



# TRIBAL ACCESS PROGRAM

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

## Applying for an Originating Agency Identifier (ORI)

### Law Enforcement-Criminal Justice Agencies (LE-CJA)

&

### Non-Law Enforcement Criminal Justice Agencies (NLE-CJA)



**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)

# What is an ORI?



- The 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.

- Law enforcement ORIs

AZDIT0100

End in a 00

- Non-Law enforcement ORIs

DCDOJ220A

End with a Alpha  
character

# ORIs for LE-CJAs and NLE-CJAs



**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 offices

**J**

Courts and magistrates offices

**N**

Dispatch centers

**00**

Law Enforcement Agencies

# Why ORIs are Important?



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





- Administrative process by which an agency demonstrates a need to access criminal justice information 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 BRM

# ORI Request Package - Process



## 1) Agency TAC

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

2-4 Weeks



## 4) FBI CJIS

- Approves and Assigns ORI

Each Agency  
Submits Separate  
ORI Requests



## 3) DOJ CJIS Systems Officer (CSO)

- Approves and Signs ORI Request Package
- Sends ORI Package to FBI CJIS

## 2) BRM

- Reviews ORI Request Package
- Recommends for CSO Signature





- **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
- **Non-Criminal Justice Agencies (NCJA) aka Civil**
  - Social Service Agencies, Human Resources, Public Housing, Civil Courts

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\*Must apply for their own ORI even if they fall underneath Tribal Court



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

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

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

Password - tribal2019

## **TAP Documentation Sites for TAP-FULL and TAP-LIGHT**

### **Due by November 9**

#### **Step 2: Obtain ORIs for Criminal and Civil Agencies**

- Start to collect necessary agency vetting documentation for the following checklists:
  - **LE-CJA Documentation Requirements Checklist\***
  - **NLE-CJA Documentation Requirements Checklist\***
  - **NCJA Documentation Requirements Checklist\***
- Sample Onboarding and Vetting Packages
  - **Law Enforcement – ORI Package Example**
  - **Criminal Court – ORI Package Example**
  - **Office of the Prosecutor – ORI Package Example**
  - **Probation – ORI Package Example**
  - **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**







## ORI Request Package

### Documentation required by BOTH LE-CJA and NLE-CJA

# Documentation required by BOTH LE-CJA and NLE-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

# 1) Primary Function is Administration of Criminal Justice



- **Proof that the primary function of agency is the administration of criminal justice**
  - Agency must provide documentation that shows that more than 50% of the agency's functions must be devoted to the administration of criminal justice
  - This information must include what the criminal justice duties, functions, and powers of the agency as well as the underlying authority granting these powers
    - **Common examples of documentation for legal authority.**
      - Tribal documents that creates the law enforcement agency such as:
        - An executive order
        - The specific statute from tribal constitution creating and granting authority to the CJA
        - Listing of job assignments or the criminal case activity logs for the past year



(Law Enforcement Criminal Justice Agency)

## Documentation Requirements Checklist

1. **Proof that the primary function of agency is the administration of criminal justice.**

**Section 10 Establishment of the Police Department (2 PYTC § 2-8-10)**

(A) The purpose of this Chapter is to establish the Police Department of the Tribe and to provide authorization and guidance for its operation.

(B) The organizational Department to be known as the \_\_\_\_\_ Police Department is hereby created as a Department of the Executive Branch of the \_\_\_\_\_ Tribe Government.

**Section 90 Authorized Programs (2 PYTC § 2-8-90)**

(A) The Police Department will have the following authorized programs, and such other programs as the Tribal Council or the Chairperson may assign:

(1) Patrol and Criminal Investigations Division

(Those employees certified by the Tribal Court and the State of Arizona through Arizona Peace Officer Standards of Training). This would include all ranks within the Patrol Department.

(2) Communications Division.

(3) Security Division.

(4) Detention Division.

(5) Victim Services Division.

(6) Animal Control Division.

(7) Community Youth Programs.

## 2) Primary Budget Allocation is for Administration of Criminal Justice



- **Proof that the primary budget allocation of the agency is for the administration of criminal justice**
  - Agency must provide documentation demonstrating it allocates more than 50% of its annual budget to the administration of criminal justice.
  - **Common Examples of documents to used to show an agency's budget:**
    - A copy of the agency's budget with breakout by function
    - Documentation signed by the police chief/judge/prosecutor that indicates the types of criminal justice functions performed over the past calendar year.

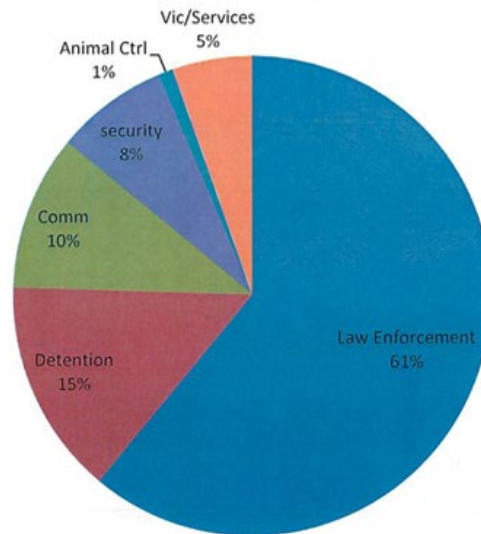
# LE-CJA Budget Example



## Police Department Budget

	Law Enforcement	Detention	Comm	security	Animal Ctrl	Vic/Services
Total	\$ 3,587,088.00	\$ 851,659.00	\$ 615,137.00	\$ 450,804.00	\$ 58,608.00	\$ 317,202.00
prcnt.	61%	14%	10%	8%	1%	5%

## PD Budget







# Documentation required only by LE-CJAs

# Documentation exclusively required by LE-CJAs



	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

# 1) Proof of Arrest Powers



## ▪ **Proof that the agency has arrest powers**

- Agency must provide documentation shows it has arrest powers pursuant to an executive order, statute, code, ordinance, or other underlying authority.
- **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;



## **9.03.040 Bonding**

The Chief of Police shall be responsible for arranging with the proper tribal official for the bonding of all Tribal Police, including himself, and for coverage for all Tribal Police and equipment under the Tribe's liability insurance.

## **Chapter 9.04 Appointment and Training of Tribal Police**

### **9.04.010 Appointment**

Tribal Police shall be appointed by the [REDACTED] Business Council upon the recommendation of the Chief of Police and the Law and Order Committee.

### **9.04.020 Qualifications**

The qualifications of Tribal Police shall be as follows:

(a) A candidate must be twenty one (21) years of age or older, in sound physical condition and of sufficient size and strength to perform the duties required.

relations.

### **9.04.040 Duties**

Duties of the Tribal Police shall be as follows:

(a) To obey promptly all orders of the Chief of Police or the Tribal Court when assigned to that duty.

(b) To lend assistance to fellow officers.

(c) To report and investigate all violations of any law or regulations coming to his notice or reported for attention.

(d) To arrest all persons observed violating the laws and regulations for which he is responsible.

(e) To inform himself as to the laws and regulations applicable to the jurisdiction where employed and as to the laws of arrest.

(f) To prevent violations of the laws and regulations.

(g) To report to his superior officers all

## 2) Required LE-CJA Training



- **Proof that agency is a Law Enforcement Criminal Justice Agency whose officers have completed the required training**
  - Agency must provide documentation that describes their agency's law enforcement training requirements established by the underlying authority that grants the arrest powers.
  - **Common Examples to demonstrate training requirements:**
    - Letter from the training center or the chief of police detailing the required law enforcement training
    - Verification that all of their 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





## POLICE DEPARTMENT

*“Respect, Safety, and Community Trust”*

Dear Sir,

The [redacted] Police Department pursuant to internal departmental policies and the [redacted] require all [redacted] police officers be Arizona Peace Officer Standards and Training Board (AZPOST) certified.

AZPOST Background:

Created by an act of the 28th Arizona legislature on July 1, 1968 The Arizona Peace Officer Standards and Training Board stands to foster public trust and confidence by establishing and maintaining standards of integrity, competence, and professionalism for Arizona peace officers and correctional officers. We are committed to producing and maintaining the most professional law enforcement officers in America.

AZ POST TRAINING DESCRIPTION

The agency will enroll newly appointed peace officer trainees in the basic training academy of the agency’s choice. Each academy will provide the AZPOST Basic Peace Officer Course with a minimum of 585 hours of mandated training. Trainees must successfully complete all of the academy requirements and pass a Comprehensive Final Examination to become AZPOST certified. There is a process for experienced officers to take a test and avoid repeating a basic academy called the AZPOST Waiver Process. This consists of a written test, driving proficiency, firearms qualification and the POPAT (physical agility test). It is the appointing agency’s choice whether to send an applicant through a basic academy again or allow them to pursue the Waiver Process. See <https://post.az.gov/certification-process> (04/28/16)

Upon completion of the successful completion of the training program, AZPOST issues a certification to the participant. The certification enables the [redacted] Police Department to complete the hire of the officer.

If you have any questions, please do not hesitate to contact me at (520) 879-6000.

Sincerely,

[redacted signature]

Chief of Police



**F. Letter from Chief of Police regarding structure and training**

To whom it may concern:

The [REDACTED] Police Department is comprised of three divisions; Administration, Police, and Natural Resources Enforcement.

**Budgeting;**

Administration encompasses the Chief of Police, Lieutenant, Records Supervisor, and Support Services Manager. Police Division encompasses Police Officers, Detectives, and Patrol Sergeants. Natural Resource Enforcement encompasses three Patrol Officers and one Sergeant. The [REDACTED] Police Department oversees a contract budget for local fire response.

The overall budget for the Police Department is \$ [REDACTED], over 80% of the budget is allocated to administration of Criminal Justice.

**Training;**

All Police Officers, Detectives, Natural Resource Enforcement and the Chief of Police and Lieutenant are certified through either the Bureau of Indian Affairs Police Academy or [REDACTED] Criminal Justice Center and police academies offer 670 hours of training to become a commissioned Law Enforcement Officer. All support staff are certified and trained in accordance to CJI requirements of [REDACTED] State. Police Officers and Natural Resource Enforcement have arrest powers through the [REDACTED] Tribal Code, LCL. 9, originally approved by Resolution S-13 with current code attached.



# How to Submit your ORI Request Package



## ▪ **Completeness**

- Include all documents on the checklist for your agency type

## ▪ **Simplicity**

- “Less is More”: If there are 2-3 paragraphs in 20 page ordinance, just 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 Documentation site

## ▪ **Ask Questions**

- If unsure about any item, talk to your BRM. Perhaps send the BRM a copy to ask if the planned item is relevant.

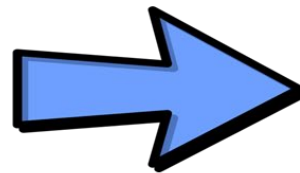
# How to Submit your Agency Vetting Package



- Complete agency vetting 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



**Combined Documentation**



**ORI Request Submission**

- Subject line of email should read “Tribe Name – Agency Name – Vetting Documentation” and be sent to [tribalaccess@usdoj.gov](mailto:tribalaccess@usdoj.gov)





- Every Tribe is assigned a Business Relationship Manager (BRM)
- When emailing BRM, always cc: [tribalaccess@usdoj.gov](mailto:tribalaccess@usdoj.gov)
  - **Please use the title in the subject line “Tribe Name: Subject”**
- TAP Onboarding and Vetting Documentation Site :  
[www.justice.gov/tribal/onboarding-and-vetting](http://www.justice.gov/tribal/onboarding-and-vetting) and password is tribal2019
- CJIN Training and Learning Center:  
<https://nextest.just.jmd.usdoj.gov/cjin/index.php>