

**2019
Municipal Court Administration Association
Meeting
Overview of NCIC and Certification**

Presented by
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Objectives

- Understand NCIC and its goal
- Recognize the importance of an Originating Agency Identifier (ORI) number
- Review training requirements
- Understand steps taken to receive an NCIC terminal

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NCIC

The National Crime Information Center (NCIC) is a nationwide, computerized information system established as a service to all criminal justice agencies: local, state, and federal. Its goal is to help the criminal justice community perform its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information readily available to as many criminal justice agencies as possible.

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NCIC

- NCIC is located in Clarksburg, West Virginia. NCIC operates 24 hours a day, 7 days a week. For NCIC purposes, criminal justice information is defined as "information collected by criminal justice agencies that is needed for the performance of their legally authorized, required function. This includes wanted person information; missing person information; unidentified person information; stolen property information; criminal history information; information compiled in the course of investigation of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable individuals; and information on identifiable individuals compiled in an effort to anticipate, prevent, or monitor possible criminal activity."

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NCIC

- The NCIC is also the telecommunication link to the automated system of Criminal History Record Information (CHRI) known as the Interstate Identification Index (III). Access to the III is essentially restricted to "criminal justice agencies" that perform the "administration of criminal justice" as defined in Title 28, Code of Federal Regulations (C.F.R.), Part 20, Subpart.

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NCIC

- The Criminal Justice Information Services (CJIS) Division's systems operate under a shared management agreement between the FBI, and state and federal users. The SC Law Enforcement Division (SLED) acts as South Carolina's CJIS Systems Agency (CSA) and is responsible for ORI requests.
- Each CSA has a CJIS Systems Officer (CSO) which serves as the agency's primary point of contact to handle requests for CJIS systems access. Your request for access must be vetted through SLED.

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NCIC

- The CSO is Major Jennie M. Temple, and her point of contact for access issues is Mr. Jordan Critzman. Mr. Critzman can be reached at (803) 896-7142 or by email at jcritzman@sled.sc.gov.
- The request must document the criminal justice authority, duties and functions of the agency.

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Documents

- May include, but are not limited to:
 - federal and state statutes
 - executive orders
 - current budgets
 - law enforcement training and certifications.

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Documents

- All requests must include the following:
- Complete name of the agency
 - Complete mailing address of the agency
 - County the agency resides in
 - Telephone number of the agency
 - If available a fax number
 - If available an e-mail address for the agency
 - Point Of Contact (POC) for agency and contact information

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Documents

- Once all the required information has been received, your request and the documentation you provide will be sent to the FBI to assign your agency an Origination Agency Identifier (ORI) number.
- An ORI number is a 9 digit number assigned by the FBI Criminal Justice Information System (CJIS) Division to an agency which has met the established qualifying criteria, the ORI will provide the correct level of access to the FBI CJIS systems, and will identify the agency in transactions on the NCIC System.

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NCIC Access

- What would be the benefit of court personnel having NCIC access?
 - Ability to query into NCIC files
 - Ability to perform stolen/wanted checks
 - Validations of court records vs NCIC records
 - If full function access, provides the ability for courts to enter, clear, and cancel bench warrants, and Bond Conditions Orders

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Training

- There are Two levels of NCIC training:
 - Inquiry – Allows a user to inquiry into NCIC files.
 - This certification can be obtained by attending a one day instructor led class or by enrolling into the online course.
 - Full Function – Allows a user to enter records into NCIC.
 - This certification can be obtained by attending a three day instructor led class.

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NCIC Access

- How do we obtain a NCIC Terminal? Any cost involved?
 - SLED can provide inquiry only access at no cost
 - Agency must complete NCIC & IT vetting procedures
 - Court will need to appoint a Terminal Agency Coordinator (TAC) to be responsible for their NCIC matters.
 - SLED audit every three years

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NCIC Access

- Full Function access – A vendor list is on the SLED website
 - Agency must complete NCIC & IT vetting procedures
 - Court will need to appoint a Terminal Agency Coordinator (TAC) to be responsible for their NCIC matters. SLED teaches a two day TAC certification class which covers TAC responsibilities.

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QUESTIONS?



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