

[Insert Tribal Agency Name] – Hit Confirmation Policy

Instructions: *This template addresses a Tribal Agency's 24x7 hit confirmation policy and procedure requirements. Each Agency entering records that require hit confirmation must maintain and keep on file a copy of this policy. Remove italics before finalizing and signing.*

Purpose: The purpose of this hit confirmation policy is to ensure that [Tribal Agency], hereinafter referred to as Agency, is adhering to FBI CJIS Security policy that requires agencies who enter certain records into the National Crime Information Center (NCIC) must have a procedure in place to provide a hit confirmation 24 hours a day, seven days a week (24x7).

Definition: A "hit confirmation" is when the entering Agency that entered a record into NCIC about a person or property is contacted by another Agency to:

- Confirm the person or property is identical to the person or property specified in the record;
- Confirm the warrant, missing person report, protection order, or theft report is still outstanding; and
- Obtain a decision regarding:
 - (1) Extradition of a wanted person when applicable
 - (2) Information regarding the return of the missing person to the appropriate authorities
 - (3) Information regarding the return of stolen property to its rightful owner, or
 - (4) Information regarding the terms, conditions, and service of a protection order

The Agency understands that valid hit confirmation is based on two levels of priority:

- a. **Urgent** - The hit must be confirmed within ten minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, "Priority 1-Urgent" should be specified
- b. **Routine** - The hit must be confirmed within one hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is otherwise not required
 - i. The response will confirm the information contained in the record or set a specific time when further information will become available. When a specific time is stated, this time will not be later than 0900 local time the next normal work day
 - ii. If the Agency requesting confirmation does not receive a substantive response within the designated timeframe, the Agency should generate a second request, which will notify the Agency Terminal Agency Coordinator (TAC)
 - iii. A third request will result in the CJIS Systems Agency (CSA) for the Agency being notified

Policy: The Agency is entering the following records into NCIC and must therefore provide 24x7 coverage to respond to a hit confirmation request:

[Insert Tribal Agency Name and Tribal Logo]

Listed below are all NCIC file entries that require 24x7 hit confirmation with example agencies; an Agency can contract with an Agency outside of the Tribe (i.e. local sheriff's department, city police). Update the table below based on which Agency is entering and which agencies are confirming the hits.

NCIC File	Tribal Agency Entering	Agency Confirming During Regular Business Hours	Agency Confirming After Regular Business Hours
Wanted Person File	(ex: Courts)	(ex: Courts)	(ex: Law Enforcement)
Property Files: article, gun, vehicle/boat, securities, vehicle/boats parts, and license plate file	(ex: Law Enforcement)	(ex: Law Enforcement)	(ex: Law Enforcement)
Missing Persons File	(ex: Law Enforcement)	(ex: Law Enforcement)	Non-Tribal Agency [insert name]
Protection Order File	(ex: Courts)	(ex: Courts)	(ex: Law Enforcement)
Unidentified Persons File	(ex: Law Enforcement)	Third Party [insert name]	Non-Tribal Agency [insert name]

If the Agency selected to provide hit confirmation services is not the Agency that entered the record, please incorporate the section below (in blue)

Entering Agency and Confirming Agency

The Agency has outsourced their 24x7 hit confirmation responsibilities to [insert name of external Agency, insert timeframes] and a copy of that written agreement is kept on file with [insert who it is with at each Agency and where].

The entering Agency will [insert method for ensuring records are kept up to date via the specified transmission method] (e.g. maintain a spreadsheet with existing status and provide a hard copy of any supporting documentation to ensure records are kept up to date.

The entering Agency will send copies of the records and/or an updated list to the confirming Agency daily or immediately upon record clearing or cancellation. (e.g. a warrant is recalled)

Note: Contact TAP for additional guidance regarding method of transmission of record to a third party Agency.

[Insert Tribal Agency Name and Tribal Logo]

Hit Confirmation Message

Please tailor the message below that will be placed in the NCIC MIS (Miscellaneous) field. Note: Limited to 500 characters

The Agency will use the following message in the NCIC MIS field:

Example: "Contact [Agency/Third party] 000 000 0000 to confirm [insert name of file] during regular business hours from 8-5 pm EST. After regular business hours, contact [insert Agency/Third Party name] 000 000 000. During weekends and holidays contact 000 000 0000"

Please tailor "Procedures for Confirming a Hit" if an Agency is conducting their own hit confirmations.

Procedures for Confirming a Hit

The Agency will adhere to the following procedures if an entered record has a hit by an inquiring Agency.

When confirming a hit, Agency personnel shall:

1. Ensure that the person or property inquired upon is identical to the person or property identified in the record
2. Ensure that the warrant, missing person report, protection order, or theft report is still valid and outstanding, utilizing Agency records as appropriate
3. Provide the inquiring Agency a decision regarding:
 - the extradition limitation of the wanted person inquired upon
 - information regarding a return of the missing person to the appropriate authorities
 - the return of stolen property to its rightful owner
 - information regarding the terms, conditions, and service of a protection order
4. Nlets message keys shall be used for all hit confirmation responses, even if the initial confirmation is handled via telephone. The confirming Agency shall send an Nlets (YR) message to the inquiring Agency's ORI.
5. The confirming Agency shall promptly respond to all Nlets (YQ) hit confirmation requests in accordance with the classification of the request, (urgent or routine) sent from an inquiring Agency via the Nlets system.

Note: *Agencies are encouraged to maintain copies (electronic or hard copy) of hit confirmation information, to include Nlets YQ and YR messages, in the event the confirming Agency needs to substantiate the actions(s) it has taken pertaining to a hit confirmation.*

Updates to this policy: An update to this policy shall be made anytime the Agency alters any method or agreement between the respective agencies to confirm hits.

[Insert Tribal Agency Name and Tribal Logo]

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