

NCIC National Crime Information Center

Official Criminal justice purpose only available for authorized criminal justice agencies courts, corrections, and law enforcement

ORI – Originating Agency Identifier a number given to each agency from the FBI

NLETS- National Law Enforcement Telecommunication System

NMLETS- New Mexico Law Enforcement Telecommunication System

ANY PRINT OUTS MAY NOT BE GIVEN TO THE PUBLIC NOR THROWN IN A TRASH BIN THEY MUST BE SHREDED OR INCINERATED

NCIC Files

| | |
|---------------------------------|----------------------------------|
| Article | Protection Order |
| Boat | Securities' |
| Foreign Fugitives | National Sex Offender Registry |
| Gun | Supervised Released |
| Identity Theft | Unidentified Person |
| Interstate Identification Index | Protective Interstate |
| Image | Vehicle |
| Immigration Violator | Vehicle/Boat Part |
| License | Violent Gang |
| Missing Person | Wanted Person |
| Originating Agency Identifier | Known or Appropriately Suspected |
| Violent Person | Terrorist |
| Denied Person | |

Files that are entered into NCIC are call Hot Files

NCIC Files that can be entered

| | |
|---------------------|--------------------------------|
| Article | Protection Order |
| Boat | Securities |
| Gun | National Sex Offender Registry |
| Identity Theft | Supervised Release |
| Unidentified Person | License |
| Image | Vehicle |
| Missing person | Vehicle/Boat Part |
| Wanted Person | Denied Person |
| Violent Person | |

Six Types of NCIC Transactions

- Inquiry – request a search of the NCIC files for a possible match
- Entry – place a new record into NCIC hot files
- Modification – change or delete a portion of data which is part of the original record
- Cancel – remove an entire record from NCIC when it has been determined that the record is invalid or should not have been entered or can be a test record
- Clear – remove an entire record from NCIC when another agency has located the item or missing person, or has custody of wanted person.
- Locate – indicate (until the originating agency clears the record) that the wanted person has been apprehended or the property has been recovered

TAC Terminal Agency Coordinator

Responsible for the monitoring of local system use, enforcing system discipline and assuring that NCIC and state policies and procedures are followed by the local agency. TAC officer will be the first point of contact, TAC's for Central Dispatch are Shift Supervisors.

Confirming a Hit

Confirming a hit means to contact the agency that entered the record to:

Ensure that the person/property/protection order/theft report is still outstanding

- Obtain the extradition of wanted person if it applies
- Information regarding a missing person
- Information regarding returning the stolen property to the owners

An NCIC hit alone is not probable cause to arrest

NCIC procedure requires that the inquiring agency contact the entering agency and confirm the status of the record.

YQ's and YR's are the confirmation request and Responses being sent to the entering or inquiring agencies

Hit confirmations are to be confirmed within either 10 minutes (urgent) or One Hour (Routine)

If a requesting agency does not receive a response within the requested time limit, the agency can send a second request if needed.

Interstate Identification Index (Triple I, III, Criminal History)

Running a Criminal History

The requester is the first and last name of the person requesting the criminal history

When entering a warrant the person entering it will be the requester

The reason has to be specific always use case number and offense, employment or housing never use information, investigative or 10 codes

If the print out is being picked up by someone it should be signed for and also should be logged

NCIC transactions for obtaining III

- The QH inquiry

The QH is used to obtain the III index record it contains the following

The subjects name, physical descriptors and numeric identifiers, the FBI or SID number.

- The QR inquiry

The QR is used to obtain the actual criminal history record or the rap sheet form the data base maintaining the records. The record will contain the subjects name(s), physical description numeric identifiers along with arrest conviction and sentencing information

Always run the QH first to ensure that FBI and SID numbers correspond the name searched

Purpose Codes

- C – used for criminal justice purposes that relate to an active criminal investigation
- J – used for a background investigation for employees of criminal justice agencies
- F – used to run individuals that firearms are being released to from evidence
- H – used for housing inquiries

Triple I requests must be logged They cannot be copied or faxed to unauthorized personnel Triple I information cannot be given over the radio frequencies, thrown away or given to the public. Officers or any criminal justice agency must sign for them to be released.