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National Crime Information Center (NCIC) Questionnaire (Full)

Section: System Integrity

1). Does your Agency query and/or enter records in NCIC for any other Agencies?

Yes

No

» Primary question answered Yes

1). Does your Agency have a servicing agreement (i.e., Information Exchange Agreement) in place between your Agency and the serviced Agency?

Yes

No

Section: Security/Training

1). Does your Agency ensure users meet the minimum screening requirements prior to being granted unescorted access to Criminal Justice Information (CJI)?

Yes

No

2). Does your Agency conduct record checks of all users with access to CJI every five years?

Yes

No

3). Does your Agency ensure all users have completed the required CJIS Security Awareness Training and Certification within six months of initial assignment, prior to being granted access to CJI, and biennially thereafter?

Yes

No

4). Does your Agency ensure that all users are NCIC trained and certified within six months of employment or assignment, prior to being granted access to NCIC, and biennially thereafter?

Yes

No

5). Does your Agency maintain records of individual CJIS Security Awareness Training and specific information system security training?

Yes

No

6). Does your Agency ensure users are restricted from accessing NCIC, if their certification has expired?

Yes

No

Section: National Crime Information Center (NCIC)/Interstate Identification Index (III)/Criminal History Record Information (CHRI)

1). Does your Agency have a written policy outlining the proper procedures for the access, use, and dissemination of III/CHRI?

Yes
No

2). Does your Agency ensure that the first and last name of the person receiving the CJI is placed in the Attention Field of all NCIC criminal history inquiries and criminal history record requests?

Yes
No

3). Does your Agency use the following Purpose Codes for their specific function for all III inquiry and record request messages?

Purpose Code C for Criminal Justice Investigations
Purpose Code J for Criminal Justice Employment
Purpose Code F for Weapons - Related Background Checks
Purpose Code H for Housing
Purpose Code X for Exigent Procedures
Purpose Code D for Domestic Violence and Stalking

Yes
No

4). Does your Agency require users to provide reasons for III inquiries?

Yes
No

5). Does your Agency use a local CAD, RMS, or any other internal database?

Yes
No

» Primary question answered Yes

1). If yes, is III information stored in the local database?

Yes
No

6). Does your Agency disseminate III/CHRI information to other Agencies (e.g., criminal justice, non-criminal justice, private contractor)?

Yes
No

» Primary question answered Yes

1). For III/CHRI information request made by other agencies, is the ultimate recipient's first name and last name placed in the Attention Field?

Yes

No

Section: Record Integrity

1). Does your Agency ensure records are entered in NCIC in a timely manner, based on NCIC Operating Manual requirements?

Yes

No

2). Does your Agency ensure the appropriate supporting documentation is maintained on file to support NCIC record entries (i.e., warrant, missing person report, order of protection)?

Yes

No

3). Does your Agency enter caution information in the Caution and Medical Condition (CMC) Field for NCIC records, when applicable?

Yes

No

» Primary question answered Yes

1). If your Agency uses "CMC/Other (explain in MIS Field)", is the reason for caution entered in the MIS Field?

Yes

No

4). Does your Agency perform second-party checks on records entered in NCIC?

Yes

No

» Primary question answered No

1). Is there ever an instance when the person who entered the record is the same person that conducted the second-party check?

Yes

No

5). Does your Agency modify records as soon as possible (not to exceed 3 days), upon receipt of additional data or detection of erroneous data by the inputting Agency/Office?

Yes

No

6). Does your Agency remove records as soon as they are determined no longer valid (i.e., warrant was dismissed)?

Yes

No

7). Does your Agency have a written policy outlining the proper procedures for record accuracy, timeliness, and completeness?

Yes
No

Section: Record Validation

1). Does your Agency complete monthly record validations?

Yes
No

2). Has your Agency developed formalized procedures for "how to validate" records?

Yes
No

3). Does your Agency's Validations Procedures include procedures for the following:

- 1) Record entry review**
- 2) Supporting documentation review**
- 3) Consultation requirements with the appropriate source during the initial validation period (60-90 days after the date of entry) and the subsequent yearly validation cycle**

Yes
No

4). Does your Agency ensure records entered for serviced agencies are validated, per NCIC Operating Manual requirements?

Yes
No

Section: Hit Confirmation

1). Does your Agency respond to hit confirmation requests within the designated timeframe (10 minutes [Urgent]/1 hour [Routine])

Yes
No

2). Select all of the following that apply to your Agency, as the Entering and/or Apprehending Agency.

» (Choose All That Apply)

Person/Property inquired upon is the same as the entered record
Warrant/Report/Protection Order is still outstanding
Extradition/Return of Wanted Person/Terms and Conditions of Protection Order are discussed

3). Does your Agency place a locate message on the corresponding record after confirming the hit?

Yes
No

» Primary question answered Yes

1). When your Agency places a locate message on the corresponding record, is the appropriate code used in the Extradition Field (i.e., EXTR, NOEX, DETN)?

Yes

No

4). If your Agency enters records for other Agencies, what is the hit confirmation procedure for serviced Agencies?

5). Does your Agency ensure that hit confirmations are monitored 24 hours a day, either at the Agency or through a written agreement with another Agency at its location?

Yes

No

6). If another Agency provides your Agency with hit confirmation services, is there a signed written agreement delineating hit confirmation procedures in place with that other Agency?

» (Choose One Answer Only)

Yes

No

N/A

7). If your Agency enters records for other Agencies, does your Agency ensure hit confirmation procedures are in place for the serviced Agencies?

Yes

No

Section: Missing Persons File

1). Does your Agency enter Missing Person records?

Yes

No

» Primary question answered Yes

1). Does your Agency enter records for missing persons under the age of 21 within 2 hours of receipt of the minimum data required for entry?

Yes

No

2). Does your Agency have signed documentation in its possession stating the conditions under which the individual age 21 and over is declared missing?

Yes

No

3). Does your Agency verify and update Missing Person records with any additional information (medical, dental characteristics, blood type, etc.) within 60 days of entry?

Yes

No

4). Does your Agency use the appropriate MKE category (EMD - Disability; EME - Endangered; EMI - Involuntary; EMJ - Juvenile; EMV - Catastrophe Victim; EMO - Other) when entering a Missing Person record?

Yes

No

5). Has your Agency established a policy that requires the removal of a Missing Person record based on the age of the person?

Yes

No

Section: Protection Order File

1). Does your Agency enter Protection Order records?

Yes

No

» Primary question answered Yes

1). Does your Agency use the ETO message key to enter a Protection Order File record in NCIC, if a respondent has not been served (i.e., provided with reasonable notice and opportunity to be heard)?

Yes

No

2). Does your Agency use a Cancellation Message to remove records from NCIC, if a protection order has been entered erroneously, has been expunged, or is invalid?

Yes

No

3). Does your Agency use a Clear Message to clear Protection Order Records in NCIC, if a protection order has been canceled or rescinded?

Yes

No

Section: Public Housing Authority (PHA)

1). Does your Agency request III information for PHA Agencies for the purpose of applicant screening, lease enforcement, or eviction processes?

Yes

No

» Primary question answered Yes

1). Does your Agency perform a "QH" inquiry to retrieve III information?

Yes

No

2). Does your Agency use Purpose Code H for PHAQ transactions?

Yes

No

3). Does your Agency provide the PHAs with QH inquiry information to inform them of the probable existence or nonexistence of a criminal history record?

Yes

No

4). Does your Agency provide a hard copy of the III information to the PHA?

Yes

No

Section: Wanted Person File

1). What types of warrants does your Agency enter into NCIC?

» (Choose All That Apply)

Federal

Felony

Serious Misdemeanor

Nonserious Misdemeanor

None

2). Does your Agency provide details in the MIS Field regarding authorized extraditions, when the code 2 or B (Limited Extradition) is used in the NCIC record EXL Field?

Yes

No

» Primary question answered Yes

1). Does your Agency actively seek and modify the EXL Field to the appropriate code, once the extradition limitations have been determined?

Yes

No

» Primary question answered No

1). Does your Agency use EXL Field Code 6 or F (Pending Extradition Determination), if no forecast of extradition can be made at the time of entry?

Yes

No

3). When does your Agency use EXL Field Code 5 or E (Extradition Arrangements Pending)?

» (Choose One Answer Only)

At time of entry, Agency is awaiting decision regarding extradition

Subject has been arrested, and is in process of being extradited

» Primary question answer 2 selected

1). Does your Agency modify the MIS field with the location of where extradition is pending?

Yes

No

4). Does your Agency modify the NCIC record to include the new extradition limitations, when the subject of a Wanted Person record entered by your Agency is apprehended by another Agency, and that Agency will not extradite?

Yes

No

Section: Emergency Placement of Children

1). Does your Agency request III information for the emergency placement of children?

Yes

No