



Peoria Police Department Policy and Procedure Manual

Policy 8.08	National and State Computer Systems/Regional Law Enforcement Services
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I. POLICY

It is the policy of the Peoria Police Department that all employees abide by the rules and regulations governing the use of regional law enforcement services among agencies through cooperative agreements regarding the use of the statewide centralized system for criminal information and fingerprints records.

II. PROCEDURE

A. Statewide Centralized Fingerprint Records system (CHRS): It is the policy of the Peoria Police Department to establish and maintain an accurate criminal history file for all individuals processed as an arrest through our Agency and to ensure that a record of these arrests are made available to the Arizona Department of Public Safety (AZ DPS) CHRS for statewide criminal history indexing purposes.

1. All booking/arrest documents are forwarded to the Records Management Section for processing.
 - a. Upon receipt, Records Management personnel will be responsible for the completion and processing of all arrest fingerprint cards submitted to the section.
 - b. Completed fingerprint cards are forwarded to the CHRS based on acceptance criteria.
2. It is the responsibility of the booking police officer to obtain fingerprint impression cards (Federal Bureau of Investigation (FBI) FORM FD-249), either by Integrated Live Scan (ILS) or manually if ILS is not working, on all prisoners being booked into a jail facility.
3. Two (2) sets of fingerprint impressions must be obtained for all misdemeanor bookings, and three (3) sets must be obtained for all felony bookings. The fingerprint impressions, along with the yellow disposition report AZ DPS Form 802-03757) shall be brought back to the Peoria Police Department and submitted to the Records Management Section.
4. ILS fills in the required information on the fingerprint impression cards.
 - a. If ILS is not working, all information blocks on the fingerprint impression cards shall be left blank, with the exception of:
 - (1) The suspect's printed name,
 - (2) Signature of the person fingerprinted and
 - (3) The signature of the official taking the fingerprints.
 - b. The Records Management Section will be responsible for the completion of the remaining information based upon information shown on the booking/arrest report.

B. Statewide Centralized Criminal Information System

1. Policy – It is the policy of the Peoria Police Department to abide by the rules, regulations and guidelines of the Arizona Criminal Justice Information System (ACJIS) and the Arizona and National Crime Information Centers (ACIC/NCIC).
 - a. Participation in these systems is conditional upon adherence to policy as set forth in the NCIC Operating Manual and applied through the following procedures.
 - b. The Peoria Police Department is subject to audits by the AZ DPS and/or the FBI for compliance. (82.1.9)

“Our Community...Our Commitment”

2. Privacy and Security

a. Penalties

- (1) Federal and State regulations are established to ensure privacy and security of information entered, inquired upon and retrieved from the Criminal Justice Information System.
- (2) The intentional release of this information to any unauthorized person is a violation of Federal rules on Privacy and Security.
- (3) The employee so releasing the information is liable to a fine of \$10,000, and/or criminal charges.

b. Access

- (1) Only those employees who have met the established requirements of the system security agreement with AZ DPS will be allowed access (physical or visual) to the computer system video screen or unit.
- (2) The teletype printer shall be kept secure at all times and access shall be restricted to authorized personnel only.

c. Request for Information – Employees will not request information on a subject or property unless the person or property is

- (1) In custody,
- (2) Under observation or
- (3) The information is needed to further an investigation.

d. Release of Information

- (1) The review and/or release of information from the Criminal Justice Information System is authorized only for official Departmental purposes and will be used solely for that purpose.
- (2) Under no circumstances will any information be disseminated to a secondary party or be released for personal reasons.

e. ACJIS – The Arizona Criminal Justice Information System (ACJIS) is the computerized network available to Arizona law enforcement and other criminal justice agencies.

f. ACIC – Arizona Crime Information Center (ACIC) houses files on Arizona stolen vehicles and wanted persons.

C. ACJIS – The Arizona Criminal Justice Information System (ACJIS) is the computerized network available to Arizona law enforcement and other criminal justice agencies. The following contain information at the State level:

1. Arizona Computerized Criminal History (ACCH) contains arrest and disposition information on offenders who have been arrested in Arizona.
2. Offender Based State Correctional Information System (OBSCIS) contains information provided by the Arizona Department of Corrections (DOC) for:
 - a. Persons currently under DOC jurisdiction (in prison or on parole) and
 - b. Persons previously under DOC jurisdiction.
3. Offender Based Tracking System (OBTS) provides a central index of offenders with records in:
 - a. The Arizona Wanted Person File, the Law Enforcement Judicial Information System (LEJIS),
 - b. The Offender Based State Correctional Information System (OBSCIS) and

- c. The Arizona Computerized Criminal History (ACCH) system.
 4. Sex Offender Registration Tracking System (SORT) maintains an index of convicted sex offenders who reside in Arizona.
 5. Arizona Law Enforcement Telecommunications System (ALETs) is a message switching system allowing administrative messages to be sent and received between terminals within the State.
 6. Law Enforcement Judicial Information System (LEJIS) maintained by Maricopa County contains subject-in-process information (arrests, bookings, filings, hearings and probation).
 7. Pawnshop file contains information about items pawned in Maricopa County, including ticket numbers, items involved and persons involved.
- D. ACIC – Arizona Criminal Information Center (ACIC) houses files on Arizona stolen vehicles and wanted persons.
1. Arizona Computerized Stolen Vehicle File contains information on vehicles stolen in Arizona.
 - a. It also has information on vehicles:
 - (1) Used during the commission of a felony,
 - (2) Abandoned vehicles,
 - (3) Stolen vehicle parts, and
 - (4) License plates.
 - b. Records meeting National Crime Information Center (NCIC) criteria are automatically forwarded for entry into the NCIC vehicle file.
 2. Arizona Computerized Wanted Persons File contains warrants held by Arizona law enforcement agencies.
 - a. Records meeting NCIC criteria are automatically forwarded for entry into the NCIC wanted persons file.
 - b. The file also contains the records of:
 - (1) Repeat offenders,
 - (2) Persons on intensive probation,
 - (3) Federal supervision,
 - (4) Deceased persons,
 - (5) Injured persons,
 - (6) Arrest bookings, and
 - (7) Emergency messages.
 3. To supplement the ACJIS information systems maintained on the AZ DPS computers, the AZ DPS computers are linked to computers in other agencies in Arizona, other states (through NLETs) and to the FBI computers in Washington, DC (through NCIC). These interfaces to other computers provide Arizona users access to the following systems:
 - a. National Law Enforcement Telecommunications System (NLETs) is a message switching system for the interstate exchange of criminal justice information. Administrative messages, vehicle registration, driver license, criminal history queries, Federal Aviation Association (FAA) file queries and Hazardous Materials (HAZMAT) queries are processed through NLETs.

- b. National Crime Information Center (NCIC) houses files on persons and property at the national level. Agencies in Arizona, as well as other states, have access to NCIC.
- (1) The Article File contains stolen articles or property:
 - (a) Records for any item valued at \$500 or more having a unique manufacturer-assigned serial number and/or owner-applied number.
 - (b) Records for any item, regardless of value, if aggregate value of all property taken in one theft exceeds \$5000.
 - (c) Records any item, regardless of value, if interstate movement is indicated or the stolen item is a lead in a more serious crime.
 - (2) The Boat File contains records for stolen boats, boat trailers or boat parts.
 - (3) The Gun File contains records for stolen, recovered, abandoned, seized or found guns for which the owner is not known.
 - (4) The License Plate File contains records for stolen license plates.
 - (5) The Missing Persons File contains records of: (41.2.6.c)
 - (a) Persons of any age who are missing and who are under proven physical/mental disability or are senile, thereby subjecting themselves or others to personal and immediate danger;
 - (b) Persons of any age who are missing under circumstances that their disappearance was not voluntary;
 - (c) Persons of any age who are missing and in the company of another person under circumstances indicating that their physical safety is in danger;
 - (d) Persons of any age who are missing after a catastrophe;
 - (e) Persons who are missing and not declared emancipated as defined by the law of their state of residence and do not meet any of the above entry criteria;
 - (f) Entry for a missing person who is declared emancipated as defined by the laws of their state of residence may be entered provided the entering agency has documentation in its possession supporting the stated conditions under which the person is declared missing.
 - (g) This written documentation will aid in the protection of the individual's right to privacy. The documentation must be from a source other than the investigating police agency, such as parent, legal guardian, next of kin, physician or other authoritative source including friend or neighbor in unusual circumstances.
 - (6) The Security File contains records for serially numbered stolen, embezzled and counterfeited securities, e.g., currency and documents or certificates which are considered evidence of debt, ownership of property or documents which represent subscription rights. It also contains warehouse receipts, traveler's checks, money orders, saving certificates and interest coupons on stocks and bonds.
 - (7) The Unidentified Persons file contains records for unidentified deceased persons, persons of any age who are living and unable to ascertain their identity, unidentified catastrophe victims and body parts in cases when a body has been dismembered and left in different locations.
 - (8) The Vehicle File contains records of stolen vehicles, vehicles wanted in conjunction with felonies and stolen component parts.
 - (9) The Wanted Person File contains records for individuals for whom:
 - (a) Federal warrants are outstanding,

- (b) A felony or serious misdemeanor warrant is outstanding,
 - (c) Probation and parole violators and
 - (d) Any juvenile provided they will be tried as an adult for the charges against them.
- (10) The Interstate Identification Index (III) contains criminal history information provided by indexing record identifiers such as name, physical description, identifying numbers and fingerprint classifications as well as the name of the agency that maintains the criminal history record.
- (11) The U.S. Secret Service Protective File contains records for individuals who may pose a threat to the President and/or other afforded protection by the U.S. Secret Service.
- (12) The Violent Felony File (Bureau of Alcohol, Tobacco and Firearms) contains records for persons who have had three or more previous convictions for a violent or a serious drug offense.

E. Information Required for Specific Inquiries

1. Stolen Vehicle and Trailer: The vehicle license number, year of issue and the state issuing the plate or Vehicle Identification Number (VIN) number are required. This type of inquiry will automatically check stolen vehicle, license plates and vehicle parts.
2. Stolen Engines and Transmissions: The part name and serial number are required. This type of inquiry will automatically check stolen vehicles and parts.
3. Stolen License Plates: The license plate number and the state issuing the plate are required. This inquiry will automatically check stolen plates and vehicles.
4. Stolen Guns: The serial number, manufacturer or make and caliber are required.
5. Stolen Articles (Property): The type of property, serial number and brand name are required.
6. Wanted Persons: The name of the subject and one or more of the following:
 - a. Date of Birth.
 - b. Social Security Number.
 - c. Driver License Number.
 - d. FBI Number.
7. Stolen Boats: The registration number and hull number are required.
8. Stolen Airplanes: Checked through the vehicle file with tail number.
9. Stolen Securities: Information on stolen securities is also available through NCIC.
10. Information on stolen money orders or credit cards is not available.
11. All entries into NCIC require date of theft and IR number. The following information is also required for specific entries.
 - a. Vehicles: License number, state and year. Vehicle make, model, style, year of vehicle, color and VIN number
 - b. Vehicle Parts: Serial number, brand and what the part is.
 - c. License Plates: License number, state, year and license type. If the vehicle has two license plates assigned and only one was stolen the other plate must be removed from the vehicle by the complainant before the plate can be entered as stolen.

- d. Guns: Serial number, make, caliber and type, such as pistol-automatic, pistol-revolver, rifle-bolt action, rifle-single shot.
- e. Articles: Serial number, brand and type of article.
- f. Boats: Year of the boat, make, length, hull number and type of boat, such as sailboat, houseboat or utility.
- g. Securities: Type of currency, denomination, who issued and owner.
- h. NCIC Abbreviations: The abbreviations listed in this section will be used for NCIC input. This is a partial list. More information is located in the NCIC manual in Communications.

12. Origin will be indicated as follows:

Caucasian (Includes Hispanic/Mexican Decent).....	W
American Indian or Alaskan Native.....	I
Black/African American.....	B
Asian or Pacific Islander.....	A
All Others (Including Unknown).....	U

13. Eye color will be indicated as follows:

Blue.....	BLU	Green.....	GRN
Black.....	BLK	Gray.....	GRY
Brown.....	BRO	Pink.....	PNK
Hazel.....	HAZ	Unknown.....	XXX

14. Hair color will be indicated as follows:

Black.....	BLK
Brown.....	BRO
Blonde/Strawberry Blond.....	BLN
Red/Auburn.....	RED
White.....	WHI
Gray/Partially Gray.....	GRY
Sandy.....	SDY
Bald/Unknown.....	XXX

15. A locate will be placed on any person, stolen vehicle, gun, etc., anytime this agency recovers the same for another jurisdiction.

16. Information on all of the following will be entered into the Communications CJIS ledger:

- a. Criminal history which does not include a “comment field” within its mask or format.
- b. Stolen vehicles.
- c. Stolen license plates.
- d. Stolen articles with serial number.
- e. Stolen weapons with serial number.
- f. Missing person and runaway juveniles.
- g. Messages sent to other agencies.
- h. Stolen bicycles with serial numbers.

F. Driver License: When an Officer requests an Arizona driver license check on a subject, for a positive response, the officer should provide the following information as it appears on the license.

1. Last name (Include suffixes, such as, Jr., Sr., III).
2. First name and middle name or initial.
3. Date of Birth.
4. For an out of state inquiry, provide the full name, Date of Birth (DOB), sex (male or female) and additional information as needed (i.e. Operator’s License Number (OLN)), depending upon the state.

G. Vehicle Registration: When an Officer requests a registration check on a vehicle, the following information is needed:

1. License plate number and state. Year of the plate is needed for out of state inquiry.
2. VIN number only is needed for Arizona. For out of state, the VIN, make and exact year of vehicle is required.

H. Social Security Numbers: The first group of a Social Security Number indicates the state or territory of original registration. Listed below are the group numbers assigned to each state.

001-003	New Hampshire	433-439	Louisiana
004-007	Maine	440-448	Oklahoma
008-009	Vermont	449-467	Texas
010-034	Massachusetts	468-477	Minnesota
035-039	Rhode Island	478-485	Iowa
040-049	Connecticut	486-500	Missouri
050-134	New York	501-502	North Dakota
135-158	New Jersey	503-504	South Dakota
159-211	Pennsylvania	505-508	Nebraska
212-220	Maryland	509-515	Kansas
221-222	Delaware	516-517	Montana
223-236	West Virginia	518-519	Idaho
237-246	North Carolina	520	Wyoming
247-251	South Carolina	521-524	Colorado
252-260	Georgia	525	New Mexico
261-267	Florida	526-527	Arizona
268-302	Ohio	600-602	Arizona
303-317	Indiana	528-529	Utah
318-361	Illinois	530	Nevada
362-386	Michigan	531-539	Washington
387-399	Wisconsin	540-544	Oregon
400-407	Kentucky	545-573	California
408-415	Tennessee	574	Alaska
416-424	Alabama	575-576	Hawaii
425-428	Mississippi	577-579	Washington DC
429-432	Arkansas	700-729	R Retirement

I. Handling of Information

1. Requests for Teletypes.
 - a. Only sworn officers or authorized employees may request computer teletypes.
 - b. Requests from outside the Peoria Police Department will be honored when the identity of the requester can be verified and they meet the above requirements (City Attorney, City Prosecutor, and Court Clerk).
 - c. All authorized employees are responsible for limiting their requests to official, criminal justices purposes only.

2. Requests for Information.
 - a. Stolen and wanted information can be requested by officers as needed.
 - b. A log is not necessary and the information may be broadcasted over the radio without restriction, except as necessary to safeguard the officer.
 3. ACIC/NCIC Warrant Checks.
 - a. Computer checks for ACIC/NCIC warrants shall be run on all incoming arrestees.
 - b. Checks shall be made using all alias names, dates of birth and identifying numbers that are available for each subject.
 4. Confirmation. Confirmation from the entering agency shall be obtained before taking the following action on a hit:
 - a. Arresting a wanted person.
 - b. Seizing stolen property.
- J. Criminal History: Criminal history information is confidential and certain restrictions apply to the purposes for which it can be requested and how it can be disseminated.
1. Requesting Computerized Criminal History.
 - a. Only sworn officers or authorized employees may request criminal history.
 - b. Logging, as indicated below, is mandatory.
 2. Purposes for the criminal history request.
 - a. The request for a criminal history check must pertain to a criminal investigation or a background check of an applicant for employment with the Peoria Police Department.
 - b. Criminal history shall not be requested for any other purpose by anyone, regardless of rank.
 - c. Any Communications Specialist receiving a request for criminal history inquiry that they know is for an unauthorized purpose shall report such an inquiry to their supervisor.
 3. Logging of Criminal History inquiries.
 - a. Each criminal history transaction that is not automated at the State level, such as probation checks, shall be logged in the Communications CJIS ledger.
 - b. The name of the employee and/or employee number requesting the information shall be listed along with their signature.
 - c. If the requester is an authorized person from outside the Peoria Police Department, their name and agency shall be listed.
 - d. Each criminal history transaction that does not include a "comment" field within its mask will be logged in the Communications CJIS Ledger.
 - e. All criminal history transactions run by the City Prosecutor shall be logged in the Communications CJIS Ledger.
 - f. When running any transaction for the City Prosecutor, the ORI for that office will be used in the transaction.
 4. Dissemination of Criminal History information. The criminal history information obtained from the computer shall be given only to the employee requesting the information. It may be passed to that person through an appropriate supervisor.

- a. The officer receiving the criminal history information is responsible for keeping the printout secure and placing it in an appropriate file or properly disposing of it.
 - b. An audit trail of the criminal history shall be maintained by keeping the criminal history with the case file at all times or by disposing of it immediately after its use when there is not a case file.
 - (1) Disposal of criminal history shall be by shredding by the requesting employee.
 - (2) Disposal shall not be accomplished by any other means.
5. Broadcasting of Criminal History Information. NCIC policy states that the radio shall not be used routinely for the transmission of criminal history beyond that information necessary to effect an immediate identification, or to ensure adequate safety for the officers and the general public.
- a. It is the officer's responsibility to request criminal history information over the air only when they have reasonable cause to believe that there is an immediate need for the information to prevent harm to themselves or another person or to prevent the escape of a wanted criminal.
 - b. The Communications Specialist shall broadcast details of the criminal history when requested to do so by an officer or when the information revealed by the criminal history would indicate that the officer is in possible danger.
 - c. The fact that a subject has a criminal history shall not be broadcast in situations where the officer or the Communications Specialist has not determined a need, based on reasonable cause, for the record information.
 - d. When broadcasting criminal history information, when practical, radio codes, Arizona Revised Statutes (ARS) Title 28 and ARS Title 13, etc. codes should be used for privacy and security reasons.
6. A criminal history shall be run on all alias names, dates of birth and identifying numbers that are known for each subject. The responses received by computer via teletype are only possible identifications and fingerprints shall have to be submitted to the Peoria Police Department Crime Scene Technician to obtain positive identification.
- K. Record Cancellation and Clear
1. It is the officer's responsibility to:
 - a. Notify the Communications Specialist as soon as practical when information becomes available indicating that a theft report or warrant is invalid.
 - b. Notify the Communications Specialist as soon as practical when the property of a theft or burglary report is recovered or a warrant is served, recalled or in any other manner becomes inactive.
 - c. Document the status of the records involved in the case file.
 2. It is the Communications Specialist's responsibility to:
 - a. Remove records from file as soon as practical after being notified by an officer that the case has been cleared or that the record is invalid.
 - (1) Invalid records shall be canceled with the "X" message key.
 - (2) Recovered property or person records shall be cleared with the "C" message key.
 - b. Ensure that the record(s) actually are cleared from the computer.
- L. Record Locates. After receiving a hit confirmation from an agency on one of their records for a person or property that we have in custody, the Communications Specialist shall place a locate on that record if it has not been cleared by the entering agency.
- M. Quality Control. The AZ DPS and FBI will send quality control messages when they find errors in our records.

1. Messages from AZ DPS.
 - a. The Communications Specialist on duty at the time the message is received shall resolve the problem at that time if possible, forwarding the messages to the Communications supervisor.
 - b. If the Communications Specialist cannot resolve the problem, they shall send a message to AZ DPS advising that we are working on the problem and then notify the Communications shift supervisor.
2. Messages from FBI/NCIC.
 - a. Error messages from the FBI will have "\$.E" at the top. The record will already have been canceled by FBI/NCIC.
 - b. The Communications Specialist on duty shall attempt to resolve the error and re-enter the record if possible.
 - c. If the Communications Specialist cannot resolve the problem, they shall notify the Communications shift supervisor of the "\$.E" message.

N. Validations.

1. AZ DPS will send us a printout of our records that we must verify as accurate, up-to-date and complete.
2. The records section shall conduct activities to accomplish this validation by the stated deadline.
3. Validation is an important records keeping function and all employees shall assist in the process as appropriate. See Records Management policy #8.02.

O. Hit Confirmation

1. Responsibilities during a hit confirmation:
 - a. The inquiring officer shall ensure that the person or property being inquired upon is identical to the person or property identified in the hit record.
 - b. The Communications Specialist shall ensure that the warrant or applicable property is still outstanding.
 - c. It is the officer's responsibility to:
 - (1) Understand that the hit alone is not probable cause to arrest. The hit confirmed with the originating agency is one factor to be added to the other factors at the scene to arrive at an arrest decision.
 - (2) Understand the hit confirmation process and that they are responsible for ensuring that the person/property in custody is the same as the person/property of the record, along with other safeguards stated above.
 - d. It is the Communications Specialist's responsibility to:
 - (1) Understand that it is the officer's responsibility to determine if the hit is the same as the person/property they inquired upon and that they will make the final determination.
 - (2) Supply all information available regarding the hit prior to confirmation in order for the officer to make their determination.
 - (a) Warrants - Originating agency, full name, DOB, physical description, SS#, last known address, OCA, date of warrant, charge(s), bond amount and any other pertinent information.
 - (b) Stolen Vehicles - Originating agency, full vehicle description, VIN, OCA, date of theft and any other pertinent information in MIS field.
 - (c) Stolen Property - Originating agency, full description of the property in question, OCA, date of theft, and any other pertinent information.

- (3) Hit confirmation from the entering agency must be confirmed before taking any of the following actions:
- e. Arresting the wanted person.
 - f. Seizing the stolen property.
2. Special care shall be taken to ensure that the person or property being inquired upon is identical to the person or property identified in the theft report or warrant, regardless of whether we are requesting the confirmation ourselves or replying to another agency's request for confirmation on one of our records.
3. When asked for confirmation on our records, the Communications Specialist shall reply to all requests for hit confirmation within 10 minutes.
- a. If unable to provide the positive or negative confirmation within that time, they shall immediately send a message to the requesting agency giving them a specific amount of time needed to confirm or deny.
 - b. All hits shall be confirmed by reviewing the original Incident Report or warrant.
 - c. Under no circumstances shall a hit confirmation request to our agency go unanswered.
 - d. Telephone confirmations shall be on recorded phone lines only. Other than in-state warrant confirmations, all telephone confirmations on stolen vehicles, property, etc., shall be followed up with a teletype confirmation, locate, and/or teletype administrative message detailing the circumstances of recovery.

Peoria Police Department
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