



**TRIBAL  
ACCESS  
PROGRAM**

**FOR NATIONAL CRIME INFORMATION  
ENSURING THE EXCHANGE OF CRITICAL DATA**

# How to Apply for a Criminal Justice Originating Agency Identifier (ORI)



**Department of Justice**  
Office of the Chief Information Officer  
Office of Tribal Justice

**WEB:** [WWW.JUSTICE.GOV/TRIBAL/TAP](http://WWW.JUSTICE.GOV/TRIBAL/TAP)  
**EMAIL:** [TRIBALACCESS@USDOJ.GOV](mailto:TRIBALACCESS@USDOJ.GOV)

# Teams Meeting Housekeeping



## WEBINAR (Connection & Navigation)

- Connecting by Computer or Phone
- Navigating Microsoft Teams
  - Control Bar (Click on screen)
    - **Mic | Camera | Raise Hand | Chat**

## ATTENDANCE (Chat Window)

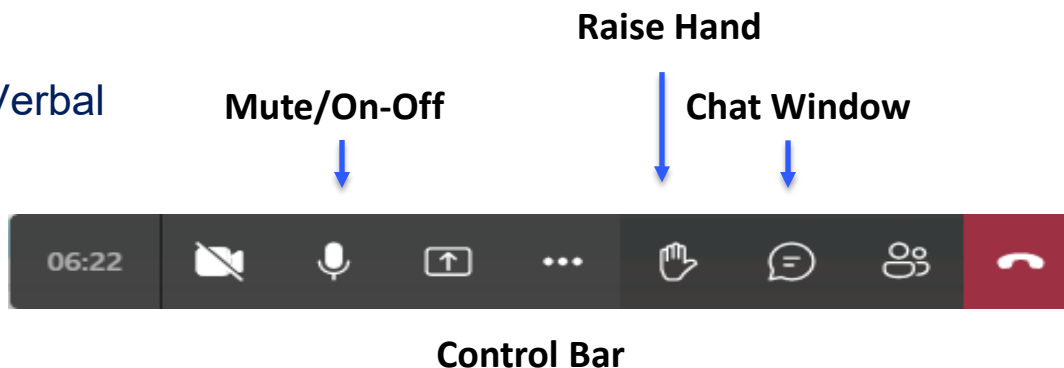
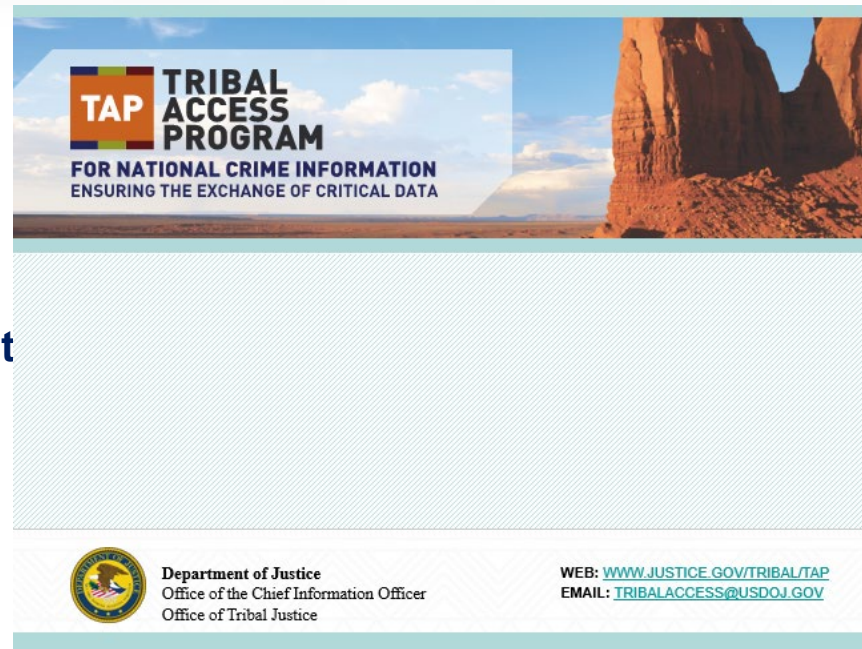
- Name
- Title
- Tribal Agency

## QUESTIONS

- Raise Hand | Chat Message | Verbal

## SURVEY

- We value your feedback!



- What is an ORI and why it is important
- ORI vetting process
- Identifying criminal justice agencies
- Applying for an ORI
  - Documentation required for both LE and NLE-CJA
  - Additional documentation required for LE-CJAs only
- How to submit your ORI request package



# What is an Originating Agency Identifier?



An Originating Agency Identifier (ORI) is a nine-character identifier containing both alpha and numeric characters assigned by FBI CJIS which validates legal authorization to access Criminal Justice Information (CJI) and identifies the agency in all transactions.

End in a 00

End with an Alpha character

Example ORI: AZDIT0100

- First 2 letters are your State abbreviation
- DIT is the standard naming convention identifying TAP Tribes
- Last 4 alpha and/or numeric characters are specific to your agency

# ORIs for CJAs



## ORIs for Law Enforcement Criminal Justice Agencies (LE-CJA) and Non-Law Enforcement Criminal Justice Agencies (NLE-CJA)

A

Prosecuting Attorney's Offices  
(includes District Attorney's Offices,  
Attorney General's Offices, etc.)

B

Pretrial service agencies and pretrial  
release agencies

C

Correctional Institutions

D

Civil Courts (Domestic  
Violence/Stalking and entry of orders  
of protection)

G

Probation and Parole  
Dispatch Centers

J

Criminal Courts and magistrate  
offices

00

Law Enforcement Agencies



# Why ORIs are Important



- Identifies the agency that is requesting criminal justice information (CJI)
- Restricts access to CJI based upon the duties and responsibilities of the agency
- Acts as an agency identifier to route information to/from FBI Criminal Justice Information Services (CJIS) and DOJ systems



Keys to the  
CJI Kingdom



# What is the ORI Vetting Process?



Administrative process by which an agency demonstrates a need to access CJI based upon a legal authority.

- This process is used by FBI CJIS and DOJ to:
  - Review documentation submitted by an agency to establish legal authority to access CJI
  - Determine the appropriate ORI for the agency to access information
  - Submit ORI Request Package through your Business Relationship Manager (BRM)



# ORI Request Package - Process



**Each Agency  
Submits Separate  
ORI Requests**



## 1) Agency TAC

- Gathers Required Documents
- Converts to a PDF Package
- Sends ORI Request Package to DOJ

## 2) BRM

- Reviews ORI Request Package
- Recommends for Authorized Signature



## 3) DOJ Approver (TAP Manager)

- Approve and Signs ORI Request Package
- ORI Package submitted to FBI CJIS by BRM



## 4) FBI CJIS

- Approves and Assigns ORI



## 5) ORI Issued

- 2-4 Weeks



# Types of Agencies



- **Law Enforcement-Criminal Justice Agency (LE-CJA)**

- Police
- Marshal Service
- Public Safety
- Game Wardens



- **Non-Law Enforcement-Criminal Justice Agency (NLE-CJA)**

- Criminal Courts
- Prosecutor's Office
- Probation/Parole
- Pre-Trial Services
- Corrections





## **ORI Request Package**

**Documentation required for BOTH LE-CJA and NLE-CJA**

# Documentation required for LE and NON-LE CJA



Documentation to obtain ORI				
Type of Agency	Proof primary function is the administration of criminal justice	Proof the primary budget allocation is for the administration of criminal justice	Proof that the agency has arrest powers	Proof that agency is a LE-CJA whose officers have completed the required training as outlined by their issuing authority
LE-CJA	Yes	Yes	Yes	Yes
NLE-CJA	Yes	Yes	No	No

# Documentation required for LE and NON-LE CJA – Primary Function



Proof that the primary function of the agency is the administration of criminal justice

- Common Examples:
  - Tribal Resolution or Ordinance that establishes the criminal justice agency
  - Tribal Code can also contain the criminal justice agency's duties and powers
  - A listing of job assignments or the criminal case activity logs for the past year
  - Executive order, statute, or chartering document may state the primary functions

RESOLUTION NO. [REDACTED]

## A RESOLUTION ESTABLISHING THE [REDACTED] TRIBAL MARSHAL SERVICE AND COMMISSIONING THE TRIBAL MARSHAL AS THE OFFICIAL LAW ENFORCEMENT OFFICER OF THE TRIBE

WHEREAS, the [REDACTED] Tribe of [REDACTED] is a federally recognized Indian Tribe and is governed by a Governing Resolution adopted by the [REDACTED] Indian Council on [REDACTED] 1956, and approved by the Commissioner of Indian Affairs on [REDACTED] 1957; and

WHEREAS, the [REDACTED] Tribe asserts tribal governmental jurisdiction to the fullest extent recognized by law over the lands within the original [REDACTED] Reservation, as established as a homeland for the [REDACTED] Nation by the Treaty of [REDACTED] and

WHEREAS, the Governing Resolution delegates authority to the [REDACTED] Tribal Business Committee to speak and act on the behalf of the [REDACTED] Tribe; and

WHEREAS, the [REDACTED] Tribal Business Committee is thus empowered and obligated to transact Tribal business, including establishing the [REDACTED] Tribal Marshal Service as the law enforcement agency of the Tribe.

NOW, THEREFORE BE IT RESOLVED THAT the [REDACTED] Tribal Business Committee hereby establishes the [REDACTED] Tribal Marshal Service to provide law enforcement services within the Tribe's jurisdiction.

BE IT FURTHER RESOLVED THAT the [REDACTED] Tribal Business Committee hereby commissions the first Tribal Marshal to assume the duties of the [REDACTED] Tribal Marshal Service.

### CERTIFICATION

The foregoing resolution of the [REDACTED] Tribal Business Committee was presented and duly adopted at a regular meeting of the Tribal Business Committee [REDACTED] 2010, with a vote reflecting 47 yes, 0 no, 0 abstaining and 1 absent.

# Documentation required for LE and NON-LE CJA - Budget



Proof that the primary budget allocation of the agency is for the administration of criminal justice

## Common Examples:

- A copy of the agency's budget
- Documentation signed by the police chief that indicates the types of criminal justice functions performed over the past calendar year

042 - Law Enforcement

General Government

Amount\$	GL Code	GL Title	Approved Budget FY2022
Law Enforcement			
	5100	Salaries & Wages	
	5101	Tribal Leave Salaries & Wages	-
	5102	Salaries & Wages - Bonuses	-
	5105	Salaries & Wages Natural Disaster	-
	5111	Medical Insurance	390,000
	5112	Life Insurance	6,291
	5115	Federal Tax Expense	158,421
	5130	SUTA Expense	6,255
	5140	Workers Compensation	38,989
	5290	Contractual Services	48,740
	5310	Dues/Subscriptions/Memberships	900
	5345	Fire Prevention	1,300
	5350	Food Supplies	-
	5390	Freight Charges	2,500
	5400	Fuel	-
	5450	Interest/ Penalties	-
	5462	Law Enforcement Supplies	52,000
	5463	Law Enforcement Supplies - Ammunition	12,000
	5465	License & Permit Fees	-
	5467	Software Licenses	-
	5490	Office Supplies	7,000
	5505	Postage & Shipping	1,500
	5710	Program Activities	27,500
	5770	Repairs & Maint. - Auto	-
	5771	Repairs & Maint. - Building	-
	5772	Repairs & Maint. - Equipment	2,000
	5774	Repairs & Maint. - Infrastructure	5,000
	5780	Small Equipment (Less than 5000)	33,100
	5781	Small Equipment - Guns	2,500
	5782	Small Equipment - Rifles	7,600
	5810	Service Contracts	9,600
	5815	Staff/Business Meetings	3,500
	5830	Supplies	1,000
	5870	Telephone & Communications	-
	5891	Travel - Airfare	6,000
	5892	Travel - Lodging	7,400
	5893	Travel - Car Rentals	1,000
	5894	Travel - Meals	7,000
	5896	Travel - Other	1,000
	5897	Travel - Registration Fees	18,000
	5940	Uniforms	56,000
	5951	Utilities - Electric	-
	5953	Utilities - Other	-
	5954	Victims Expense	1,200
	5215	Academic Basic Training	9,500
Law Enforcement Total			

### Explanation of Increase

Expense Change Description	Approved Amount
Salaries Increase 3 FTE Peace Office	





## **Additional documentation required for LE-CJAs only**



## Proof that the agency has arrest powers

### ■ Common Examples:

- Tribal resolution
- Chartering document indicating arrest powers
- An order from the governing body to establish the agency
- A copy of the statute granting the agency arrest powers

## Sec.206.Duties of Reservation police

The duties of a Reservation police officer shall be as follows:

- a) To obey promptly all orders of the police commissioner or the Court or Court of Appeals when assigned to that duty;
- b) To lend assistance to other officers;
- c) To report and investigate all violations of any laws or regulation coming to his/her notice or reported for attention;
- d) To arrest all persons observed violating the laws or committing the offenses enumerated in Title 7 (Criminal Offenses) of this code;

# Documentation required only for LE-CJA Training Requirements



Proof that agency is a Law Enforcement Criminal Justice Agency whose officers have completed the required training

## ■ Common Examples:

- Letter from the training center or the chief of police detailing the required law enforcement training
- Verification that all officers have completed it (e.g., list of officers and training completion dates)
- Copy of POST standards, copy of training curriculum, letter from Chief asserting officers have completed required training
- Copy of basic police academy training certificates (at least one)

Re: [REDACTED] Marshal Service organizational structure and training

Greetings:

The [REDACTED] Marshal Service [REDACTED] was established in May 2010. The department is comprised of a uniformed patrol division, investigations division and administrative staff.

Below is information related to the [REDACTED] annual budget and the mandatory training requirements for all sworn law enforcement staff.

### BUDGET

The department's annual budget for FY2023 is approximately 3 million dollars (see attached budget overview) and more than 80% of the budget is specific to the administration of Criminal Justice.

### TRAINING

Pursuant to 25 CFR § 12.35, all Indian Country Law Enforcement Officers must successfully complete a basic police academy before they can perform any law enforcement duties.

All [REDACTED] staff performing law enforcement duties has completed a basic police certification through the [REDACTED] [REDACTED] on Law Enforcement, Education and Training [REDACTED] or if they have attended a different state's basic police academy, the Marshal must complete and attend and successfully complete the [REDACTED] [REDACTED] Training Program.

Pursuant to 25 U.S. Code § 2802, all sworn staff must also successfully complete federal supplement training to include instruction regarding Federal sources of authority and jurisdiction, Federal crimes, Federal rules of criminal procedure, and constitutional law to bridge the gap between State training and Federal requirements.

If you have any questions, please contact me at [REDACTED] [REDACTED].

# Documentation Checklists



Documentation Checklist for each agency type and ORI package examples may be found here:

<https://www.justice.gov/tribal/onboarding-and-vetting>

Password: tribal2019

## TAP Documentation Site

Grants/CTAS	+	Training/Certification: Information on user account setup and required training and certification	⌵
Resources	+		
Training & Technical Assistance	+	ORI Application Materials for LE-CJA, NLE-CJA, and NCJA Agencies: Templates and examples of ORI applications by agency type	⌴
Tribal Consultations & Advisory Groups			
FOIA			
Contact			

- [LE-CJA Documentation Requirements Checklist](#)
  - [Law Enforcement – ORI Package Example](#)
- [NLE-CJA Documentation Requirements Checklist](#)
  - [Criminal Court – ORI Package Example](#)
  - [Office of the Prosecutor – ORI Package Example](#)
  - [Probation – ORI Package Example](#)
- [NCJA Documentation Requirements Checklist](#)
  - [Civil Court – ORI Package Example](#)
  - [Human Resources – ORI Package Example](#)
  - [CPS – ORI Package Example](#)
  - [Child Welfare \(Z ORI\) – ORI Package Example](#)
  - [Housing Department – ORI Package Example](#)



## How to Submit your ORI Request Package

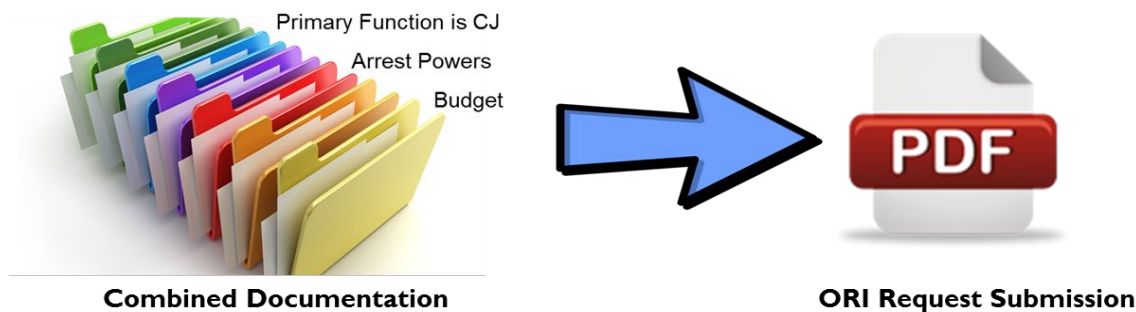


# How to Submit your ORI Request Package



Complete agency ORI package documentation should be emailed as **one, single PDF** for each agency by the Tribal POC:

- Provide a Cover Page to indicate what is contained in the package
- Clearly mark by each of the various sections, for example:
  - Appendix A: Proof that the primary function of agency is the administration of criminal justice
  - Appendix B: Proof that the primary budget allocation of the agency is for the administration of criminal justice



Subject line of email should read “Tribe Name – Agency Name – ORI Request Documentation” and send to your Business Relationship Manager and cc: [tribalaccess@usdoj.gov](mailto:tribalaccess@usdoj.gov)

# Recommendations for a Good Submission



## Completeness

- Provide all documents on the checklist for your agency type to your Business Relationship Manager (BRM)

## Simplicity

- “Less is More”: If there are 2-3 paragraphs in a 20-page ordinance, only send the pages containing the 2-3 paragraphs plus the cover page to identify the document. If there are other pages that are not pertinent to the question, don’t include them. More information slows things down as reviewers have more to review and more to question
  - Example – Document that defines responsibilities of Game Wardens does not need to include the 2017 Fee Schedule for taking game
  - ORI Request Samples may be found on the TAP Onboarding and Vetting site

## Ask Questions

- If you are unsure about any item, contact your Business Relationship Manager (BRM)

# Communications



Every Tribe is assigned a Business Relationship Manager (BRM)

- When emailing your BRM, cc: [tribalaccess@usdoj.gov](mailto:tribalaccess@usdoj.gov)

## TAP Resources:

- TAP Website (Public):
  - [www.justice.gov/tribal/onboarding-and-vetting](http://www.justice.gov/tribal/onboarding-and-vetting) | Password: **tribal2019**
- DOJ JCIS Training and Learning Center
  - [https://csa.justice.gov/jcis/jwin\\_index.php](https://csa.justice.gov/jcis/jwin_index.php)

Please complete the survey by selecting the link below:

- <https://www.surveymonkey.com/r/8KPLD99>

The screenshot shows the U.S. Department of Justice website. The header includes the DOJ seal, the text "U.S. Department of JUSTICE", and navigation links: "Our Offices", "Find Help", and "Contact Us". A search bar is also present. Below the header is a dark navigation bar with links: "About", "Our Work", "News", "Resources", "Grants", and "Employment". The main content area is titled "Tribal Justice and Safety Home" and "TAP Onboarding and Vetting for TAP Tribes". It features a sidebar with links: "Tribal Law and Order Act (TLOA)", "Missing or Murdered Indigenous Persons", "Tribal Access Program", "Violence Against Women Act (VAWA)", "Press Room", "Videos", "Grants/CTAS", "Resources", "Training & Technical Assistance", "Tribal Consultations & Advisory Groups", "FOIA", and "Contact". The main content area lists several resources with expandable sections: "Agency One-Pagers: One page summary on authorized uses of TAP by agency type", "Onboarding and Vetting: Webinar training materials and resources to support user agency onboarding to gain access to national crime information databases", "Justice Criminal Information Services (JCIS) Documentation: Blank JCIS agreements that are required to be signed by Agency Heads and/or Terminal Agency Coordinators", "Training/Certification: Information on user account setup and required training and certification", "ORI Application Materials for LE-CJA, NLE-CJA, and NCJA Agencies: Templates and examples of ORI applications by agency type", "IT and TAP Workstation: Information on general IT and TAP workstation specific technical and physical security requirements", and "Agency Training Objectives: Agency-specific training outlines".





**Survey Reminder**  
Your opinion matters!  
Please take a moment to complete our [survey](#)

