



ERIE POLICE DEPARTMENT



Written Directives

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POLICY:

CACP STANDARD 210.4

Access to the information contained in the Colorado Crime Information Center (CCIC) and National Crime Information Center (NCIC) system is for official use only. The release of any information from the CCIC/NCIC system to anyone other than law enforcement or criminal justice personnel is a violation of CCIC/NCIC policy. Any release of information from CCIC/NCIC should be performed by Records personnel and a Secondary Dissemination Receipt must be signed by the receiving agency for those records in accordance with CCIC/NCIC policy. Any agency receiving CCIC/NCIC information must also have their own ORI.

Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI) are responsible for maintaining the CCIC/NCIC systems and impose consequences for violating their policies regarding access to the CCIC/NCIC system. The consequences may include the loss of access (either temporarily or permanently) for the Agency, sanctions and/or loss of CCIC/NCIC access privileges for the terminal operator, and/or possible federal charges against the terminal operator for unauthorized release of information. Additionally, violating CBI or FBI policy could result in discipline up to and including termination.

The Erie Police Department will fully comply with all regulations imposed by the CBI and the FBI regarding the operation of and access to the CCIC/NCIC system.

DEFINITIONS:

ATL: Attempt to locate

BOLO: Be on the lookout

CBI: Colorado Bureau of Investigation, the control terminal agency for the State of Colorado; they report to NCIC and maintain CCIC.

CCIC: Colorado Crime Information Center, a computerized information system established as a service to all criminal justice agencies.

CCIC COORDINATOR: Responsible for oversight of agency OSNs and is the Erie Police Department's Police/Courts Administrative Manager.

CJIS: Colorado Justice Information System, a statewide windows-based interface system providing access to CCIC/NCIC records.

DISSEMINATION: The act of releasing information to another person or entity.

FBI: Federal Bureau of Investigation, the control terminal agency for the United States of America, maintains NCIC.

NCIC: National Crime Information Center, a nationwide computerized information system established as a service to all criminal justice agencies.

NLETS: National Law Enforcement Teletype System; this is the backbone to the entire system. NLETS connects all states together allowing NCIC to be viewed and teletypes to be sent and received nation-wide.

ORI: Originating Agency Identifier, a nine-character identifier assigned by the FBI to agencies who have met the established qualifying criteria. Erie PD's ORI is CO0620700.

OSN: Operator Security Number, the number is a numerical identifier which allows access to CCIC/NCIC. This number is assigned to each person individually and can be used to track any inquiries or entries the operator makes.

TID: Terminal Identifier, the number is a three to seven character identifier that serves as a means of distinguishing each terminal accessing the CCIC system. This is extremely important when reporting problems by phone to the CBI. The terminal identifier can be obtained by looking at the top band of the Messenger screen. TIDs are recognized by Colorado agencies only and should not be referred to when sending messages out-of-state; instead use the ORI.

PROCEDURES:

I. ACCESS TO THE CCIC/NCIC SYSTEM AND MESSENGER

A. The CCIC system, also known as Messenger, utilizes the internet for connectivity and web browser software for the user interface.

1. CCIC authorized access shall be for Erie Police Department Law Enforcement purposes only and accessed from department computers or agency-issued laptops. Users are not allowed to use their authorized access for personal reasons.

2. Misuse of the CCIC/NCIC system can result in disciplinary action, which can include termination. If an employee is placed on administrative leave as a result of system misuse, the employee's OSN shall be suspended until such a time as an investigation can be completed.

3. If misuse is suspected, it must be reported to the Agency's designated CCIC Coordinator, who is then responsible for notifying CBI.

B. All CCIC/NCIC operators must have a valid OSN to access the system. Any existing personnel, either sworn, civilian, or volunteers, performing queries or other transactions, who do not have their own individual OSN must contact the CCIC Coordinator for issuance of an OSN. Submission of fingerprint cards to the CBI is required before an OSN and further access will be granted.

1. Operators should only access CCIC/NCIC under the OSN assigned to them. All information retrieved via CCIC/NCIC is logged to the operator signed onto CCIC/NCIC. Using or allowing someone else to use an OSN assigned to another person is a violation of CCIC/NCIC policy.

2. Background investigations are conducted by the CBI on all operators both through on-line query transactions and through the submission of applicant fingerprint cards sent to the CBI for CCIC/NCIC identification searches.

3. Logging on to the CAD system automatically generates the user's OSN logon to the CCIC/NCIC system for those CAD terminals with CCIC/NCIC access.

4. Operators are required to take the CCIC Proper System Usage training before an OSN is requested for the employee. Operators are also required to take a certification exam every two years through the CJIS Launch Pad Portal to maintain their OSN.

5. The User Guide for CCIC/NCIC is located in the CJIS Portal online under CJIS Training. The user ID is the same as the user's OSN and password to access CCIC/NCIC as it is to access the CJIS Portal.

C. The main terminal for the Erie Police Department TID is ERI. This TID is the only static terminal while the rest of the TID's are pooled. This computer is located in the Records division and is labeled "TID ERI CO0620700."

1. The main terminal ERI will receive BOLOS, weather reports, ATLS, and other messages including warrant confirmation requests and echo messages from other terminals.

2. After hours, ERI will be guarded by the Boulder County Communications Center, per an inter-agency agreement. Likewise, the courts terminal EMC, will be guarded by the Erie Police Department terminal ERI.

3. ATLS, BOLOs, hazardous weather reports, and other pertinent information will be passed on to the in-service supervisor or via email to police officers if the message is only sent to ERI, otherwise Boulder County Communications Center will air the information over the radio.

4. Hot Files; Interstate Identification Index (III) files and transactions must be logged with time and date stamps, if not appearing in record printout. These files require immediate action by Records and will be referred to the Command Staff or an on-duty supervisor.

5. Warrant Confirmation Requests are checked with the Erie Municipal Warrant drawer located in the Records division. Confirmation is provided either by phone or via a YQ/YR CCIC confirmation mask to the requesting agency.

D. Pooled Terminals are all other computers located in the Erie Police Department and in the vehicles.

CCIC/NCIC can be accessed from any computer terminal which has Messenger installed. The next available TID will automatically be assigned from the pool of TIDs assigned to Erie.

The Pool Name and the Pool License is found in the CCIC Coordinator's Manual maintained by the Police/Courts Administrative Manager.

II. CCIC COORDINATOR DUTIES

The CCIC Coordinator shall be responsible for ensuring adequate CCIC training for terminal operators within the agency to include:

1. Provide entry-level training on the CCIC system for newly hired operators, utilizing security awareness and functionality testing on the website:
<https://ccicportal.state.co.us/launchpad/index.pl> provided by the CBI.
2. Train, functionally test, and affirm the proficiency of terminal operators in order to ensure compliance with CCIC and NCIC policy and regulations within six months of employment.
3. Provide training and testing to reaffirm security awareness and proficiency of terminal operators, one time per every two years, utilizing the CJIS website:
<https://www.cjisonline.com/>
4. Maintain documentation of this process by utilizing the Department's Guardian Tracker system to track training and through the entry into the Colorado POST Portal.
5. The Coordinator will request a new OSN for each user through CCIC. All new operators will be required to take the OSN exam within 6 months of receiving their OSN number through the CCIC portal (reference link above).
6. The Coordinator will be responsible for cancelling OSN's upon employee separation from the department.
7. The Coordinator will ensure all personnel, whether having direct access with an OSN or not, is fingerprinted on an Applicant Fingerprint Card, to include custodial staff, volunteers, interns and IT staff.

8. The Coordinator will request new TIDs as needed through CBI to add to our pooled terminals or will request more static TIDs.
9. To Install Messenger, open a web browser <http://ccic.state.co.us:8080/COL/> Add to favorites or create a desktop shortcut. Then enter the Pool Name and product code (see CCIC Coordinator Manual).
10. The Coordinator will check the Unmatched Disposition Reports in the CJIS Portal and will run a criminal history check on each individual from which a criminal fingerprint card was created and sent to CBI if it is listed on the Unmatched Disposition Reports. This must be completed within 60 days of the arrest. Should an update or correction be needed to the history arrest record, the Coordinator will modify the arrest data by using the command "CHAU."
11. Validate records monthly using the "QVAL" The terminal ERI will receive a list of reports that need to be validated and the Coordinator or his/her designee has 30 days to complete the validation process.

III. USAGE

- A. In compliance with all regulations imposed by CBI and the FBI and in accordance to the CCIC/NCIC User Manual, the following message types must be in compliance:
 1. Warrants
 - a. Warrant information will not be provided over the phone.
 - b. If a person comes to the Erie Police Department and is found to have a valid warrant for their arrest, a police officer shall be requested to arrest the person. The warrant will be confirmed appropriately through the CCIC system by either Records personnel during normal business hours or by Dispatch after hours.
 2. Queries on Vehicles, Articles, Guns, Boats, License Plates and Securities
 - a. Any person may walk in to the Erie Police Department to request clearances on articles, vehicles, etc.
 - b. If the article comes back as clear, Records personnel will inform the person no record is found. If the article comes back as stolen, then an officer will be dispatched to contact the person and take the appropriate action.

3. Law Enforcement Queries by Phone

If the telephone caller claims to be from a law enforcement or criminal justice department and requests CCIC/NCIC information, the caller will be directed to send a teletype.

B. Documents printed from CCIC/NCIC should be added to the case files or uploaded to the Records Management System. If the document is not related to a case, it must be shredded. CCIC/NCIC documents are NOT releasable to the public. If the record is in the form of electronic media, the media will be completely destroyed by shredding, rendering the physical electronic media inoperable when it is no longer of evidentiary value. The digital electronic media will be destroyed following the Town of Erie IT Department's use of the vendor, GoodElectronics, a DOD and NIST standardized sanitation company. This applies to all criminal justice information. This destruction must be witnessed or carried out by authorized personnel (see written directive Evidence and Property 200.000).

C. Misuse of CCIC may be addressed as any other misconduct according to Written Directive 050.002 Discipline.

IV. ENTRIES

Only Records personnel or Dispatch will be allowed to create an entry record into CCIC/NCIC. Entries into CCIC/NCIC must be double-checked by a second party for accuracy.

1. Sexual Offender Entry/Deactivation can only be accessed through the COSOR (Colorado Sex Offender Registry) using the ERI terminal.
2. In the event a record needs modified, all records can be queried and a "Modify" option may be used.
3. Verification should include ensuring all available cross-checks, e.g., VIN or license numbers were made and the data in the system matches the data in the investigative report.
4. All attempts should be made to ensure an entry record is "packed" meaning that all available information from the Records Management, CCIC/NCIC, and all other information databases has been entered into the entry record.

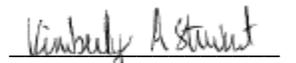
RULES:

1. Operators shall not use this system for personal or public use.
2. Operators shall respond to hits within the 10 minute time period.
3. Operators shall enter information accurately.

4. Operators shall have a second party check any NCIC entry to ensure accuracy.
5. Operators shall not disseminate any CCIC/NCIC information unless it is to another agency with an existing ORI and a Secondary Dissemination Receipt form is completed.
6. Operators shall report any CCIC/NCIC misuse or suspicious activity to the CCIC Coordinator.

REFERENCES:

Fort Collins, CO Police Department Policy 813 June 06, 2014
Colorado Bureau of Investigation CCIC Manual Publication
Criminal Justice Information Systems Security Training Publication



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Chief of Police