

# ORANGE COUNTY SHERIFF'S OFFICE



## GENERAL ORDER

<b>Effective Date:</b> February 27, 2021	<input checked="" type="checkbox"/> <b>Amends</b> - GO 13.1.14 (October 20, 2017)	<b>Number:</b> 13.1.14
<b>Distribution:</b> All Personnel	<b>Review Month:</b> February	<b>Reviewing Authority:</b> SSD / Records Management
<b>Subject:</b> Validations		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **Purpose**

The purpose of this policy is to provide guidelines for entering and maintaining information in the FCIC/NCIC computer system.

2. **Policy**

Agency personnel shall protect the integrity of information within the FCIC/NCIC computer systems by adhering to specified standards.

3. **Definitions**

- A. ARS – An automated reporting system used by agency personnel to enter data to create case reports and charging affidavits. The data is transferred to the Records Management System (RMS).
- B. BHN – Boat Hull Number.
- C. CJIS – Florida Criminal Justice Information Services.
- D. CJNET-Florida Department of Law Enforcement website.
- E. Enterprise Toolkit-software program that allows the unit to task deputies (copies are sent to immediate supervisors) for additional or correct information that was not listed in the original report.
- F. FBI – Federal Bureau of Investigation.
- G. FCIC – Florida Crime Information Center.
- H. FDLE – Florida Department of Law Enforcement.
- I. NCIC - National Crime Information Center.
- J. OnBase – an automated document imaging system.

- K. Validations – a procedure to verify the accuracy of each record entered in FCIC/NCIC. The specifics of each record is verified with the victim by phone, email or certified US mail and recorded in the Validation report, obtained through CJNET using guidelines provided by FDLE via a monthly report. This process is to confirm the record is correct and the status of the stolen/lost item is still active. If the item has been located by the owner, they are advised to notify Teletype by phone to have the record removed from FCIC/NCIC. When attempts to contact victims are unsuccessful, Validation personnel shall make a determination, based on the best information available, whether to retain the entry in FCIC/NCIC. The Validation report is completed by the end of each month.
- L. Validations Unit – component of the Administrative Services Bureau, Support Services Division, Records Management Section.
- M. Verification - a procedure to verify the accuracy of each record entered into FCIC/NCIC by comparing the information in the entry to the contents of the report.
- N. VIN/OAN – Vehicle Identification Number/Owner Applied Number.

#### 4. **Procedures**

- A. Personnel preparing written reports shall include all required information on stolen property and missing persons in ARS reports. Pertinent information is relayed to Teletype for entry into FCIC/NCIC. Information must meet minimum criteria set forth by FDLE to aid in recovery and prosecution of offenders. Validations shall verify the FCIC/NCIC entries made by Teletype to confirm information is consistent with the report submitted by the deputies. The Validation Unit shall initiate corrective action, as necessary, in accordance with agency directives and state administrative procedures if standards are not met in every entry. When requested, Communications Teletype shall enter missing persons and all serialized stolen articles that meet minimum criteria into FCIC/NCIC to aid in property recovery and prosecution of offenders. Validations shall verify the entries made by Teletype are consistent with those contained in the report. Validations shall initiate corrective action as necessary, in accordance with the agency directives and state administrative procedures.
- B. The Records Management Director or designee shall direct monthly reviews of records in order to evaluate whether Validations personnel have correctly verified, modified, or cleared all FCIC/NCIC entries, except those warrant related, in accordance with FBI and FDLE administrative procedures. Reviewing records is critical as the agency is officially audited on site by FDLE and the FBI. Validation procedures are formalized and copies of these procedures are to be made available to auditors upon request.
- C. **FDLE Records Retention**
  - 1. Persons entries remain in FCIC/NCIC indefinitely or until the entering agency removes the record.
  - 2. Vehicle entries remain in FCIC/NCIC for the year of entry plus four years.

3. License Plate entries will remain in the system for one year past the expiration date. Non-expiring plates will remain in the system for the year of entry plus four years.
  4. Boat entries with a boat Hull Number (BHN) will remain in the system for the year of entry, plus four years. Abandoned and stolen boats with only registration data will remain in the system for 90 days.
  5. Gun entries remain in the system indefinitely or until the record is removed by the entering agency. Recovered guns remain in the system for the year of entry plus two years.
  6. Article entries remain in the system for the year of entry plus one year.
- D. Security
- The Records Management Director or designee shall develop, implement and enforce written directives to accomplish the following:
1. Validation personnel are assigned duties requiring access to, or operation of, NCIC/FCIC. Proper training and certification in the operation and security of related systems and information is required.
  2. Records are reviewed and retained in accordance with agency directives, state and federal administrative procedures and applicable law.
  3. Unauthorized individuals are denied access to all computer systems, system passwords, individual's passwords or system procedures that will allow the changing of access or content.