

Validating NCIC/WACIC Entries

Table of Contents

Policy Statement.....	2
Persons Affected	2
Directives Affected.....	2
Definitions	2
Validation Process	2
Validation Procedures	3
Warrants and Protection Orders.....	3
Registered Sex Offenders (RSO).....	4
Stolen Property	4
Missing and Unidentified Persons	5
Officer Safety	5

Policy Statement

It is the policy of the Whatcom County Sheriff's Office (WCSO) to comply with all state and federal requirements for ACCESS use.

Persons Affected

All Sheriff's Office personnel

Directives Affected

None

Definitions

NCIC – *National Crime Information Center* - an electronic clearinghouse of crime data that can be tapped into by virtually every criminal justice agency nationwide. It helps criminal justice professionals apprehend fugitives, locate missing persons, recover stolen property, and identify terrorists

WACIC – *Washington Crime Information Center*

TAC – *Technical Agency Coordinator*

CJIS – *Criminal Justice Information Services* – a hub that provides a range of state of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public.

ACCESS – *A Centralized Computer Enforcement Service System*- provides telecommunications linkage to law enforcement and other criminal justice agencies. It provides a means for agencies to query multiple state and national databases to include information systems.

Validation Process

1. The WCSO TAC or designee retrieves WCSO's validation lists for the current month:
 - a. Log on to the CJIS Validations on the OMNIXX computer (Icon on desktop - cjisvalidations.wsp.wa.gov/validations/index.htm).
 - b. Enter user name and password (same as OMNIXX log on).
2. The TAC or designee prints the Check List Report and Summary Detail for each of the following categories: articles, wanted persons, protection order persons, missing persons, boat, group member persons, guns, identity theft, license plate, part validations, securities, sex offender persons, supervised release, unidentified persons, vehicle, and violent persons.
3. The TAC or designee separates the records by type and distributes to the appropriate employee within the WCSO to validate those records. The Check List Report aids in tracking the validations. Once complete, these spreadsheets will also include the initials of the employee who validated the record and the date completed.

4. The employee ensures that each record contains all available information (packing the record) unless the record was packed by using the State Identification Number (SID) feature.
 - a. The information contained in each record must be current, accurate, documented, and include appropriate extradition information.
5. Upon completion by the WCSO staff, the individual records and Check List Report (signed and dated) are returned to the TAC or designee.
6. The TAC or designee completes the validation process by logging into CJIS Validations on the OMNIXX computer. User decides which method of validation is best for each category – Batch or Interactive. Batch allows the user to validate records using a batch or group method. Interactive allows the user to validate records one at a time. (Example: If all of the records under a given category are to be validated “as is”, a batch validation would be best. If three records under a category need to be canceled while the rest are to be “as is”, then the interactive validation would be best to individually cancel the three records that need to be canceled).
 - a. Select the category and validation action for each record. Move forward through the pop-ups to confirm that the record has been validated.
7. The TAC or designee files all documents together. These records are to be stored for two years.
8. The next business day, TAC or designee logs back into CJIS Validations to verify that all records have been validated properly.
 - a. Select the month to be verified for the Summary Report.
 - b. Click each record in the pending column to see the information why the record validation did not process. You may need to query the record on a desk station computer to verify. Once verified on a desk station computer, you proceed by clicking the confirm button.

Validation Procedures

Warrants and Protection Orders

- a. Retrieve warrant/protection order from Spillman.
- b. Enter case number in SCOMIS/JIS/ODYSSEY to view current status. Superior Court cases can also be viewed in Laserfiche.
- c. Verify information on validation list against SCOMIS/JIS/ODYSSEY to ensure information is correct and is still active.
- d. Correct information or remove information if needed.
- e. Sign and date the validation checklist.
- f. Return to TAC or designee.

Registered Sex Offenders (RSO)

- a. Verify information with physical registration form. If validation list matches address WCSO has listed, check the name off and move to the next name.
- b. If the validation list address does not match the WCSO address, check the address against the information in OffenderWatch and Spillman. If needed, run the individual in ACCESS using the "QP" format to see the individual is registered with an agency outside of Whatcom County.
- c. If an RSO has moved out of Whatcom County or WA state and registered with another agency, print a WSP Address Change form with their current address and mail it to WSP/ACCESS.
- d. If an RSO has a different address within Whatcom County, send a change of address via WSP/ACCESS using the "ESKA" format.
- e. Initial and date the validation checklist.
- f. Return to TAC or designee.

Stolen Property

- a. TAC or designee verifies if the stolen guns have been placed on the "WCSO Validations Assumed" list before processing validation letters to be mailed.
- b. Open case in Spillman/i520. Look for person/company listed as the victim.
- c. Open NCIC Form Merge Excel worksheet and fill in all categories with all necessary information (i.e. case number, date stolen, claim number {if applicable}, victim name, and address). If multiple items stolen for one owner, only put the owner on the list once. If multiple victims for one item, enter separate rows for each victim.
- d. From Spillman/i520, open the stolen item and print the property screen (not the involvements).
- e. Save the NCIC Form Merge as "[month][year] NCIC Form Merge" (Example: July 2018 NCIC Form Merge).
- f. Open Merge Letterhead. Use mail merge process to print validation letters. TAC or designee signs the letters. The letter includes a request that they validate:
 - 1) If the item(s) has/have been returned to the owner.
 - 2) If the item(s) is/are still missing and the victim has been compensated by insurance (including insurance company name and claim number).
 - 3) If the item(s) is/are still missing.
- g. Open NCIC Envelope Merge. Use mail merge process to print envelopes.

- h. Match up the property screen prints with the corresponding letter. Mail letter to victim.
- i. Open Revised Monthly Checklist. Copy information from NCIC Form Merge onto the Revised Monthly Checklist. Print a copy to be filed. Save as “[month][year] Monthly Checklist” (example: July 2018 Monthly Checklist).
- j. Record responses from victim via mail, phone, or walk-in onto the printed Monthly Checklist.
- k. If the victim responded to the letter that the item is still stolen, the property remains listed as stolen in WSP/ACCESS. If the victim has not responded to the letter within 30 days, remove property from WSP/ACCESS. Guns and vehicles DO NOT get cleared.
- l. Initial and date the validation checklist.
- m. Return to TAC or designee.

Missing and Unidentified Persons

TAC or designee verifies if a missing/unidentified person has been placed on the “WCSO Validations Assumed” list before giving to Detective Sergeant.

- a. Review WSP/ACCESS entry for accuracy and completeness.
- b. Check Spillman/i520 for the missing person’s status.
- c. Assigned deputy or detective takes necessary steps to verify the accuracy of the person’s status in the system.
- d. Clear entry when notified that person has returned.
- e. Sign and date the validation checklist.
- f. Return to TAC or designee.

Officer Safety

- a. Review WSP/ACCESS entry for accuracy and completeness.
- b. Check available databases to determine, if possible, whether person of interest is living or deceased.
- c. Clear entry if determined that person is no longer a danger.
- d. Initial and date the validation checklist.
- e. Return to TAC or designee.