



Cover Memorandum

Criminal Justice Information Systems, JHPD Directive #230

Purpose of the Directive

The purpose of this Directive is to establish uniform and systematic procedures to provide for the secure, appropriate and official use of the federal and state Criminal Justice Information Systems (CJIS) used by the Johns Hopkins Police Department (JHPD).

Summary of Directive Requirements

This Directive provides procedures for JHPD members to ensure the accurate entry, validation, and removal of all appropriate data in the federal and state CJIS (National Crime Information Center (NCIC) and Maryland Electronic Telecommunications Enforcement Resource System (METERS)) in accordance with all rules pertaining to system operation and security. This Directive provides specific guidance with respect to entry, validation, confirmation, and removal of records in CJIS related to vehicles, license plates, boats, articles, securities, guns, missing persons, and wanted persons.

Blueprint for the Policy Development Process

The draft JHPD policies (hereinafter referred to as “directives”) shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD’s draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall’s Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

a. **Publicly available policies from municipal police departments that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police

Department;

b. National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

c. National and local higher education institutions that are based in comparable environments and make policies publicly available, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community’s public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT
CRIMINAL JUSTICE
INFORMATION
SYSTEMS

ADMINISTRATIVE
PROCEDURE #230

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard, Jr.
Issued: [full date]
Revised: [full date]

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Policy Statement

The Johns Hopkins Police Department (JHPD) will accurately enter and remove all appropriate National Crime Information Center (NCIC) and Maryland Electronic Telecommunications Enforcement Resource System (METERS) data in a timely manner and conform to all rules pertaining to system operation and security.

Who is Governed by this Policy

All personnel, including sworn, non-sworn and contractual or voluntary persons in service with the JHPD are governed by this Directive.

Purpose

The purpose of this Directive is to establish uniform and systematic procedures to provide for the secure, appropriate and official use of the Criminal Justice Information Systems used by JHPD.

Definitions

Confirmation:	The verification process of a person's or property's status listed within the system. These requests are time sensitive and often involve an officer's safety or the detention of persons or property until such confirmation of status is accomplished
Criminal Justice Information System (CJIS):	A computerized repository of documented criminal history, law enforcement and judicial records or information that is available to criminal justice agencies nationwide. The Federal CJIS infrastructure is maintained by the Federal Bureau of Investigation (FBI) and is interlinked with federal, tribal, state, and local agencies and offices through designated state agencies. Access to the FBI CJIS records, including the National Crime Information Center (NCIC) is controlled by the Maryland Department of Public Safety & Correctional Services. Maryland law enforcement agencies have access to NCIC, Motor Vehicle Administration (MVA) and other databases through METERS
Gun:	<p>For NCIC purposes, a gun is defined as any weapon that expels a projectile, except a BB gun. Included in this definition are antique weapons, cannons, machine guns, etc., as well as destructive devices such as grenades or mines.</p> <p>Any device that is listed above and has a serial number except BB guns, paintball guns, and pellet guns may be entered into NCIC as stolen, lost, or recovered. BB guns, paintball guns, and pellet guns may be entered in the Stolen Article file.</p>
Hit:	A computer reply from NCIC that a person or object is currently listed as wanted, missing, or stolen.
Locate:	A message sent from one jurisdiction to another indicating that the person or property listed by the entering agency as wanted or stolen is now in the agency's custody.
Maryland Electronic Telecommunications Enforcement Resource System (METERS):	The computer network servicing law enforcement agencies in the state of Maryland. This is the gateway through which all Maryland agencies have access to NCIC.
Member:	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
National Crime Information Center (NCIC):	The national computerized index of criminal justice information of nationwide interest (e.g., criminal record history information, fugitives, stolen properties, missing persons). NCIC is managed by the Federal Bureau of Investigation (FBI) and serves more than

	100,000 criminal justice and law enforcement partners. https://le.fbi.gov/informational-tools/ncic
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Terminal:	As used in this Directive, terminal refers to the equipment within the JHPD used for making entries and deletions in the METERS/NCIC system.
User:	A JHPD member who has been trained in and is certified to use NCIC/METERS. <ol style="list-style-type: none"> 1. All sworn members at the rank of Lieutenant and below are required to maintain NCIC certification. All other sworn members may, at their option, maintain NCIC certification. 2. Non-sworn members required to use NCIC as part of their job duties shall maintain NCIC certification. Other non-sworn members may, at the discretion of their supervisor, become certified in NCIC. 3. All users are required to sign into NCIC/METERS from a desktop computer at least once every 30 days. <ul style="list-style-type: none"> • If a user loses NCIC/METERS access due to failure to log in, they shall be required to report to the Screening Section for fingerprinting prior to reinstatement. • Repeated loss of NCIC/METERS access due to failure to sign in as required may result in disciplinary action. • Supervisors will verify user certification is current and note it in the monthly inspection. • All users must be recertified every two (2) years.
Validation:	The process of quality control and second party checks conducted by the NCIC Operator that updates cases involving METERS/NCIC entries to determine the accuracy of entries and the status of the case.
Wanted Person:	Any person for whom a warrant or temporary felony warrant has been issued.

Policy

The use of the METERS, NCIC, and CJIS systems are for official JHPD business or communications and legitimate law enforcement purposes only. Any access or use of these systems for any non-JHPD related purpose is strictly prohibited. Messages sent over the METERS system will be in accordance with the METERS Manual, Section II – General Requirements and the National Law Enforcement Telecommunications Systems (NLETS) User and Technical Guide, Section IV, Administrative Message Transactions.

Procedures

I. Standard Guidelines

- A. Information accessed from NCIC/METERS shall be kept confidential unless performance of duty or legal provision requires otherwise. The violation of the security of any confidential information is considered misconduct.
- B. The NCIC 2000 Operating Code provides strict mandates for the entry, validation, confirmation, and removal of persons, stolen vehicles, license plates, parts, boats, guns, articles, and securities.
- C. **Entry** - All NCIC entries require written backup documentation in the form of an officer's written report verifying all entered data.
- Requests for NCIC entry shall be made immediately for missing persons, stolen vehicles, and stolen license plates.
 - o Theft reports shall be submitted no later than the end of the tour of duty for the day the officer takes the report, or sooner if necessary.
 - o A supervisor may waive this requirement if the case involves an extensive number of items that require entry into NCIC. If a waiver is granted, the supervisor shall ensure that the officer requests the items be entered into NCIC within 48 hours of the theft report.
 - METERS/NCIC regulations prohibit entering an owner's name and telephone number in the MISCELLANEOUS field regarding any stolen vehicle, license plates, or items.
 - Terminal operators will maintain a log of Teletype (TTY) transactions and will note all entries on this log.
 - Upon receipt of a faxed copy of a METERS/NCIC entry request form on items or people as specified in this Directive and Appendix, the NCIC Operator shall review the form for sufficiency and compliance with NCIC entry guidelines.
 - o The officer shall confirm receipt of the request by calling the Teletype Section of the NCIC Operator.
 - o The form will be dated, and time stamped by the NCIC Operator and returned to the officer for inclusion in the report.
- D. **Validation** - The Terminal Agency Coordinator (TAC) or their designee will complete a monthly state audit regarding persons, vehicles, license plates, parts, weapons, securities, articles, and boats to ensure accurate information is maintained in the system.
- Officers taking theft reports requiring NCIC entry must contact the owner within 10 days of the original report to verify the status of the stolen item(s) and record this information in a Supplemental Report within the JHPD Records Management System (RMS). Officers shall take appropriate action to have the NCIC Operator remove items that have been recovered or returned.

- If it is discovered during validation procedures that an entered item listed as stolen has been recovered:
 - o The NCIC Operator will remove the entry no later than the end of that day's tour of duty, upon receipt of the appropriate removal form.
 - o The member that clears the entry will prepare and submit a Supplemental Report for the case file in RMS detailing the information discovered and action taken.

- E. Confirmation** - Officers advised of hits on any NCIC entry will not take any enforcement action beyond the detention of the vehicle, person, or item until the confirmation process has been completed by the NCIC Operator.
 - Communications personnel will verify the validity of hits by contacting the Baltimore Police Department (BPD) Hot Desk and/or having the on-duty supervisor immediately review the case file to confirm the status of STOLEN/MISSING.
 - If the METERS/NCIC entry was initiated by another jurisdiction, a Teletype Locate will be sent to that agency by NCIC Operator upon request of the recovering officer, after confirmation.

- F. Removal** - Officers making a recovery regarding an NCIC entry from Johns Hopkins (JH) shall have the entry removed from NCIC immediately. Removal of persons and property can be accomplished by contacting the NCIC Operator.
 - Officers will provide all requested information for removal either on the required form or via telephone or radio.
 - Officers will contact the owner by telephone as soon as practical and document the contact in the written report. If telephone contact is not made with the owner, a letter will be sent no later than the end of that day's tour of duty and a copy of that letter will be placed in the case file.
 - Officers making a recovery regarding an NCIC entry from another jurisdiction shall ensure that notification is sent to that jurisdiction by teletype providing the necessary information, as specified in this order.

II. Vehicles

A. Stolen Vehicle Entry

- All stolen vehicles will be entered into NCIC via the Stolen Vehicle/Registration Plate Entry Form, directly to the NCIC Operator, as soon as possible and provide the following information:
 - o Make, model, and year,
 - o License plate number and number of license plates stolen (e.g.,

- o front and rear),
 - o Type (2D, TK, etc.),
 - o Vehicle Identification Number (VIN),
 - o Color,
 - o Anything unusual or unique about the vehicle,
 - o Date of theft or date last seen, and
 - o Case number.
- Officers must contact the NCIC Operator to confirm that the form was received.
 - Communications personnel will verify the vehicle information by running a registration check and VIN confirmation query (QVIN) on the stolen car. The NCIC Operator will date, and time stamp the form and forward the request, via electronic means, back to the officer for inclusion in the report.
 - Vehicles equipped with a stolen vehicle transmitter will begin to send out a locator signal immediately upon entry into NCIC.
 - Vehicles that are stolen during the commission of a felony (e.g., murder, robbery, carjacking, etc.) or where exigent circumstances are involved may be entered into NCIC by the NCIC Operator without first submitting the required form. A supervisor must authorize the immediate entry of the vehicle into NCIC and the investigating officer shall ensure that the Auto Theft Investigation Form is submitted to the NCIC Operator as soon as practical, but no later than the end of shift that day.

B. Unauthorized Use of Vehicles (UUV) - Unauthorized Use entries into NCIC with adult suspects must be submitted on the Auto Theft Investigation Form.

- A UUV may also be entered into NCIC with supervisor approval when the vehicle involves a youth suspect as long as a detailed written report has been completed.
 - o The police report must identify if the youth is suspected of the crime, a runaway, etc. and document that the vehicle owner has been advised that the youth may be subject to criminal charges and a custodial arrest, and that the vehicle owner may be subject to towing costs.
 - o The standard NCIC vehicle entry form shall be used, and the officer must note in the narrative that the vehicle is an "Unauthorized Use" and include details regarding the juvenile's status.

C. Validation

- The Terminal Agency Coordinator (TAC) or their designee will complete a monthly state audit to ensure the accuracy of information in the system.

- Officers taking stolen vehicle or unauthorized use reports will contact the vehicle's owner within 10 days of the original report and verify the status of the vehicle.

D. Confirmation

- Stolen vehicles from other jurisdictions that are recovered at JH shall be confirmed by the officer contacting the NCIC Operator via phone or radio.
 - o The NCIC Operator will send a confirmation request to the originating agency to verify that the vehicle is still stolen.
 - o The NCIC Operator will send a locate message to the originating agency if the vehicle is verified as stolen.
- Stolen vehicles taken from JH that are recovered in any other jurisdiction shall be confirmed by the officer contacting the NCIC Operator by phone or radio. The NCIC Operator will contact the on-duty supervisor or BPD Hot Desk to verify that the vehicle is stolen.

E. Removal - Stolen vehicles from other jurisdictions that are recovered in the JH campus area may only be removed from METERS/NCIC by the originating agency.

- Officers must print directly to the NCIC Operator the Recovered Stolen Vehicle/Registration Plate Form, with the appropriate box checked indicating "Other Jurisdiction" detailing the recovery of the stolen vehicle.
- The following information should be included on the form to ensure removal from METERS/NCIC:
 - o Number of license plates recovered or on vehicle,
 - o Vehicle description - year, make, and model,
 - o License plate number/License plate State/Vehicle Identification Number,
 - o To what location the vehicle is towed,
 - o Case number of entering agency,
 - o Owner notification, if any,
 - o Arrests made, if any,
 - o Where the vehicle was located, and
 - o The condition of the vehicle, i.e., is it drivable
- The NCIC Operator will date, and time stamp the form and send it back to the officer for inclusion in the report.
- Vehicles stolen from and recovered by JHPD, or any other jurisdiction require a faxed or printed copy directly to the NCIC Operator using the appropriate form with the appropriate box checked indicating and detailing the recovery of the stolen vehicle.
 - o The NCIC Operator will date, and time stamp the original, copy

the form, and return the original to the officer for inclusion with the report.

- o The NCIC Operator will remove the vehicle from NCIC.
- For vehicles stolen from the JH campus area and recovered by other jurisdictions, when the NCIC Operator receives the location notification from the other jurisdiction, the NCIC Operator will immediately remove the vehicle from NCIC.
 - o The vehicle clear and recovery information, if available, will be given to the on-duty supervisor in the Patrol Division.
 - o The Patrol Division supervisor will complete the recovery report to re-classify the vehicle as recovered and record the recovery information.
 - o The completed report will be sent to the Commander of the Patrol Division for approval and dissemination.
 - o All NCIC paperwork shall be updated in RMS.
- If it is indicated that the license plate(s) were not recovered with the vehicle and they were stolen at the time the vehicle was stolen, the NCIC Operator will reenter the license plate(s) into NCIC using the original entry information.

III. License Plates

A. Entry

- Officers who take a report of a stolen license plate will advise the person whose license plate was stolen that, prior to entry into NCIC, they must turn in the remaining license plate. This prevents the remaining license plate from being used by the owner. The individual whose license plates were stolen should be advised the remaining plates may be returned by either of the following methods:
 - o Return the license plate to the Motor Vehicle Administration (MVA) and provide a copy of the turn-in receipt to the investigating officer or the Duty Officer, or
 - o Turn in the remaining license plate to the investigating officer who will then submit it to the Property Room and request that it is returned to MVA.
- Officers requesting entry of a stolen license plate into NCIC will immediately electronically communicate the form to the NCIC Operator. The NCIC Operator upon receipt will date and time stamp the form and electronically communicate it back to the officer for inclusion in the report.

- Officers shall provide the following information:
 - o License plate number and state of issue,
 - o Month and year of expiration,
 - o Front, rear, both, or single issued license plate,
 - o Date of theft, if known,
 - o Type of license plate (e.g., car, truck, MPV, trailer, etc.), and
 - o Incident Report number.

B. Validation

- The NCIC Operator will verify the license plate information by running an MVA check on the license plate.
- The MVA check will be attached to the incident in RMS for quality control.

C. Confirmation

- Stolen license plates from other jurisdictions that are recovered by JHPD can be confirmed by the officer contacting the NCIC Operator by phone or radio.
 - o The NCIC Operator will send a confirmation request to the originating agency to verify that the license plate is still stolen.
 - o Upon verification that the license plate has not been recovered, the NCIC Operator will send a locate message to the originating agency.
- Stolen license plates from JH that are recovered here or in any other jurisdiction can be confirmed by the officer contacting the NCIC Operator to verify that the license plate has not been recovered.

D. Removal - Stolen license plates from other jurisdictions that are recovered in JH may only be removed from METERS/NCIC by the originating agency.

- Officers must electronically communicate to NCIC Operator the Stolen Registration Tag Form with the appropriate box checked indicating "Other Jurisdiction", detailing the recovery of the stolen license plates. The following information must be included on the form to ensure a METERS/NCIC cancellation:
 - o Number of license plates recovered or on vehicle,
 - o Storage location or disposition of license plates,
 - o Case number of entering agency,
 - o Owner notification, if any, and
 - o Arrests made, if any.

- The NCIC Operator will date, and time stamp the form and electronically communicate it back to the officer's assigned district for inclusion in the report.
- Communications personnel will send a recovery TTY to the originating agency.
- License plates stolen from JH and recovered by a JHPD officer, either in the campus area or another jurisdiction, must be electronically communicated to the NCIC Operator with the appropriate box checked indicating "Johns Hopkins," detailing the recovery of the stolen license plates. The NCIC Operator will date, and time stamp the form, and electronically communicate it back to the officer for inclusion in the report.

IV. Boats, Guns, Articles, & Securities

- A. Entry** - The NCIC Operator will conduct the entry of stolen boats, VEH/boat parts, guns, articles, and securities.
- Officers taking a report of theft shall submit a Teletype Message Request.
 - The NCIC Operator date and time stamp the form and place the original in the corresponding case file in the RMS.
 - Articles: Officers must include the following information must be included when requesting a METERS/NCIC entry of a Stolen Article, and the following criteria met:
 - o The item must have a serial or owner applied number (this includes food stamps and lottery tickets), and
 - o Any office equipment, television set, or bicycle may be entered, regardless of value, or
 - o The circumstances of the theft indicate a probability of interstate movement of the property, or
 - o The seriousness of the crime indicates an entry should be made for investigative purposes.
 - o The officer must provide detailed information to include make. model. serial number. brand, etc.
 - Boats: The following information must be included when requesting a METERS/NCIC entry of a Boat, and the following criteria met:
 - o Hull serial number. owner applied number, or registration number,
 - o Make, manufacturer, and model year, and

- o Other information such as color, length, registration year and state, engine size, and any other distinguishing characteristics should be included, if known.
 - Guns: The following information must be included when requesting a METERS/NCIC entry of a Gun, and the following criteria met:
 - o Make, model, caliber,
 - o Serial number,
 - o Type - pistol, rifle, shotgun, etc.,
 - o Action - revolver, semi-automatic, pump, auto, lever, etc., and
 - o Other information such as barrel length, cartridge capacity, silencers, inscriptions, and any other distinguishing characteristics should be included, if known.
 - Securities: The following information must be included when requesting a METERS/NCIC entry of Securities, which includes currency, treasury bills, bonds, money orders; and savings certificates. The following mandatory information for a securities entry includes:
 - o Denomination
 - o Issuer
 - o Security date
 - o Serial number and
 - o Type of security
 - The following items may not be entered into METERS/NCIC as Securities: personal, bank, or company checks; credit cards; coins; food stamps, and lottery tickets, which should be entered as Stolen Articles.
- B.** The NCIC Operator is responsible for quality control, review, and the updating of METERS/NCIC entries regarding stolen boats, VEH/boat parts, toxic chemicals, law enforcement credentials, guns, persons, articles, and securities.
- C. Confirmation**
- Stolen boats, guns, articles, and securities from other jurisdictions that are recovered by JHPD shall be confirmed by the recovering officer by contacting the NCIC Operator via phone or radio.
 - o The NCIC Operator will send a confirmation request to the originating agency to verify that the boat, gun, article, or security has been recovered.
 - o Upon verification that the boat, gun, article, or security is still stolen, the NCIC Operator will send a Locate message to the originating agency.

- Stolen boats, guns, articles, and securities taken from the JH campus area that are recovered on campus or by another jurisdiction can be confirmed by the recovering officer by contacting the NCIC operator via phone or radio. The NCIC Operator will contact the on-duty Patrol supervisor to verify that the boat, gun, article, or security has or has not been recovered.

D. Removal

- Stolen boats, guns, articles, and securities from other jurisdictions that are recovered in JH's campus area may only be removed from METERS/NCIC by the originating agency.
 - o Officers must submit a form to the NCIC Operator detailing the recovery of the stolen boat, gun, article, or security.
 - o The NCIC Operator will process, date, and time stamp the original and place it in the corresponding case file in the Records Section.
- Boats, guns, articles, and securities stolen and recovered by a JHPD officer in either the JH campus area or another jurisdiction will be removed from METERS/NCIC upon by the NCIC Operator.
- The following information should be included on the appropriate form to ensure a METERS/NCIC removal:
 - o Location of recovery,
 - o To what location the item is taken and stored,
 - o Owner notification, if any,
 - o Arrests made, if any, and
 - o Condition of the item.

E. Recovered Guns Not Reported Stolen

- When an officer recovers a gun and a computer check indicates it is not stolen, the gun will be entered in the NCIC Recovered Gun File. The weapon must remain in the custody of JHPD or BPD's Evidence Control Unit (ECU) until its owner is identified or it is destroyed.
- Guns will be entered in the Recovered Gun File by submitting to the Terminal Agency Coordinator (TAC) or their designee. Information for entry is the same as for stolen guns. Care must be taken to clearly mark requests as "Recovered" and not "Stolen." Guns entered as "Recovered" must be taken to BPD ECU.

V. Wanted Persons

- A. Entry** - Wanted persons for felony or misdemeanor crimes may only be entered into METERS/NCIC if an arrest warrant has been obtained and filed. Exception: Temporary Felony Want records may be entered and retained for 48 hours without a physical warrant).

- The warrant shall be entered into METERS/NCIC upon completion of the Warrant Worksheet.
- Entry procedures include:
 - o The NCIC Operator personnel shall make the wanted person entries.
 - o The NCIC Operator shall retain and file hard copies of METERS and/or NCIC entry transactions and data entry forms.
 - o When the NCIC Operator is unavailable or if exigent circumstances exist as determined by a JHPD Captain, immediate entry may be made into METERS/NCIC by contacting the BPD Hot Desk and providing the appropriate entry information. The authorizing supervisor must ensure that a Warrant Clear and/ or Emergency Warrant Entry form is completed and forwarded to the BPD Hot Desk for file purposes.
 - o Officers shall forward a copy to the NCIC Operator for any warrant that is entered by the BPD Hot Desk.

B. Validations – Each month, the JHPD Investigations Division will receive from the NCIC staff a listing of warrants. The NCIC Operator is responsible for the timely verification of all information for accuracy and completeness in accordance with NCIC regulations. Any record not validated is subject to removal by the METERS/NCIC audit staff.

- The NCIC Operator shall validate all Wanted Persons Warrants via the following procedure:
 - o Locate and review the original warrant with the METERS/NCIC printout and actual computer entry.
 - o Inquire into the RMS Warrant Inventory to determine the current warrant status.
 - o Verify the information on the METERS/NCIC printout from the original warrant.
 - o Query the State Identification Index and scan the history file to verify and obtain additional information. While viewing the matched entry, pay attention to the criminal history. Of particular interest are indicators of caution, current address, and subject detainment at a correctional institution.
 - o Query the NCIC III (FBI records) to obtain any additional information that may not be included in the State Identification System.
 - o Inquire into the District Court automated files to verify that the warrant is still active.

- o Query the Motor Vehicle Administration files to obtain the Soundex number and current address where the subject may be located.
- o Optional investigative automated files available for verification or location purposes include credit checks and the Inmate Tracking System.
- o The NCIC Operator will perform all updating of files.
- When serving or notifying a defendant of a warrant, officers shall record new addresses into the Record Management System (RMS) Warrant Inventory and indicate all appropriate information and action to be taken, e.g., forward to other agency for service, letter sent, etc.
- Miscellaneous Warrant Validation Procedures: Warrant entries must contain at least one (1) numerical identifier derived from the warrant. For JHPD warrant entities, members shall include all available information recommended by METERS/NCIC, including the following:
 - o All known alias names, DOBs, Social Security Numbers, and miscellaneous numbers will be entered.
 - o If more than one (1) warrant is on file, the most serious warrant will be entered.
 - o Other less serious warrants will be referenced in the miscellaneous portion of the warrant entry.
 - o No member of JHPD shall in any way alter any warrant except to affix an Incident Report number.

C. Confirmation - Officers advised of hits on wanted persons shall not take action beyond the detention of the person until the warrant has been confirmed.

- Confirmation of a JHPD warrant must be done by either physically obtaining the warrant from the file in the Records Section or a copy of the warrant from the RMS.
 - o The Records Section will verify from the file during normal business hours.
 - o The Patrol supervisor will verify via RMS after normal business hours, weekends, and holidays.
 - o If the warrant is being sent for service, the warrant should be electronically communicated from RMS. If the warrant is being sent as a detainer the warrant should be electronically communicated from RMS

- For other jurisdictions, a TTY confirmation request will be sent by the NCIC Operator requiring a reply within 10 minutes by the originating jurisdiction.
 - o If the JHPD has local charges pending on the person, a reply from the originating jurisdiction will be requested within one (1) hour.
 - o Confirmation requests will not be sent on wanted persons when the warrant clearly specifies extradition that is outside of the geographic area.
- Once the person is in custody based upon a confirmed hit from another jurisdiction. The NCIC Operator will send a Locate message to the originating jurisdiction at the request of the arresting officer.
- Out of state requests shall include a request for confirmation of extradition from the State of Maryland.
 - o Extradition confirmation must be included in the reply TTY to apply for a fugitive warrant.
 - o A copy of the reply TTY will be given to the District Court Commissioner at the time of application for a fugitive warrant. This copy will be picked up by the officer at Communications.
- Arresting officers shall contact the originating jurisdiction to arrange for disposition of the person in custody and:
 - o Inquire as to whether the warrant may be served by JHPD or if a detainer is required, and
 - o Advise the jurisdiction if JHPD charges are pending.
- Persons wanted by other states must go through extradition procedures and will be charged on a Fugitive Warrant. This document ensures that the person will remain incarcerated until the matter may be investigated more thoroughly.
 - o An officer who charges a person on a fugitive warrant will forward a copy of the entire case file, to include computer printouts, to the BPD Warrant Apprehension Task Force (WATF) no later than the end of that day's shift.
 - o The WATF will assume follow-up responsibility for the case.

D. Removal - Any officer serving a JHPD arrest warrant will request that the warrant be removed before taking the person to the Commissioner. To request METERS/NCIC removal, the removal, the arresting officer shall complete the bottom located in the warrant folder and fax the form to the NCIC Operator during normal business hours.

- After normal business hours, weekends, and holidays, for JHPD warrants served by JHPD officers the officer will electronically communicate the completed METERS/NCIC removal form to the BPD Hot Desk.
 - o The form will indicate the date and time the removal was completed, will be faxed to the BPD Hot Desk for inclusion in the TTY package by the officer.
 - o BPD Hot Desk will date, and time stamp the removal request form and electronically communicate the request back to the officer for inclusion in the report upon receipt of a locate message from METERS/NCIC.
- Upon receipt of a locate for a wanted subject from another jurisdiction with an Extradition Code of EXTR or NOEX, the NCIC Operator will immediately clear the person from METERS/NCIC and send all paperwork to the Records unit. If a locate is placed on a warrant with the Extradition Code of DETN the warrant will not be removed, and all paperwork will be forwarded to the NCIC Operator.
- Required warrant removals are to be completed immediately. No removals shall be held for more than one (1) hour from the time of receipt by an on-duty NCIC Operator.
- If during validation it is determined that a warrant has been served or quashed but it is still listed as open, the NCIC Operator will update, remove the warrant from METERS/NCIC, close out the file, and return the warrant to the Court.
- If it is determined that a warrant is no longer prosecutable or otherwise does not meet the standards of the system, the NCIC Operator shall notify the officer that requested it. The officer shall contact the States Attorney's Office to have the warrant recalled/quashed. When the recall is received, the NCIC Operator shall remove the warrant from METERS/NCIC.
- The NCIC Operator will conduct a METERS/NCIC wanted persons check following the removal of an arrest warrant and will retain hard copies of those checks with the printout of the METERS/NCIC removal transactions.

E. Hits to Wants METERS/NCIC Messages - Upon receipt of a Hits to Wants notification, the NCIC Operator will forward the METERS/NCIC message to the Records Section daily during normal business hours.

- Outside of normal business hours, the NCIC Operator personnel will immediately electronically communicate the teletype to the on-duty Supervisor who shall immediately notify the Watch Commander and confirm acknowledgement. The teletype packet will also be delivered to the Investigations Section.

- Shift/ Watch Commander:
 - o Shall review Hits to Wants notifications to determine any immediate action required to locate the subject of an open JHPD Warrant, and
 - o May defer immediate action until the next working day for the Investigations Division, based on the totality of the circumstances.
- In all cases of a Hits to Wants notification, the Investigations Division shall ensure appropriate follow-up action and documentation.
 - o The NCIC Operator will ensure that the originating agency is contacted in an attempt to assist with serving the warrant and shall maintain a written record of the action taken, consistent with NCIC guidelines.
 - o A copy of the Hits to Wants messages shall be added to the Warrants file along with any follow-up action taken.
 - o All materials will be available for review by the NCIC Operator.

VI. Missing Persons

- A. **Entry** - Refer to JHPD Directive #464, Missing Persons Investigations. This Directive defines missing persons; however, the NCIC system may place more stringent definitions on entries.
- Missing Persons shall be entered by sending a copy of the completed State of Maryland Missing Person NCIC Entry Request to Communications. The on duty NCIC Operator will date and time stamp the form and return the completed request to the investigating officer for inclusion with the report and investigative case file.
 - The NCIC entry must be made immediately, but no more than two (2) hours after receipt, for all individuals.
- B. **Follow-Up Actions**
- Detail the responsibilities for making follow-ups on cases until closed or inactivated.
 - Each follow-up investigation will be forwarded on a supplemental report.
- C. **Confirmation** - Officers may not take any enforcement action against an adult based on a possible hit unless a crime has occurred, or the person is in crisis and in need of emergency medical assistance. Because of the vulnerability of missing youths, all appropriate investigative actions will be taken, including entering the youth into NCIC.

- Missing persons or runaways from either JH or another jurisdiction that are recovered may be confirmed by the officer contacting the NCIC Operator via phone or radio.
 - If the youth is from outside JHPD's jurisdiction, the NCIC Operator will send a confirmation request to the originating agency to verify that the subject is still missing or a runaway.
 - Upon verification, the NCIC Operator will send a Locate message to the originating agency.
- Communications personnel will contact either the Duty Officer or the Records Section to verify that the subject is still missing or a runaway.

D. Removal

- Missing persons or runaways from other jurisdictions that are recovered by JHPD may only be removed from NCIC by the originating agency.
 - The officer must electronically communicate to the NCIC Operator to clear a Missing Person form to them including the details of the recovery of the missing person or runaway.
 - The NCIC Operator will date, and time stamp the faxed form and fax the request back to the officer's assigned district for inclusion in the report.
- Missing persons or runaways from JH that are recovered by a JHPD officer can be removed from NCIC by electronically communicating a completed form to the NCIC Operator including details of the recovery of the missing person or runaway.
- If during validations it is determined that a person is no longer missing, the NCIC Operator will remove the person from NCIC upon receipt of written notification (clear form and supplemental form) from the assigned officer as indicated on the incident report and/or the RMS.

VII. Criminal History

- A. In accordance with METERS/NCIC requirements, all criminal history inquiries and disseminations shall be recorded in a log.
- B. Criminal history information disseminated to an individual other than the terminal operator or the individual listed in the "RESPONSE WILL BE GIVEN TO" block on the criminal history inquiry screen (e.g., other officers, court commissioner, State's Attorney, other criminal justice or police agencies/officers, or individuals legally entitled to the information) require a METERS/NCIC log entry.

- C. It shall be the responsibility of the disseminating officer to ensure a computer log entry is made prior to dissemination by using the METERS/NCIC "LOG" transaction at a METERS/NCIC terminal.
- D. The following shall be included in the "LOG" transaction:
- Full name, race, and sex of subject of inquiry,
 - FBI number of the subject of the inquiry, if applicable,
 - Date of birth of subject of inquiry,
 - Full name and address of the person to whom the information was given,
 - The reason for the dissemination, and
 - Agency ORI to which the information is disseminated, if applicable.
- E. Criminal history information requested by Communications personnel for officers will be logged in the Criminal History Dissemination Log located at the communications supervisor's position. The following information shall be included:
- Date,
 - Subject's entire name and date of birth,
 - Requesting officer last name, first name, and four-digit,
 - Dispatchers last name, first name, and four-digit,
 - Detailed reason for request, and
 - Initials of reviewing supervisor.

VIII. Routine and Urgent Teletypes

- A. All teletypes of an urgent nature will be sent to the Communications Center for immediate dissemination to the appropriate personnel.
- B. All teletypes of a routine or informational nature will be sent to the Terminal Agency Coordinator (TAC) or their designee via I ICPD Form 1416.
- C. If the TTY is part of an investigation, the Terminal Agency Coordinator (TAC) or their designee shall, upon receipt, date and time stamp the TTY and include it in the corresponding file in the Records Section.
- D. TTYs that are not part of an investigation shall be returned to the initiating officer once Validations completes the entry. A copy will be maintained in the Terminal Agency Coordinator (TAC) or their designee.

IX. Security/CJIS Security Awareness Training

- A. Non-NCIC users must complete security awareness training. Basic security awareness training shall be required within six (6) months of initial assignment and biennially thereafter for all personnel who have access to CJIS, including all personnel who have unescorted access to a physically secure location.

- B. Records of individual basic security awareness training and specific information system security training shall be documented, kept current, and maintained by the TAC.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to the Terminal Agency Coordinator, (TAC).

Related Resources

University Policies and Documents
Operational Procedure #464, Missing Persons Investigations
External Documentation
National Crime Information Center (NCIC) Website
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Policy Clarification and Interpretation			