COMMUNICATIONS	611.02

FCIC VALIDATION PROCEDURES

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PURPOSE

The purpose of this standard operating procedure is to provide guidance on FCIC entries, administrative messaging, hit confirmations, and validation procedures for the Florida Crime Information Center computer system. For all other FCIC policy, refer to the Criminal Justice Information Systems Manual.

SCOPE

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

DEFINITIONS

1. **CCH: Computerized** Criminal History

2. **Criminal History Record Information:** Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, sentencing, correctional supervision and release.

3. **FCIC/NCIC:** Florida Crime Information Center; National Crime Information Center

4. **FAC:** FCIC Agency Coordinator

PROCEDURE

I. ENTRIES AND CONFIRMATION PROCEDURES

A. FCIC/NCIC Entry Procedures

1. Officer provides Dispatch with original, signed affidavit from complainant.

2. Public Safety Dispatcher enters the property/person into FCIC and completes an FCIC sign-off sheet. If there is any discrepancy between the report and the affidavit, the Public Safety Dispatcher will ask the officer to correct the error.

    a. Missing juveniles will be entered as soon as sufficient information is collected by the call taker from the parent or care taker. The entry will be modified when more information is available.

3. The entire packet (report, affidavit, entry) is provided to another Public Safety Dispatcher for double checking accuracy and completeness. The packet will include a validation sign-off sheet.

4. A second Public Safety Dispatcher checks the FCIC entry and signs off on the FCIC sign-off sheet.

5. The second Public Safety Dispatcher will either return the paperwork to the first Public Safety Dispatcher for corrections, at which point the process starts all over again; or they will place all the paperwork including the original entry and modifications in the appropriate folder on the P drive until the FAC or Alternate FAC triple checks the entries.

B. FCIC Confirmation Procedures

1. Receive hit confirmation request from recovering agency via teletype.

2. Verify entry with the original paperwork from the FCIC entry file.

3. If the original paperwork cannot be located, the hit shall not be confirmed.

4. Notify the watch commander of recovered item or person and the case number and request a supplemental report be completed.

5. Clear the entry from FCIC. If the entry is a missing person, a law enforcement officer will have to confirm the person's whereabouts before the entry is cleared. A parent's phone call that they have returned is not sufficient.

6. File all paperwork in the proper FCIC cancel file and combine the FCIC cancel file with the original crime report.

C. Hits on Hot Files

1. Verify the person or article is an exact match of the inquiry from the officer.

2. Notify officer of possible hit proceeded by the 10-59 code if the officer is with the subject.

3. When the officer asks to confirm the hit, send a hit confirmation request teletype as urgent or routine depending on whether the officer is with the subject/suspect.

4. Once the hit is confirmed by the entering agency, notify the officer and forward the hit confirmation to the jail and post to the secondary dissemination log.

5. Place a locate on the subject or item through FCIC and file the locate information in the FCIC cancelled file, combining it with the original crime report.

II. **VALIDATION PROCESS**

A. The FCIC Agency Coordinator (FAC) for the Punta Gorda Police Department shall be the Communications Section Supervisor, or their designee.

B. FCIC record validation is required by FDLE to ensure the quality, timeliness, and accuracy of all records that each agency has entered into the system. This process is completed by the FAC upon receipt of the monthly validation report from FDLE.

III. **AUDITING AND VALIDATION RESPONSIBILITIES**

A. For auditing purposes, all original teletypes shall remain in the Communications Section. Teletype copies shall be supplied if required.

B. The Communications Section Supervisor, or their designee, shall receive and update validations as received.

C. All validation entries shall be verified monthly against the Crime Report and/or Investigation Report by the Communications Section supervisor or their designee.

D. The Communications Section Supervisor or their designee shall clear validation entries only if:

1. A missing person is located;

2. Property has been recovered;

3. A fugitive has been arrested;

4. Stolen vehicles are recovered; or

5. Abandoned vehicles have been reclaimed.

E. All copies of teletypes that are no longer useful shall be shredded pursuant to the Division of Archives' Record Retention Rules and Regulations.

IV. **FCIC/NCIC VALIDATION PROCESS**

A. Once the FAC or Alternate FAC is notified via email that the monthly validations are available for review in the CJIS Validations System, the files shall be reviewed and the validation process shall begin.

B. Records may be validated by either modifying the entry in eAgent 2.0 to include the validator's name and date of validation or by processing the record through the CJIS Validations System.

C. When utilizing the CJIS Validations System, the FAC or Alternate FAC shall process the record using the appropriate validation action: As Is, Modification, or Cancel. The CJIS Validations System will process the selected action through FDLE and update the record with the name associated with the user's account.

D. For Risk Protection Order records refer to SOP 420.00 – *Risk Protection Orders.*

E. Seven (7) days prior to the purging of records, the agency will be notified.

F. Summary of Events:

Step 1 - FDLE creates a file of records to be validated;

Step 2 - FDLE generates an on-line validation file which is ready to be downloaded the first of every month;

Step 3 - Local agency electronically pulls down the file for local review and processing;

Step 4 - Local agency goes through normal validation procedures;

Step 5 - Local agency processes the record through eAgent 2.0 or the CJIS Validations System to confirm validation is complete. The validator's name and date of validation shall be associated with the validated record.

Step 6 - FDLE reviews validation records and purges records that do not have a validation confirmation;

Step 7 - FDLE sends a notification of records that have been purged.

G. During the monthly validation process, the FCIC Agency Coordinator or their designee shall review each original report and all supplemental reports for accuracy and validity of the entry. The FAC shall verify the information necessary to complete the validation process and document the findings in accordance with this procedure.

H. The FCIC Agency Coordinator (FAC) or Alternate FAC shall complete the applicable validation process as follows:

1. Abandoned Vehicles, Stolen Vehicles, Stolen Parts, Stolen Boats, Stolen Guns, and Lost Guns:

    a. Utilize the Validations Check Sheet and Validation Contact Form to record all interactions and document the validation process.

    b. Locate the victim's information using the Records Management System (RMS) and make telephone contact with the victim to determine whether the item remains lost or stolen and has not been recovered.

    c. If the item has been returned or recovered, notify the assigned officer or detective so a supplemental report can be completed and the entry can be removed from FCIC/NCIC.

    d. If the item has not been returned or recovered, mark the record "As Is" in the CJIS Validations Software and update the applicable case document/packet with the completed Validations Check Sheet and Validation Contact Form documenting the contact and validation determination.

2. Recovered Firearms:

    a. Utilize the Validations Check Sheet and Validation Contact Form to record all interactions and document the validation process.

    b. Contact the Property & Evidence Custodian to verify that the firearm is still being held by the agency.

c. Upon confirmation of the firearm's location, mark the record accordingly in the CJIS Validations Software and update the applicable case document/packet with the completed Validations Check Sheet and Validation Contact Form documenting the contact and validation determination.

3. Risk Protection Orders (RPO) and Violent Persons:

a. Utilize the Validations Check Sheet and Validation Contact Form to record all interactions and document the validation process.

b. Contact the Operations Captain to verify that the entry remains valid and/or approved by the court.

c. If the order or entry has not been cancelled, mark the record "As Is" in the CJIS Validations Software and update the applicable case document/packet with the completed Validations Check Sheet and Validation Contact Form documenting the contact and validation determination.

d. If the order or entry has been cancelled, request documentation identifying when the determination was made. The entry shall then be immediately removed from FCIC/NCIC.

I. If the department plans to destroy original reports or place them in storage at a remote site, the corresponding FCIC II/NCIC 2000 entries must be removed from the system. If an agency elects to retain entries in the FCIC II/NCIC 2000 system, the corresponding reports must be accessible 24 hours a day, 7 days a week so that prompt validation and proper “hit” confirmation procedures can be adhered to. Older records that are presently in storage may not be easily accessible for validation. The following options are available for these entries:

1. Pull older reports and review them for probability of recovery, prosecution, etc. It is permissible to cancel entries before the FCIC II/NCIC 2000 retention period is up.

2. Cancel the older entries if reports have been destroyed in accordance with Division of Archives' Records Retention rules and regulations.

J. An attempt must be made to contact the complainant, victim, court, towing company or other appropriate source or individual to verify that the person/property is still missing/wanted.

1. Document the findings of the contact on the Validations Contact Check Sheet and add the completed form to the case file.

2. If the attempt to contact the victim, complainant, or other appropriate individual is unsuccessful, the FAC shall leave the record “As Is” in the CJIS Validations System

to be retained unless otherwise notified by the officer or detective assigned to the case.

K. Review the original report to determine if the information in the entry is accurate.

1. The vehicle or boat registration should only be used as backup documentation for illegible reports or if they are the only documentation as to the correct numbers.

2. Any time an FCIC II/NCIC 2000 record is updated, cancelled, cleared, or supplemental data added, the information must be added to the original case report. This method will keep the record up-to-date for validation and "hit" confirmation purposes.

3. Case reports on wanted persons should be reviewed and the Clerk of Court, State Attorney, parents, etc. must be contacted to determine if the warrant should remain active and/or if the person is still missing.

L. Upon completion of the monthly validation report from FDLE, the FAC shall send an email to PD Staff Inspections and the Alternate FAC for record-keeping.

V. **NCIC SECURITIES:** The FCIC II system does not support a state-level Securities file or Unidentified Persons file. Stolen Securities are entered by the user directly into the NCIC Securities file. Agencies may receive a validation printout each month of their NCIC Security entries. This printout is generated at a different time than the regular FCIC validation printout. The printout will contain securities entered eight (8) months prior to the receipt (i.e. April will be received in January, August will be received in May). Upon receiving the printout, the agency should review the information and provide certification to FDLE by the established due date.

APPROVED



PAMELA R. DAVIS, CHIEF OF POLICE

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