

NCIC Validations

What is "Validating?"

♦ Verify entry should still be in NCIC

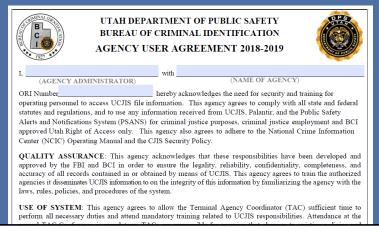
Verify information in entry is correct and complete

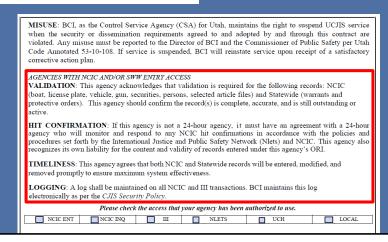
* "Pack" the record with additional information

Provide as much information as possible to enable "hits"

Who is Responsible for NCIC Validations?

Agency User Agreement





This agency acknowledges that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders). This agency should confirm the record(s) is complete, accurate, and is still outstanding or active.

This agency also recognizes its own liability for the content and validity of records entered under this agency's ORI.

Access contract on file with BCI, they may, when adhering to the guidelines of the contract, disseminate Utah Criminal History (UCH) records to properly identified individuals as acknowledged in the contract.

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Who is Responsible for NCIC Validations?

♦ Agency who's ORI appears on entry

- **Even if dispatch center enters into NCIC**
 - **⋄** Dispatch center may validate
 - Record holding agency is still responsible

NCIC Requirements

♦ Timeliness

♦ Accuracy

♦ Completeness

Validation Schedules

Calendar Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 12 13 14 15 16 17 18 19 20 21 22 23 24 25 19 20 21 22 23 24 25 26 27 28 29 30 31

When to Validate

♦ Within 6 months of initial entry into NCIC

♦ Annually thereafter

Monthly Validations

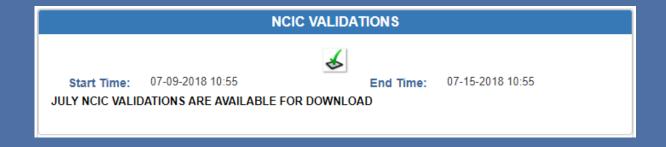
Monthly Validations

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

♦ Validations are made available by the FBI the week of first Monday *following* the first Saturday each month

BCI makes validations available on SFTP server for agencies to access

♦Message of the Day



SFTP Server

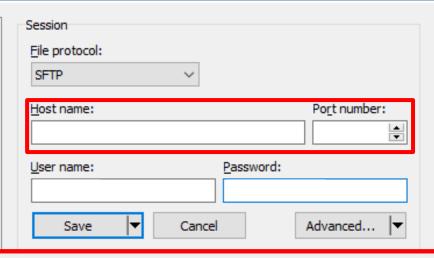
Requirements for SFTP Server

- **⋄** Download WinSCP to computer
 - ♦ Free
 - **Will only work with Windows**
 - ♦ May need to consult with agency
 IT department



- ♦ Static IP address must be registered in server
 - Provide IP address to Field Services rep
 - ♦ If changing IP addresses, notify BCI

Logging into the Server



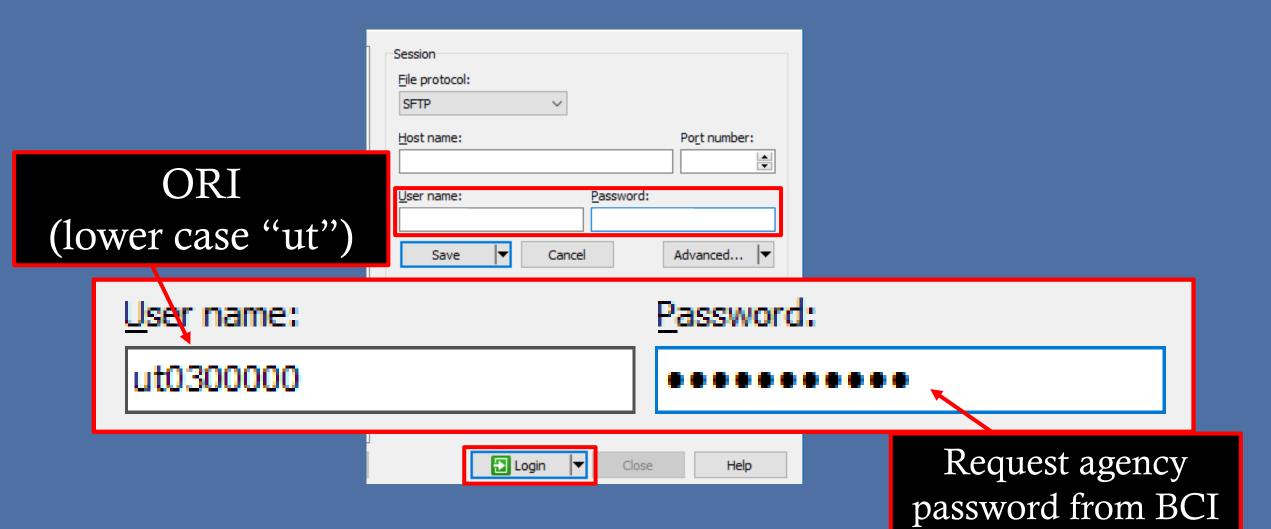
Host name:

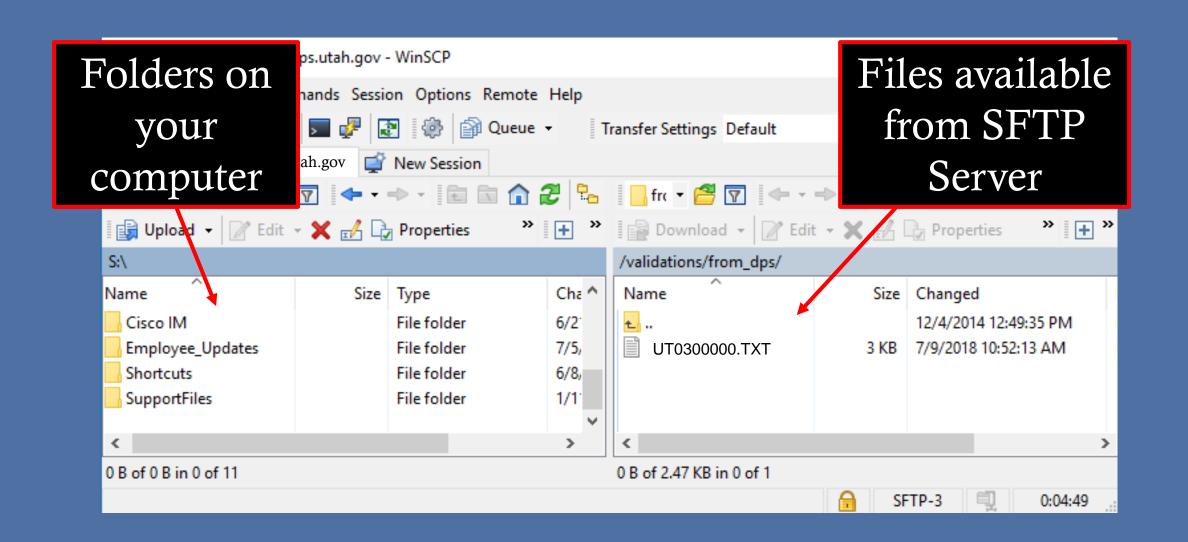
sftp.dps.utah.gov

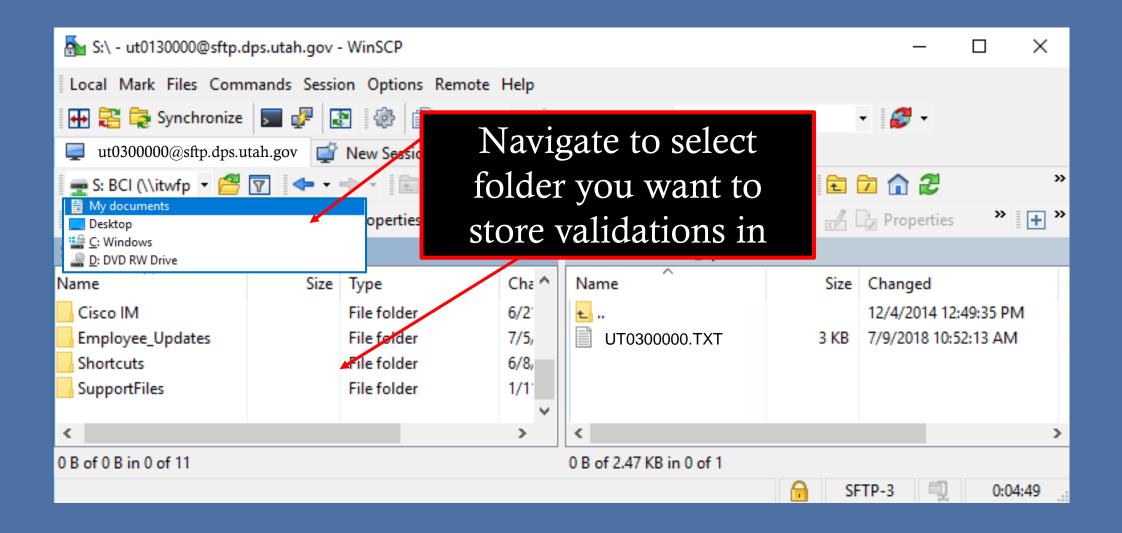
62222 ♣

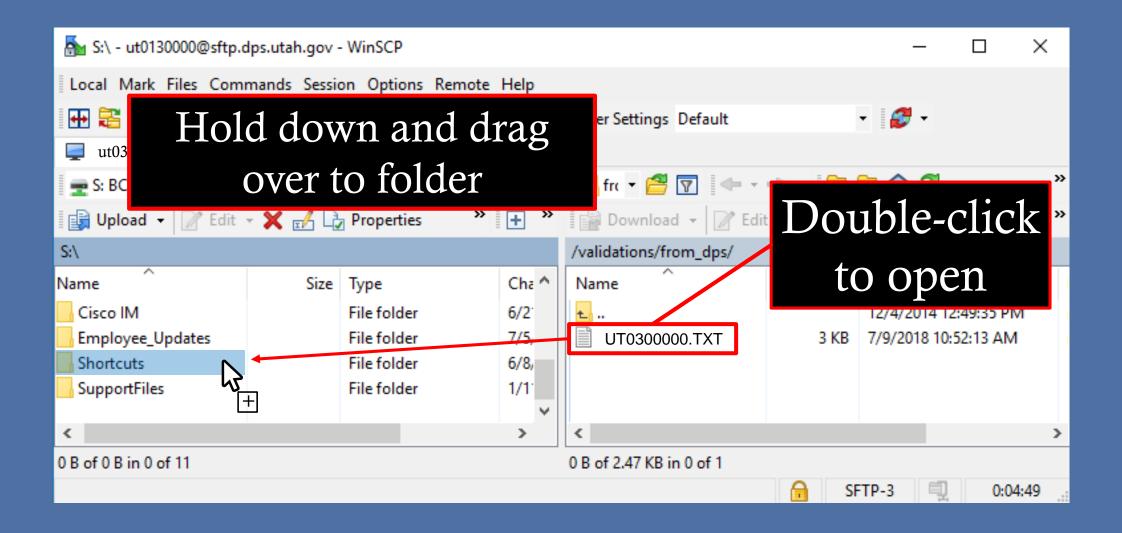
Discoin ▼ Cose Help

Logging into the Server

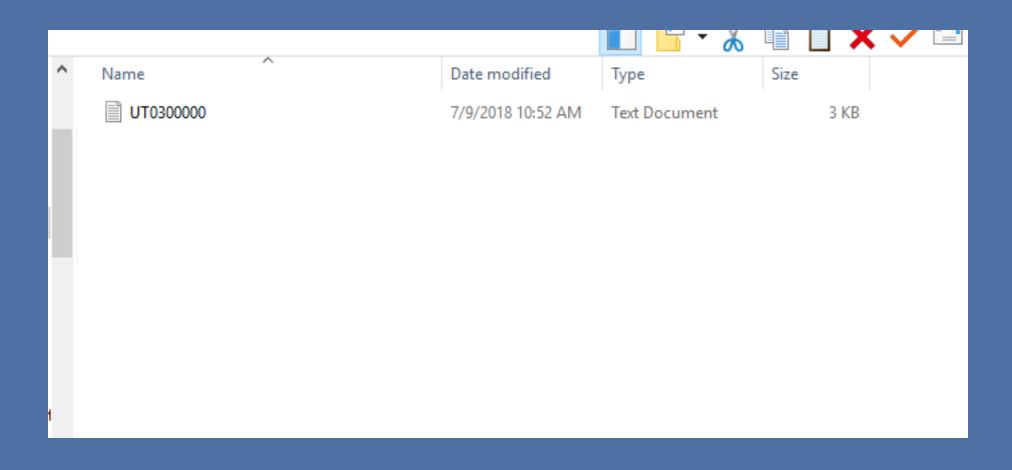




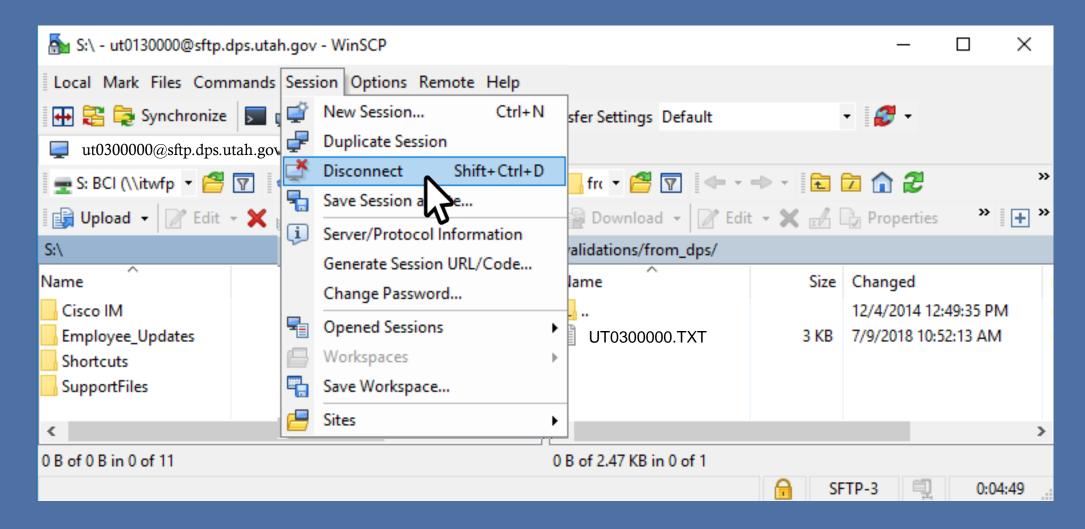




Check folder to verify that it copied over

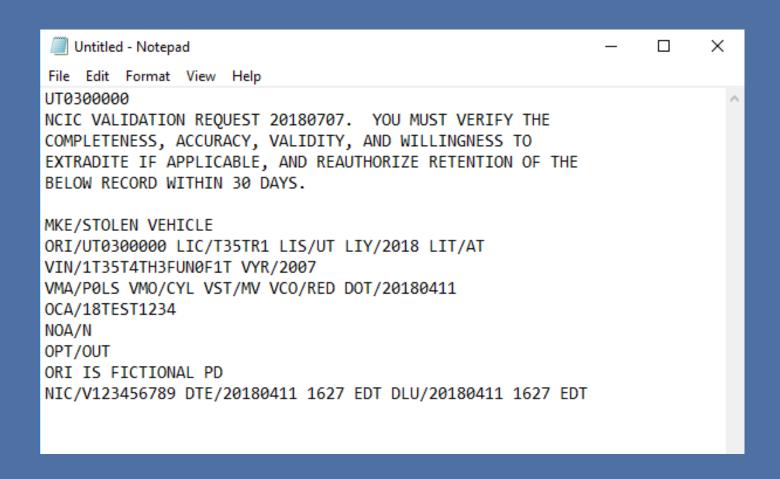


When finished



Open TXT Document





Problems logging in?

- **♦ Verify your IP address is on file with BCI and it is the one you are using**
- **♦ Verify you have the correct login information**
- Contact your agency IT department
- **Tield Services can contact server programmers**

Validating in UCJIS

Required Information

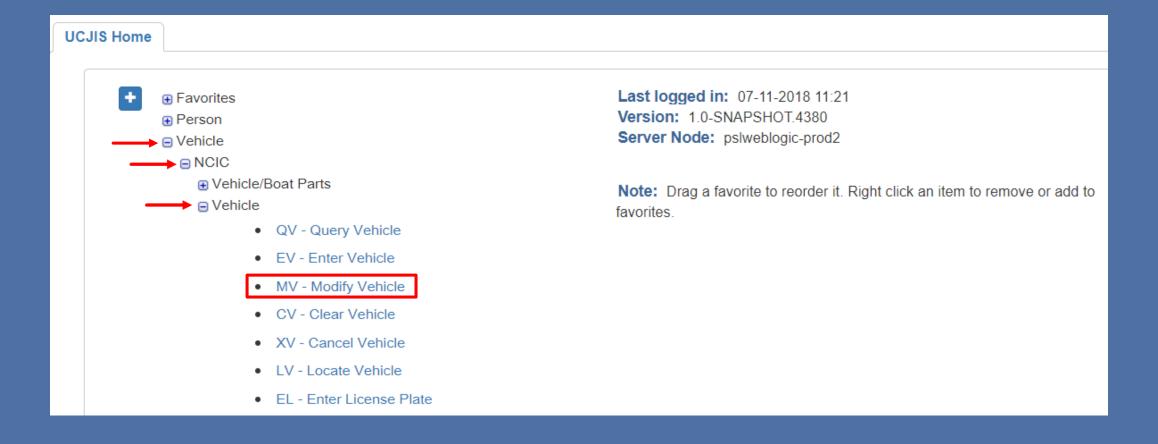
♦OCA

```
MKE/STOLEN VEHICLE
ORI/UT0300000 LIC/T35TR1 LIS/UT LIY/2018 LIT/AT
VIN/1T35T4TH3FUN0F1T VYR/2007
VMA/P0LS VMO/CYL VST/MV VCO/RED DOT/20180411
OCA/18TEST1234
NOA/N
OPT/OUT
ORI IS FICTIONAL PD
NIC/V123456789 DTE/20180411 1627 EDT DLU/20180411 1627 EDT
```

♦ Identifier (NIC is easiest)

Modify Transaction

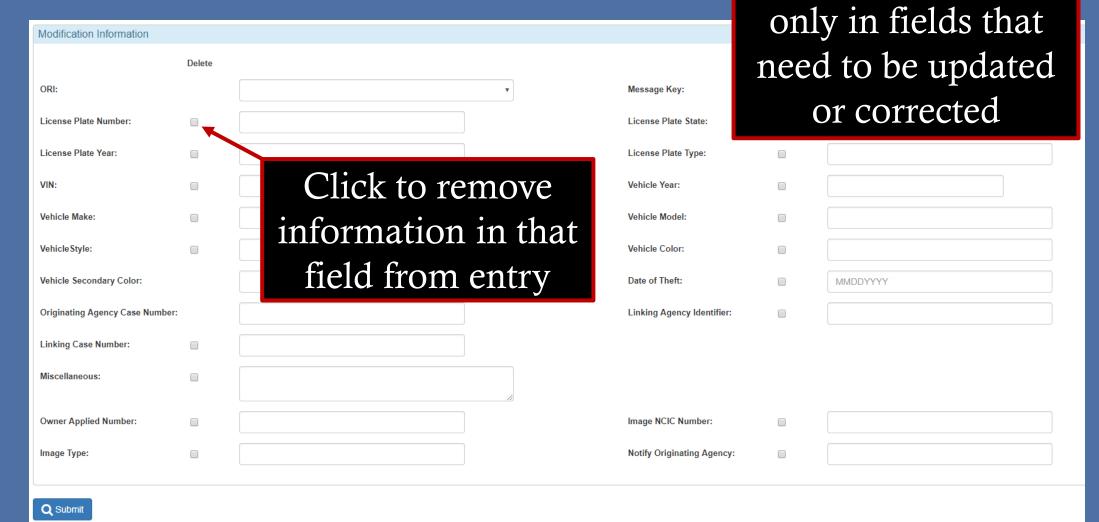
The World Stransaction for specific type of entry



Modify Transaction

Modify									
Vehicle Modification									
Required Information									
ORI:*	UT0300000-FICTIONAL PD ▼	Message Key:*	MV - MODIFY ST 🔻						
Originating Agency Case Number: *	18TEST1234								
Record Identifier by NIC N	lumber								
NIC Number:	V123456789								
Record Identifier by License Plate Number									
Record Identifier by Vin Number									
Validator Information									
Name of Validator:	TYLER THOMSEN								

Modify Transaction



Enter information

Validating Information in Entry

MKE/STOLEN VEHICLE
ORI/UT0300000 LIC/T35TR1 LIS/UT LIY/2018 LIT/AT
VIN/1T35T4TH3FUN0F1T VYR/2007
VMA/P0LS VMO/CYL VST/MV VCO/RED DOT/20180411
OCA/18TEST1234
NOA/N
OPT/OUT
ORI IS FICTIONAL PD
NIC/V123456789 DTE/20180411 1627 EDT DLU/20180411 1627 EDT

Should it Still be in NCIC?

Verify the theft report, missing person report, signed warrant, etc... is available

Verify item or person is still missing or wanted

Is the Information in the Entry Correct and Complete?

- **⊗Message Key**
- **♦ Identifying information**
- **♦ Date of Theft**
- **♦OCA**
- **♦** Extradition

"Pack" the Record

- Any additional information that can be entered
- **♦** Aliases
- ♦ Scars, marks and tattoos
- Further description in Mis field
- ♦ Anything that will increase likelihood of a positive hit

Gathering Information

- ♦ All available UCJIS files
 - ♦ Purpose Code "C"
 - ♦ Audit Purpose "NCIC Validation (NIC #)"

♦ MIL transaction

♦ Agency case files

© Contact reporting parties

Wanted Person

- **♦ Identifying information**
 - ♦ Name, DOB, SSN, DL, etc...
- **♦** Extradition
 - ♦ Mis field
- **♦ Warrant number and date**
- **♦ Offense**

Missing Person

- **♦ Identifying information**
 - **♦ Scars, marks tattoos**
 - **♦Blood** type
 - **♦ Dental x-ray and records**
 - **♦** Jewelry
 - **♦ Fingerprint classification**

Missing/Stolen Item

- **♦ Message Key**
- ♦ Make, Model, Brand, Type
 - **NCIC Code Manuals**
- **♦ Identifiers**
 - ♦ Serial number, OAN, plate number, VIN, etc...
- **♦ OCA**
- ♦ Date of theft
- ♦ Mis field

Test Example Stolen Gun

MKE/STOLEN GUN

ORI/UT0300000 SER/F8K30N3 MAK/RUG CAL/357 MOD/RICKICK

TYP/PR DOT/20180411

OCA/18TEST1234

MIS/STAINLESS 6INCH BARREL ORI IS FICTIONAL PD NIC/G00100100 DTE/20180412

Date of theft is
the earliest
possible date the
item could have
been stolen



OCA different in entry

Incident 18TEST12341

Date and time: 4/11/2018 19:37

Officer Harry Henderson

Officer's Narrative:

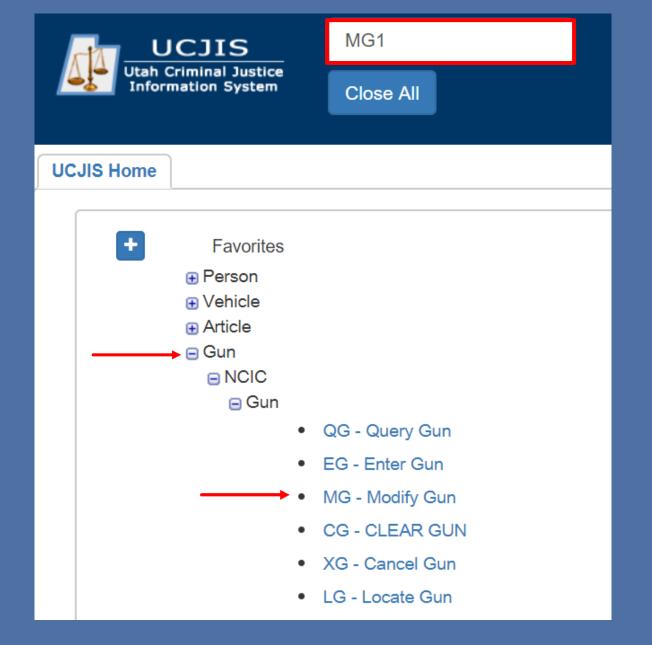
On 4/11/18 I was dispatched to the scene of a vehicle burglary at 2323 Fake Street. Bo Fett told me that he was away on business. And when he got home, found that his car had been broken into. The passenger window was broken and the door was left open.

Mr. Fett said that he locked the car before he left for his trip on 4/7/18. His neighbor came to check on the cat the morning of 4/8 and everything was normal.

Mr. Fett said that the only thing missing from his car was his revolver. It is a Ruger 357, model Big Kick with a stainless 6" barrel. Serial # F8K30N3.

There are no suspects at this time. I will provide the information for the gun to dispatch to enter into NCIC

Modify Gun



Modify Gun- MG

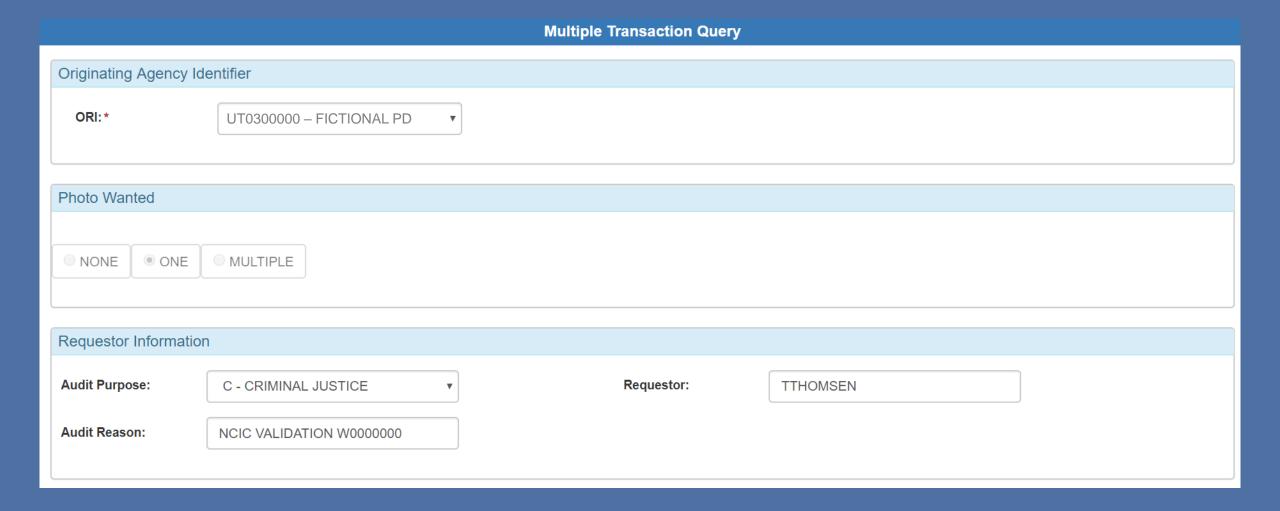
Modification Information						
	Delete				Delete	
ORI:			▼	Message Key:		•
Serial Number:				Make:		
Caliber:				Model:		
Туре:				Date of Theft:		04/08/2018
Date of Recovery:		MMDDYYYY		Date of Loss:		MMDDYYYY
Originating Agency Case Number:		18TEST12341		Linking Agency Identifier:		
Linking Case Number:				Miscellaneous:		
Notify Originating Agency:	ubmit					

Updated Entry

```
MKE/STOLEN GUN
ORI/UT0300000 SER/F8K30N3
                                                    KICK
                               Information that was
TYP/PR DOT/20180408
                             updated during validation
OCA/18TEST12341
VLD/20180925 VLN/TYLER THOMSEN NOA/Y
MIS/STAINLESS 16INCH BARREL
ORI IS FICTIONAL PD
NIC/G00100100 DTE/20180412 DLU/20180925 1410 EDT
Last update/validation
  date and validator
```

Test Example Wanted Person

MKE/WANTED PERSON EXL/1 - FULL EXTRADITION ORI/UT0300000 NAM/LITE, MILLER BUD SEX/M RAC/B POB/TX DOB/19790706 HGT/505 WGT/215 EYE/BR0 HAI/BLK FBI/ SOC/111111111 OLN/172443851 OLS/UT OLY/2015 OFF/SEX ASSAULT DOW/20170125 OCA/17FAKE654321 WNO/123456 VLD/20170720 VLN/TYLER THOMSEN NOA/N MIS/ NO BAIL, WILL EXTRADITE DNA/N ORI IS FICTIONAL PD NIC/W0000000 DTE/20170126 2123 EDT DLU/20170720 1345 EDT



Auto-fill with UT DL if available

Pre-Fill By Social Security or Operator License Number				DL II available		
View Search Instruction	s					
SSN:	123456789	Q Lookup	License Number:	172443851 Q Lookup		
By Name						
Last Name:*	LITE		First Name:*	BUD		
Middle Name:	MILLER					
Date of Birth:	07/06/1979					
Sex:	MALE •		Race:	WHITE •		
State:	UT - UTAH 🔻					

provide additional Transactions to Run information **★** Clear All Check All ☑ Criminal History - UTAH (CHQ) ✓ Driver's License - UTAH (DLQ) Drivers License - NLETS (DQ) Criminal History - NLETS (IQ) ✓ State Wide Warrants (QSW) Criminal History - III (QH) Query Wanted - NCIC (QW) Regular Name Search Expanded Name Search Juvenile History - UTAH (JUV) Offender Inquiry- UTAH (OTRK) ■ Motor Vehicle - UTAH (MVQ) Protective Order - UTAH (PO)

Run all files you have

access to that may



MIL Transaction OSW

Names do not match

MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/UT0300000 NAM/LITE, MILLER BUD SEX/M RAC/B POB/TX
DOB/19790706 HGT/602 WGT/275 EYE/BR0 HAI/BLK FBI/
SOC/111111111
OLN/172443851 OLS/UT OLY/2015
OFF/SEX ASSAULT
DOW/20170125 OCA/17FAKE654321
WNO/123456
/20170720 VLN/TYLER THOMSEN NOA/N
/ NO BAIL, WILL EXTRADITE
/N
IS FICTIONAL PD
/W0000000 DTE/20170126 2123 EDT DLU/20170720 1345 EDT

Add Info√

Subject: LIGHT, BUD MILLER

Alias: NONE

Cautions: NONE

DOB: 07/06/1979 Sex: M Hgt: 602 Wgt: 275 Eye: BRO Hair: BLK Race: null

Addresses: NONE

Phone: Mobile Phone: Business Phone:

E-mail Address: Language: Disabled:

SSN: NONE

Driver License #: NONE

Driver License State: NONE

Vehicle Information: NONE

Booking Photos Available: NO Physical Marking Photos Available: NO

Physical Marking Identifiers: NONE

Subject Comments: NONE

QSW

Validate active status and make sure info matches

Warrant

Warrant Status: ACTIVE

Offense: SEX ASSAULT

Statute:

Warrant Number: 123456

Bail:

Court: FICTIONAL COURT

Issue Date: 01/25/2017

Originating Agency: nlets

Mandatory Appearance: YES

Procedure: HOLD WITHOUT BAIL

Warrant Comments:

NONE

Service Information:

NONE

asi service status:

Class: F2

Agency: FICTIONAL COURT

Warrant Type: ARREST

Court Case #: 17-22548

Expiration Date: 04/23/2020

Agency Case #:

Transportation: HOLD FOR TRANSPORT STATEWIDE

oc otatus.

DNA/N

MKE/WANTED PERSON

SOC/111111111

WNO/123456

OFF/SEX ASSAULT

ORI IS FICTIONAL PD

OTN:

EXL/1 - FULL EXTRADITION

OLN/172443851 OLS/UT OLY/2015

DOW/20170125 OCA/17FAKE654321

MIS/ NO BAIL, WILL EXTRADITE

VLD/20170720 VLN/TYLER THOMSEN NOA/N

DV:

Violation Date

Judge: UNKNOWN

ORI/UT0300000 NAM/LITE, MILLER BUD SEX/M RAC/B POB/TX

NIC/W000000 DTE/20170126 2123 EDT DLU/20170720 1345 EDT

DOB/19790706 HGT/602 WGT/275 EYE/BR0 HAI/BLK FBI/

Serve Warrant

Add Warrant Comment

MIL Transaction CHQ

MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/UT0300000 NAM/LITE, MILLER BUD SEX/M RAC/B POB/TX
DOB/19790706 HGT/602 WGT/275 EYE/BR0 HAI/BLK FBI/
SOC/111111111
OLN/172443851 OLS/UT OLY/2015
OFF/SEX ASSAULT
DOW/20170125 OCA/17FAKE654321
WNO/123456
VLD/20170720 VLN/TYLER THOMSEN NOA/N
MIS/ NO BAIL, WILL EXTRADITE
DNA/N
ORI IS FICTIONAL PD
NIC/W0000000 DTE/20170126 2123 EDT DLU/20170720 1345 EDT

IDENTIFICATION STATE IDENT. NO. (SID) **CAUTIONS:** 321323 FLAGS: CONVICTED OF A FELONY NAME: DOB: LITE. BUD MILLER 7/6/1979 **ALIAS NAMES: ALIAS DOBS:** LITE, MILLER BUD SSN: DRIVER LIC. STATE/NO: 111111111 UT/172443851 OTHER SSN: OTHER DRIVER LIC. STATE/NO: MISCELLANEOUS NUMBERS: HAIR: EYES: CITIZENSHIP: OTN: DATE: HEIGHT: WEIGHT: 275 White Brown Brown SAMPUTATIONS: : DESCRIPTION: COMMENTS: OTN:

Name and race do not match

E OF BIRTH:

RESS: ADDRESS TYPE: DATE:

License Number: 172443851

O

ID Number:

Age: 39

Name: LITE, BUD MILLER

Date of Birth: 07/06/1979

License Status: VALID

Expires: 07/06/2021

TYPE: TYPE:DUPLICATE

Class: D

Address: 2525 PHONEY AVE

FICTIONAL UT 84299

COUNTY: SALT LAKE

UPDATED: 02-04-2009

SSN/ITIN: 111111111 Sex: MALE

Height: 602 Weight: 275

Eye: BRO Hair: BRO

MKE/WANTED PERSON

EXL/1 - FULL EXTRADITION

ORI/UT0300000 NAM/LITE, MILLER BUD SEX/M RAC/B POB/TX

DOB/19790706 HGT/602 WGT/275 EYE/BR0 HAI/BLK FBI/

SOC/111111111

OLN/172443851 OLS/UT OLY/2015

OFF/SEX ASSAULT

DOW/20170125 OCA/17FAKE654321

WNO/123456

VLD/20170720 VLN/TYLER THOMSEN NOA/N

MIS/ NO BAIL, WILL EXTRADITE

DNA/N

ORI IS FICTIONAL PD

NIC/W0000000 DTE/20170126 2123 EDT DLU/20170720 1345 EDT



Files from UCJIS indicate that the name and race in the NCIC entry are not correct

Modify Wanted Person-MW

Personal Information						
	Delete			Delete		
Last Name:			First Name:		BUD	
Middle Name:		MILLER	SSN:			
Gender:		•	Race:		WHITE *	
Ethnicity:		•	Height:			
Weight:			Hair Color:		•	

Q Submit

*The alias name must be added with the EN transaction (Wanted Person Supplemental)

\$F and \$P

\$F Message

♦ Notification of failure to validate entry for previous month

⋄ Notification for each entry

♦ If not validated, the entry will purge from NCIC the following month

\$F Message

Broadcast Message

SC	TCN= 49290356 ,Result=NON-IDENT,	12-08-2017 08:33
LS	Update for TCN/OTN:	12-08-2017 08:30
LS	Update for TCN/OTN:	12-08-2017 08:26
sc	TCN= 49290687 ,Result=NON-IDENT, Name=	12-08-2017 08:07
LS	Update for TCN/OTN;	12-08-2017 07:59
sc	TCN= 49290471 ,Result=NON-IDENT, Name=	12-04-2017 03:27
LS	Update for TCN/OTN:	12-04-2017 02:56
\$F	12/03/2017 22:49 \$.F. FAILURE TO VALIDATE	12-03-2017 22:49
SW	Served Warrant Notify 2017-12-02T23:40:00-07:00 A Warrant ha	12-02-2017 23:43
SW	Served Warrant Notify 2017-12-01T14:48:00-07:00 A Warrant ha	12-01-2017 14:51
sc	TCN= 49290323 ,Result=NON-IDEN	12-01-2017 14:41
LS	Update for TCN	12-01-2017 14:34

\$F Message

ORI: UT0300100

Message Type: \$F

Message: 12/03/2017 22:49

S.F. FAILURE TO VALIDATE

UT0300100

THE FOLLOWING RECORD WILL BE RETIRED BY THE FBI DURING THE NEXT PURGE

CYCLE

UNLESS THE RECORD IS VALIDATED PRIOR TO THE FIRST SUNDAY OF NEXT

MONTH.

MKE/STOLEN GUN

ORI/UT0300100 SER/123456 MAK/SPRINGFIELD CAL/40 MOD/XD

TYP/PI DOT/20140811

OCA/14-12345678

VLD/20161115 NOA/N

MIS/BLK

NIC/G11111111 DTE/20140812 1218 EDT DLU/20180107 0004 EDT

\$P Message

♦ Notification that NCIC entry has been purged because of failure to validate

⋄ Notification for each entry

♦ Will need to be re-entered into NCIC

Automatic failure on BCI Compliance Audit

\$P Message

Broadcast Message

sw	Served Warrant Notify 2018-01-20T14:20:00-07:00 A Warrant ha	01-20-2018 14:21
sw	Served Warrant Notify 2018-01-18T21:17:00-07:00 A Warrant ha	01-18-2018 21:18
sw	Served Warrant Notify 2018-01-18T17:50:00-07:00 A Warrant ha	01-18-2018 17:51
sw	Served Warrant Notify 2018-01-18T17:16:00-07:00 A Warrant ha	01-18-2018 17:18
sc	TCN= 49292402 ,Result=NON-IDENT,	01-16-2018 13:03
LS	Update for TCN/OTN: Name (Last, First):	01-16-2018 12:53
sc	TCN= 49292378 ,Result=NON-IDENT,	01-16-2018 09:13
LS	Update for TCN/OTN:	01-16-2018 09:07
\$P	01/07/2018 14:34 \$.P. PURGE FOR FAILURE TO VALIDATE	01-07-2018 14:34
sw	Served Warrant Notify 2018-01-05T16:36:00-07:00 A Warrant ha	01-05-2018 16:37
sc	TCN= 49292022 ,Result=NON-IDENT, Name	01-04-2018 10:35
sc	TCN= 49292030 ,Result=NON-IDENT, Name=	01-04-2018 10:33
LS	Update for TCN/OTN: Name (Last, First):	01-04-2018 10:25
LS	Update for TCN/OTN: Name (Last, First):	01-04-2018 10:24
SC	TCN= 49291990 ,Result=NON-IDENT, Name=	01-03-2018 12:42

\$P Message

ORI: UT0300100

Message Type: \$P

Message:

01/07/2018 14:34

\$.P. PURGE FOR FAILURE TO VALIDATE

UT0300100

NCIC VALIDATION PURGE 20180107. THE OLLOWING RECORD HAS BEEN PURGED

BY THE FBI DUE TO YOUR FAILURE TO VALIDATE. YOU MAY REENTER IF YOU

DETERMINE THE INFORMATION IS VALID, ACCURATE AND COMPLETE.

MKE/STOLEN GUN

ORI/UT0300100 SER/123456 MAK/SPRINGFIELD CAL/40 MOD/XD

TYP/PI DOT/20140811

OCA/14-12345678

VLD/20161115 NOA/N

MIS/BLK

NIC/G11111111 DTE/20140812 1218 EDT DLU/20180107 0004 EDT

Only record now available for what entry looked like

BCI Audit

BCI Audit-Validation Procedures

Agency NCIC Validation Procedures are requested

♦ Specific procedures for validating agency's NCIC entries

♦ Marked non-compliant if not provided

BCI Audit- NCIC Quality Control

Agency case files requested for selection of NCIC entries

- Auditor quality controls NCIC entries

Agency found non-compliant for errors

BCI Audit- Common NCIC Issues

- ◆ Date of theft: Should be the earliest possible date the item could have gone missing
- **♦ Missing aliases:** Name, DOB, etc...
- ♦ Article code type: "Z" codes

BCI Audit- Common NCIC Issues

- The entries that are quality controlled during the audits have been previously validated by the agency
 - **Any errors found by auditor should have been found during validation process**