	STANDARD OPERATING PROCEDURE State Form 39870(R/ S- 06)	Reference Number **CIS-002**
INDIANA STATE POLICE	Subject Dissemination of Data via IDACS/NCIC	
	Special Instructions Replaces CJD-002 dated January 15, 2015	Effective Date **September 1, 2018**

I. PURPOSE

Establish guidelines for the release of CJI Criminal Justice Information (CJI) and other data received via IDACS/NCIC by Department personnel.

II. POLICY

Department personnel shall release CJI and other data received via IDACS/NCIC only to authorized criminal justice agencies to be used in the discharge of their official, mandated responsibilities.

III. DEFINITIONS

A. System – Refers to IDACS, Nlets, and/or NCIC terminals, equipment, and all data accessible from or stored therein.

B. Criminal Justice Information (CJI) – Information collected by criminal justice agencies or individuals consisting of identifiable descriptions and notations of arrests, indictments, information, and other formal sentencing and correctional system intake, transfer, and release. It includes information obtained from the Interstate Identification Index (III), Gang File, Known or Appropriately Suspected Terrorist File (KST), Supervised Release File, Immigration Violator File (formerly the Deported Felon File), National Sexual Offender Registry File, Protection Order File, and any other information obtained from any FBI Criminal Justice Information System.

C. Criminal Justice Agency (CJA) – Any agency or department of any level of government whose principal function is the apprehension, prosecution, adjudication, incarceration, probation, or rehabilitation of criminal offenders.

D. Other data received via IDACS/NCIC – All data received and transmitted, through the computer terminals, from Criminal Justice Information Services (CJIS) Section, the Bureau of Motor Vehicles (BMV), Delayed Inquiry Hit Response Notifications, and all responses from IDACS/NCIC inquiries.

IV. PROCEDURE

A. Dissemination of Criminal Justice Information via IDACS/NCIC.

1. The Department may provide CJI to, or receive CJI from, any other CJA. This includes any individual or agency:

a. For the purpose of criminal justice activities and CJA employment;

b. For any purpose authorized by state statute, executive order (and approved by the Attorney General of the United States), or court rules, decision, or order, as construed by state or local officials or agencies;

c. Pursuant to a specific agreement with a criminal justice agency to provide service required for the administration of criminal justice pursuant to the agreement; and

d. For the purpose of research, evaluation, or statistical activities pursuant to an agreement with a CJA.

2. No agency or individual shall confirm the existence or nonexistence of CJI to any person or agency that would not be entitled to receive the information itself.

B. **Dissemination of other data received via IDACS**.

1. Data received from CJIS, IDACS/NCIC, and Nlets, through the system, shall be released only to CJAs in the discharge of their official, mandated responsibilities. These agencies include:

a. Police departments at all governmental levels (including private college and national police departments as authorized by Indiana Code) responsible for enforcement of general criminal laws;

b. Hazardous material information may be released to the Indiana State Department of Health, fire departments, or other health care providers in emergency situations;

c. Prospective agencies and departments at all governmental levels;

d. Indiana BMV data can only be released to law enforcement/criminal justice agencies as defined in IC 9-14-3.5-10;

e. Courts at all governmental levels with a criminal or equivalent jurisdiction;

f. Confirmation of the entries into NCIC and IDACS of un-emancipated minors may be released to the parent, legal guardian, or next of kin;

g. Correction departments at all governmental levels, including corrective institutions and probation departments;

h. Parole commissions and agencies at all governmental levels;

i. Agencies at all governmental levels which have as a principal function the collection and providing of fingerprint identification information; and

j. Regional or local governmental organizations established pursuant to statute which collect and process criminal justice information and have been granted access by the Criminal Justice Information Services Division of the Federal Bureau of Investigation (FBI).

2. Delayed Inquiry Hit Response Notifications

Any notifications received, contact will be made to the inquiring or entering agency by a Switch Message via IDACS and by telephone.

3. General information sent via IDACS by switched messages may be released to the public.

4. Severe weather information shall be furnished by the National Weather Service.

C. Each individual employee is responsible for maintaining their own record or audit trail concerning release of system data.

D. Employees authorized to use the IDACS, NCIC, and Nlets systems shall adhere to the guidelines and rules established and maintained in the individual manuals of each system in addition to this SOP.

V. **IDACS and NCIC Users.**

A. Employees using devices that interface with IDACS/NCIC must be IDACS certified and issued a user name, unique to that employee. Users of the system shall create a unique password that shall remain confidential. No Department employee shall use the authorized user name and/or password of another person or agency to log into the system. Employees shall use due diligence to safeguard the issued user name and password and not share these with others.

B. All non-certified users will have six (6) months to complete the IDACS/NCIC training and pass the written test to become certified. Only authorized users shall access the IDACS/NCIC System.

C. IDACS and NCIC information shall be available to individuals who qualify to have the right and need to know the information. All IDACS/NCIC rules apply.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.