sign "Rules of Behavior" within six (6) months of hire or assignment.
8. Be responsible for validation of all records entered through department terminals.
9. Assist control terminal staff in biennial terminal audits.
10. Coordinate the signing of user agreements.
11. Establish written procedures for the department on terminal related issues.
12. Notify the control terminal agency of all new employees and the termination of an employee for any reason so that the license files may be kept current.
13. Cross train personnel to act as the second party check for terminal agency coordinator entries in the terminal agency coordinator's absence.

13.3.4   NCIC Validation

A. The purpose of the NCIC validation process is to ensure the accuracy of the information within the system and the necessity for the entry to be maintained.
B. The state auto-generates a computerized listing of NCIC entries that require validation. Monthly, the TAC (or designee) will run a Query Validation List (QVAL) in order to obtain the list of entries requiring validation. In order to properly track and complete the validation process, the NCIC Entry/Validation Form will be used. The relevant validation section of the form must be completed by the TAC (or designee) and as needed the Special Operations Lieutenant (or designee)to ensure compliance.
C. To properly validate an entry, the TAC will complete a test inquiry on each entry and thoroughly examine all original NCIC paperwork in dispatch files for that entry, verifying its accuracy and completeness. The TAC will ensure the validation checklist is completed in compliance with the TAC and NCIC manuals.
D. Upon review, the TAC will determine if entries meet the following applicable criteria.
E. Guns:
   a. Over 10 years old
   b. Not used in a crime
   c. The current value is under $1,000
   d. No known suspect
F. Vehicle:
   a. Reached the NCIC fall-out time period
   b. Not used in a felonious crime
   c. The current Value under $10,000
   d. No known suspect
G. Plates:
   a. Reached the NCIC fall-out time period
   b. Not on a stolen vehicle
   c. Not actively being used by an unknown person
H. Not actively being used by an unknown person
   a. Reached the NCIC fall-out time period
   b. Current Value under $1,000
   c. No known suspect
I. If after review, all of the above applicable criteria are met, the TAC will cancel the entry based on Administrative Closing.

J. If an entry only meets the age criteria, the entry may be submitted for a request for removal to the Special Operations Lieutenant. If the entry meets the NCIC fall-out period and at least one other criterion the entry will be allowed to fall out of NCIC per NCIC guidelines. The item will maintain the status as stolen in local files. This does not apply to firearm entries. All firearms entry removals must be approved by the Special Operations Lieutenant.

K. If the department has lost contact with the victim/responsible person, the entry may be submitted for a request for removal to the Special Operations Lieutenant. Loss of contact is defined as two consecutive years of no contact with the victim; such as a validation letter not returned, a validation letter returned undeliverable, and no known valid contact information.

L. If the entry is determined to need to be retained, the entry will first be validated in the NCIC system. Once the validation is complete, the TAC will attempt to contact the reporting party to confirm the entry should remain in NCIC. This can be done via telephone, letter, or email. Once the reporting party/victim confirms the entry is to remain in the system, that information will be documented in the validation section of the NCIC Entry/Validation Form.

M. At the beginning of the calendar year NCIC auto-purges entries. The TAC will go through the list of entries no less than twice a year. The first time each year this will be done after Jan 15 and before Feb 28 in order to contain the files NCIC auto-purged. For files that have been purged and meet the above criteria, the entire entry with a cover letter containing the case number and instructions will be sent to the Special Operations Lieutenant who will determine if the entry should be maintained or closed. Files not to be reentered will be attached to the original Incident Report. A copy of the NCIC form, as well as the list of files validated, will be retained for one year.