

OGDEN CITY POLICE

Office of the Chief

Policy No: 18A

Subject Records Procedures	Effective Date March 2018
Department Police	Replaces Policy Dated June 2015
Division All Police Personnel	Review Date March 2024
Authorized Signature 	

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to ensure the NCIC records are accurate, complete, and up-to-date.

II. POLICY

This policy was developed from information contained in the NCIC 2000 Operating Manual, Introduction Section and the BCI Manual, Introduction and TAC Responsibilities sections.

This policy is to guarantee that the NCIC records are validated timely and are not purged from NCIC for failure to validate.

III. PROCEDURE

Each agency that enters information into NCIC will follow this procedure:

- A. On the Monday following the first Saturday of the month, each agency will download the current month's NCIC validation and print the records. These records are only on the server for seven days. If there are any problems downloading the current month's validations, the agency will contact BCI immediately.

- B. Each record to be validated will be reviewed against the agency's case file.
- C. Each agency will use all of the available sources to confirm the information or find new information. That would include searching the files of UCJIS, calling the person who made the report of the missing vehicle, item, or person.
- D. Accurate and complete records are accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, or other appropriate source or individual.
- E. After a complete review of the information, the entering agency will add any new information to the record.
- F. The record will be validated through the MODIFY transaction in UCJIS with the person's name that confirmed the information entered into the VLN field.
- G. All records will be validated before the end of the month.
- H. If it is discovered that the person/vehicle/article is no longer missing or stolen, then the record will be cleared as per NCIC requirements.
- I. To confirm that all records were validated, the entering agency will review the \$F 'Failure to Validate' messages in UCJIS under the BMSG transaction. The \$F messages are available for only seven days from the first Monday after the first Saturday of the month.
- J. If \$F messages are discovered, they will be validated during the current month after a complete review of the record. Also, the NCIC Validation policy will be reviewed by the users of the agency.
- K. Each month the agency should review the BMSG transaction and search for \$P 'Purged for Failure to Validate'. This is a serious compliance issue. If an agency is receiving \$P then the users need to be re-trained on the NCIC Validation policy.