

**2016
TERMINAL
AGENCY
COORDINATOR
TRAINING**

CHRI

AUDITS

NCIC

SECURITY

SECURID
TOKENS

USERS

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III

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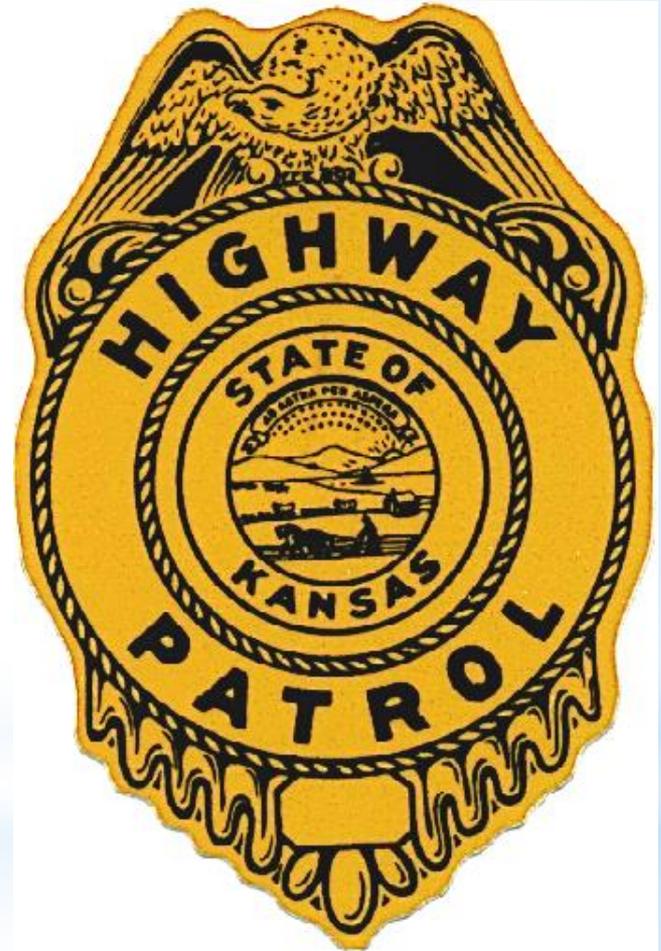
PACKING RECORDS

LIAISON

NEWSLETTERS

CJIS SYSTEMS AGENCY

- Each state has a CJIS Systems Agency (CSA) which is responsible for all NCIC matters in their jurisdiction.
- In Kansas, the CSA is the Kansas Highway Patrol.



CJIS SYSTEMS OFFICER

- At each CSA, there is a CJIS Systems Officer (CSO) appointed who is responsible for enforcing NCIC and state policy and procedures.
- For Kansas, the CSO is Captain Justin Bramlett.

TERMINAL AGENCY COORDINATOR

- Any agency with terminal access to KCJIS must designate at least one TAC.
- An agency may have up to two (2) alternate TAC's.
- A TAC at a full access (NCIC record entering) agency must be a NCIC full access certified terminal operator.
- A TAC at a limited access agency may be either full or limited access certified.

TAC RESPONSIBILITIES



- Oversees the usage and administration of KCJIS for your agency to ensure compliance with all KCJIS policies.

- The TAC Serves as liaison between the terminal agency and the KCJIS system, actively participating in meetings, providing comments and offering input on possible system improvements.
- Serves as the agency contact for personnel issues.
- Receives documents and materials from KCJIS and NCIC and distributes them to all appropriate personnel.
- Briefs the agency administrator when necessary.

- TACs are obligated to remain familiar with Technical and Operational Update (TOU) changes and should periodically check for updates via the CJIS Launch Pad site:
<https://cjisaudit.khp.ks.gov/launchpad>
- The NCIC Operations and Code Manuals are also posted on the Launch Pad site as well as on the secure KCJIS website:
<https://www.kcjis.state.ks.us>

- All TAC's should also remain familiar with the TAC Manual, which is produced by the KHP CJIS Unit and made available via the CJIS Launch Pad site, as well. This document serves as an outline of all required TAC functions and is updated as requirements change.
- The KHP CJIS Unit also provides a Data Quality Audit Standards document outlining the requirements the Data Quality Auditors will be reviewing during your agency's triennial audit.

- A TAC is responsible for completing, or delegating the completion of, the validations of records entered in NCIC and/or the Kansas Hot Files when required.
- Validation ensures records maintained in these systems are accurate, complete and active.

- Keeps the Training & Audit Unit informed of personnel matters concerning changes in TAC, alternate TAC, LASO and department head designations.
- A TAC is to inform the assigned KHP Trainer/Auditor when operators are hired or when existing operators are no longer employed at your agency or no longer require KCJIS access.

- As new operators are hired, and once the new user account is created in KACIS, a TAC is able to enter the new user in the nexTEST software application accessible via the CJIS Launch Pad website.
- However, continue to promptly e-mail the appropriate KHP CJIS Unit Trainer/Auditor with the full name of the user, the KACIS assigned KCJIS User ID and the intended certification level (Full or Limited) as only the CJIS Unit members may set the “Certification Level” for each user in nexTEST.

- If it is known the new user is also employed by another agency as a KCJIS terminal operator, advise the Trainer/Auditor of this information as well.
- Also advise the Trainer/Auditor of any change in the certification level of any user so the change can be accomplished within nexTEST.
- NOTE: A full access user may simply step down to limited access while to step up from the limited role to full access requires attending the one day NCIC training class provided by a CJIS Unit Trainer/Auditor.

- Monitors the use of the SecurID tokens.



- Assists the KHP and/or KBI with any inquiry involving the misuse or abuse of the tokens.



- Assist the KHP Training and Audit Unit with your agency's triennial, special or random data quality audits.

TAC TRAINING

- Newly appointed TAC's and alternate TAC's must attend formal TAC training provided by the KHP CJIS Unit at the next reasonably available class.
- All TAC's must then attend the TAC training as a refresher on a biennial (every two years) basis.

TERMINAL OPERATOR TRAINING

- All personnel who operate KCJIS terminals must be trained to ensure the efficient and effective use of KCJIS, Nlets and NCIC.
- The initial basic training/certification in the use of NCIC shall be followed with ongoing refresher training and biennial recertification throughout the operator's career.
- A TAC is responsible for ensuring the agency's NCIC terminal users are properly trained and maintain current NCIC certification.

- New full access operators must receive classroom training and initial certification for NCIC usage provided by a KHP Trainer/Auditor within six months of employment or assignment.



- New limited access operators must also be trained and certified within six months of employment or assignment.
- The responsibility for training, initial testing and affirmation of proficiency of these operators lies with the terminal agency.
- It is required that all limited access terminal operators utilize the nexTEST system to complete the Limited Access test on-line.
 - Note: The CJIS Launch Pad is an open site and can be accessed from any internet connected computer. Thus, the on-line testing may be completed from virtually any location and at any time.

- Both full and limited access terminal operator's must be re-certified biennially.
- Though any users are welcome to attend the one-day NCIC Full Access training presented by the KHP CJIS Unit as a refresher course, re-certification for all users may be completed at the agency via the nexTEST program.

SWORN LEO'S

- Within twelve (12) months of employment or assignment, all sworn law enforcement personnel must receive basic training in NCIC matters.



- This requirement is met by the officers attending a class on NCIC & III, presented by KHP CJIS Unit Training & Audit staff, while undergoing basic training at the Kansas Law Enforcement Training Center or another accredited training academy in Kansas.

ADMINISTRATORS

- Within six (6) months of election, selection or assignment, criminal justice administrators and upper level supervisory personnel must obtain training concerning the capabilities of the NCIC/KCJIS system, regulations, policy, audit requirements, sanctions and related civil liability problems.
- For newly elected Sheriff's, this training is accomplished at KLETC following each election and prior to the beginning of a term in office.
- For other administrators at police departments, court services, probation and parole, etc. that may change at any time, a TAC at the agency must assume this responsibility.

OTHER USERS

- The agency must also make training available, appropriate to the level of access permitted to the NCIC/KCJIS system or system derived data, for criminal justice employees other than sworn law enforcement personnel.
- This could include judges, records clerks, court employees and prosecutors.

- Each individual working with or having access to criminal history record information shall be made familiar with the substance and intent of the regulations contained in Title 28, Code of Federal Regulations, KCJIS Policy and Procedure Manual, Kansas State Statutes and the policies of the agency.
- All KCJIS related training must be documented per Kansas Audit Standards.
- Per KCJIS Policy and Procedure, the presentation of the Security Awareness Statement will be incorporated as part of the initial hiring process and may be accomplished by either the LASO or the TAC biennially.

AUTHORIZED ACCESS TO KCJIS

- Access to KCJIS is restricted to authorized individuals and shall be accessed on a need to know basis and only for the purpose for which that data is requested.
- The system shall be used in a professional manner at all times and shall not be used for personal reasons or a personal desire to know.

- Any unauthorized access and/or use of the information provided by the system is prohibited and may be subject to criminal and civil penalties under federal law (Title 28(part 20)(subpart b)) and/or state law (K.S.A. 22-4707, K.S.A. 21-6002).
- A sanction may be imposed against an agency or an agency employee for inappropriate use of KCJIS or inappropriate dissemination of information obtained from KCJIS.

*** *These penalties include the misuse of DMV files.***

PERSONNEL ACCESS REQUIREMENT

- Non-US citizens must be legally able to perform the work in or for the United States.
- Shall be at least 18 years of age.
- Shall not be a fugitive from justice.
- Shall be screened for a record of criminal activity and criminal history using a name based record check prior to exposure to Criminal Justice Information (CJI).
- Shall be screened for a record of criminal activity and criminal history using a fingerprint-based check within 30 days of employment or assignment.

Name-based record checks must include:

- Interstate Identification Index (III)
- Kansas and other applicable states' Computerized Criminal History (CCH)
- Local and Federal Warrants (Kansas Warrant File and NCIC Wanted Person - Message Key "QWA" will return ALL warrants regardless of extradition limits)
- Additionally, it is recommended any screening should also include a driver's license check

III USE FOR RECORDS CHECKS

- PUR/J shall be used for the screening of employees and those other individuals engaged in the “administration of criminal justice” (i.e.; data entry, system maintenance).
- PUR/C shall be used for the screening and re-screening of other individuals NOT engaged in the “administration of criminal justice” (i.e.; carpet cleaner, ride along participant).
- For screening purposes all CHRI, including diversions and expunged records, if available, shall be considered.

- Only one blue applicant fingerprint card is to be submitted to the KBI.



- Applicant fingerprint cards and records check results must be kept separate from the agency's criminal investigation records.

The fingerprinting criteria shall apply to criminal justice agency employees and other individuals who:

- Will have authorized KCJIS access or...
- Will have unescorted access to KCJIS computer terminal areas or...
- Will have unsupervised access for the purpose of maintaining computer software, hardware or computer networks.
- These “other individuals” could include, but are not limited to, support personnel, paid interns, contractors, custodial workers, etc. who perform work on behalf of a criminal justice agency without escort or direct supervision.

- The escorted/supervised individuals, who do not have authorized KCJIS access but may be exposed to CJI, shall be screened for a record of criminal activity and criminal history using a name-based record check.
- This could include unpaid interns, ride-along participants, building maintenance or repair personnel, etc.
- Those individuals who are simply “visitors” to physically secured locations shall be escorted at all times and authenticated by picture ID.

- If a felony conviction of any kind exists, the agency head shall initially deny access to the KCJIS system and/or system derived data.
- However, the agency head may ask for a review by the CSO in extenuating circumstances where the severity of the offense, age of the offender and the time that has since elapsed might support a possible variance.

- Any adult misdemeanor conviction found in the history shall be referred to the agency head for a review and final determination of the applicant's eligibility to access KCJIS.
- Any person adjudicated as a juvenile offender, for what would be a felony or a misdemeanor if committed as an adult, shall be referred to the agency head for final review and determination.

- Any misdemeanor or felony diversions as an adult or juvenile that have been successfully completed may not necessarily disqualify an individual, but shall be referred to the agency head for review and final determination.
- Any misdemeanor diversion that is pending or has not been successfully completed may not necessarily disqualify an individual, but shall be referred to the agency head for review and final determination.
- Any felony diversion that is pending or has not been successfully completed will disqualify an individual from access to KCJIS information.

- The agency head shall review any record showing a pattern of felony or misdemeanor arrests, that have not resulted in convictions, and make the final determination whether to allow access to KCJIS information.
- The agency head may defer any determinations to the CSO at any time.
- If the agency head, or the CSO, determines an individual's access would not be in the public's best interest, access may be denied.

ANNUAL RE-SCREENING

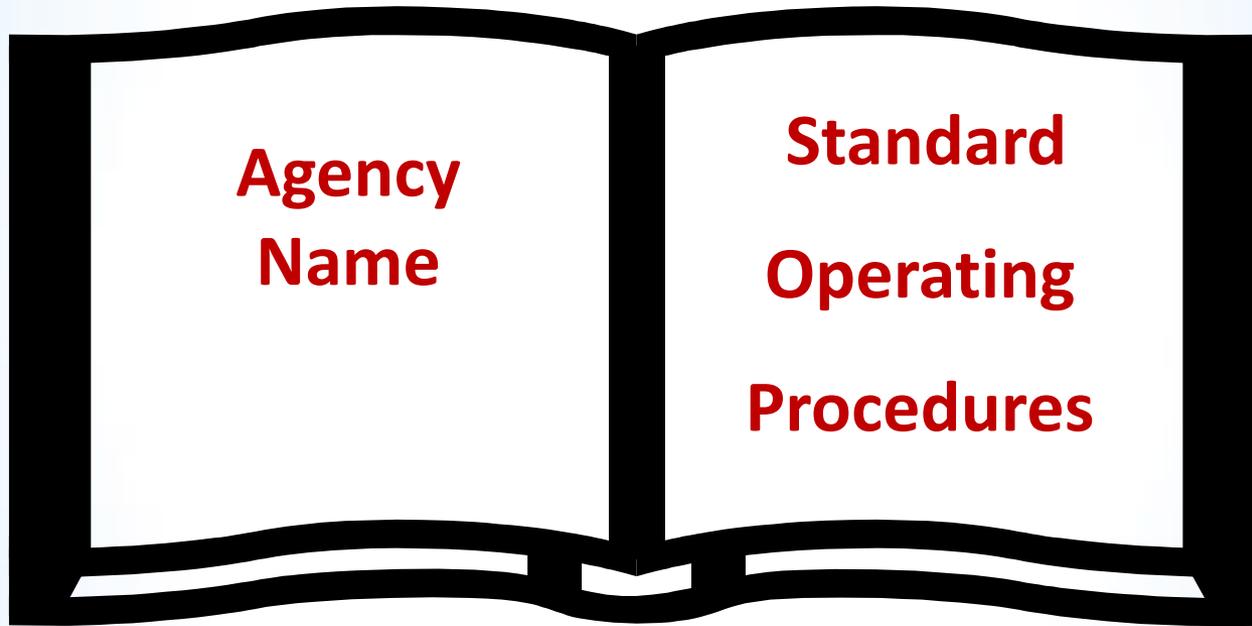
- Employees and other individuals who meet the initial screening requirements shall also be re-screened on an annual basis via a name-based check.

Reminder...never run any CHRI query upon yourself!

- Individuals shall also be re-screened at any time the agency suspects the individual may have committed a potentially disqualifying act.

- Any re-screening must include the same name-based checks required at the time of employment...III, Kansas and other applicable states' CCH.
- Additionally, it is recommended any annual re-screening should include a driver's license check.

STANDARD OPERATING PROCEDURES



- All agencies that have access to KCJIS or Criminal Justice Information (CJI) shall have a Standard Operating Procedure (SOP) Manual.

The following elements are, at minimum, required to be incorporated in the agency's S.O.P to maintain compliance with the Data Quality Audit Standards:

1. Procedures for conducting records checks on applicants for employment with the agency
2. Policy requiring any individual with authority to access KCJIS information to report to the agency head any new indictment, arrest, charge, conviction, or diversion of a criminal violation by the end of business day following the reportable event

3. Facility security procedures
4. Dissemination Guidelines
5. III/CHRI access by Mobile Data Computers
6. Procedures for accommodating Individual Access & Review of one's own criminal history record
7. Agency specific NCIC system quality assurance
8. Reporting of violations of KCJIS Policy and Procedure and of security incidents

9. Transfer or removal of personnel for violations of local or KCJIS policies
10. KCJIS access for terminated, resigned or suspended employees
11. Agency policy governing the e-mailing of CJI
12. Mobile Data Computer usage and physical security
13. Written program to train all persons having access to KCJIS
14. Guidelines governing NICS usage and access, as well as the appeals process. The OCA and NICS Transaction Number (NTN) are to be maintained with the agency case file.

- Refer to the current Audit Standards, posted on the CJIS Launch Pad site:
<https://cjisaudit.khp.ks.gov/launchpad>,
under the “CJIS Documents” application, for detailed information on these requirements.
- To obtain sample SOP’s and other available resources, contact your agency’s assigned Trainer/Auditor.

SECURID TOKEN COMPLIANCE

- Users of KCJIS must logon at the beginning and logoff at the end of each shift.
- Any operator that will be away from their terminal for any amount of time must either logoff or lock the terminal to prevent unauthorized access.

- All users must adhere to general token and PIN usage policy.
- Use of a token by any person other than to whom it is assigned is prohibited and constitutes a security violation.
- Any authorized KCJIS user needing access to KCJIS when his/her token is not functioning, or is unavailable, may obtain a temporary number or set of numbers from the KBI Help Desk.
- If/when an original token is again available (after being lost or forgotten), you must contact the KBI Help Desk to “re-activate” the token.

- Every employee who is issued a token shall be responsible for selecting a PIN of his/her choice or shall personally cause a system generated PIN to be assigned.
- In no case shall an agency assign PIN's to their employees.
- The keeping of a record or log of any PIN's for employees of the agency is prohibited.
- The KBI help desk can provide assistance should the need arise to replace a forgotten PIN.

- If tokens become “out of sync” the server will automatically attempt to “re-sync,” which may take approximately 15 minutes to take effect.
- The user can also manually “re-sync” their token by logging onto the KCJIS website with their user name and the number currently displayed on the front of the token, without the PIN, and then follow the instructions provided.

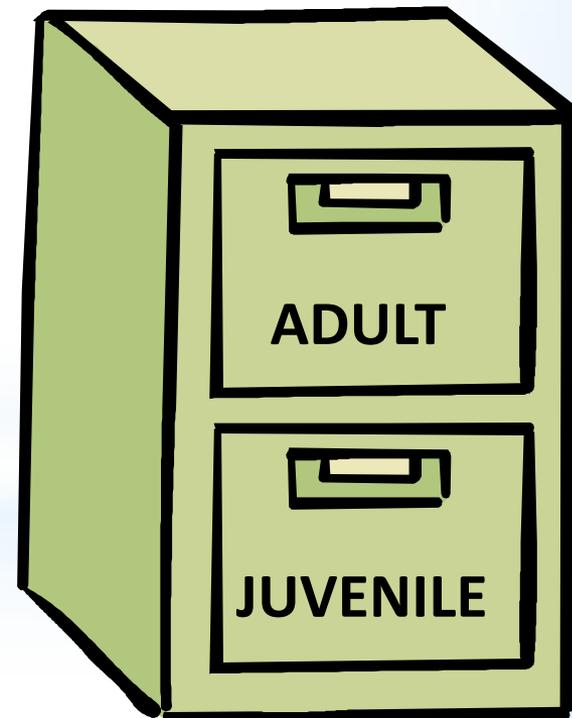
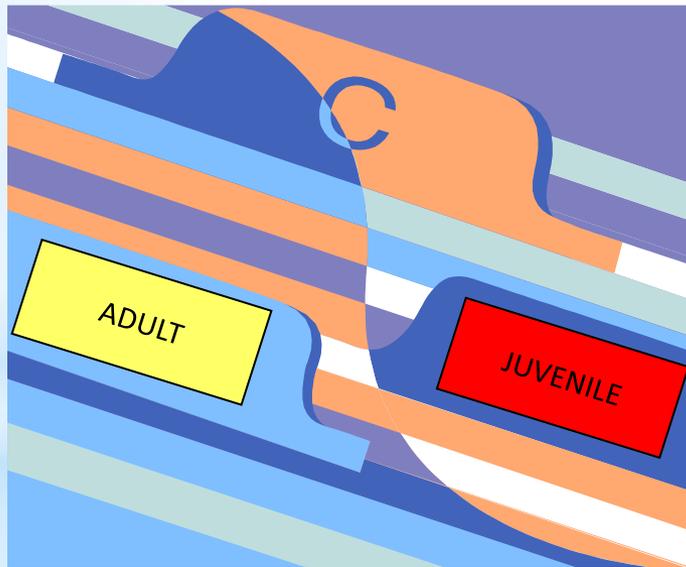
KCJIS PRINTOUTS

Handling, Storage and Disposal of Records:

- Copies of data received from the system printer must be afforded security to prevent any unauthorized access to, or use of, the data.
- CHRI printouts must be protected from accidental observation and inadvertent disclosure when in active use.
- The printouts must not be left in open view to unauthorized persons.
- Authorized personnel shall dispose of Criminal Justice Information in a manner to prevent access or recovery. Paper copies shall be shredded or burned.

- Title 28 does not protect agency records when they are maintained chronologically.
- Chronological records, those filed by date and/or time, such as police blotters and jail intake/booking logs are considered to be open to the public.
- Therefore, case files should be filed alphanumerically (i.e.; by name or case number).

- Juvenile records must be stored in a separate location or flagged so they are readily distinguishable from adult records.
- This is a safeguard against improper dissemination of the more sensitive juvenile records.



DISSEMINATION

Dissemination is addressed in Kansas statutes:

- Kansas CHRI Act –
K. S. A. 22-4701 (et seq)
- Kansas Open Record Act –
K. S. A. 45-215 (et seq)

- Whenever information is not restricted by the Kansas CHRI Act, the general rule is that it must be made available to members of the public unless it is covered by other exceptions under KORA.
- Additional exceptions to the required disclosure under KORA are found in K. S. A. 45-221.
- Questions regarding the release of your local information should be referred to your local legal representative or the Kansas Bureau of Investigation, Central Records Repository 785-296-8200.

- Dissemination of NCIC record information is permitted to anyone upon request to confirm the status of a person and/or property (wanted or stolen only) provided such dissemination does not fall under the definition of commercial dissemination.

- Agencies conducting inquiries upon individuals seeking assistance from organizations such as shelters for the homeless or for battered women, churches or other charitable organizations must remain aware of the dissemination restrictions.
- Any hits from the Supervised Release, National Sex Offender Registry, Gang, Known or Appropriately Suspected Terrorist, Historical Protection Order, NICS Denied Transactions, Identity Theft, Violent Person, Person With Information, Protective Interest Files and/or III are confidential and should be treated accordingly.

- Voice dissemination of CHRI may be used when an officer determines that there is an immediate need for this information to further an investigation, or there is a situation affecting the safety of an officer or the general public.
- This includes any electronic device that uses wireless or radio technology to transmit voice information, such as radios, cell phones (text messaging prohibited) and cordless phones.
- The use of codes to transmit non-conviction data for investigative or intelligence purposes by voice over the radio appears to be a reasonable precaution to be taken and within the guidelines of the regulations.

- Mobile data computers are allowed to access detailed III/CHRI information, if approved by the individual agency.



DISSEMINATION VIA E-MAIL



- Criminal Justice Information (CJI), includes any/all data obtained via a KCJIS connected workstation, may be e-mailed when both the sending and receiving e-mail boxes belong to one of the federally approved domains...such as leo.gov.

- Per KCJIS Administrative Policies and Procedures, agencies are allowed to e-mail CJI within their own network (i.e.; anytownnpd.org, anycountysheriff.com, etc.) when the network is under the full management control of the agency without encrypting the data.
- Any web based e-mail accounts, Gmail, Hotmail, Yahoo, etc., cannot be utilized for transmitting sensitive data as the agency would not possess the management control of the e-mail domain.

- Agencies are allowed to e-mail CJI from one agency to another IF the sending agency can ensure they are utilizing an encryption program approved by your technical security auditor.
- There is no guarantee the receiving agency will possess the corresponding program necessary to unencrypt the message or attachment.
- A user must be confident that such an encryption program is in use or should err to the side of caution and NOT e-mail any CJI.
- A KHP CJIS Unit Technical Security Auditor must be contacted prior to implementing any e-mailing practices.

DISSEMINATION VIA FAX

- KCJIS data may be transmitted by fax if both the sending and receiving agencies have valid criminal justice ORI's.
- Internet or wireless fax transmissions are allowed under KCJIS Policy, so long as the encryption standards applied to e-mailing are met.
- A KHP CJIS Unit Technical Security Auditor must be contacted prior to implementing any internet or wireless transmission practice.
- In any case, the intended receiving agency is to be notified prior to any fax transmission to ensure proper retrieval by only the authorized recipient.

DRIVER'S LICENSE OR OTHER PHOTO'S

- Driver's license or other photo's obtained via KCJIS or from other criminal history record sources can be transmitted in an unencrypted formation to any authorized user...

...provided no Personal Identifying Information (PII) accompanies the photo.

Examples of PII include, but are not limited to:

- Driver's license number, FBI/UCN number, KBI number, Name and/or Social Security Number.

DISSEMINATION OF ACCIDENT REPORTS

- Accident reports, while generally considered open records, are restricted when retrieved from KDOT via the “Traffic Records Search” available on the secured KCJIS website...

<https://www.kcjis.state.ks.us>

NON-CRIMINAL JUSTICE DISSEMINATION



You are not allowed to conduct queries for, or release III information to, non-criminal justice requestors.

When local agency information is released, a dissemination log, paper or electronic, must be maintained and must include:

- Identity of the recipient agency
- Date of the dissemination
- Name & other identifiers of the subject
- Purpose of the dissemination
- Name of person generating the dissemination

- KCJIS regulations require that dissemination logs be kept for a minimum of three years, to coincide with the triennial audit cycle, but there may be advantages to keeping the logs for a longer period of time.

DESTRUCTION OF CHRI



- Printouts of CHRI records must be properly destroyed when no longer needed.
- Additions and/or deletions may be made at any time and a new copy should be requested when needed for subsequent use.

NCIC AUDIT AWARENESS

- Documentation supporting the data entered in each field of an NCIC entry is not required to be maintained in the case file. However, if your agency chooses to keep this, then only the QH and the pages of the Kansas CCH documenting personal identifiers is necessary.
- The case file shall be easily accessible and not stored in remote areas of the department or buildings outside the agency. This allows for easier validation of records and serves to accommodate the timely hit confirmation requirements.

- Agencies that have converted to a paperless records system will not be required to create paper files for audit purposes.
- The auditor will prearrange with the agency a mutually agreeable method of gaining access to the case files selected for review in the audit process.

FBI REQUIREMENT FOR TIMELY ENTRY

- FBI requires entries to be made within 3 days of the warrant, NSOR, theft report, etc. being received.
- An exception to this rule is that NCIC requires missing juveniles be entered immediately, not to exceed 2 hours, once the minimally required data for entry is available.

KANSAS REQUIREMENT FOR TIMELY ENTRY

- However, per KSA 75-712c, all Kansas missing person entries must be entered as soon as practical upon receipt of the minimum data required for entry. Per Audit Standards, not to exceed two hours.
- KSA 60-3112 states all Temporary, Amended, Final, and other protection from abuse orders shall be immediately entered into NCIC once all mandatory identifiers are available.
- The agency should time and date stamp all warrants, reports and orders supporting any NCIC entry when received.

PACKING THE RECORD

- Complete records in any file include all critical information that was available on the person or property at the time of entry.

Critical information is defined as data fields that will:

- increase the likelihood of a positive hit on the subject or property and aid in the identification of a subject or property;

...Or...

- assist in compliance with applicable laws and requirements.

- To obtain any additional personal identifiers, Criminal History Record Information requests are to be conducted at all applicable state and local levels...i.e.; city, county and state where the subject is known or suspected to have resided, worked or potentially been arrested.
- Do not overlook the possibility of data already existing in your local agency records resulting from any previous cases or contacts.

- Kansas Computerized Criminal History (CCH) data may be accessed via the secure KCJIS web site or through the Message Switch utilizing the KIQ/KFQ forms. *CJIS suggests that you utilize the KCJIS web site, though.*
- A III inquiry must be made on all person entries to obtain supplemental data to add to the entry.
- Each time a modification is made to the base record, a new III shall be obtained which may reveal additional information not available at the time of the original entry or changes in the information previously accessed.
- There is no requirement to keep III or other CHRI printouts in the case file. However, if your agency chooses to keep this, then only the QH and the pages of the Kansas CCH documenting identifiers are necessary.

- If citizenship information is available via the CHRI, the FBI requires the Citizenship Field be completed.
- If multiple citizenship information is found, a supplemental entry should be completed to include all citizenship data in the entry.

- A DMV inquiry must be made on all qualifying entries to obtain additional data to add to the entry.
- DMV printouts and any supplemental data received after the original entry must be kept in the case file.

ENTRY WORKSHEETS

- Entry worksheets must be filled out for all NCIC and Kansas Warrant File entries.
- All personal identifiers should be listed on this worksheet and within the entry. Additional, or supplemental entry worksheets, may be required to account for all identifiers.
- These completed worksheets are required to be maintained within the case file for audit purposes.

SECOND PARTY CHECKS

- The accuracy of NCIC records must be double-checked by a second party.
 - This means that someone other than the person who made the entry is required to verify all information included in the entry.
- The second party check must be documented on the entry worksheet, which is then maintained in the case file.



VALIDATION PROCEDURES

- NCIC policy requires that most NCIC records be validated between 60 and 90 days after entry and annually thereafter.
- The validation process requires the entering agency confirm the record is complete, accurate and still outstanding or active.
- It is the responsibility of a Serving Agency to forward or deliver any routine messages and/or notifications concerning validations to a Served Agency.
- For the non-terminal agencies, procedural agreements should be in place to effectively share the validation responsibilities between the Served and Serving agencies.

Validation is accomplished by:

- Reviewing the original entry and all current supporting documents.
- Recent consultation and verification of data with any appropriate complainant, victim, prosecutor, court, motor vehicle registry file or other source or individual.

- For person records, this review would include running a new III and applicable state and local CHRI checks for additional identifiers that may have become available since the date of entry or last validation of the record.
- Rechecking DMV records is also required.
- If new or different information of any type is located, the record must then be modified.
- The Validators Name (VLN) Field must be populated before the validation is considered complete.

- An agency failing, during the validation process, to make contact with the victim or reporting party of a property case, i.e.; Article, Gun or Vehicle File, may make the decision to retain the property record in NCIC.
 - In such cases, the agency assumes any liability that may result from the entry.

- For audit purposes, the requirement remains that a validation worksheet be properly completed in order to document the steps taken by the agency to accomplish a complete validation process upon each individual record.

Validation Worksheet for NCIC or KIC

NIC/KIC: _____ OCA: _____ Date: _____

Name (on person entry): _____ DOB (on person entry): _____

1. Case File: A complete case file will contain all supporting document(s) to support the entry. *(check all that apply)*

Entry worksheet with 2nd party check Incident/Police Report
 Court Order/Warrant VIN Documentation (Stolen Veh- Registration, Insurance, Title, Bill of Sale)
 Sex Offender Registration

2. Packing the Record: Was a new query conducted to consist of...? *(check all that apply)*

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	DMV (DL & Registration)	<input type="checkbox"/>	<input type="checkbox"/>	Response in file?
<input type="checkbox"/>	<input type="checkbox"/>	III	<input type="checkbox"/>	<input type="checkbox"/>	Response in file?
<input type="checkbox"/>	<input type="checkbox"/>	KBI/KS CCH	<input type="checkbox"/>	<input type="checkbox"/>	Response in file?
<input type="checkbox"/>	<input type="checkbox"/>	KSOR (verify ORD & ERD. Information should match registration form & entry)			

Making Contact to Determine if this Entry is Still Being Actively Pursued

Wanted Persons: *Contact the court or DA to determine if the warrant is current and verify extradition requirements.*

The Court/Sheriff's Office was contacted on: _____ (date). The warrant is valid or not valid.

The County/District Attorney's Office was contacted on: _____ (date).

NCIC Extradition KS Transportation (note limitations) _____

PFA/Restraining/Stalking Order: *Contact the court issuing the order to determine that the order is still current.*

The _____ Court was contacted on _____ (date).

The order is valid **OR** not valid.

Missing Person: *The reporting authority must be contacted to confirm that the person has not returned.*

The reporting party _____ was contacted on _____ (date).

The subject of the entry has not returned **OR** returned on _____ (date).

- The most recently completed validation worksheet must be maintained in the associated case file.

VALIDATION PROCEDURES

- The certification of the validation process is completed entirely on-line in OpenFox.
- On the first Saturday of each month, agencies having any NCIC records due for validation will receive an unsolicited notification message on the agency's primary OpenFox workstation.

- There may be a series of notifications consisting of the initial 30 day notice followed by a 20 day notice and finally a 10 day notice unless/until the validations are completed.
- All validations must be completed within 30 days of the first notification or the record(s) will be purged from NCIC.
- \$.F – A “Failure to Validate” message listing any record(s) which have not been validated within 30 days of receipt of the first notification.
- \$.P – A “Purge due to Failure to Validate” listing any record(s) which have been retired from the NCIC system due to the agency’s failure to document the completion of the validation process.

- A brief PowerPoint presentation outlining the on-line validation process is available on the CJIS Launch Pad site:
<https://cjisaudit.khp.ks.gov/launchpad>
 - Select "CJIS Training" > NCIC folder > NCIC Validation folder > "Online Validation Process PowerPoint Presentation."

- Questions relating to the NCIC validation process should be directed to Rebecca Hoobler by email: rhoobler@khp.ks.gov or phone 785-296-5981.

HIT CONFIRMATIONS

- When requesting confirmation on an NCIC hit or responding to a request for confirmation it is required that each agency use Nlets YQ (request) and Nlets YR (response) respectively.
- The “KYQ” and “KYR” formatted screens are only to be used for confirming a Kansas Warrant File hit.

REMOVAL OF NCIC RECORDS

- Once a person or property is located, or the record is determined to be invalid, the record must be removed from NCIC immediately.
- The NCIC system will automatically retire records after 10 days in located status, but agencies are not to rely upon this as a means of record removal.
- The automatic retirement of located Wanted Persons records can be averted by entering a detainer, when the appropriate circumstances exist, to convert the entry to a "Detained Wanted Person".
- Missing Person records are retired immediately upon receipt of a locate message.

- After the entering agency clears or cancels their record the operator must run an inquiry by NIC number to ensure successful removal was accomplished.
- The printout of the query by the NIC number and the resulting “NO NCIC WANT” response must be retained in the case file.

INTERSTATE IDENTIFICATION INDEX (III)



- The III Program provides for the exchange of criminal history record information. Each record shall be supported by a readable, clear criminal fingerprint submission from each state bureau.
- The III provides a means of conducting national criminal history record searches for criminal justice purposes.

PROPER ACCESS OF III

The FBI expressed the following:

"The screening of a particular population in the absence of a particularized suspicion, in an effort to detect prohibited persons or criminal activity, is not considered detection and is unauthorized."

- Based on this information, running a III on a traffic stop, with no reasonable suspicion of current criminal activity, is a violation of III policies and procedures.
- Any officer is able to use III as long as he/she is able to "articulate" the reason for requesting the record.

AUTHORIZED PURPOSES OF III

- Official duties in connection with the administration of criminal justice, including the screening of non-employees providing contractual services (i.e.; building repair and maintenance contractors). (PUR/C)
- Records check investigation for prospective criminal justice agency employees, IT contractor employees and paid interns. (PUR/J)
- Release/Return of firearms (PUR/F)
- Public Housing Authorities (PUR/H)

ATTENTION FIELD

- The ***full first and last names of the requesting party*** must be shown in the Attention Field on all III inquiries.
- The requesting party's full name must be followed by a slash or a dash and the last three characters of the ***terminal operator's UserID*** in the Attention Field, even if the requesting party and the operator making the inquiry are one and the same.

Example...

Attention Field (ATN) : Randy Moon/JL4

Attention Field (ATN) : Carla Boesker/CJB

REASON FIELD

- A ***clear and specific reason*** for accessing criminal history information must be included in the Reason Field of each and every III inquiry.
- For a purpose code "C" inquiry, a *criminal investigation case number* may be entered as the reason. In the absence of an appropriate case number, clearly spell out the reason.

- The words “investigation,” “criminal history” and “interdiction” are non-specific and are not acceptable.

A more specific explanation is required, such as:

- *robbery investigation*
- *drug investigation*
- *inmate classification*
- *inmate mailing list*
- *inmate visitors list*
- *packing an (NCIC or Kansas Warrant File) entry*
- *building maintenance/repair contractor employee*

Acceptable reasons for purpose code “J” inquiries would include, but are not limited to:

- *criminal justice employment*
 - *law enforcement agency maintenance employee*
 - *agency IT department (or IT contract company) employee*
 - *police department paid intern*
-
- Avoid using the generic reason of simply “employment”.

UN-AUTHORIZED ACCESS OF III

- III shall not be used for remote access to a record to be reviewed or challenged by the subject of the record (“Individual Access and Review”).
- Record requests for review or challenge of a criminal history record must be submitted in writing, accompanied by fingerprints, either to the *FBI Identification Division* or the state of record.
- In Kansas, requestors should contact the Kansas Bureau of Investigation for these services.

AUTHORIZED ACCESS BY A COURT

Jury Lists

- As most jurisdictions have legal prohibitions preventing accused and/or convicted felons from serving on a jury, a federal or state **criminal** court is authorized to utilize III to check the truthfulness of the responses appearing on the jury qualification forms to insure the integrity of the judicial system.

IMPROPER ACCESS BY A COURT

A letter received from the FBI by a senior judge in Kansas stated in part:

"In instances in which the prosecuting authority has not, for its own use, accessed III to obtain CHRI about the defendant or witnesses, a court cannot order the prosecutor or law enforcement agency to obtain and disseminate the III-derived CHRI to the defense counsel."

The letter goes on to advise:

"A court order to a sheriff or prosecuting attorney's office requiring production of previously un-accessed federal CHRI is a violation of federal law and must not occur."

PROPER ACCESS VIA COURT ORDER

- In such circumstances, the Court's order must be directed to the FBI CJIS Division.

The mailing address for the order is:

*Criminal History Analysis Team 1
BSS, CJIS Division
1000 Custer Hollow Road
Clarksburg, WV 26306*

The order to the FBI must be the original, must be signed by the judge, and must include the following information:

- Complete name and date of birth of the subject of the record
- Typed name of the judge
- Name and address of the court
- The ORI of the court

- Upon receipt of the order, the FBI will conduct a search for any record pertaining to the subject(s) of the order and will forward any record(s) to the court at no cost.
- The record(s) returned to the Court will be accompanied by a letter requesting the Court to review the CHRI prior to providing it to the defense counsel and/or the prosecuting attorney to insure that it is relevant to the matter before the court.

SERVED AGENCIES

- An agency providing services to a non-terminal agency, must provide rules and regulations to the served agency(s).
- If III services are provided, ensure all users read and understand the III section of the NCIC Operating Manual and explain the regulations concerning secondary dissemination of CHRI and III.

- A secondary dissemination log must be provided for their use.
- Secondary dissemination logs must be maintained for a minimum of three years, however it may be beneficial to keep them longer.
- As updates and changes become available, you must make your served agencies aware of them.

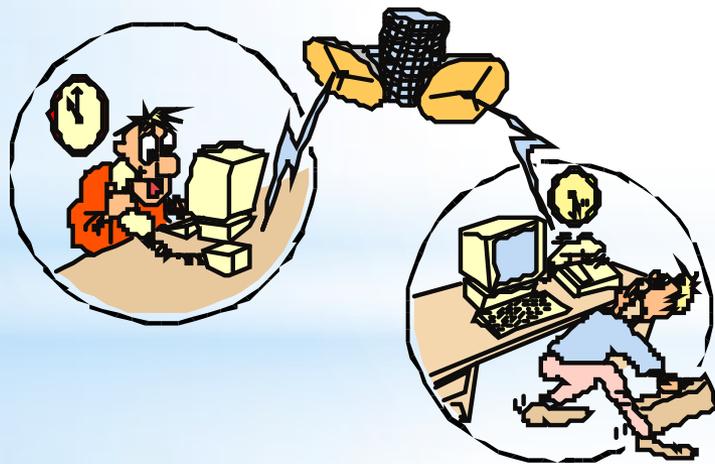
LOCAL RECORDS RETENTION & DISPOSITION

- Website for the Kansas Historical Society general retention & disposition (governed by KSA 75-3504 & KAR 53-2-115).

<http://www.kshs.org/p/state-records-retention-and-disposition-schedules/11368>

THE INTERNATIONAL JUSTICE AND PUBLIC SAFETY NETWORK

- Nlets is made up of law enforcement and criminal justice agencies from each of the 50 states, the District of Columbia, Puerto Rico, federal agencies and the National Insurance Crime Bureau.



- There is also a connection to the Canadian Police Information Centre (CPIC) files.
- Nlets is supported by a computer system located in Phoenix.
- The Nlets control terminal agency for Kansas is the KBI.
- Any questions or problems with the Nlets system should be directed to the KBI help desk.

KANSAS WARRANT FILE

- Any adult or juvenile for whom a warrant is outstanding may be entered into this file.
- At the time of entry, if there is a limitation concerning transportation, such information shall be placed in the transportation text field (TRT) of the record.
- Kansas warrant records have an unlimited retention period and will remain on file until cleared, canceled or purged due to lack of validation.

- Every agency making entries into this file shall make every effort to include all of the information that is available at the time of entry.
 - Unlike the NCIC Wanted Person File, there is no Citizenship (CTZ) Field in the Kansas Warrant File entry form.
- The audit requirements for this file are the same as for NCIC entries.
- Agencies will be required to keep a case file (either paper or electronic) on-site with copies of all information that supports each field of the entry as well as a copy of the valid and active warrant.

- A copy of the entry, the entry worksheet and the most current validation worksheet shall be kept in the case file.
- When requesting confirmation on a Kansas hit or responding to a request for confirmation it is imperative that each agency use KYQ (request) and KYR (response) respectively.
- There are no locate procedures for the Kansas Warrant File.
- It shall be the entering agency's responsibility to clear the record from the file after confirming a hit.

EXPANDED SEARCH PARAMETERS

- QW – Returns all felony entries regardless of extradition and extraditable misdemeanors.
- QWA (All) – Returns all felony and misdemeanor records regardless of extradition.
- QWE (Extraditable) – Limits responses to felony and misdemeanor records that are possibly extraditable.
- QWF (Felony) - Limits responses to only felony records regardless of extradition.
- QWS (State) - All felonies regardless of extradition, misdemeanors indicating possible extradition and all intrastate (No Extradition) misdemeanors. (***Kansas Car Stop default***)

PROTECTION ORDER FILE

CLEAR VS CANCEL ON PROTECTION ORDERS:

- CLEAR – when the protection order is no longer in effect (i.e. has been dismissed, canceled or recalled by the court)
- CANCEL – when the protection order contains inaccurate data (or did not meet the criteria for entry in the Protection Order File)

INVESTIGATIVE INTEREST FILE

- The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to 10 agencies may add an investigative interest supplemental record to any base record on file.
- This is traditionally done to monitor the investigative progress of another agency's file entry. If any agency requires notification of all hits on the base record, then this must be indicated in the Notify Investigative Agency(NIA) field.
- The investigative interest supplement will have the same retention period as the base record.

- At the end of the retention period for the base record, the Investigative Interest Agency is notified by a \$.I. Notification that the record has purged.
- An Investigative Interest Agency is not required to validate their supplement.
- This particular transaction can be found under the “Other Transactions” branch of the Forms Tree in OpenFox.

EII - NCIC Enter Investigative Interest

Header Information

Control Field

Test Message

Required Information

* **Agency Case # (QCA)**

* **NCIC # (NIC)**

* **I.I. Case # (ICA)**

* **I.I. Date (DII)**

Miscellaneous Information (MIS)

Optional Information

Notify Agency (NIA)

Submit **Clear** **Close**

1N01HEADER PA0450000 ***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

MKE/WANTED PERSON

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012

HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND

FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/11111111 OLS/MD OLY/2000

OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN

DOW/19981201 OCA/92341244

WNO/635F1129 CTI/MD101261J

MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS

LIC/ABC123 LIC/MD LIY/2000 LIT/PC

VIN/2Y27H5LI00009 VYR/1975

VMA/PONT VMO/VEN VST/2D VCO/BLU

ORI IS ANY CITY PD MD 304 555-1212

DOB/19501012

NIC/W146203706 DTE/19991205 1400 EST DLU/20080616 1518 EDT

INVESTIGATIVE INTEREST AGENCIES:

IIA/WA1230000 ANY CITY PD WA 555 555-4321 ICA/123456789 DII/20010108 MIS/WANTED

FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

NICS FILE

- NICS was developed in response to the enactment of The Brady Handgun Violence Prevention Act of 1993 (Brady Act).
- This act initially mandated an instant criminal background check for firearm purchase eligibility determinations only.
- Recent changes now provide for these checks prior to disposing of or returning a recovered or confiscated firearm currently in law enforcement possession.

- NICS is an investigative tool to assist law enforcement agencies in making better informed decisions regarding an individual's eligibility to receive firearms in accordance with federal and state law.
- All subject records submitted to the NICS Index are predetermined to be firearm prohibiting by the record-contributing agency prior to their entry into the database.
- A valid name and descriptor-based match with a NICS entry provides the inquiring agency with immediate grounds to deny the firearm transfer.

When a NICS background check is initiated, a search of the following national databases is conducted:

- National Crime Information Center (NCIC)
- Interstate Identification Index (III)
- NICS Index
- Immigration & Customs Enforcement (IAQ), *when non-U.S. citizenship information is provided*

In Kansas, A NICS Background Check is initiated through NCIC, via the QNP message key.

The screenshot shows a software window titled "QNP - QUERY ALL NICS RECORDS". The window contains a form with three main sections: "Header Information", "Required Information", and "Identifying Information".

Header Information

- ORI: [Text Input Field]
- Control Field: [Text Input Field]

Required Information

- * Name (NAM): [Text Input Field]
- * Sex (SEX): [Dropdown Menu]
- * Race (RAC): [Dropdown Menu]
- * Date of Birth (DOB): [Text Input Field]
- * Residence State (SOR): [Dropdown Menu]
- * Purpose (PUR): [Text Input Field]

Identifying Information

- E.F. License # (FFL): [Text Input Field]
- S.F. License # (SFL): [Text Input Field]
- State Transaction # (STN): [Text Input Field]
- Attention (ATN): [Text Input Field]
- Citizenship (CTZ): [Text Input Field]
- Country of Citizenship (COC): [Text Input Field]
- Country of Citizenship (COC): [Text Input Field]
- Country of Citizenship (COC): [Text Input Field]
- Exception Documentation Code (EXC): [Text Input Field]

QNP RESPONSE – NCIC HIT

NAM/GRUDGE, KAREN A SEX/F RAC/W DOB/04/30/1989
SOC/123-00-4567 SOR/KS

STATESEARCHRESPONSE--COMPLETE

- This sample QNP response shows NCIC generated a hit.
- If deemed a “valid” match, an agency should review the record, conduct any outreach, etc., in order to determine if a state or federal firearm prohibition exists.

NCIC - HITS
III - NO RECORDS FOUND
NICS - NO RECORDS FOUND

NTN/XXXX-XXX

===== N C I C ===== (1 OF 1)

MKE/PROTECTION ORDER
NAM/GRUDGE, KAREN A
SEX/F RAC/W POB/WV DOB/19890430
HGT/506 WGT/120 EYE/BLU HAI/BRO
BRD/Y ISD/20151201 EXP/NONEXPIRING
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING,
THREATENING, ABUSING,
PCO/HARASSING, FOLLOWING, INTERFERING, OR STALKING THE
PROTECTED PERSON AND/OR
PCO/THE CHILD OF THE PROTECTED PERSON.
PCO/02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED
PERSON'S FAMILY.
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE
RESIDENCE, PROPERTY,
PCO/ OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER
FAMILY .
PCO/05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY
COMMUNICATION WITH THE
PCO/PROTECTED PERSON INCLUDING BUT NOT LIMITED TO, PERSONAL,
WRITTEN, OR
PCO/TELEPHONE.
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR
PURCHASING A FIREARM
PCO/OR OTHER WEAPON.
SSN/123-00-4567
ORI/KS00680000 FBI/12345XXX3
PNO/10DVXXX938 CTI/KS0XXXXX3J
NIC/H06XXXXX16

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NICS-END

QNP RESPONSE – III HIT

- This sample QNP response shows III generated a hit.
- If deemed a “valid” match, an agency should obtain and review the criminal history record in order to determine if a state or federal firearm prohibition exists.

NAM/O'SHEA, RICK SEX/M RAC/W DOB/11/15/1968
SOC/ 111-00-3333 SOR/KS

STATESEARCHRESPONSE--COMPLETE

NCIC - NO RECORDS FOUND
III - HITS
NICS - NO RECORDS FOUND

NTN/XXXX-XXX

===== III =====

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR

INQUIRY ON NAM/O'SHEA RICK SEX/M RAC/W DOB/19681115 PUR/22

NAME	FBI NO.	INQUIRY DATE
O'SHEA, RICK	123456XX7	2016/06/07

SEX	RACE	BIRTHDATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE
M	W	1968/11/15	510	190	BLK	BLK	KS

SOCIAL SECURITY
111-00-3333

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM THE FOLLOWING:

FBI	- FBI/123456XX7	- UNKNOWN
VIRGINIA	- STATE ID/VA12XX567	- UNKNOWN

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE IDENTIFICATION INDEX BY USING THE APPROPRIATE TRANSACTION.

NICS-END

QNP RESPONSE – NICS INDEX HIT

- This sample QNP response indicates NICS generated a hit.
- If, based on the comparison of name and descriptive data, the prospective firearm transferee is deemed a “valid” match to the subject of the NICS Index record, the transaction can be denied.

NAM/DEBANKS, ROB SEX/M RAC/W DOB/08/21/1978
SOC/292-00-6543 SOR/KS

STATESEARCHRESPONSE-- COMPLETE

NCIC - NO RECORDS FOUND
III - NO RECORDS FOUND
NICS - HITS

NTN/XXXX-XXX

NICS RESPONSE DATA:
===== NICS INDEX =====
NICS RESPONSE DATA:
RECORD FOUND BY: PRIMARY NAME
NRI: 1234567890 STATUS: ACTIVE EXPIRATION DATE: N/A
PCA: D - Adjudicated Mental Defective/Committed to a Mental Institution
NAM: DeBanks, Rob
SEX: M RAC: W HGT: N/A WGT: N/A EYE: N/A HAI: N/A
POB: KS SOR: N/A
DOB: 08/21/1978
SSN: N/A
AKA: N/A
SMT: N/A
MNU: N/A
MIS: No additional descriptive information available
ORI: KS02402X5 OCA: 41600620XXXX
DNY: N/A
DATA-SRC: KS
ARI: KSCO22122
CREATED-DATE: 05/19/2011
UPDATED-DATE: 05/19/2011
NICS-INDEX-END

NICS-END

QNR FOLLOW-UP INQUIRY

- When an agency determines their subject's name and descriptive information to be a valid match with the name and descriptive information of a III criminal history record, the agency should obtain the record and review to determine if any state or federal firearm prohibitions exist. This is done by conducting a QNR transaction.

The screenshot shows a web form titled "QNR - Follow-up Inquiry". The form is organized into four main sections:

- Header Information:** Contains a dropdown menu for "ORI" and a text input field for "Control Field".
- Required Information:** Contains a text input field for "*NICS # (NTN)".
- One of the Following:** Contains three text input fields: "FBI # (FBI)", "NCIC # (NIC)", and "NCIC Record ID (NRI)".
- Optional Information:** Contains a text input field for "Attention (ATN)".

At the bottom of the form, there are three buttons: "Submit", "Clear", and "Close".

Any agency conducting QNP transactions will be audited for their NICS usage and access. The OCA and NICS Transaction Number (NTN) are utilized during the audit process by the CJIS Audit Unit and should be maintained with the agency's case file or transaction log.

QNP TRANSACTION LOG								
AGENCY:				ORI:				
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								

PURPOSE CODE (PUR/)	ATTENTION (ATN)	REASON (REA)	INFO RELEASED:
22 - RETURN OF HANDGUN	FULL FIRST AND LAST NAME OF REQUESTOR FOLLOWED	RO/ RELEASED TO OWNER	NRF (NO RECORD FOUND), III, NCIC, NICs
23 - RETURN OF LONG GUN	BY A SLASH OR DASH AND THE LAST THREE CHARACTERS	RF/RELEASED TO FAMILY MEMBER	
24 - RETURN OF OTHER	OF OPERATORS USERID	RX/RELEASED TO "OTHER"	

Page 1

VIOLENT PERSON FILE

- This file is designed to alert law enforcement officers that an individual they are encountering may be prone to commit acts of violence against law enforcement.



- This file is NOT directly related to the individuals who are required to register with their local Sheriff's Office as "Violent Offenders".
- DO NOT simply presume that a registering Violent Offender qualifies for entry into the Violent Person File of NCIC.

Entry into this file should be made when at least one of the following criteria has been met:

1. Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest or any such statute which involves violence against law enforcement.
2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.

...Or...

4. A law enforcement agency, based on its investigation, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

- Records in this file will be returned in response to the standard wanted person queries.
- Caution indicators shall be added when appropriate.
- The VPF records have an unlimited retention period.
- Cancelling is the only means for removing a record from this file.

UPDATES TO IAQ

- ICE has advised that you can now run all foreign born occupants of a vehicle (previously, only the driver and front seat passenger were to be queried). All of the IAQ's will be processed simultaneously, even if you query 40 subjects at the same time!
- When an officer is roadside, the person sending the query should contact the LESC at (802)872-6020 to expedite the query. This will ensure roadside queries are top priority and processed first.
- Queries should be run by a subjects identity – and often there are subjects that may provide several names and DOB's. Run each identity provided if need be.

UPDATES TO IAQ

- Do not provide the LESC with an FBI number that was derived only by running Triple I by name and DOB. Sometimes subjects lie about their names, and queries that provide an FBI number will have an LESC response only based on that FBI number even if the name or DOB do not match up.
- Only supply the FBI number in your query if you can attest that it 100% belongs to your subjects fingers. Often this can only be done if you have fingerprinted the subject, or can verify the criminal history exactly relates to your subject.
- If an FBI number is not provided, the Specialists at the LESC will run Triple I themselves and attempt to match an FBI number. This will ONLY be based on the information provided, so if the subject was providing his brothers information, the response will only do the same.

UPDATES TO NCIC

- TOU 14-4, effective June 30th, 2015 – the FBI Number Field Name (FBI) changed to FBI Universal Control Number (FBI Number/UCN).



- TOU 14-6, effective August 2nd, 2015 – an entering agency has the capability of deleting vehicle, license plate and investigative interest data in a Wanted Person File, which is in a detained status.

UPDATES TO NCIC

- TOU 14-6, effective August 2nd, 2015 – The ORI of the record may place a locate on its own Wanted Person record, **when, and only when**, the apprehending agency incorrectly locates a wanted person record or fails to place a locate on the record when a detainer is required.



UPDATES TO NCIC

- TOU 14-7, effective immediately – the NCIC Protection Order File has been expanded to allow for Military Protective Orders (MPOs). The Protection Order Condition (PCO) of 08 will be assigned with a mandatory caveat in the Miscellaneous Field (MIS) of:



"THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT)."

- The entering agency is required to add this caveat to the MIS field manually.

UPDATES TO NCIC

- TOU 15-3 Effective August 7, 2016 - The SID Field will be added to all NCIC Person Files. Additionally, the SID Field will allow for an additional nine supplemental entries.



KANSAS HIGHWAY PATROL

CJIS UNIT

TRAINING AND AUDIT