Law enforcement:

Training Objectives and Resources (Entry Only)

# **Purpose**

THE PURPOSE OF THIS DOCUMENT IS TO OUTLINE THE TRAINING OBJECTIVES FOR LAW ENFORCEMENT PERSONNEL ENTERING PERSON AND PROPERTY RECORDS INTO THE NATIONAL CRIME INFORMATION CENTER (NCIC) AND NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) AND ENTERING INVESTIGATIVE DOCUMENTS INTO THE NATIONAL DATA EXCHANGE (N-DEx). QUERY OF INFORMATION IN NCIC IS ADDRESSED IN A SEPARATE DOCUMENT.

## **OBJECTIVES**

At the end of this training, law enforcement attendees will understand:

1. How to enter persons and property records in NCIC
   1. Enter Protection Order (EPO) (covered more in depth in the Courts training)
   2. Enter Warrants (EW)
   3. Enter Missing Person (EM)
   4. Enter Property Records
   5. Sex Offender (EXS) (covered more in depth in the SORNA Officer training)
2. How to modify and supplement persons and property records in NCIC
3. How to clear and cancel persons and property records in NCIC
4. How to adhere to NCIC Entry Requirements
   1. Records are accurate, timely, and complete
   2. 2nd party check
   3. Additional information may be found in other areas to complete the record
5. How to validate NCIC Records
6. Which records entered into NCIC require 24x7 hit confirmation
7. Difference between the NICS and the NICS Indices
   1. Benefits of entering prohibited persons into the NICS Indices
   2. How to enter prohibited persons into the NICS Indices
8. N-DEx
   1. Entry of investigative documents by Tribal agencies

*Assumption trainees have taken Introduction to JWIN training.*

*Suggested Pre-Requisite: Law Enforcement trainees should take the “Query Only” training.*

## **How to Enter records into NCIC**

**Introduction and Objectives**

Users to understand Tribal decisions on the types of records to be entered (i.e. protection orders, wanted persons, missing persons, stolen property, etc) and which agency enters those records. Users to understand how to enter records and verify record entry.

**Practical Exercises**

1. Instructor to log into NCIC and demonstrate how to access the above NCIC message keys:
   1. Enter Protection Order (EPO)
   2. Enter Warrants (EW)
   3. Enter Missing Person (EM)
   4. Enter Property record
   5. Enter Sex Offender (EXS)
2. Instructor to demonstrate for trainee how to enter their live records

**Resources**

1. Protection Order Fact Sheet
2. Missing Person Fact Sheet
3. Wanted Person Fact Sheet
4. Handbook of Common NCIC Queries and Entries

## **How to modify and supplement records in ncic**

**Introduction and Objectives**

1. Understand the difference between modify and supplement and when to use
   1. Modify
      1. The purpose of a modification message is to add, delete, or change a portion of data which are part of a record.
      2. A record may be modified only by the entering agency.
      3. Modification messages and acknowledgments are further explained in each chapter of the NCIC Operating Manual.
   2. Supplement
      1. The purpose of supplement message is to add new information or additional instances of a field (e.g. phone numbers, protected parties, etc.).
2. Understand CJIS requirements for modifying and supplementing records
   1. Missing Persons must be updated within 60 days of entry
3. Understand the processes for modifying and supplementing records

**Practical Exercises**

1. Student to identify previously entered record
2. Instructor to demonstrate how to modify record
3. Instructor to demonstrate how to supplement record
4. Instructor to run query to ensure record has been updated
5. Instructor to demonstrate where to locate the acknowledgement message once record is modified.

**Resources**

1. [NCIC Operating Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=1)
2. [NCIC Code Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=4)
3. [Message Keys for NCIC and Nlets](https://nextest.just.jmd.usdoj.gov/resources/message_keys_and_field_codes.pdf)

## **how to clear and cancel records in ncic**

**Introduction and Objectives**

1. Understand the difference between clear and cancel and when to use
   1. Clear
2. A clear removes the record from the active files and places it in retired file status.
3. The purpose of a clear message is to indicate location of a missing person, arrest of a wanted person, or the recovery of stolen property on file in NCIC.
4. A record may be cleared only by the agency that entered the record in file.
5. Clear messages and acknowledgments are further explained in the Clear section of each chapter of the NCIC Operating Manual
6. A clear transaction causes a protection order record to be placed in an inactive status for 6 years.
7. A clear transaction causes a sex offender record to be placed in an inactive status until the record is canceled.
   1. Cancel
8. The purpose of a cancellation message is to remove an entire record or supplemental record(s) from any file.
9. A record may be canceled only by the entering agency.
10. A record should be canceled when it is determined to be invalid; for example, the warrant which was the basis for the record has been dismissed, or the record is the result of an erroneous entry.
11. Cancellation messages and acknowledgments are further explained in the Cancellation section of each chapter in the NCIC Operating Manual.
12. Understand CJIS requirements for clearing or canceling records
    1. Agencies should use clear as a best practice
13. Understand the processes for clearing and canceling records

**Practical Exercises**

1. Student to identify previously entered record
2. Instructor to demonstrate how to modify record
3. Instructor to demonstrate how to supplement record
4. Instructor to run query to ensure record has been updated
5. Instructor to demonstrate where to locate the acknowledgement message

**Resources**

1. [NCIC Operating Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=1)
2. [NCIC Code Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=4)
3. [Message Keys for NCIC and Nlets](https://nextest.just.jmd.usdoj.gov/resources/message_keys_and_field_codes.pdf)

## **NCIC Entry Requirements**

**Introduction and Objectives**

Users to understand NCIC entry requirements and Tribal decisions/policies on how to meet each

1. Understand that a record entry must be **accurate** and
   1. Requires 2nd party check to confirm accuracy
   2. Requires initial and annual verification (active, valid, person/property still outstanding)
2. Understand that a record entry, modification and removal must be **timely**
   1. Understand difference between clear, cancel, modify and supplement entered records
3. Understand that a record must be **complete** (packing the record)
   1. All information that is available at the time of entry should be entered; may require user to look at other sources for information

**Practical Exercises**

1. Instructor to log into NCIC and demonstrate how to access a NCIC record. Instructor may use live student test record
2. Instructor to demonstrate/work with trainee on their live records

**Resources**

1. [NCIC Second Party Check Policy Template](https://www.justice.gov/otj/page/file/1266946/download)

## **V: NCIC record validation process**

**Introduction and Objectives**

Understand that record validation needs to occur on a monthly basis and is a Terminal Agency Coordinator (TAC) responsibility.

1. Understand that the validation list is emailed to the Tribe’s Validation POC on a monthly basis and then distributed to each agency TAC
2. TACs are responsible to:
   1. Review the original entry, current supporting documents, and recent consultation with any appropriate source (e.g. complainant, victim, court)
   2. Understand that validation cannot be done at time of entry
   3. Understand that retention periods vary by record type and are in the NCIC Operating Manual
3. Understand the process to validate a record: 1) query the record by name or NCIC number to ensure it is valid 2) modify the record by entering the full name and NCIC number as it appears on the record to be validated 3) ensure that the ORI is identical to the ORI in the record to be validated, 4) enter your name in the validator’s name field in the modification transaction form and submit 5)query the record again to ensure the validation has been accepted

**Resources**

1. [Job Aid - NCIC Validation Procedures](https://www.justice.gov/otj/page/file/1250361/download)
2. [NCIC Validation Procedures Template](https://www.justice.gov/tribal/page/file/1260681/download)
3. [NCIC Validation Policy](https://www.justice.gov/tribal/page/file/1260681/download)

## **vi. 24x7 hit confirmation requirements**

**Introduction and Objectives**

Understand which records require 24x7 hit confirmation and procedures for providing coverage. Each entering agency needs a 24x7 Hit Confirmation Policy

**Practical Exercises**

1. Instructor to handout and review [Fact Sheet – 24x7 Hit Confirmation Requirements](https://www.justice.gov/tribal/page/file/1260661/download)
2. Instructor to demonstrate how to respond to hit confirmation requests using the administrative message
3. Instructor to review/encourage Tribal agencies to review their 24 x 7 policy

**Resources**

1. [Fact Sheet – 24x7 Hit Confirmation Requirements](https://www.justice.gov/tribal/page/file/1260661/download)
2. [24x7 Hit Confirmation Policy Template](https://www.justice.gov/file/1222631/download)

## **VIi: NICS and the NICS indices**

**Introduction and Objectives**

Understand NICS and the NICS Indices and how entering prohibited persons prevents individuals from purchasing, possessing, or receiving firearms; understand what types of prohibited persons your Tribe is entering.

1. Understand the difference between the NICS and the NICS Indices (restricted files)
   1. NICS is a national system used to provide eligibility determinations for applicants to purchase, possess or receive firearms and firearm-related or explosive-related permits and licenses. NICS checks NCIC, III, and the NICS Indices.
   2. The NICS Indices is only one component of NICS. The NICS Indices is a separate database searched during a NICS check and contains information provided by local, state, tribal, and Federal agencies on persons prohibited from receiving firearms and explosives-related permits under Federal or state law.
2. Understand that the NICS Indices contains information on individuals not otherwise found in NCIC and III
   1. Citizenship status
   2. Military discharges
   3. Substance abuse information
   4. Mental health adjudications
3. Understand which Prohibitors are most commonly entered into the NICS Indices by Tribal agencies
   1. Unlawful Under/Addicted to Controlled Substances
   2. Adjudicated Mental Defective/Committed to a Mental Institution
   3. Misdemeanor Crime of Domestic Violence
   4. Felony Convictions (as defined under 18 USC 922(g)(1))

**Practical Exercises**

1. Instructor to demonstrate how to enter a prohibited person using the Enter Denied Person (EDP) message key

**Resources**

1. NICS Overview Webinar
2. NICS Orders of Protection Webinar
3. [Protection Orders and Federal Firearms Prohibitions Fact Sheet](https://nextest.just.jmd.usdoj.gov/resources/protection_order_bench_card.pdf)
4. Benefits of Entering NICS Prohibitors Webinar
5. NICS Mental Health Prohibitors Webinar
6. [Mental Health Defective and Federal Firearms Prohibitions Fact Sheet](https://nextest.just.jmd.usdoj.gov/resources/mental_health_bench_card.pdf)
7. NICS Drug Prohibitors Webinar
8. [Drug Prohibitors and Federal Firearms Prohibitions Fact Sheet](https://nextest.just.jmd.usdoj.gov/resources/drug_prohibitor_research.pdf)
9. [Misdemeanor Crime of Domestic Violence and Federal Firearms Prohibitions Fact Sheet](https://nextest.just.jmd.usdoj.gov/resources/mcdv_benchcard.pdf)

## **VIIi: national data exchange (n-DEx) for Entering Agencies**

**Introduction and Objectives**

Understand the benefits of N-DEx and how to access the system

1. N-DEx is a national investigative information sharing system that is accessed through the LEEP portal via a LEEP account
2. Understand if information is used, permission must be obtained from the entering agency
3. Understand that Tribal agencies can contribute information to N-DEx (requires Tribal IT support)
4. **Used only by Criminal Justice Agencies**

Note: Using N-DEx as a query tool is addressed in the Law Enforcement Training Objectives (Query Only) outline.

**Resources**

1. [Job Aid- How to Request Access to N-DEx](https://www.justice.gov/otj/page/file/1250366/download)
2. [Job Aid – How to Apply for a LEEP Account](https://www.justice.gov/tribal/page/file/1260671/download)
3. [N-DEx Webinar for Law Enforcement](https://www.justice.gov/tribal/page/file/1260686/download)
4. [N-DEx Best Practices](https://nextest.just.jmd.usdoj.gov/resources/n-dex_best_practices_2016.pdf)

## **RESOURCES**

The resources listed throughout this document are available by link below and at <https://www.justice.gov/tribal/onboarding-and-vetting>. Contact your Tribal Access Program Business Relationship Manager with additional questions.

**NATIONAL CRIME INFORMATION CENTER (NCIC)**

[NCIC Operating Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=1)

[NCIC Code Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=4)

[Message Keys for NCIC and Nlets](https://nextest.just.jmd.usdoj.gov/resources/message_keys_and_field_codes.pdf)

Handbook of Common NCIC Queries and Entries

[NCIC Second Party Check Policy Template](https://www.justice.gov/otj/page/file/1266946/download)

Protection Order Fact Sheet

Wanted Person Fact Sheet

Warrant and Extradition Policy Template

Disposition Entry Job Aid

Booking and Disposition Policy Template

[Job Aid - NCIC Validation Procedures](https://www.justice.gov/otj/page/file/1250361/download)

[NCIC Validation Procedures Template](https://www.justice.gov/tribal/page/file/1260681/download)

[Fact Sheet – 24x7 Hit Confirmation Requirements](https://www.justice.gov/tribal/page/file/1260661/download)

[24x7 Hit Confirmation Policy Template](https://www.justice.gov/file/1222631/download)

**INTERNATIONAL JUSTICE AND PUBLIC SAFETY NETWORK (NLETS)**

[Nlets User and Technical Guide](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=111)

[Nlets User Policy Manual](https://nextest.just.jmd.usdoj.gov/resources/nlets_user_policy_manual_v4.pdf)

**INTERSTATE IDENTIFICATION INDEX (III)**

[III/NFF Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=4)

Job Aid - How to Run and Read a Criminal History

Webinar - How to Run and Read a Criminal History

**NATIONAL INSTANT BACKGROUND CHECK SYSTEM (NICS)**

NICS Overview Webinar

NICS Orders of Protection Webinar

[Protection Orders and Federal Firearms Prohibitions Fact Sheet](https://nextest.just.jmd.usdoj.gov/resources/protection_order_bench_card.pdf)

Benefits of Entering NICS Prohibitors Webinar

NICS Mental Health Prohibitors Webinar

[Mental Health Defective and Federal Firearms Prohibitions Fact Sheet](https://nextest.just.jmd.usdoj.gov/resources/mental_health_bench_card.pdf)

NICS Drug Prohibitors Webinar

[Drug Prohibitors and Federal Firearms Prohibitions Fact Sheet](https://nextest.just.jmd.usdoj.gov/resources/drug_prohibitor_research.pdf)

[Misdemeanor Crime of Domestic Violence and Federal Firearms Prohibitions Fact Sheet](https://nextest.just.jmd.usdoj.gov/resources/mcdv_benchcard.pdf)

**NATIONAL DATA EXCHANGE (N-DEX)**

[Job Aid- How to Request Access to N-DEx](https://www.justice.gov/otj/page/file/1250366/download)

[Job Aid – How to Apply for a LEEP Account](https://www.justice.gov/tribal/page/file/1260671/download)

[N-DEx Webinar for Law Enforcement](https://www.justice.gov/tribal/page/file/1260686/download)

[N-DEx Best Practices](https://nextest.just.jmd.usdoj.gov/resources/n-dex_best_practices_2016.pdf)