

Ensuring the exchange of critical data



U.S. Department of Justice *Office of the Chief Information Officer*

Job Aid NCIC Validation Procedures

WHAT IS THE REQUIREMENT

One of the duties of a Terminal Agency Coordinator (TAC)* is to validate NCIC entries (persons and property files) to ensure that they are still valid and contain up to date information. Once a month, the TAC will receive a list of NCIC entries that require validation.

Validation requires the agency that entered the record to confirm that the record is complete, accurate, and still outstanding or active. 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. In the event that the agency is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.

Validation procedures must be formalized, and copies of these procedures must be on file for review during an audit. In addition, documentation and validation efforts must be maintained for review during such audit.

*The SORNA Officer should validate Sex Offender Registration records

WHAT RECORDS NEED TO BE VALIDATED

Each month, the Department of Justice Office of the Chief Information officer (DOJ OCIO) receives a file of records to be validated. The DOJ OCIO in turn distributes the records to be validated to the entering agencies as appropriate.

- With the exception of Sex Offender Registration (SOR) records, all persons and property file records are validated according to same schedule: 60-90 days after Date Entered (DTE) field and every year after that. The only exception is that records in the Vehicle, Boat, Gun, Vehicle/Boat Part ; License Plate ; Securities Files; and qualifying records in the Article File are only required to be validated at the initial 60-90 day mark.
- National Sex Offender Registry (NSOR) records are validated under an alternative procedure. Rather than the Date Entered (DTE) field, the NSOR records are validated based on the Offender Registration Date (ORD) field. The initial validation occurs 90 days after the ORD and then every year after that. For example, records entered in October will be validated in January; records entered in November will be validated in February, etc. (with subsequent validations due the next January and February). If a Sex Offender Registration and Notification Act (SORNA) officer wants to synchronize validations with regularly scheduled visits, then the validation may take place prior to the 12-month mark. If the NSOR record was validated electronically within the last 11 months, then the record is not included in the file of records to be validated.

PROCESS FOR RECORD VALIDATION

The overall process has three parts:

- Part 1: Query the person or property file to ensure the entry is still valid.
- Part 2: Modify the record by adding three initials to the "Name of Validator" field.
- Part 3: Validate an NCIC entry via the detailed steps below.

PART 1: Query the person or property file to ensure that the entry is still valid

1) From your monthly list of validations, copy the NIC number of the transaction.

LIST OF NOVEMBER RECORDS REQURING VALIDATION BY AGENCY ORI/WADIT9999 MKE/EW ORI/WADIT9999 OCA/1909099 NAM/SAMPLE, OFFENDER DOB/ NIC/W999999991 DTE/20160830

- 2) Open OpenFox Messenger, and from the FORMS menu select "NCIC/Wanted Persons/Query" (you may also select other file types such a "Protection Order" or "Article").
- 3) Select the NIC Tab on the Query form and copy the NIC number into the NCIC # field. Then, hit Submit.

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Save Trash Drafts	Header Information * Message Key QWA = Query - All ▼ QRI DCDOJ0110 = NTB Training ▼ Control Field T T T T T T T T T T T T T T T T T T						
Free Format OpenFox Command DOJ Specific Forms NCIC NLETS	Optional Fields Image Indicator Related Search Hit Expanded Name Search Expanded Birth Year Search Submit Clear Close						

Figure 1: Query Screen

4) Review the Warrant (Order of Protection or other file type) against existing documentation or other information for validity.

Message Options	
Received Time: Nov 14, 2016 15:51:52 Source ORI: INN	ICIC000
Summary: QWA: NIC-	
□ View Message Details	
<pre>LLOIMRIG705582 DCD0J0110 ***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS. MKK/WANTED FERSON EXI/D = NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS ORI/WADIT0200 NAM/ SEX/F RAC/U POB/WA DOK/1979 NOT/507 WGT/135 EYE/BRO HAI/ELK FBI/ CT2/US SKM/LBR SOC/ OFF/FAILURE TO APPEAR - SEE MIS - DRUGS OOC/SYNTH NARCOTIC - POSSESS DOW/20160812 OCA/1400503 WMO/1638 MIS/EXTRADITE - COUNTY JAIL AND ALL INDIAN RESERVATIONS MIS/EXTRADITE - NO BAIL - ORIGINAL CHARGE POSSESSION CONTROLLED SUBSTANCE MIS/</pre>	
OUT: OSS48 1 AT 14NOV2016 15:51:52	

Figure 2: Warrant for Review (Criminal Justice Information (CJI) Redacted)

PART 2: Modify the record by adding three initials to the "Name of Validator" field.

5) From the FORMS menu, select "NCIC/Wanted Person/Modify" option.

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	Identity Theft	•	COSS	BCOL	SWITCH		QWA: NAM=FISHER, ROBE	Jan 23, 2017 10:58:11	1		
- Trash	Criminal History III	•	COSS	BCOL	NCIC		QWA: NAM=FISHER, ROBE	Jan 23, 2017 10:58:11	1	~	
- 🔨 Drafts	l <u>m</u> age	•	COSS	BCOL	NCIC		QWA: NIC=W517069250	Jan 23, 2017 16:26:46	2	.	
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1	2 OCA/1400503										

Figure 3: Modify Record

6) The Modify form will appear. Enter the Name and the NCIC # from the list (Note: Remember to add a space after the comma).

P OpenFox [™] Desktop Terminal: OSS48 (DCDOJ0110) Logged in as COSSBCOL	🔁 List of Tribal Wanted for Validation.pdf - Adobe Acrobat Pro
Forms Accessibility User Session Window Tools Help	File Edit View Window Help *
MW - NCIC Modify Wanted Person	🗁 Open 🔁 Create - 🖹 🖚 🖨 🏂 🖂 🏟 🦻 🕼 🗟 🤅 Customize - 🛃
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MW = Modify Wanted Person	
Record Identifiers	
SAMPLE, OFFENDER	
^ Modifiable Fields	
Message Information	LIST OF NOVEMBER RECORDS REQUIRING VALIDATION BY AGENCY OR//WAD119999
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Personal Information	NAM/SAMPLE, OFFENDER DOB/ NIC/W999999991 DTF/20160830
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Mailbox for COSSBCOL - Inbox 🔄 QW - NCIC Query Wanted Pe 💿 MW - NCIC Mod	· · · · · · · · · · · · · · · · · · ·

Figure 4: Modify Screen

7) Then, enter the three letter initials of the validator in the "Name of Validator" field towards the bottom of the screen. Then, hit Submit.

r Vehicle Information							
VIN # Vehicle Year Vehicle Ma	ake	Vehicle Model					
Vehicle Style Vehicle Color							
Address Information							
Type Documented Date							
Street # Street Name	City Name State		_				
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Zip Code County							
Validator information							
Name of Validator							
BSC							
/ Iniscellaneous Information							
3							
Su	ıbmit	Clear		Close			



PART 3: Check the new Validation Date

8) The final step is to verify that there is now a Validation Date on the Record. Repeat Steps 1-4 to query the Warrant (or other record type). There should be a VLD Field with the current date.

MESSAGE ACCEPTED - OSS48 00005 AT 13: MRI-8182996	53 12/06/2016			
Received Time:	Dec 6, 2016 13:53:11	Source ORI:		
Summary:	QWA: NIC=			
🗌 View Message Details				
1L01MRI8182996 DCD0J0110 ***MESSAGE KEY QWA SEARCHES ALL NCIC : MKE/WANTED PERSON - CAUTION CMC/00 - ARMED AND DANGEROUS EXL/1 - FULL EXTRADITION	PERSONS FILES WITHOUT LIMITATIONS.			
ORI/ NAM/	SEX/M RAC/B POB/SC			
DOB/19790830 HGT/602 WGT/160 EYE/BR0 FPC/D0060704C002020705CI SOC/ OFF/WEAPON OFFENSE DOW/20150727 OCA/76303615 WNO/415CR491 VLD/20151105	HAI/BLK FBI/			
MIS/FELON IN POSSESSION OF A FIREARM,	WARRANT HELD BY USMS, DISTRICT OF SOUT	H		

Figure 6: Validated Record (Note: Sample Validated Record above uses a different person from previous example)