



COMMUNICATIONS			611.00	
<div><div>OPERATION OF THE F.D.L.E COMPUTER TERMINAL</div></div>				
ISSUED: 12-23-1997	EFFECTIVE: 01-02-1998	REVISED: 03-20-2025	REVIEWED: 03-20-2025	PAGES: 4

## CONTENTS

This procedure consists of the following numbered sections:

- I. GENERAL PROCEDURES
- II. NCIC/FCIC SYSTEM SECURITY

## PURPOSE

The purpose of this standard operating procedure is to provide a uniform procedure of dispatching and receiving of teletype messages, thereby ensuring proper dissemination and filing.

## SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

## DISCUSSION

The teletype terminal is part of the Florida Criminal Information Center (FCIC) system. FCIC is an information and communications system repository of criminal information designed to provide rapid response to inquiries.

Administrative messages may also be sent to other agencies, the National Criminal Information Center (NCIC), and the National Law Enforcement Teletype Systems (LETS) via the FCIC system.

## DEFINITIONS

1. **FCIC:** Florida Crime Information Center
2. **FDLE:** Florida Department of Law Enforcement
3. **NLETS:** National Law Enforcement Teletype System
4. **NCIC:** National Crime Information Center

## PROCEDURE

### I. GENERAL PROCEDURES

- A. The Communications Section shall operate the FCIC terminal and shall disseminate all messages to the proper personnel.
- B. The Communications Section shall properly log, assign and route all incoming and outgoing messages in an efficient manner.
- C. The Communications Section shall refer to the FCIC terminal codes and properly code all required portions of the message which need to be transmitted in code form.
- D. When applicable, the Communications Section shall ensure all teletype messages are attached to the copy of the incident report or request.
- E. It shall be the responsibility of the section that received a teletype message to reply to that message as soon as possible.
- F. Administrative Messages
  1. When an outgoing administrative message is required, the Public Safety Dispatcher shall prepare the message in the proper format.
    - a. The Public Safety Dispatcher shall place their name on the authority line following the requesting officer's name,
    - b. If the message pertains to a report, the case number shall be included.
    - c. If the message is a reply to a previous message, a copy of the original message shall be attached to the copy to be transmitted.
- G. Incoming Messages: The Communications Section shall route all original incoming messages containing pertinent information to the respective personnel with copies forwarded to other personnel if needed.

H. All department personnel shall comply with FCIC procedures for complete and accurate entries. Complete records shall include all information available on the person or property at the time of entry. Public Safety Dispatchers shall:

1. Review NCIC/FCIC procedures prior to entering runaway or missing persons;
2. Include all aliases, nicknames, miscellaneous numbers, etc;
3. Vehicle entries shall include all pertinent information received from the Department of Highway Safety and Motor Vehicles (DHSMV) including the vehicle model.;
4. Upon documentation of the return of missing or runaway persons, the recovery of property, or the recovery of motor vehicles, the entry shall be located and cleared;
5. Any additional messages received pertaining to a specific entry shall be filed with the original entry and serve as a basis for retaining or removing records from the file;
6. The other on-duty Public Safety Dispatcher shall review all FCIC entries generated from the prior shift to ensure accuracy.
7. The other on-duty Public Safety Dispatcher is responsible for reviewing all incidents from the prior shift to ensure that all applicable items have been entered into NCIC/FCIC. Once the Public Safety Dispatcher verifies the information has been entered correctly, they will place their initials, identification number, and date on the teletype entry for validation purposes.
8. The Public Safety Dispatcher creating the entry shall fill out the appropriate check sheet to be reviewed and signed off on by the other Public Safety Dispatcher on duty. The check sheet shall then be reviewed by the FAC.

## II. NCIC/FCIC SYSTEM SECURITY

- A. According to Florida Statute 943.0525 - *Criminal justice information systems; use by state and local agencies*, each agency is required to sign a user agreement which provides sanctions for misuse of the NCIC/FCIC computer. Only FCIC-certified personnel may operate the FCIC computer.
- B. The use of the NCIC/FCIC computer is restricted to law enforcement personnel for official law enforcement purposes only. Violation of any of these security provisions may result in disciplinary action up to, and including, dismissal.
- C. NCIC/FCIC information shall not be distributed via email.

**APPROVED**



---

**PAMELA R. SMITH, CHIEF OF POLICE**

**STAFF REVIEW DATES:** 12-04-1997, 03-23-2000, 01-02-2003, 03-22-2005, 11-13-2007, 11-08-2011, 12-20-2013, 04-17-2018, 03-03-2020, 02-11-2022, 03-31-2023, 03-20-2025

**REVISION DATES:** 12-04-1997, 03-23-2000, 01-02-2003, 03-22-2005, 11-13-2007, 11-08-2011, 12-20-2013, 04-17-2018, 03-03-2020, 02-11-2022, 03-31-2023, 03-20-2025