Medina Police Department

Subject: **NCIC Hot Files Entry/Second Party Check/Hit Confirmation/Validations**		Policy Number: **4310**	**NCIC Files 4310**
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Personnel: Terminal Agency Coordinator			
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Hot File (NCIC/MNJIS) Entry

4310.1 - STOLEN OR FELONY VEHICLES

Before entering a stolen or felony vehicle record into MNJIS/NCIC, should:

1. Obtain a theft report describing the stolen item including the serial number (SER) or owner applied number (OAN).
2. Do a registration check with the state that the vehicle is registered with and print out a hard copy of the registration to attach to the record.
3. Enter the record into MNJIS/NCIC using the pre-formatted screen. Make sure to pack the record with as much information about the vehicle as is available. Also verify the NCIC codes as they are not always the same as what you see on the copy of the registration.
4. Query MNJIS/NCIC to verify entry and to obtain a copy of the record to be attached to the record.

4310.2 - STOLEN GUNS, ARTICLES, BOATS AND SECURITIES

Before entering a stolen record into MNJIS/NCIC the following information should be obtained:

1. Obtain a theft report describing the stolen item including the serial number (SER) or owner applied number (OAN).
2. If entering a boat, do a registration check with the state that the boat is registered with and print out a hard copy of the registration to attach to the record.
3. Enter the record in MNJIS/NCIC using the pre-formatted screen. (Boats and securities will only be entered into NCIC.) Make sure to pack the record with as much information about the vehicle as is available.
4. Query MNJIS/NCIC to verify entry and to obtain a copy of the record to be attached to the record.

4310.3 - IDENITY THEFT

Before an entry can be made in the Identity Theft File, an official complaint (electronic or hard copy) must be recorded and on file at our law enforcement agency. Our agency may make an NCIC Identity Theft entry only if we are the agency that takes the identity theft complaint and the following criteria are met:

1. Someone is using a means of identification of the victim.
2. The identity of the victim is being used without the permission of the victim.
3. The victim's identity is being used or intended to be used to commit an unlawful activity.
4. The victim must sign a consent waiver, which can be found on the CJDN Secure site, prior to the information being entered into the Identity Theft file.
5. Information on deceased persons may be entered into the file if it is deemed by the police officer that the victim's information has been stolen. No consent form is required with the entry of deceased person information.
6. If the Identity Theft file is going to contain the Social Security Number of the victim, our agency is required to inform the individual of this fact and they must sign the "Notice about Providing Your Social Security Number" form, which can be found on the CJDN Secure site.

Note: All entries in any of the Hot Files must be documented for entry. In addition, upon the entry of any Hot File, a second party check must be completed

Second party checking means that someone, other than the person making the record entry, checks the record for accuracy and completeness. This procedure is required for ALL Hot File entries and modifications to record entries.

The person conducting a second party check on a hot file should first query the record and print the HIT and proceed with the following steps:

a. Ensure that all appropriate sources were checked and queried for complete information. This may include Criminal History records, motor vehicle registrations, driver's license information and any other available sources. Make sure that this source material is kept with the case file or warrant. ie; D/L printouts, Registration printouts, CCH/III identification information

b. Compare the information from the sources listed above against the record entered into MNJIS/NCIC to verify the accuracy of information in all fields of the hot file record.

c. Verify that all information was coded correctly with appropriate up-to-date NCIC codes.

d. Correct any records that are inaccurate or coded incorrectly.

e. Verify that the record was "packed" with all available information.

f. Initial the hard copy of the entry and place the hard copy in the case file.

4310.4 - SECOND PARTY CHECKS

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a. Ensure that all appropriate sources were checked and queried for complete information. This may include Criminal History records, motor vehicle registrations, driver's license information and any other available sources. Make sure that this source material is kept with the case file or warrant. ie; D/L printouts, Registration printouts, CCH/III identification information

b. Compare the information from the sources listed above against the record entered into MNJIS/NCIC to verify the accuracy of information in all fields of the hot file record.

c. Verify that all information was coded correctly with appropriate up-to-date NCIC codes.

d. Correct any records that are inaccurate or coded incorrectly.

e. Verify that the record was "packed" with all available information.

f. Initial the hard copy of the entry and place the hard copy in the case file.

4310.5 - VALIDATIONS

The entering agency must validate all hot file records, except for Article File records. Validation takes place 60-90 days from the date of entry and yearly thereafter.

Validation requires the entering agency to:

1. Remove all records that are no longer active from the MNJIS/NCIC Hot Files.

2. Compare all records against the current supporting documentation to ensure:

    a. That the information in each field is accurate.

    b. That the records contain all available information found in the case files.

3. Remove all records for which corresponding case file documentation cannot be located OR
   recreate the case file so our agency meets NCIC requirements.

4. Update records as needed when:

   a. NCIC Code changes occur.

   b. Agency related information, such as extradition limits or hit confirmation, and/or contact information changes.

   c. New or additional information becomes available.

5. Contacts:

   a. Missing Person - consult the complainant to verify that the person is still missing for all missing person records.

   b. Stolen Property - contact the owner or insurance company for stolen property validations to verify that the property is still missing. On stolen vehicles, run a new registration to see if the vehicle has been re-registered to an insurance company or possibly in another person's name.

   Note: All entries in any of the Hot Files must be documented for entry. In addition, upon the entry of any Hot File, a second party check must be completed.

4310.6 - DEFINITION OF A CJIS/NCIC HIT

A Hit is a positive response from MNJIS and/or NCIC in which the person or property inquired about appears to match the person or property contained in the response. Queried subject appears to match the record subject.

4310.7 - NCIC HIT CONFIRMATION POLICY

Agencies that enter records into MNJIS/NCIC must be available for Hit confirmation 24 hours a day, every day of the year. Non-24-hour agencies must place either the ORI or the telephone number (including area code) of the 24-hour agency responsible for responding to a hit confirmation request in the MIS/ field of the hot file record. (The Medina Police Department is a non-24-hour agency. Hennepin County Sheriff's Department will handle the hit confirmation per agreement in place)

4310.8 - HIT CONFIRMATION PROCESS

NCIC policy requires an agency receiving a hit on another agency's MNJIS/NCIC record to contact the entering agency to confirm that the record is accurate and up to date.

4310.9 - CONFIRMING THE "HIT"

If you receive a "Hit" on an inquiry and received a "Hit", use the following procedures:

1. Print a hard copy of the Hit.

2. Immediately confirm with the arresting officer by examining the Hit message and evaluating all information in the record; compare with the officer's description of the subject being stopped or property being recovered to insure that person or property matches the person or property described in the Hit.

3. Confirm the Hit with the originating agency by sending the YQ message to request confirmation of a Hit. (Use the appropriate pre-formatted screen.)

   a. RNO – Request Number. Enter 1, 2, or 3 to indicate whether the Hit confirmation request is the 1st, 2nd, or 3rd request sent. When an agency requests a hit confirmation and fails to receive a response within the specified time (10 minutes or 1 hour), then it must send a second request for Hit confirmation, entering a 2 in the RNO field. The second request will be sent to the originating agency along with a copy that is automatically sent to the CTA in the state where the originating agency is located. If a second request is not responded to, then a third request must be sent with a 3 in the RNO field. This will cause he Hit confirmation request to be sent to the originating agency along with copies that are automatically sent to the CTA in the state where the originating agency is located, as well as to NCIC.

   b. PRI – Priority. The agency requesting confirmation of a Hit must determine if an URGENT (10 minute) or ROUTINE (1 hour) response is appropriate.

   c. Fill in any other appropriate fields before transmitting the request.

4. If the originating agency indicated that the Hit is not active, notify the requesting person. Do not arrest the subject or recover the property.

5. If the originating agency confirms that the Hit is still active and the subject is arrested, or property recovered, enter a Locate, and print a hard copy of the confirmation to be attached to the report.

4310.10 - HIT CONFIRMATION RESPONSE

If you receive a Hit confirmation, use the following procedures to respond.

1. Print a hard copy of the confirmation request.

2. Note the amount of time that you have to respond and make sure to respond within that time period.

3. Attempt to confirm the Hit by checking the original warrant or report file to determine if the person is still wanted or property is still missing.

4. If you are unable to confirm the Hit, send a response with an explanation for not being able to confirm.

5. Use the appropriate YR message to respond. (Pre-formatted screen.)
    a. CON – Confirmation Status. Enter one of the following codes:
        Y – Yes, to positively confirm a Hit.
        N – No, to provide a negative response to the Hit confirmation
        P – In process, to indicate that you are in the process of confirming the Hit.
        E – Extradition, to indicate that the Hit is positive or valid but the agency is awaiting a decision on extradition.

4310.11 - DOCUMENTATION OF THE HIT CONFIRMATION PROCESS

All Hit confirmation teletypes should be retained, and precise notes should be made on the printout concerning how, when, and to whom the information was given. The printout should be kept in the case file. Documentation of the confirmed Hit is essential and may be critical to the success of defending a later claim of misidentification or false arrest.