

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 7.1

REVISED JUNE 2021

**VALIDATION PROCESS FOR THE
NATIONAL CRIME INFORMATION CENTER REPORT**

1. PURPOSE. The purpose of this General Order is to establish the responsibilities related to the National Crime Information Center (NCIC) validation report process.

2. GENERAL.

a. The Federal Bureau of Investigation's NCIC is a nationwide, computerized criminal justice information system accessible by any federal, state, and local criminal justice agency. The information contained within the NCIC system includes:

- (1) Wanted persons.
- (2) Missing persons.
- (3) Stolen property (e.g., vehicles, boats, or guns).

3. AUTHORITY.

a. The NCIC and the California Department of Justice (DOJ) require a monthly validation of the records listed in the NCIC report by the originating agency identifier (ORI). The validation process is crucial in order to maintain the accuracy of the NCIC records. Records subject to validation are those which have been in the file for 60 to 90 days and records entered yearly thereafter.

b. The Department is required to submit to DOJ a validation certification of all CHP records within 30 days. Should the validation be tardy, DOJ will purge the CHP records in the NCIC report for the time period being validated. If the Department cannot validate the record, the record will be removed from the system. Should the Area validate the record after being purged, the Area will need to reenter it into the California Law Enforcement Telecommunications System (CLETS).

4. FIELD SUPPORT SECTION RESPONSIBILITIES.

a. Field Support Section (FSS) has been designated as the departmental NCIC coordinator. It is the duty of FSS to coordinate with all field commands to ensure compliance with NCIC and DOJ regulations that require validation of records listed in the monthly NCIC report.

b. The first Sunday of each month, the DOJ generates the NCIC report which consists of records that have been in the system for 60 to 90 days and records that have been entered within the same months of previous years. This report is located on the California Department of Justice Information Center (CJIS) Validations System Web site: <https://cjis-monthly-validations.ext.doj.ca.gov/validations/index.pl>.

c. The DOJ will e-mail FSS when validations are available, along with the associated due dates. Field Support Section will then notify each Division administrative assistant (AA), via e-mail, advising of the action required and due dates. Division AAs will notify, via e-mail, each identified Area with the action required and corresponding due dates. Once the Area receives the information and validates the entries, the validation is e-mailed to FSS. Field Support Section will then log in to the CJIS Web site and confirm the status of each record by choosing one of the below options:

(1) Cancel—The record is no longer current and has been removed from CLETS.

(2) As Is—The record was accurate and has been left as is.

(3) Modify—The record has been modified (e.g., vehicle found but plates still missing).

d. By validating these records, the Department is signifying the following:

(1) The records on the validation list have been reviewed and confirmed by the originating office.

(2) The records which are no longer current have been removed from the NCIC system and all records remaining in the system are valid.

(3) All records contain all available information.

(4) The information contained in each of the records is accurate.

5. FIELD RESPONSIBILITIES.

a. As soon as the Area is notified of a validation by their Division AA, local NCIC coordinators shall log in to the CJIS Web site and pull their validation records for the specific month to be validated. Coordinators are required to certify the status of each record by reviewing the Master Case Record (e.g., CHP 180, Vehicle Report, or CHP 216, Arrest--Investigation Report) and verifying that all records are still outstanding, and all information entered is accurate and complete. In addition to verifying each record with the source documents, the validation of vehicle, boat, fugitive, or missing person entries require that local commands consult the complainant, victim, prosecutor, court, motor vehicle registry files, other appropriate sources, or the individual involved. In the event attempts to contact the victim or complainant are unsuccessful, the entering authority shall decide, based on the best information and knowledge available, as to whether or not to retain the original record.

b. **All** records must be compared with originating case documents, regardless of the age of the case or location of the originating documentation; however, recent consultation with the victim or complainant is not mandatory for entries related to firearms.

c. The command's NCIC coordinator shall ensure any necessary changes are made to the records listed on the report.

d. When all changes or updates have been made and all entries are validated, the NCIC coordinator shall send an e-mail to FSS (ValidationsNCIC@chp.ca.gov) on or before the due date. The e-mail should include the Area name and location code, the month and year of the records being validated, and a listing of all the records on the validation (utilizing the Originating Case Agency number) and their status.

6. COMMUNICATION CENTER RESPONSIBILITIES.

a. Communications Centers shall ensure that information entered into CLETS is entered under the appropriate Area ORI and not the center's default ORI. Communications Centers shall also make any necessary changes to records once the NCIC coordinator has validated the information. Instructions for how these changes are made are located in the CJIS manual on the DOJ's California Law Enforcement Web site at <https://clew.doj.ca.gov>.

OFFICE OF THE COMMISSIONER

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