


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date January 25, 2024		APD.SOP.3110 GCIC and NCIC Information
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Approval Authority: Chief Darin Schierbaum		
Signature: Signed by DBS		Date Signed: 01/25/2024

#### Table of Content

1.	PURPOSE	1	4.9	Missing Persons	22
2.	POLICY	1	4.10	Guns/Articles	23
3.	RESPONSIBILITIES	1	4.11	Criminal Justice Commercial Dissemination	23
4.	ACTION	2	4.12	Criminal Justice Disciplinary/Personnel Sanctions	24
4.1	Inquiry	2	4.13	Record-Keeping	25
4.2	Responding to First Notice Hit Request	6	4.14	Audits	25
4.3	Responding to Second Notice Hit Request	6	5.	DEFINITIONS	25
4.4	Failure to Respond to a Hit/ Notate Late Hit Resp.	7	6.	CANCELLATIONS	26
4.5	Criminal History Inquiries	7	7.	REFERENCES	26
4.6	Entries	8	8.	SIGNIFICANT CHANGES	27
4.7	Validations	20			
4.8	Vehicles	21			

#### 1. PURPOSE

To establish policies and procedures for accessing Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC) computer files.

#### 2. POLICY

The Department will comply with GCIC rules and regulations. All Department employees will adhere to the procedures contained in this directive so that the Department can maintain access to GCIC/NCIC files. All information obtained through GCIC/NCIC will be used for official criminal justice business only. Employees found in violation of these policies will lose their certification and be denied future access to the system and are subject to disciplinary action. (CALEA 6th ed. Standard 81.2.8)

#### 3. RESPONSIBILITIES

3.1 Division, section and unit commanders will monitor the implementation of this directive in their respective command.

3.2 All unit commanders will notify the agency TAC (Terminal Agency Coordinator) whenever they have an employee who needs to be certified. They will ensure that only certified or trained employees access the GCIC/NCIC computer files.

3.3 All employees accessing the GCIC and NCIC computer system must have signed an awareness statement and passed the operator certification exam. New employees have six months from the time of employment to be certified. Reassigned employees who require certification need to be certified as quickly as possible. All employees of the Department will adhere to all the rules,



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



regulations, and guidelines set in the GCIC Policy Manual, GCIC Council Rules, Georgia CJIS Network Operations manual, GCIC Operation Bulletins, NCIC Operations Manual and NCIC Code Manual.

- 3.4 The Terminal Agency Coordinator (TAC), who is designated by the Chief of Police, has overall responsibility for ensuring the Department remains in compliance with GCIC and NCIC policies. The TAC will administer the terminal operator training and certification program and serve as the point of contact for all GCIC and NCIC related matters. The TAC will report to the Support Services Division commander. (CALEA 6th ed. Standard 74.1.3e)
1. The investigating officer who obtains or signs for the warrant will complete a Wanted Notice package and request the GCIC Unit to enter any person on NCIC for whom a warrant has been issued and the whereabouts are unknown. It is the investigating officer's responsibility to make certain the warrant is taken to the GCIC Unit for entry within a 12-hour period of the issuance of the warrant.
  2. The investigating officer will, upon completion of a missing person report, ensure that the GCIC Unit receives the documentation immediately whereby the person can be entered into the NCIC system.
  3. The investigating officer is responsible for completing a GCIC entry form on stolen property where they have obtained a serial number on the property and will ensure that the GCIC Unit receives the documentation within 1 hour of the incident to enter stolen vehicles/tags onto the NCIC system.
  4. Anytime an investigating officer apprehends a person or recovers an item, he or she must check the person or item through the Atlanta Crime Information Center (ACIC) dispatcher before taking any action.
4. ACTION
- 4.1 Inquiry
- 4.1.1 NCIC files may be queried by certified operators for stolen property, wanted and missing persons, vehicle registrations, driver's license checks, driver's records and criminal history checks. (CALEA 6th ed. Standard 74.1.3b)
- 4.1.2 Investigating officers making inquiries and receiving hits via mobile data terminal must confirm the hit through the ACIC dispatcher before taking any action.
- 4.1.3 Any other inquiries that generate positive responses should be handled as outlined in Section 4.1.4 of this standard operating procedure as the response dictates.
- 4.1.4 Confirmation
1. Hit Confirmation (APD has located a wanted person, stolen property, missing person, or stolen vehicle wanted by APD)
    - a. When an inquiry results in a hit on an entry made by the Department, the GCIC Warrant Technician receiving the hit will notify the ACIC dispatcher.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- b. The ACIC dispatcher will obtain all recovery information from the inquiring unit and confirm via telephone with the GCIC Unit on stolen property, missing persons, and wanted persons. The ACIC dispatcher must obtain the name of the person confirming the hit and write this information on the hit.
  - c. An administrative message containing the disposition and condition, or arrest information will be sent to the GCIC Unit via teletype message by the ACIC dispatcher. The confirmation will be given via radio transmission to the inquiring unit.
  - d. A copy of the hit and administrative message will be placed in the monthly valid hit file folder by the ACIC dispatcher.
  - e. The GCIC Unit will immediately clear the entry from GCIC/NCIC files, and all supporting documentation (including the GCIC clear response) will be placed in the case file. The GCIC Unit will also notify the investigating officer to pick up their original warrant within a 24-hour period after it has been cleared from the system.
  - f. It is the responsibility of the investigating unit to notify the victim/reporting person of recoveries of all stolen property (except stolen vehicles) and the location of missing persons.
    - i. The GCIC Unit will maintain a recovery basket for CID and zone investigative units. These notifications will be picked up and signed for by the investigating unit. The investigating unit will notify the victim of all property recoveries except stolen vehicles by telephone or by letter. This notification will be documented in the case file and copies sent to Central Records.
    - ii. The GCIC Unit will continue to notify auto-theft victims of stolen vehicle recoveries.
2. Hit on an Entry by an Outside Agency (APD has located a wanted person, stolen property, missing person, or stolen vehicle wanted by another jurisdiction)
- a. When an inquiry results in a hit on an entry by an outside agency and the person inquiring on the item or person will contact an ACIC dispatcher for confirmation.
    - i. The ACIC operator will verify the hit with the entering agency by sending a confirmation request via teletype "YQ" message key (Confirmation Request).
    - ii. Once a positive response "YR" (Confirmation Response) is received, an administrative message is sent to the entering agency advising of the disposition and condition of property or arrest information.
    - iii. The ACIC operator will send a locate message to the entering agency.
    - iv. The ACIC operator will attach all documentation pertaining to the original hit in the monthly valid hit file folder.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- b. When a hit confirmation request is not sent to the appropriate entering terminal, the employee at the receiving terminal will:
    - i. Retrieve the hit confirmation request and send it to the appropriate unit.
    - ii. Send a "YR" message key (response to hit confirmation request) to requesting agency and a copy to the appropriate unit's ORI number. The "YR" message should read as follows: "We have received your request for confirmation and the request has been forwarded to the GCIC Unit for confirmation. Please allow us additional time to confirm."
    - iii. The receiving terminal's operator will telephone the appropriate unit advising them of the hit confirmation request. The operator should obtain the name of the person receiving this information and the time the information was given. This information should be recorded on the "YR" copy along with the initials of the operator.
    - iv. All documentation should be placed in the appropriate agency or state file at ACIC.
  - c. If the hit is received in the GCIC Unit or Property Control on a vehicle that has been impounded within the jurisdiction of the City of Atlanta, they will notify the ACIC dispatcher. The steps in Section 2, paragraph a above will be followed for a hit confirmation request to the entering agency.
    - i. If the vehicle is still listed as stolen, an officer will be dispatched to the location for a recovery report.
    - ii. The officer will complete a recovery report and the vehicle will be transported to a City-contracted impound lot.
  - d. If a hit is received on a weapon or article by Property Control and the item is in their possession, they will notify an ACIC dispatcher whereby a hit confirmation request will be performed as listed in Section 2, paragraph a above.
  - e. If the GCIC Unit receives a hit on a weapon or article that is being reported to the Department as stolen, the GCIC Warrant Technician will send an administrative teletype message to the entering agency advising them that a report has been made with the Department on the stolen item.
3. Hit Confirmation Request from another Agency (Another agency has located a person wanted by APD).
- a. When a hit confirmation request is received from another agency specifying a 10-minute response time (urgent response), the receiving terminal must send a "YR" (confirmation response) message within 10 minutes of receipt of the message to the requesting agency. The message should confirm a positive or negative response or request additional time (approximate time must be stated) in responding to the confirmation request.
  - b. When a hit confirmation request is received from another agency specifying an hour response (routine response), the receiving terminal must send a "YR" (confirmation



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



response) message within the hour of receipt of the message to the requesting agency. The message should confirm a positive or negative response or request additional time (approximate time must be stated) in responding to the confirmation request.

- c. After a locate is placed by the requesting agency on a positive request, it is the GCIC Unit responsibility to remove (using the clear format if an arrest or seizure of property - refer to the Georgia CJIS Network Operations manual) the entry from GCIC/NCIC.
    - i. A clear message will be transmitted from GCIC and NCIC showing the entry was successfully cleared. The clear message will be placed in the case file.
    - ii. The GCIC Unit should make certain that the recovered vehicle has been marked "R -recovered" in the Georgia CJIS system.
    - iii. When clearing or canceling an entry, if a reject message or no response is received from NCIC, the GCIC Unit employee should teletype GCIC advising them of a reject message or there has been no response received from NCIC. The message should include all entry information as well as the SRN number and NIC number. GCIC will in turn notify GCIC Desk Data Entry personnel or Identification Data Entry personnel via teletype when the NIC number has been canceled. All messages received and sent pertaining to this transaction will be placed in the case file.
  - d. The GCIC Warrant Technician will notify the victim/owner by phone or mail on recovered vehicles.
  - e. The GCIC Warrant Technician will then make a copy of the hit confirmation request, confirmation response and clear information and place this information in the designated (recovery basket) unit tray for the investigator.
  - f. The appropriate CID or zone investigator will notify the victim/owner reporting person by phone or mail of the recovery of guns/articles and location of missing persons. The notification documentation should be forwarded to Central Records and placed in the case file.
- 4.1.5 When the ACIC dispatcher receives a hit that cannot be confirmed, he or she will place a copy of the hit in the invalid hit file folder.
- 4.1.6 When a hit confirmation request cannot be confirmed, the entering unit will immediately cancel the entry.
- 4.1.7 Officers making inquiries and receiving hits via mobile data terminal must confirm the hit through the ACIC dispatcher before taking any action.
- 4.1.8 While conducting wanted checks on suspicious persons that are stopped, Officers shall follow the procedures as outlined in APD.SOP.3065 "Field Interviews" section 4.2.1 and APD.SOP.3020 "Search and Seizure". (CALEA 6<sup>th</sup> ed. Standard 42.2.2g).



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



**\*This Section, 4.1.8, may not be deleted, revised, or amended pursuant to the May 19, 2015, Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB. Consult the City of Atlanta Department of Law with any questions or concerns.\***

- 4.1.9 All personnel assigned to the GCIC Unit are responsible for ensuring these procedures are followed.
- 4.1.10 Warrant Technician Supervisors shall check the unit's logbook daily and randomly check Omnixx for Late Hit Responses weekly and submit a monthly report to the Central Records Unit Commander by the fifth of each month. In addition, the Central Records Unit Commander or his/her designee shall be responsible for requesting a Late Hit Response report semi-annually from Nlets.
- 4.1.11 Any employee assigned to GCIC who receives a hit confirmation request and does not respond to the urgent request within 10 minutes or a routine request within one hour, shall document failure to respond in a logbook designated by the Central Records Unit Commander before the end of their shift.
- 4.2 Responding to First Notice Hit Request
  - 4.2.1 Any agency with records entered in GCIC/NCIC computerized files shall respond to hit confirmation request messages.
  - 4.2.2 The GCIC Warrant Technician shall respond to the Hit Confirmation request based on the Priority Designation (PRI) used by the requesting agency. If the request is Urgent, you must respond within 10 minutes. If the request is Routine, you must respond within 1 hour.
  - 4.2.3 All documents related to the Hit Confirmation should be attached to the GCIC Response to Hit Confirmation Form and should be documented in one of the following ways:
    - 1. Y = Yes. Confirm the Hit. Advise the requesting agency that the information included in the record in question is accurate, current, and valid.
    - 2. N = No. Deny the Hit. Advise the requesting agency that the information included in the record in question is no longer valid nor does it match the information your agency has on file. If it is no longer valid it must be cancelled immediately.
    - 3. P = In the Process of Being Confirmed. More Time is needed. If more time is needed to obtain or review the case file in order to determine the validity of the record, respond to the requesting agency specifying the amount of time needed.
- 4.3 Responding to Second Notice Hit Request
  - 4.3.1 The GCIC Warrant Technician shall respond to the "Second Notice" Hit Confirmation request immediately or ask for more time as needed.
  - 4.3.2 The GCIC Warrant Technician shall notate the late hit response in the GCIC logbook with an explanation as to why the hit was not answered on the "First Notice" Hit Confirmation request.
  - 4.3.3 All documents related to the Hit Confirmation should be attached to the GCIC Response to Hit Confirmation Form to include the "Second Notice" Hit Confirmation request.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- 4.4 Failure to Respond to a Hit and Notate Late Hit Response
  - 4.4.1 Failure to respond to a Hit Confirmation within the required time without a valid reason shall result in a disciplinary category ranging from Category "A" to Category "D".
  - 4.4.2 Failure to respond to a Hit Confirmation and notate the late hit response without a valid reason will result in a disciplinary category ranging from Category "B" to Category "D".
  - 4.4.3 Any disciplinary actions taken shall be in accordance with department philosophy of progressive discipline and will provide for consideration or mitigating and/or aggravating factors.
- 4.5 Criminal History Inquiries
  - 4.5.1 The correct purpose code must be used when requesting a criminal history check (refer to CJIS Network Policy Manual, Section 4.3 - Purpose Codes). Incorrect usage of these codes is in direct violation of GCIC/NCIC policies.
    - 1. A criminal history log "Georgia Crime Information Center Log" form should be maintained at any worksite that is performing criminal history checks. These logs should be maintained through each audit cycle (every three years starting with year 2005). When an inquiry is made using the State Identification Number (SID), the FBI number, or any miscellaneous number, it must be logged on this form.
    - 2. The Department's Category Number Log for criminal history will be utilized on an open investigation only, where a case/incident number, warrant number docket number, accident report number or jail log number does not exist. This number should be included in the case file if an investigation is initiated in reference to the inquiry.
      - a. The number consists of the current year followed by the alpha code for the unit and the entry number (i.e., 08 (year) CM (Communications) 150 (the 150th entry for the present year) = 08CM150.
      - b. The Validation Unit office will monitor the Category Number Log on a monthly basis. Those units in violation are subject to lose their access to criminal history inquiries.
    - 3. The Department's criminal history log and the log provided by GCIC will be periodically audited for correct usage by the Terminal Agency Coordinator (TAC), or his or her designee. Those individuals in violation are subject to lose their access to criminal history inquiries and will be required to complete the section of the GCIC workbook as it relates to criminal history.
    - 4. Any employee conducting a Georgia criminal history record check using message key IQ and FQ must properly complete the attention field (ATN) with the requestor's first and last name followed by the first and last name of the terminal operator (the person performing the actual inquiry) as shown in this example:

ATN:	John Doe/ Operator's First, Last Name
EXAMPLE	(Officer's First, Last Name/OPR's First, Last Name)



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



5. Any employee conducting a Georgia criminal history record check must maintain a log of all inquiries. The criminal history record checks will be logged on Form APD 425 Criminal History Log.

#### 4.5.2 Physical Security and Maintenance

Any unit utilizing CHRI will provide a secure area out of the view of the public and unauthorized personnel for the handling and retention of CHRI (Criminal History Record Information). When CHRI documents are not under the immediate control of authorized personnel, the documents must be secured.

- 4.5.3 The Chief of Police must approve any request for criminal history information by anyone outside the criminal justice community prior to the information being released.

#### 4.6 Entries

- 4.6.1 Before an entry is made, an inquiry must be performed by the GCIC Warrant Technician to determine if the item or person is already on the system. An inquiry must also be made on the City's impound system to determine if a stolen vehicle has been impounded during the reported time frame of the crime.

- 4.6.2 An entry will be made immediately on all stolen property reports, all missing person reports, and all warrants issued at the request of an Atlanta police officer or Department of Corrections investigating unit or Atlanta Fire Rescue investigating units as outlined in the Network Service Agreement between the Atlanta Police Department and these entities.

1. Upon completion of an entry, modification, or clear/cancel transaction, the GCIC Warrant Technician assigned to the GCIC Unit, will initialize the NCIC response. All NCIC transaction responses (entry, modification, clear, and cancel) must be printed out and maintained with the case file.
2. To ensure entries and modifications are performed correctly; a "second person check" must be performed. The employee making the "second person check" must verify the entry by making an inquiry on the item or person. All fields of the inquiry response will be reviewed against supporting documentation (incident report, GCIC entry form, criminal history response, driver's license response, etc.) for accuracy and completeness. The employee making the "second person check" will initial the NCIC entry response indicating the quality check was performed. When an error is discovered on an entry from the quality check, the correction will be made immediately, and the quality check will be repeated.

- 4.6.3 Any additional information gained through an investigation pertaining to the entry will be submitted by the investigator on a supplemental report and delivered immediately to the GCIC Unit.

1. If this information enhances the existing entry to make it complete and more accurate, the investigating officer will complete a supplemental report and deliver the appropriate GCIC modification form immediately to the GCIC Unit. The GCIC Unit will immediately make the modifications to the entry and follow Section 4.3.2 of this standard operating procedure.
2. If this additional information shows the entry to be in error or no longer valid, the investigating officer will complete the appropriate GCIC cancellation form (as dictated by the





## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



wanted/missing person or stolen item) and will deliver it immediately to the GCIC Unit for entry. The GCIC Unit will immediately remove the entry from the NCIC system and Section 4.3.2 (1) of this standard operating procedure will be followed.

3. If the information indicates that the property has been recovered or the wanted/missing person located, the appropriate GCIC clear form (as dictated by the wanted/missing person or stolen item) should be completed and delivered immediately by the investigating officer to the GCIC Unit. The GCIC Unit will immediately remove the entry from the NCIC system and Section 4.3.2 of this standard operating procedure will be followed.

4.6.4 Copies of any additional information received from GCIC/NCIC pertaining to an entry on missing persons or stolen items (ATF recovery notification on weapons, locate information, NCIC purge notification, teletype information from other agencies or messages generated from the Department, etc.) will be placed in the recovery basket located near the GCIC Data Entry Desk for the Validations Unit to pick up. The appropriate action will be taken by the Validations Unit in regards to the information received.

4.6.5 A case file will be maintained for all entries made on the system and will contain the original document to support the entry. These files will be used by the entry location to confirm hits received on Department entries. The hit itself should never be used to confirm the entry. The file must be visited for confirmation. Copies of all CJIS (NCIC) network printout messages pertaining to the entry as well as any other supporting documentation such as teletype messages will be maintained in the case file.

4.6.6 The investigating officer will be responsible for maintaining the case file as long as the item/person is on the NCIC system. The original missing person or stolen item file must be consistent with the file kept in the GCIC Unit as long as the case file is active.

4.6.7 Missing Persons  
(CALEA 6<sup>th</sup> ed. Standard 41.2.5g)

1. When persons of any age are reported as voluntarily or involuntarily missing, missing and endangered, missing and disabled, or missing as a result of a catastrophe, the persons will be entered immediately, and the following guidelines used:
  - a. Obtain documentation that supports GCIC/NCIC record entries, such as:
    - i. Written statements from a physician or other authoritative source verifying the missing person's physical or mental disability.
    - ii. Dentist and or dental chart and establish if the missing person has a physician or has ever had any X-rays taken.
    - iii. Written statements from a parent, legal guardian, next of kin, or other authoritative source advising that the missing persons' disappearance was not voluntary.
  - b. The following information must be obtained to enter a person into NCIC: the missing person's name, date of birth (estimated if not known), race, sex, height and weight (estimated if not known).



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- i. If there are areas estimated during the initial report, the investigating unit must obtain the correct information and modify these areas to make the entry accurate.
    - ii. If some of the information cannot be obtained, a supplemental report will be written to indicate same. Once the entry is made, the appropriate entry unit should indicate in the miscellaneous field of the entry what information was estimated (e.g., date of birth was estimated – missing person is 28 years old)
2. Entering records in GCIC/NCIC missing person files (Georgia CJIS Network Operations Manual, Part 6)
  - a. In all cases of juvenile missing persons, the reporting officer will notify their supervisor of the missing person report. The supervisor will immediately (in less than an hour) pick up the reporting officer's report and fax it or deliver it to the GCIC Unit. If the investigator has responded to the scene and has made the report, he or she will fax or deliver it to the GCIC Unit within an hour. Any reports electronically generated will be sent to Central Records Unit categorized as a "high priority report." The reporting officer will note the name of the GCIC Warrant Technician that they spoke with on the phone and at what time in the narrative of their report.
  - b. The GCIC Unit will immediately complete the "NCIC Person Report for Entry" form in its entirety. If the report is missing information relevant to completing a GCIC/NCIC entry form, it is the responsibility of the GCIC Warrant Technician (who is completing the entry form) to immediately notify the Communications supervisor to contact the reporting officer via radio and have them contact Central Records Review Desk as soon as possible. The Communications supervisor will make all efforts to contact the reporting officer or the reporting officer's supervisor. The reporting officer or his or her supervisor will call the GCIC Unit immediately and furnish the information needed to complete the entry. When the information is obtained, the NCIC Person Report for Entry form will be immediately completed by the GCIC Warrant Technician and carried to the GCIC Desk Data Entry employee for immediate entry.
  - c. Before an entry is made, an inquiry will be performed by the assigned GCIC Data Entry Desk employee to make certain the subject is not already on the system. Section 4.3.2 of this written directive will be followed.
    - i. The entry for the missing person will be made from the completed "NCIC Person Report for Entry" form by the GCIC Entry Desk employee. Copies of the incident report, the completed "NCIC Person Report for Entry" and the NCIC entry response will be forwarded to the appropriate missing person unit.
      - (A) Criminal History inquiry – any inquiry into the State Identification Number (SID) and FBI numbers should be performed to provide any physical descriptors. The rap sheet will also provide any past violent criminal activities (i.e., fleeing officer, obstruction to officer, previous weapon offenses, etc.) to be noted in the entry for officer safety.
      - (B) Driver's license check – this inquiry will provide any aliases the subject might have used and aids in the identity of the subject.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- (C) The GCIC Tech will choose what criminal history matches the missing person and add that information to the entry upon entering the missing person in to NCIC.
  - (D) The driver's license information will be placed on the Wanted Notice from the printout.
  - (E) Any additional information regarding the missing person that is not listed on the criminal history or driver's license printout will require supportive documentation (i.e., incident report, supplemental, etc.). This information (aliases, additional dates of birth, scars, etc.) will be written on the reverse side of NCIC Peron Entry Form
  - (F) When a "NCIC Person Report for Entry" form is received on a missing person indicating the person is missing voluntarily and an inquiry indicates that the person is already on the NCIC system, a Missing Persons Clear Supplemental Report will be completed by the assigned GCIC Entry Desk employee, the present entry cleared, and a new entry made to avoid duplicate entries. A copy of this completed form will be forwarded to the appropriate missing person unit.
  - (G) When a "NCIC Person Report for Entry" form is received on a missing person indicating the following circumstances; disabled, endangered, catastrophe or with a caution status and an inquiry indicates that the person is already on the NCIC system, a missing person investigator will be notified immediately by the Central Records supervisor or his/her designee by telephone or through the Communications Center when telephone contact cannot be made to make a determination as to how the missing person will be entered. This contact must be made within eight hours of the missing person report being taken. Once the determination has been made, the appropriate entry will be made immediately.
- d. After the investigator has reviewed the missing person report which includes the NCIC Person Report for Entry form, the investigator will:
- i. Perform a driver's license and criminal history inquiry to verify the demographic information. The investigator will add to the entry any additional information obtained through these inquiries, as well as data gathered from the NCIC Data Collection Entry Guide packet that is relevant to the entry, by immediately completing a GCIC Modify Missing Person Entry form. After completing this form, deliver to the GCIC Unit immediately.
  - ii. Federal Law 42 USCS 5780 states "effective immediately, within 60 days of entering a missing juvenile record into NCIC, agencies must verify and update the missing juvenile record with any additional information including, where available, medical and dental records." If the investigator cannot locate any medical or dental records or any additional information on the missing juvenile, he or she should complete a supplemental incident report indicating such to comply with this federal law.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- iii. A NCIC Missing Person Data Collection Entry Guide packet will be completed on all missing persons by interviewing the reporting person. This packet will be completed as soon as possible. Any relevant information gathered from this packet will be immediately placed on the Missing Person Modification Form. This form should be delivered immediately to the GCIC Unit where the entry can be updated to make the entry more complete.
- iv. Copies of the information received from the NCIC Missing Person Data Collection Entry Guide Packet, and original supplements or documents pertaining to the case will be forwarded to the GCIC Unit to be placed in the case file.

#### 4.6.8 Wanted Persons

- 1. The original warrant will be entered into the system within 12 hours of issuance from the court.
- 2. The warrant counter will be accessible 24 hours per day, seven days per week. A certified copy of all warrants are filed alphabetically in a secure file cabinet located in the GCIC Unit, which is accessible to GCIC Unit employees and employees in the Validation Unit (Warrants Audit). (CALEA 6<sup>th</sup> ed. Standard 74.1.3g)
- 3. The Atlanta Police "Wanted Notice" (Form APD 608) - (must be completed). The form must be signed by a section commander in regards to extradition (Pickup Code) limits.
- 4. The following inquiries must be performed by the investigating officer to successfully complete the "Wanted Notice." A printout from these inquiries must be included with the "Wanted Notice." (CALEA 6<sup>th</sup> ed. Standard 74.1.3 c)
  - a. Criminal History inquiry – any inquiry into the State Identification Number (SID) and FBI numbers should be performed to provide any physical descriptors. The rap sheet will also provide any past violent criminal activities (i.e., fleeing officer, obstruction to officer, previous weapon offenses, etc.) that will be noted in the entry for the officer's safety.
  - b. Driver's license check – this inquiry will provide any aliases the subject might have used and aids in the identity of the subject.
  - c. A screen print copy of the ICIS warrant module.
- 5. The investigating officer will choose what criminal history matches the wanted subject and follow the guidelines set forth in Appendix B (instructions for completing a Wanted Notice).
  - a. The driver's license information will be placed on the Wanted Notice from the printout.
  - b. Any additional information regarding the wanted person that is not listed on the criminal history or driver's license printout will require supportive documentation (i.e., incident report, supplemental, etc.). This information (aliases, additional dates of birth, scars, etc.) will be written on the reverse side of the Wanted Notice.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- c. The extradition limits (Pickup Code) must be checked. If the subject will be extradited, a section commander must sign the section indicated on the Wanted Notice. An explanation of extradition limits (Pickup Code) is included in Form APD 608.
  - d. The "Caution Indicator" should be checked if the wanted person poses a safety concern to the officer. The reasons for the caution should be explained in the "Miscellaneous" section of the Wanted Notice. If the person has used any type of weapon during the commission of the crime, a "Caution Indicator" must be checked, and the type of weapon will be indicated in the "Miscellaneous" section (Form APD 608).
6. The completed "Wanted Notice" package must include the following: Wanted Notice, original warrant, criminal history and driver's license printouts (if applicable), supportive documentation for any additional information that is not on the criminal history or driver's license printouts (i.e., supplements, incident report, etc.). This package will be hand delivered to the GCIC Unit for entry.
7. The GCIC Warrant Technician receiving the warrant package, and the investigating officer will review the package and initial the appropriate spaces on the Wanted Notice indicating the information was received. Both persons will initial the correct criminal history after their review. Post the request into the warrant logbook (located at the Law Enforcement customer service area)
8. Enter information into GCIC/NCIC through CJIS according to the GCIC/NCIC Rules on the following: (CALEA 6th ed. Standard 74.1.3a)
  - a. An individual (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor warrant is outstanding.
  - b. An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is outstanding.
  - c. Probation and parole violators meeting the criteria above.
9. Before an entry is made, an inquiry will be performed by the GCIC Warrant Technician who will input the data into NCIC to ensure the subject is not already on the system. If the subject is not on the system, the subject will be entered on NCIC from the information on the Wanted Notice and the criminal history printout (when applicable). The GCIC Warrant Technician will also follow the instructions indicated in Form APD 608 in regards to the section "For Identification Unit Use."
10. Section 4.3.2 of this standard operating procedure will be followed after the entry is performed. The GCIC Warrant Technician will perform the "Second Person Check" and he/she will also sign the appropriate space "Second Person Check" on the reverse side of the Wanted Notice. If all fields are accurate, the warrant and a copy of the hit will be placed in the case file folder. When an error is detected on an entry, the correction will be made immediately, and the quality check ("Second Person Check") repeated.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



11. Perform a "Follow-up Quality Check" of all records entered into the GCIC/NCIC computerized files. Quality refers to the timeliness, accuracy, completeness and validity of records. (CALEA 6<sup>th</sup> ed. Standard 74.1.3d)
12. Warrants are reviewed and audited by a designated supervisor or GCIC Warrant Technician or the Validations Unit for accuracy and completeness on a weekly basis.
13. The investigating officer handling the case is responsible for keeping the GCIC Unit updated regarding the status of the warrant.
  - a. Anytime an officer obtains additional information about a wanted subject, the information will be recorded on a supplemental report and delivered to the GCIC Unit. The GCIC Warrant Technician will modify the entry based on the information in the supplemental report and Section 4.3.2(1)(2) of this standard operating procedure will be followed.
  - b. As soon as it is determined that a person is no longer wanted or has been apprehended, the investigating officer must go to the Identification Unit and complete a GCIC clear or cancel form. The GCIC Unit will immediately remove the entry from NCIC, and Section 4.3.3(3) of this standard operating procedure will be followed.

#### 4.6.9 Clearing GCIC/NCIC Records (CALEA 6<sup>th</sup> ed. Standard 74.1.3f)

1. Clear messages remove records from the GCIC/NCIC files when recoveries or apprehensions occur. Only the originating agency can authorize the clearance of a record. Clear records when:
  - a. Wanted persons that have been apprehended.
  - b. Missing persons that have been found.
  - c. Stolen property that has been recovered.
2. Warrant Clearing Procedures when responding to a Teletype YQXX (validating a warrant), the GCIC Tech will:
  - a. Respond within ten minutes (depending on time specification) to inquiries by other agencies that a warrant is still valid. (CALEA 6<sup>th</sup> ed. Standard 74.1.3b)
  - b. Place a hold through NCIC on the wanted subject, notifying the Fugitive Squad and the investigator of the agency placing the warrant.
  - c. Remove the warrant from NCIC through CJIS as soon as possible after proper notification by Teletype or wanted notice of a wanted person being taken into custody.
3. When a GCIC investigator or other law enforcement agency requests the cancellation of a warrant, the GCIC Tech will: (CALEA 6<sup>th</sup> ed. Standard 74.1.3f)



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- a. Locate the original warrant package maintained in a secure warrant file cabinet in the ID Law Enforcement counter area.
- b. Have the officer complete a Notice of Clear/Cancel a Wanted form.
- c. Agency requesting a hit confirmation places a hold on subject (10-minute limit requirement).
- d. Post the cancellation into the warrant logbook.
- e. Cancel the warrant from NCIC through CJIS and receive a computer printout of the action taken.
- f. Give the officer the original warrant, staple the computer printout to the warrant package and file the package in the closed warrant file.

#### 4.6.10 Canceling GCIC/NCIC Records (CALEA 6th ed. Standard 74.1.3f)

1. Cancel messages remove records from GCIC/NCIC files that are no longer valid, cannot be supported by documentation, or cannot be modified to make the record correct. Only the originating agency can authorize the cancellation of a record.
2. Cancel records when:
  - a. A record is entered incorrectly and cannot be modified. The record must be re-entered using the correct information.
  - b. Documentation (warrants, reports of missing persons, theft reports, etc.) no longer exists to support the record.
  - c. The subject has died or is no longer wanted on these charges.

#### 4.6.11 Vehicle and Tags

1. The definition of a vehicle for entry on the GCIC/NCIC system is any motor driven means of transportation designed to carry an operator, except a boat. (Refer to Georgia CJIS Network Operations Manual - Part 5 - Section 5.1).
2. Once the investigating officer receives the tag and or VIN information, this information will immediately be provided to the Central Records Unit. The Central Records personnel will perform the following tasks before the tag/VIN information is entered into NCIC.
  - a. A tag/VIN should be checked through registration files for verification as well as for a stolen check to see if the vehicle/tag is already on the system. The Department's impound file should also be checked to see if the vehicle has been impounded. If the vehicle or tag is not on the system as stolen and has not been impounded, a supplement should be completed by the Central Records employee. The GCIC Vehicle Tag Entry form must be completed also before entering a stolen vehicle/tag. The code fields on this form should be checked for accuracy through the NCIC Code and Georgia CJIS Network Operating manuals. The supplement, completed GCIC



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



Vehicle/Tag Entry form and a printout of the registration should be delivered to the GCIC Entry Desk for the entry to be placed immediately into the NCIC system.

- i. If the tag is listed on the report but it does not include the VIN and the registration response lists a VIN, and the information matches the reported stolen vehicle, then the VIN and tag information should be included on the GCIC Vehicle/Tag Entry form. Stolen vehicles entered on the system by tag only are purged after 90 days by GCIC.
  - ii. If the tag is listed on the report but it does not include the VIN, and the registration response lists a VIN, but it does not match the reported stolen vehicle, the vehicle should be entered by tag only and the appropriate investigating unit notified. It is the responsibility of the investigating unit to obtain a VIN number as soon as possible whereby the entry can be modified to include the VIN. Stolen vehicles entered on the system by tag only are purged after 90 days by GCIC.
- b. If a "No Record" or "Does Not Exist" response is received from the registration check, an inquiry should be made through the county's tag office during regular business hours. If the county's tag office verifies the information, this will be stated in the supplement completed by the Central Records employee. A GCIC Vehicle/Tag Entry form will be completed (as stated in Section 4.3.11 of this standard operating procedure), the supplement will accompany this form and be hand-delivered to the GCIC Entry Desk in the GCIC Unit for the entry to be placed immediately into the NCIC system.
- c. For those inquiries that cannot be made during regular business hours, the information should be provided to the day watch Communications supervisor whereby a registration can be obtained the next business day. Once the registration is verified, a Central Records employee will complete a supplement stating the registration was verified by the county's tag office and complete a GCIC Vehicle/Tag Entry form (as stated in Section 4.3.11(2)(a) of this standard operating procedure). This documentation will be delivered to the GCIC Entry Desk in the GCIC Unit for the entry to be placed immediately into the NCIC system.
- d. If the response from the registration check states the VIN does not conform, the VIN Assist (an assistance program maintained by the National Insurance Crime Bureau to determine if a VIN is correct according to NCIC standards for 1981 models and later) program should be checked for the correct VIN (Vehicle Identification Number). Once the correct VIN number is ascertained, the registration and stolen inquiry should be performed and Section 4.3.11(2)(a) of this standard operating procedure will be followed.
  - i. If the VIN number cannot be confirmed through VIN Assist, then NICB will be contacted for assistance.
  - ii. If NICB cannot confirm the VIN number, the victim will be contacted to verify the information provided on the report.
  - iii. If the vehicle's registration cannot be verified, the Central Records employee will contact the victim reporting the stolen tag/vehicle to verify the information provided on the report.





## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



3. Once the entry is made by the GCIC Entry Desk, employees will follow Section 4.3.2 of this standard operating procedure. When an error is detected on an entry by the "Second Person Check", the correction will be made by the employee performing the entry and the quality check will be repeated.
4. Printouts of all transactions (i.e., entry, locate, clear, modify, cancel) should be attached to the entry form and placed in the case file pertaining to the entry.
5. Any additional information gained through an investigation pertaining to the GCIC/NCIC entry will be submitted by the investigator on a supplemental incident report and he or she will complete the appropriate GCIC form for the change to be made. This documentation will be immediately delivered to the GCIC Entry Desk. The employee assigned to the GCIC Entry Desk will modify the entry to reflect the change.
6. When an investigating unit recovers the vehicle entered as stolen by the Department, he or she will immediately send a teletype message to computer terminal "GAAPD0048" (located in the GCIC Unit) at the GCIC Entry Desk. The personnel assigned to the GCIC Entry Desk in the GCIC Unit will immediately remove the vehicle entry from NCIC based on the information received in the teletype message and Section 4.3.2 (1) of this standard operating procedure will be followed. The investigator will also submit a supplement with all pertinent information, which will be forwarded to the GCIC Unit to be placed in the case file.
7. When stolen autos are recovered, Police Report Technicians assigned to the GCIC station will notify the victim by mail or phone. The technician who receives the hit also sends a form letter to the victim at the address listed on the original report. Investigators are responsible for notifying victims of other property that is recovered.
8. When the entry is no longer valid, the investigator will complete a GCIC Vehicle clear/cancel form and immediately submit it to the GCIC Entry desk. The personnel assigned to the entry desk will immediately cancel the vehicle entry from NCIC, and section 4.3.3(2) of this standard operating procedure will be followed.
9. After clearing the vehicle entry from NCIC, the GCIC Unit employee will immediately contact the owner by phone, informing the owner that their vehicle has been recovered. If the owner is unavailable, the GCIC Unit employee will notify the victim by mail. A copy of the letter will be placed in the entry's case file.

#### 4.6.12 Articles/Guns

1. The GCIC Unit employee will complete a GCIC entry form on stolen gun/article. All coded fields must be verified on the GCIC entry form through the NCIC Code and Georgia CJIS Network Operations manuals. The completed GCIC form will be submitted to the GCIC Entry desk.
2. Before an entry is made, the GCIC Entry desk employee will perform an inquiry to determine if the article/gun has been entered on the system as stated in Section 3.6 of this standard operating procedure.
3. Printouts of all transactions (i.e., entry, locate, clear, modify, cancel) should be attached to the entry form and placed in the case file pertaining to the entry.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



4. To ensure that entries are inputted correctly, Section 4.3.2 of this standard operating procedure should be followed. When an error is detected on an entry by the "Second Person Check", the correction will be made by the employee performing the entry and the quality check will be repeated.
5. Any additional information gained through an investigation pertaining to an entry must be submitted to the GCIC Unit by the investigator as outlined in Section 4.3.3(1) & (2) of this standard operating procedure.
6. When the entry is no longer valid, the investigator will complete a GCIC Article or Gun clear/cancel form and immediately submit it to the GCIC Entry Desk. The employee assigned to the entry desk will immediately cancel the gun or article entry from NCIC and Section 4.3.3(2) will be followed of this standard operating procedure.
7. When an investigating unit recovers an article/gun entered by the Department, he or she will immediately send a teletype message to computer terminal "GAAPD0048" located at the GCIC Entry desk. The employee assigned to the GCIC Entry Desk will immediately remove the entry from NCIC, based on the information received in the teletype message and Section 4.3.2(1) of this standard operating procedure will be followed. The investigator will also submit a supplemental incident report with all pertinent information, which will be forwarded to the GCIC Unit to be placed in the case file.

#### 4.6.13 Recovered/Abandoned Items

1. Recovered/abandoned vehicles (not stolen vehicles) will be entered in the CJIS (Criminal Justice Information System) Impound database. When entered properly, the entry will be forwarded to the GCIC system Recovered/Abandoned Vehicles.
  - a. Private impounds will be entered by the GCIC Unit. The registration file should be checked to verify the VIN number. All code fields must be verified on the GCIC entry form through Georgia CJIS Network Operations and NCIC Code Manuals. The VTP field will be coded by using the number 5 (five) and the entry to be forwarded to the state file (GCIC).
  - b. Police impounds will be entered by the Property Control Unit and or Communications Center ACIC dispatch. The registration file should be checked to verify the VIN number. All coded fields must be verified on the GCIC entry form through Georgia CJIS Network Operations and NCIC Code Manuals. The VTP field will be coded by using the number 5 (five) and the entry will be forwarded to the state file. An inquiry must also be made on the City's impound system to determine if the stolen vehicle has been impounded during the reported time frame of being stolen.
2. Property Control Unit will enter all recovered/abandoned guns (not stolen guns) into GCIC.

#### 4.6.14 Securities

1. Securities identified by unique serial number, which have been stolen, embezzled, counterfeited, or missing will be entered in the security file.
2. The GCIC Unit employee will complete a GCIC entry form on stolen securities from the information provided in the incident report. All coded fields must be verified on the GCIC



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



entry form through the NCIC Code and Georgia CJIS Network Operations manuals. The completed GCIC form will be submitted to the GCIC Entry Desk

3. Before an entry is made, the GCIC Unit employee will perform an inquiry to determine if the security has been entered on the system.
4. Printouts of all transactions (i.e., entry, locate, clear, modify, cancel) should be attached to the entry form and filed in the case file pertaining to the entry.
5. To ensure that entries are input correctly, Section 4.3.2 of this standard operating procedure should be followed. When an error is detected on an entry by the "Second Person Check", the correction will be made by the employee performing the entry and the quality check will be repeated.
6. Any additional information gained through an investigation pertaining to an entry must be submitted to the GCIC Unit by the investigator as outlined in Section 4.3.3 of this standard operating procedure.
7. When the entry is no longer valid, the investigator will complete a GCIC clear/cancel form and immediately submit to the GCIC Entry desk. The GCIC Unit employee will immediately cancel the security entry from NCIC, and Section 4.3.3 will be followed of this standard operating procedure.
8. When an investigating unit recovers a stolen security entered by the Department, the investigator will immediately send a teletype message to computer terminal "GAAPD0048" (located in the GCIC Unit) at the GCIC Entry Desk. The GCIC Unit employee will immediately remove the entry from NCIC based on the information received in the teletype message in accordance with Section 4.3.2 (1) of this standard operating procedure. The investigator will also submit a supplemental incident report with all the pertinent information, which will be forwarded to Central Records to be placed in the case file.

#### 4.6.15 Unidentified Person File

1. The NCIC Unidentified Person File (UID) was created to assist investigators in making a positive identification of both living persons (amnesia victims, persons severely injured) who cannot be identified and deceased persons who because of the circumstances of their death cannot be properly identified. The GCIC Unit will make UID entries into NCIC system under the GCIC Unit ORI (Originating Agency Identifier) number (GAAPD0048).
2. If the UID is a victim of a homicide, the Medical Examiner's Office will notify the Homicide Unit when the UID packet has been completed and ready for pickup. The Homicide investigator will deliver the packet to the GCIC Unit to be entered into the NCIC system. The case file will be maintained in the Homicide Unit and a copy of the file housed in the Medical Examiner's office and the GCIC Unit and Validations Unit.
3. If the UID dies of natural causes and is an adult, the Medical Examiner's Office will notify an Adult Missing Persons investigator to pick up the completed UID packet. The investigator will deliver the packet to the GCIC Unit for entry into the NCIC system. The case file will be maintained in the Homicide Unit and a copy of the file housed in the Medical Examiner's office and the GCIC Unit and Validations Unit.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



4. If the UID dies of natural causes and is a juvenile, the Medical Examiner's office will notify a Youth Squad Investigator when the UID packet has been completed and ready for pickup. The investigator will deliver the packet to the GCIC Unit for entry into the NCIC system. The case file will be maintained in the Special Victims Unit and a copy of the file housed in the Medical Examiner's office and the GCIC Unit and Validations Unit.
5. NCIC will conduct regular computer runs to search both the Unidentified Dead and Missing Person files. Possible matches will be sent to the ORI number, GAAPD0048, which is housed in the GCIC Unit. The Validations Unit will review these responses and forward them to the Medical Examiner's Office whereby a possible match can be determined.

#### 4.7 Validations

##### 4.7.1 General Procedures

1. Hot file entries are validated 90 days (not counting the month of entry) after their entry onto the NCIC system. After the first 90th day validation, the record is validated each year (i.e., entries made during the month of January will be validated in April for the first validation and then April of each year).
2. GCIC will notify the Validations Unit when entries are scheduled for validations, and they will also notify the Validations Unit of the timeframe in which APD must complete these validations.
3. GCIC randomly selects twelve percent (12%) of the records entered in the validation month and forwards them to the Validations Unit. The Validations Unit is notified via Georgia Technology Authority (GTA) that the monthly records are available and ready to be processed on NCIC systems. The Validations Unit will receive and disseminate the validation monthly listing from GCIC to the appropriate division.
4. All validated monthly listings must be returned by the specified due date to the Terminal Agency Coordinator. The validated monthly listings, returned from the division head confirms that each entry listed has been validated.
5. Once the validated monthly listings are received by the Terminal Agency Coordinator, the records are marked accordingly (As-Is, Modify, or Cancel) in GTA to indicate that they have been properly validated in the name of the Validation Unit staff member performing the task confirming the validation has taken place.

##### 4.7.2 Wanted Persons

1. Wanted persons will be validated by the investigating officer who placed the entry on NCIC.
  - a. The process for validating the wanted person entries will be performed through a document generated by the Validations Unit to the investigating officer. The document generated is known as the "Validation Wanted Notice" (Form APD 608) which will request the status of the warrant and extradition limitation (when applicable) on the wanted person. Before sending this notice, a query will be performed on the wanted person entry to make certain the entry is still on NCIC. If the entry is active on NCIC, the notice will be generated to the section commander of the investigating officer.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- b. The Validation Wanted Notice must be returned to the Validation Unit by the due date indicated on the notice. It is the responsibility of the investigating officer's section commander to have the Validation Wanted Notice returned by this due date whereby the Department can meet the deadline set forth by GCIC.
  2. The Validation Unit will check the court warrant office on the status of each warrant listed on the wanted person entry as well as the CJIS system to see if the wanted person has been arrested. If the status indicates the warrant has been served or cancelled, the Validation Unit must obtain supporting documentation verifying when the warrant was served or cancelled. Once this documentation is obtained, the warrant will be removed from NCIC because it is no longer valid. The investigating officer and the GCIC Unit will be notified that the warrant has been removed and the supportive documentation will be provided to these entities. It is the responsibility of the investigating officer to check with the court or jail system if they are not satisfied with the warrant status.
    - a. If the warrant is active, a criminal history and driver's license inquiry will be performed on the wanted person by the Validations Unit. This information will be checked against the hot file entry response to make certain the entry is complete and accurate. The case file will also be checked for any additional information that needs to be added to the entry. When additional information is available, supplemental entries will be made to increase the value of the record entry. The entry will be modified to correct inaccurate or outdated information, including a 24-hour telephone number for hit confirmation in the miscellaneous field.
    - b. If the extradition limit is upgraded, the section commander must check off that he/she approves of the extradition change. If the extradition limit is changed to no extradition, the pickup code and/or the distance the Department will travel to pick up the subject must be entered in the miscellaneous field. When the returned Validation Wanted Notice indicates a change in the extradition limit, the entry will be modified immediately by the receiving party (person who receives the completed Validation Wanted Notice).
    - c. All entries that are invalid should be cancelled, including entries that do not have case file documentation or are no longer of interest. Records should be cleared showing a "Locate" posted by another agency. Supportive documentation should be provided for any additions, deletions, or corrections and delivered to the GCIC Unit immediately whereby the entry can be modified or cancelled.

#### 4.8 Vehicles

1. The Validations Unit will validate vehicles/tags by checking the case files to determine if the information on the entry is accurate, complete and current. An inquiry will be performed on the entry and all information contained within the inquiry will be checked against the case files. The registration files will be checked for new ownership as well as the Department's impound file for recent impounds.
2. The owner or reporting person will be contacted by the Validations Unit to determine if the vehicle has been recovered. Documentation of this action will be noted on the validation sheet and placed in the Unit's case file. If new information is obtained from this contact (i.e., new address or telephone number), it will be forwarded to the GCIC Unit to be placed in the original case file.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- a. If all attempts to contact the owner or reporting person have been exhausted (no responses from telephone contact or mail, victim is deceased, etc.), the appropriate investigative unit will be notified by the Validations Unit whereby a determination can be made to leave or remove stolen property from the NCIC system.
  - b. If new investigative information is received during the validation process (new ownership from the registration file), the Validations Unit will forward the information to the appropriate investigative unit whereby a determination can be made to leave or remove stolen property from the NCIC system. Any information forwarded to the appropriate investigative unit for their review must be returned by the due date specified, whereby the final stage of the validation process can be completed to meet the deadline request of GCIC.
3. Check National Insurance Crime Bureau (NICB) for the status of the vehicle. The Vehicle Ownership Data of NICB will provide new owner's information. If new owner information is provided, the new owner will be contacted to determine if the vehicle has been recovered. If new investigative information is received from this inquiry, the appropriate investigative unit will conduct the investigation and all documentation will be noted in the case file.
4. All entries that are invalid should be cancelled (entries that do not have case file documentation or are no longer of interest). Records should be cleared showing a "Locate" posted by another agency. Make supplemental entries when additional information is available to increase the value of record entries. Modify all records reflecting inaccurate or outdated information including a 24-hour telephone number for hit confirmation in the miscellaneous field. Any additions, deletions, or corrections should be placed on a GCIC/NCIC entry form and immediately submitted to the GCIC Unit for processing.

#### 4.9 Missing Persons

1. Missing persons will be validated by the appropriate missing persons unit (Special Victims or Homicide) by contacting the person who made the original report to determine if the subject is still missing or still being sought. Documentation of this action should be noted in the case file and a copy forwarded to the Validations Unit.
2. A driver's license and criminal history check will be performed by the missing person investigator and checked against the case file for any additional information or supporting documentation to be made to the entry.
3. An inquiry will be checked against the case file by the Validations Unit for accuracy and completeness.
4. The missing person investigator will cancel all records that are invalid, have no case file documentation or are no longer of interest. Make supplemental entries when additional information is available to increase the value of the record entry. Modify all records reflecting inaccurate or outdated information and those that do not show a 24-hour telephone number for hit confirmation in the miscellaneous field. Clear all records showing a "Locate" posted by another agency or by the Department. Any additions, deletions or corrections should be placed on a GCIC/NCIC entry or modification form along with a supplemental report and immediately submitted to the GCIC Unit for processing.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



#### 4.10 Guns/Articles

1. The Validations Unit will validate gun record entries by checking the case file for current information, accuracy and completeness of the record. An inquiry will be performed, and all information contained in the inquiry will be checked against the case file.
2. The owner or reporting person will be contacted by the Validation Unit to determine if the gun/article has been recovered. Documentation of this action will be noted on the validation sheet and placed in the Unit's case file. If new information is obtained from this contact (i.e., new address or telephone number) it will be forwarded to the GCIC Unit to be placed in the original case file.
  - a. If all attempts to contact the owner or reporting person have been exhausted (no responses from telephone contact or mail, victim is deceased, etc.), the appropriate investigative unit will be notified by the Validations Unit whereby a determination can be made to leave or remove stolen property from the NCIC system.
  - b. If new investigative information is received during the validation process (pawn shop ticket, victim is deceased, etc.), the Validations Unit will forward the information to the appropriate investigative unit whereby a determination can be made to leave or remove stolen property from the NCIC system. Any information forwarded to the appropriate investigative unit for their review must be returned by the due date specified, whereby the final stage of the validation process can be completed to meet the deadline request of GCIC.
3. All entries that are invalid should be cancelled (entries that do not have case file documentation or are no longer of interest). Records should be cleared showing a "Locate" posted by another agency. Make supplemental entries when additional information is available to increase the value of record entries. Modify all records reflecting inaccurate or outdated information and those that do not show a 24-hour telephone number for hit confirmation in the miscellaneous field. Clear all records showing "Locate" posted by another agency. Any additions, deletions, or corrections should be placed on a GCIC/NCIC entry form and immediately submitted to the GCIC Unit for processing.

#### 4.11 Criminal Justice Commercial Dissemination

- 4.11.1 This policy applies to all Atlanta Police Department employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC materials, records, and information.
- 4.11.2 All Atlanta Police Department employees are required to follow the policies, rules and procedures set forth by GCIC, NCIC, FBI CJIS Security Policy, and the laws of the State of Georgia.
- 4.11.3 Disciplinary action will be taken for incidents that involve these violations which are determined to be accidental errors, neglect, harmful intent, and errors made due to the need of additional training. The severity of the error will be evaluated by the Terminal Agency Coordinator (TAC).
- 4.11.4 The commercial dissemination of GCIC/NCIC non-restricted files, formally known as hot files, is prohibited



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- 4.12 Criminal Justice Disciplinary/Personnel Sanctions
  - 4.12.1 This directive establishes guidelines for disciplinary action in regards to violations concerning the Georgia Crime Information Center (GCIC), Criminal Justice Information System (CJIS), Network/National Crime Information Center (NCIC), and information obtained thereof.
  - 4.12.2 This policy shall establish guidelines for disciplinary action in regards to the usage of GCIC/NCIC and information obtained thereof. All personnel with access to Criminal Justice Information (CJI) or any system with stored GCIC/NCIC CJI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information.
  - 4.12.3 The Information Services Section (ISS) Commander shall implement this directive and shall determine disciplinary action in the event of a violation.
  - 4.12.4 The Terminal Agency Coordinator (TAC) shall evaluate employees for general working errors that involve violations.
  - 4.12.5 All Atlanta Police Department employees, non-paid employees and vendors/contractors with access, to include physical and logical access, to GCIC/NCIC materials, records and information shall adhere to this directive.
  - 4.12.6 All employees are required to follow the policies, rules and procedures set forth by GCIC, NCIC, FBI CJIS Security Policy, and the laws of the State of Georgia.
  - 4.12.7 All technology equipment: computers, laptops, software, copiers, printers, terminals, MDTs, mobile devices, live scan devices, fingerprint scanners, software to include CAD, operating systems, etc., used to process, store, and/or transmit CJI is a privilege.
  - 4.12.8 To maintain the integrity and security of the systems and data, this computer use privilege requires adherence of relevant federal, state and local laws, regulations and contractual obligations.
  - 4.12.9 All existing laws and regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply to personal conduct.
  - 4.12.10 Misuse of computing, networking or information resources may result in temporary or permanent restriction of computing privileges up to employment termination.
  - 4.12.11 In some misuse situations, account privileges shall be suspended to prevent ongoing misuse while under investigation. Additionally, misuse can be prosecuted under applicable statutes.
  - 4.12.13 All files are subject for search.
  - 4.12.14 When follow-up actions are required against a person or agency after an information security incident which involves legal action (either civil or criminal), the evidence shall be collected, retained, and presented to conform to the rules for evidence laid down in the relevant jurisdiction(s).
  - 4.12.15 Complaints alleging misuse of computing and network resources and systems and/or data shall be directed to those responsible for taking appropriate disciplinary action





## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- 4.12.16 The following disciplinary action shall be taken for general working errors that involve violations which are determined to be accidental errors or errors made due to the need of additional training:
1. 1st offense (for less severe errors) Verbal Warning – additional training;
  2. 1st offense or 2nd offense (determined by the severity of error) – written reprimand – additional training.
  3. 3rd offense – written reprimand with possible suspension or termination –extensive additional training.
  4. 4th offense – employment termination.
- 4.12.17 For deliberate violations and/or misuse of GCIC/NCIC or information obtained thereof the employee shall be immediately terminated and face possible criminal prosecution.
- 4.12.18 Any misuse and/or violations of GCIC/NCIC must be reported to the GCIC Deputy Director within 30 days of notification.
- 4.13 Record-Keeping
- 4.13.1 The Communications ACIC Office will maintain a criminal history log for the most recent two years.
- 4.13.2 The Communications ACIC Office will maintain a criminal history log containing data for the most recent two years.
- 4.13.3 The GCIC Unit will maintain a case file on their GCIC entries until the entry has been removed from the system. After the entry has been removed from the system, the case file will be placed in the master file system in Central Records.
- 4.13.4 The GCIC Unit will maintain a case file on their GCIC wanted person entries until the entry has been removed from the system. After the entry has been removed from the system, the original warrant is returned to the investigating officer and the case file is placed in the monthly cancellation file.
- 4.14 Audits
- 4.14.1 The Department's Terminal Agency Coordinator (TAC) will audit the records and procedures of all sections and units using the NCIC system. Monthly audits of the hot file entries through the validation process will be conducted by the Validations Unit to insure guidelines and policies of GCIC/NCIC are being followed.
- 4.14.2 The Communications Training Unit will conduct quarterly audits of the criminal history usage to insure guidelines and policies of GCIC/NCIC are being followed. Those found in violation of improper usage will be denied access to this file and must repeat the section pertaining to criminal history in the GCIC Workbook before access is re-established.
5. Definitions
- 5.1 ACIC: Atlanta Crime Information Center in the Communications Section.



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



- 5.2 CAD: Computer Aided Dispatch
- 5.3 Canceled: A computer transaction that removes an invalid record from the system.
- 5.4 CJIS: Criminal Justice Information System
- 5.5 Cleared: A computer transaction that removes a valid entry from the system.
- 5.6 FBI: Federal Bureau of Investigation
- 5.7 GCCC: Command Center for State of Georgia.
- 5.8 GCIC: Georgia Crime Information Center
- 5.9 GTA: Georgia Technology Authority; computer software connection to GCIC and NCIC.
- 5.10 Hot Files: Stolen item, missing person and wanted person records entered onto GCIC and or NCIC system.
- 5.11 Locate: A computer transaction that advises the entering agency that the property has been recovered or the person located.
- 5.12 MDT: Mobile Data Terminal
- 5.13 NCIC: National Crime Information Center
- 5.14 NIC number: NCIC reference number assigned to an entry when placed in the NCIC files
- 5.15 Nlets: National Law Enforcement Telecommunications System
- 5.16 SRN number: State reference number assigned to an entry when placed in the LEDS files.
- 5.17 Terminal Agency Coordinator (TAC): The agency coordinator that administers the terminal operator training and certification program and serves as the point of contact for the coordination of the validation process and all other GCIC and NCIC related matters.

## 6. CANCELLATIONS

APD.SOP. 3110 GCIC and NCIC Information, effective April 21, 2022.

## 7. REFERENCES

APD.SOP.3065 "Field Interviews" section 4.2.1  
APD.SOP.3020 "Search and Seizure"

Form APD 425 Criminal History Log

Commission on Accreditation for Law Enforcement Agencies (CALEA) 6<sup>th</sup> ed. Standards;  
41.2.5, 42.2.2, 74.1.3, and 81.2.8

Form APD 608 "Wanted Notice"



## Atlanta Police Department Policy Manual

### APD.SOP.3110 GCIC and NCIC Information



GCIC Policy Manual  
GCIC Council Rules  
GCIC Council Rule 140-2-13  
GCIC Council Rule 140-2-20  
GCIC Council Rule 140-2-06  
GCIC Council Rule 140-2-07  
GCIC Operation Bulletin

Georgia CJIS Network Operations manual

May 19, 2015, Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB

NCIC Code Manual  
NCIC Operations Manual

#### 8. SIGNIFICANT CHANGES

Revisions were made to Section 4.5.1, No. 4 & 5.  
No other revisions were made to the policy.