


<p style="text-align: center;">STRATFORD POLICE DEPARTMENT</p> 	Type of Directive: Policy and Procedure	Updated: 04/25/2023
	Title: COLLECT NCIC Teleprocessing System	No. 3.4
	Issuing Authority: Chief Joseph McNeil	Issued: 10-10-2018
	Reference: AS - 1.10.5	

PURPOSE:

To establish a uniform policy and operational procedures for the Stratford Police Department to assure compliance with state and federal regulations and to provide accurate and timely validation of records entered into the system.

POLICY:

It shall be the policy of the Stratford Police Department to follow the procedures as set forth below and comply with all sections of Connecticut General Statutes with regard to criminal history records information and with Title 28 of the United States Code (**1.10.5**)

DEFINITIONS:

COLLECT- Connecticut On Line Law Enforcement Communications and Teleprocessing Center.

NCIC- National Crime Information Center

HIT- Response received by COLLECT/NCIC system that a queried person, vehicle or article is wanted or missing.

PROCEDURE:

It shall be the responsibility of the Records Division Commanders to ensure that all COLLECT/NCIC requirements and validations are met and up to date (**1.10.5a**) and perform unannounced audits of inquires and make written reports on results of such audits (**1.10.5e**).

Each Officer in the Stratford Police Department will stay current with COLLECT/NCIC certifications as required. The Training Division Lieutenant shall be responsible for scheduling such training (**1.10.5c**).

General Information

The COLLECT system shall be utilized in accordance with the procedures in the COLLECT manual.

Platforms provided with access to COLLECT services and facilities shall be under the direct control of the criminal justice agency served by those platforms (**1.10.5b**).

Under no circumstances shall any Department member obtain criminal history information for any purpose other than an official investigation or departmental business. Records checks shall not be made at the request of any private citizen or company. All such requests must be made directly to the Records and/or Communications Division Supervisor. Supervisors are to take immediate corrective action when a breach is discovered (**1.10.5d**).

Dispatchers and police officers that are COLLECT certified operators are the only persons authorized to make inquiries or deletions into the COLLECT/NCIC system.

Information received from the COLLECT/NCIC system is confidential and shall not be released to any non-law enforcement agency or person.

Department entries, which are found to be inaccurate or no longer valid, will immediately be removed from the COLLECT/NCIC system.

Entry Criteria

No entry will be made into the COLLECT/NCIC system without a police department investigation of the incident prompting the record entry. Specific entry criteria for each of the system files will be found in the NCIC operations manual. This manual is maintained in the communications center.

Collect/NCIC Validation

Each month the Chief of Police receives a certification list from the State of Connecticut of COLLECT/NCIC entries, which have originated from this department. Upon receipt of this certification packet the Records Division Supervisor shall cause this validation list to be compared against the original COLLECT/NCIC to the case report.

The following actions will be carried out:

Active Entries - If the message is accurate and still active, a capital "A" (for active) shall be entered beside the appropriate message on the validation list.

Inaccurate Entries - If the entry is inaccurate the Records Division Supervisor will direct the dispatcher to cancel the entry on the validation list and attach a copy of the cancellation to the original case report. The Records Division Supervisor shall make a diligent effort to obtain the correct information and cause a corrected message to be entered into the COLLECT/NCIC system, if possible.

Entries not current - Whenever an entry is found to be no longer current (i.e. warrant is served or stolen property recovered) the communications supervisor shall assure that the entry is immediately removed from the COLLECT/NCIC system. The dispatcher will attach a copy of the cancelled message to the original case report and mark a "C" by the appropriate entry on the validation list.

Certification list - The certification document and validation printout will be completed, signed by the Chief of Police, and received at the COLLECT quality assurance unit within 45 days.

Error message notification - Whenever COLLECT/NCIC sends an error message notification on the system, the dispatcher will immediately notify the communications Supervisor. If the Communications Supervisor

is not on duty, the on-duty Shift Commander and /or Records Division Supervisor will be notified and will immediately take the steps necessary to correct the error. In the event that the message cannot be corrected within 24 hours the supervisor will direct the dispatcher to cancel the message. The officer responsible for investigating the case that generated the erroneous message will be notified in writing by the communications division supervisor of the erroneous message and the corrective action taken. A copy of the written notification to the investigating officer will be sent to records and made part of the case file.

Verification of hits - Whenever a dispatcher receives a verification request from a law enforcement agency on a wanted persons or stolen property entered into the system by this department, the dispatcher will immediately request verification from the shift supervisor that the information being acted on is still current. If the entry is not current (active) the requesting agency will be immediately advised and the COLLECT/NCIC entry will be cancelled.