
	ROSENBERG POLICE DEPARTMENT	
	General Order 9.02 Validation Procedures	
	Effective Date: 04-04-2014	
	Approved:  <small>Chief of Police</small>	
	Reference: NCIC 2000 Operating Manual	

I. POLICY

We are committed to accountability and transparency in our operations. Law enforcement relies upon the accuracy of data that is entered into national databases and is shared with other agencies across the nation. In order to maintain the accuracy of data, the FBI Criminal Justice Information Services division has instituted various procedures by which each originating agency verifies the accuracy, currency and validity of the records it has entered into the National Law Enforcement Telecommunications System. This process is known as validation.

Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual, as stated in the NCIC 2000 Operating Manual. In addition, documentation and validation efforts must be maintained for review during an FBI CJIS audit. The comprehensive nature of validation requires a cooperative effort between various divisions of the Police Department in order to be successfully completed.

II. PURPOSE

The purpose of this order is to provide general guidance on how to successfully accomplish validation. This responsibility shall be shared between the Communications, Criminal Investigations and Records Divisions with other ad hoc support as required.

III. DEFINITIONS

- A. Validation: The process by which originating agencies confirm that the records entered are complete, accurate, and still outstanding or active.
- B. Terminal Agency Coordinator (TAC): The TAC is the person responsible for ensuring compliance with TCIC/NCIC policy and act as a liaison between the local agency and the Texas DPS.
- C. National Crime Information Center (NCIC): NCIC is a computerized index of criminal justice information (i.e. criminal record history information, fugitives, stolen property, missing person). It is available to federal, state and local law

enforcement and other criminal justice agencies and is operational 24 hours a day 365 days a year.

- D. National Law Enforcement Telecommunications System (NLETS): NLETS is a secure information sharing system for state and local law enforcement agencies. It provides electronic messaging to allow information exchange between state, local, and federal agencies and support services to justice-related computer programs. The network is operated by NLETS, a non-profit corporation owned and operated by the states and funded solely by fees for service.

IV. PROCEDURES

A. Communications Procedures

1. The Terminal Agency Coordinator (TAC) or his/her alternate receives the validation packet
 - a. Mark packet with the date received.
 - b. Make copies of the appropriate sections for CID and Records.
 - c. Distribute copies to CID and Records along with a suspense date of ten (10) day prior to the date of submission to DPS.
2. Compare each record on the validation list to the documentation for that record in the active records files.
 - a. Verify that the information listed in the officer's report matches exactly with the validation record:
 - b. Examples include, but are not limited to: VIN, LP, physical descriptors (color, make, model), etc.
 - c. Ensure all required information is included in the MIS field (e.g. number of license plates, front or back plate, additional protective order conditions, etc).
3. Check the verification form to ensure that the required second-party check was performed on the record entry.
4. Perform a criminal history inquiry on wanted or missing persons as well as for respondents of protective orders to determine if any new scars, marks, tattoos, or other identifying characteristics have been added to the record since the time of entry. Check all identifiers in the record entry with the information in the criminal history record to ensure the information is identical, especially on definitive identifiers such as fingerprint classifications and dental records.
 - a. Records should be modified to accurately reflect the current information in the criminal history return.
 - b. **Note:** When requesting the criminal history, the requesting TCO should enter his/her name in both fields. "Validation" should be listed in the RFI field.
5. Check the originating case file to ensure that the record is still active.

6. For protective order records, verify all appropriate cautions and protective order conditions (PCOs) are listed.
7. Receive completed packet from CID.
 - a. Review and ensure all supplements are completed for each record. File hardcopy proof of validation with the packet.
8. Remove any records which have been determined to be no longer valid. Determination should be made by CID.
9. Ensure the validation certification letter is signed by the TAC and returned to TCIC Control Section of DPS prior to the stated deadline.
 - a. The information should be submitted via fax and e-mail.

B. Criminal Investigations Division Procedures

1. Distribute packet received from the TAC to the appropriate detective
2. Ensure that each record is still active and valid.
 - a. Reasonable effort should be made to confirm the validity of the record.
 - b. See *Record Types and Requirements* section below for more specific information.
3. Notate date and method of contact of validation on the hardcopy packet next to each record.
4. Create a supplement to the original case stating that the record was reviewed (victim contacted, etc.) for validation purposes and is confirmed valid. Also list the method used to make contact.
 - a. If the record is no longer valid, notate in the supplement as well as on the hardcopy list.
5. Return packet to Communications by the assigned date.

C. Procedures Concerning Sex Offenders

1. Monthly Report received from Texas Department of Public Safety-Crime Records Service
2. Review Report for Records Requiring Validation by Specific Date.
 - a. Compare our agency's in-house records against Sex Offender Information on secure website for Texas Sex Offender Access for Criminal Justice Users
 - b. Make necessary modifications via the secure website
 - c. Verify Sex Offender information on TCIC (TLETS) on-line response using the QXS query.
 - d. Verify Sex Offender information on NCIC (TLETS) on-line response using the QXS query.
 - e. Note any discrepancies between in-house records and other systems.

- f. Make necessary modifications via the secure website or by submitting a CR-39 (sex offender update form) to DPS
3. Review Report for Active Sex Offenders - Ending Registration Date
 - a. Compare our agency's in-house records against Sex Offender Information on secure website for Texas Sex Offender Access for Criminal Justice Users
 - b. Provide necessary documentation to the Sexual Offender Registration Unit at DPS to cause these offender records to be updated and/or moved to the inactive files, if appropriate
4. Complete Offender Registration Validation Certificate and submit to Dispatch Administrator for approval by the assigned date.
5. Fax Certificate to fax number provided, attention Deputy Assistant Director of DPS Crime Records Service
6. Mail original Certificate by certified mail to Sex Offender Registration Law Enforcement Support/CRS at address provided.
7. Retain copy of Certificate, fax confirmation and return receipts in Sex Offender file in CID.

D. Record Types and Requirements

1. For **stolen/recovered/lost gun** records:
 - a. Contact the complainant to ensure the gun has not been located or returned without notification to the entering agency.
 - b. For cases that are not available electronically, obtain complainant's/victim's contact information from the Records division.
2. For **stolen license plate** records:
 - a. Contact the complainant to ensure the license plates have not been located or returned without notification to the entering agency.
3. For **stolen/recovered/felony vehicle** records:
 - a. Contact owner and/or insurance company to ensure the property or vehicle was not returned or recovered without notification to the entering agency.
4. For **wanted persons** records:
 - a. Ensure required documentation is still on file and warrant is still active and valid.
5. For **missing persons** records:
 - a. Contact parent, guardian, or other reporting complainant and verify the person is still missing. The subject may have returned without notification to the entering agency.
6. For **unidentified persons** records:
 - a. Ensure record is active and valid.
7. For **article file** records:

- a. Contact complainant and ensure article has not been located or returned without notification to the entering agency.

E. Records Division Procedures

1. Receive validation packet from Communications.
2. For non-electronic records, or as required, provide complainant contact information and any other relevant data to CID to enable validation to be conducted for that record.