

	The University of North Carolina Greensboro Police Department	
	General Order 4-1.7	DCI/NCIC Files and Wanted Information

The Division of Criminal Information (DCI) is responsible for the collection, storage and dissemination of information that will assist criminal justice and law enforcement agencies in the performance of their duties. DCI serves as a central telecommunications center linking local, state and national criminal justice and law enforcement agencies for the purposes of collecting, organizing and retrieving data on crimes and criminals. The central computer network operates 24 hours a day, seven days a week. The DCI computer provides linkage with the following computer systems: Criminal Information and Identification Section (CIIS); National Crime Information Center (NCIC); National Law Enforcement Telecommunications System (NLETS); and North Carolina Division of Motor Vehicles (DMV). Telecommunicators have access to all of the above systems.

A. DCI Certification

Terminal operator certification is required of all telecommunicators within 120 days of employment. All telecommunicators are required to obtain certification in Module 1, 2, and 3. No uncertified telecommunicator is permitted to operate the terminal unless a certified telecommunicator is present in the room. Once certification has been received, it is valid for a period of two years. Telecommunicators are required to be re-certified by one of the DCI Terminal Agency Coordinators (TAC) prior to the expiration date of the certification. The TAC will maintain a photocopy of all issued NC SBI DCI certifications and recertifications, as well as requirements for proof of background.

B. DCI Security

Persons not connected with UNCG Police or any subscriber agency must display identification. DCI screens should not be discernible or readable to visitors. If necessary or as circumstances dictate, the telecommunicator may have to log out of DCI altogether to prevent this information from being viewed. DCI access is not allowed for anyone who does not have a fingerprint card and FBI background check on file with the State. No DCI inquiry or response will be released to the public or any defined non-DCI access person or group. Any public released item containing DCI responses or inquiries must be redacted prior to release. Operators should use the terminal only for those purposes for which they are authorized.

C. Hot Files

"Hot Files" are DCI/NCIC files which contain information on stolen and recovered property and wanted/missing persons as entered by agencies across the nation. For 24-hour access, the hot files are located in the Communications Center and include domestic violence orders. Although they are not considered hot files, domestic violence orders are also located in Communications. The procedure for creating and maintaining warrants are covered under the DCI procedures according to NCAC regulations.

The hot files are organized in a color-coded system of folders. The color of each type of folder maintained in the hot file represents a separate type of document. The folders are coded as follows:

- Red Folders – represent warrants for felony offenses, which are extraditable or non-extraditable and are entered into NCIC. These files are maintained by our department.
- Orange Folders – represents criminal summons.
- Blue Folders – represents domestic violence orders and related papers, which are kept on file and maintained by our department.
- Pastel Colored Folders – represents stolen property files that have been entered in NCIC.

Each color classification of file types is further organized in alphabetical order by the suspect's last name with the associated case number visible or by article type. Hot files are retained according to DCI Records Retention schedule, located in File Transactions, Module 3.

The investigating officer involved in each case is responsible for providing the telecommunicator all of the information needed to enter into NCIC, if appropriate, and to create the hot file. This information includes a copy of the case and all identifying information.

It is the telecommunicator's responsibility to make the appropriate entries into DCI/NCIC for each new hot file and to get the required signature of a second person for the Second Party Check. The telecommunicator should make no entries into DCI/NCIC until directed to do so by the investigating officer.

Entry of a wanted person into DCI/NCIC should be made immediately after the decision to arrest or authorize arrest has been made and a decision has been made regarding extradition. NCIC entries of wanted persons have multiple purposes:

- Enhances officer safety.
- Prevents fugitives from justice from legally obtaining firearms.
- Increases chances that the fugitive will be apprehended.

UNCG Communications will only enter warrants into DCI/NCIC if the following criteria are met:

- Must be for a violent crime
- Must be extraditable
- Must be a warrant for a juvenile that will not show up on Ewarrants
- If there is a suspect attached to an item (ie stolen vehicle or gun) that has been put into NCIC then warrants for that person shall be put into NCIC

UNCG Communications will not enter warrants for:

- Students who live or go to class on campus; or
- Faculty/staff that actively work on campus

Once the decision has been made to enter the information, the telecommunicator will then create the color coordinated folder based on the appropriate type of hot file and file it in the appropriate drawer of the cabinet.

A monthly check of the accuracy of the hot files will be done by the Primary DCI TAC to ensure the records match the information in RMS and are still current.

D. Wanted Information

There are a number of databases available to check for wanted persons and/or criminal histories. All wanted information must be confirmed before any enforcement action is taken. The systems used to check wanted status will be in accordance with the Communications Center Training Manual.

E. DCI Malfunctions

If DCI is down, Guilford Metro 911 or Greensboro Police Records should be contacted for verification, and notified that our system is down. If either advises that their DCI terminal is down, DCI should be contacted directly.