


<p>GENERAL ORDER</p>  <p>Sugar Land Police Department</p>	Effective: 02 18 11	# 80-09 R2
	Section: Communications	Subject: TCIC/NCIC Information Systems
	Rescinds: G.O. 80-09 R1	
	Standards: 82.1.7	

Purpose:

To establish guidelines for the proper handling of Texas Crime Information Center (TCIC) and National Crime Information Center (NCIC) materials and information, including all criminal history record information by departmental personnel.

Policy:

It is the policy of the Sugar Land Police Department to protect the rights of all citizens. All information obtained by computerized information systems is subject to rights of privacy and will be properly disseminated.

Procedure:

I. General

- A. The department’s participation in the TCIC and NCIC System is conditional upon our adherence to policy set out in the NCIC Operating Manual and applied through these guidelines. We are subject to audit by the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) on a biennial basis for compliance to all TCIC/NCIC policies.
- B. Any terminal/computer station that can access CJIS/TLETS/TCIC/NCIC systems will be kept secure at all times and access will be restricted to authorized personnel only. These secured locations shall not be accessible to the public and are properly marked by “Authorized Personnel Only” signs.
- C. Information that is obtained through the police computerized teletype system will not be given out to any person(s) other than law enforcement personnel or to another criminal justice agency.

II. Hit confirmation

A. Responsibility during hit confirmation:

During hit confirmation, whether requesting it from another agency or providing it to another agency, we must accomplish the following:

- 1. Ensure that the person or property inquired upon is identical to the person or property identified in the record.
- 2. Ensure that the warrant, missing person or theft report is still outstanding.

3. Obtain a decision regarding the extradition of the wanted person.
4. Obtain information regarding the return of the missing person to the appropriate authorities.
5. Obtain information regarding the return of stolen property to its rightful owner.

Operators should ensure that the person or property in custody is the same as the person or property in the warrant or theft report.

B. Confirmation on Sugar Land Police records:

The operator on duty will reply to all requests for hit confirmation within the time limit(s) required by TCIC/NCIC policies. If he/she is unable to provide confirmation within that time limit, he/she will immediately send a message to the requesting agency giving them a specific amount of time needed to confirm or deny.

- A. Operators will provide written hit confirmation to requestors whenever possible. If it is impossible for some reason, we will provide confirmation by phone. Then if it is possible, we will follow up by teletype message. Under no circumstances will we allow a request for a hit confirmation to our agency to go unanswered.

B. Confirmation of another agency's records; Operator's responsibility:

1. Notify the officer of the hit and that confirmation will be requested per their directive. Then if so instructed, request confirmation by sending a message to the agency that made the entry and fully describe the person or property in custody.
2. If within the time limit specified in the first request, the other agency does not provide a positive confirmation, negative confirmation or a specific amount of time needed to confirm or deny, the operator will send another message to the entering agency requesting confirmation. The operator will enter the number two in the request number field. This will cause the message to also be sent to the appropriate state CTA(s).
3. If within the specified time limit in the second request the agency does not provide the proper confirmation, the operator will send a message to the entering agency. The operator will enter a three (3) in the request number field. This will cause the message to be sent to the appropriate state CTA(s) and the FBI/NCIC.

C. Officer's responsibility:

1. Understand that a hit alone is not probable cause to arrest. A hit confirmed with the originating agency is one factor to be added to other

factors at the scene to arrive at an arrest decision.

2. Understand the hit confirmation process, and that he/she is responsible for ensuring the person and/or property in custody is the same as that in the record along with other safeguards that are indicated in #1 above.

III. Handling of TLETS information

A. Authority to request information

1. Within the department only commissioned officers and other authorized personnel will be allowed to request TLETS inquiries of any kind.
2. Requests from outside the department will be honored when the identity of the requestor can be verified as a commissioned officer or other authorized person who is making the request for a criminal justice purpose. Appropriate logging of CCH information is mandatory.
3. All authorized personnel are responsible for limiting their requests to official, criminal justice purposes only.

B. Security of information

1. Stolen and wanted information can be requested by officers as needed. No dissemination log is necessary and the information may be broadcast over the radio without restriction except as necessary to safeguard the officer.
2. Operators will always check for TCIC/NCIC warrants on incoming arrestees and prisoners being released at the request of an officer or jailer.
3. Operators will check for wanted persons using alias names, date of births, and ID numbers that come to our attention on each subject.
4. Officers will obtain hit confirmation from the entering agency before taking any of the following actions:
 - a. Arresting the wanted person.
 - b. Detaining the missing person.
 - c. Seizing the stolen property.
5. Criminal History information will only be available to law enforcement personnel and to other criminal justice agencies.
6. Operators will log any dissemination of criminal history information to any officer or agency; any officer or authorized person who further disseminates criminal history information to other law enforcement personnel or another criminal justice agency must maintain personal documentation of what was disseminated, when and to whom.

7. Communications personnel are not allowed to give criminal history information over the radio except for that information which might confirm the presence of a record or indicate a need for officer caution.
8. All printouts of CJIS data shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be promptly shredded using a shredder.
9. No CJIS, TLETS, TCIC and NCIC information obtained, under any circumstance, will ever be saved to CD's, thumb drives, diskettes, or any other storage media.
10. Changes in authorized personnel will be immediately reported to TCIC Training Section. The Terminal Agency Coordinator will handle the notifications.
11. The Department shall keep a list of all wireless device ID's and vendor telephone contact numbers so that devices can be promptly disabled, should the need arise.
12. All the equipment used for processing CJIS data shall have anti-virus software installed and updated on a monthly basis, and the MDC firewall shall be enabled at all times.
13. It shall be the responsibility of each authorized user to report any violations of this security policy to the Chief of Police.
14. Visitors to secure areas will be escorted by authorized personnel at all times.
15. The Local CJIS Network equipment room shall be securely locked when not occupied.

C. Training

Each person authorized to access CJIS data shall receive security awareness training within six months of appointment or employment and thereafter at least every two years, in accordance with CJIS policy, and said training will be documented.



Chief of Police