



# GENERAL ORDER OPS-20 NCIC GUIDELINES

EFFECTIVE JANUARY 6, 2020

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This General Order contains the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. STANDARD NCIC GUIDELINES
- IV. VEHICLES
- V. LICENSE PLATES
- VI. BOATS, GUNS, ARTICLES, SECURITIES
- VII. WANTED PERSONS
- VIII. MISSING PERSONS
- IX. CRIMINAL HISTORY
- X. DEPORTED FELON FILE
- XI. ROUTINE AND INFORMATIONAL TELETYPES
- XII. SECURITY/CJIS SECURITY AWARENESS TRAINING
- XIII. CANCELLATION

## **I. POLICY**

The Howard County Department of Police (HCPD) 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 the system.<sup>1</sup>

## **II. DEFINITIONS**

- A. 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.
- B. Criminal Justice Information System (CJIS): Terminology referring to all other state criminal justice databases within Maryland.
- C. Gun
  - 1. 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.
  - 2. 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.
- D. Hit: A computer reply from NCIC that a person or object is currently listed as wanted, missing, or stolen.
- E. 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.
- F. Maryland Electronic Telecommunications Enforcement Resource System (METERS): The computer network servicing law enforcement agencies in the state of Maryland.

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<sup>1</sup> CALEA 81.2.8

- G. National Crime Information Center (NCIC): The national computerized index of criminal justice information of nationwide interest.
- H. Terminal: As used in this General Order, terminal refers to the equipment within the HCPD used for making entries and deletions in the METERS/NCIC system.
- I. User: An HCPD member who has been trained in and is certified to use NCIC/METERS.
  - 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. Civilian members required to use NCIC as part of their job duties shall maintain NCIC certification. Other civilian 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 thirty (30) days.
    - a. If a user loses NCIC/METERS access due to failure to log in, he shall be required to report to the Human Resources Bureau for fingerprinting prior to reinstatement.
    - b. Repeated loss of NCIC/METERS access due to failure to sign in as required may result in disciplinary action.
    - c. Supervisors will verify user certification is current and note it in the monthly inspection.
  - 4. All users must be recertified every two (2) years.
- J. Validation: The process of quality control and second party checks conducted by the Validations Unit, Records Section, and Communications Division that updates cases involving METERS/NCIC entries to determine the accuracy of entries and the status of the case.
- K. Wanted Person: Any person for whom a warrant or temporary felony warrant has been issued.

**III. STANDARD NCIC 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
  - 1. All NCIC entries require written back-up documentation in the form of an officer's written report verifying all entered data.
  - 2. Requests for NCIC entry shall be made immediately for missing persons, stolen vehicles, and stolen tags.
    - a. 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.

- b. 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 forty-eight (48) hours of the theft report.
3. METERS/NCIC regulations prohibit entering an owner's name and telephone number in the MISCELLANEOUS field regarding any stolen vehicle, tags, or items.
4. Terminal operators will maintain a log of Teletype (TTY) transactions and will note all entries on this log.
5. Upon receipt of a faxed copy of a METERS/NCIC entry request form on items or people as specified in this General Order and Appendix, the Communications Division shall review the form for sufficiency and compliance to NCIC entry guidelines.
  - a. The officer shall confirm receipt of the request by calling the Teletype Section of the Communications Division.
  - b. The form will be dated and time stamped by Communications and faxed back to the officer for inclusion in the report.

D. Validation

1. The Validations Unit will complete a monthly state audit regarding persons, vehicles, tags, parts, weapons, securities, articles, and boats to ensure accurate information is maintained in the system.
2. Officers taking theft reports requiring NCIC entry must contact the owner within ten (10) days of the original report to verify the status of the stolen item(s) and record this information in a Supplemental Report consistent with General Order ADM-11, Departmental Reporting System. Officers shall take appropriate action to have the Validations Unit remove items that have been recovered or returned.
3. If it is discovered during validation procedures that an entered item listed as stolen has been recovered:
  - a. The Validations Unit will remove the entry no later than the end of that day's tour of duty, upon receipt of the appropriate removal form.
  - b. The member that clears the entry will prepare and submit a Supplemental Report for the case file detailing the information discovered and action taken.

E. Confirmation

1. 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 Communications personnel.
2. Communications personnel will verify the validity of "hits" by having Records Section personnel or the District 1 Northern District Duty Officer immediately review the case file to confirm the status of STOLEN/MISSING.
3. If the METERS/NCIC entry was initiated by another jurisdiction, a Teletype Locate will be sent to that agency by Communications upon request of the recovering officer, after confirmation.

F. Removal

1. Officers making a recovery regarding an NCIC entry from Howard County shall have the entry removed from NCIC immediately. Removal of persons and property can be accomplished by contacting either Communications or a member of the Validations Unit.
2. Officers will provide all requested information for removal either on the required form or via telephone/radio.
3. 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.
4. 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.

**IV. VEHICLES**

A. Stolen Vehicle Entry

1. All stolen vehicles will be entered into NCIC. Officers requesting entry of stolen vehicles will fax or print HCPD Form 1420, Stolen Vehicle/Registration Plate Entry Form, directly to Communications, as soon as possible and provide the following information:
  - a. Make, model, and year;
  - b. Tag number and number of tags stolen (i.e. front and rear);
  - c. Type (2D, TK, etc.);
  - d. Vehicle Identification Number (VIN);
  - e. Color;
  - f. Anything unusual or unique about the vehicle;
  - g. Date of theft or date last seen; and
  - h. Case number.
2. Officers must contact Communications to confirm that the form was received.
3. Communications will verify the vehicle information by running a registration check and VIN confirmation query (QVIN) on the stolen car. Communications will date and time stamp the form and fax the request back to the officer's assigned district for inclusion in the report.
4. Vehicles equipped with a stolen vehicle transmitter will begin to send out a locator signal immediately upon entry into NCIC.
5. Vehicles that are stolen during the commission of a felony, i.e. murder, robbery, carjacking, etc. or where exigent circumstances are involved may be entered into NCIC by Communications without first submitting the required form. An area supervisor must authorize the immediate entry of the vehicle into NCIC and the investigating officer shall ensure that HCPD Form 1420 is submitted to Communications as soon as practical, but no later than the end of shift that day.

B. Unauthorized Use of Vehicles (UUV)

1. Unauthorized Use entries into NCIC with adult suspects must be consistent with General Order OPS-13, Auto Theft Investigation.
2. A UUV may also be entered into NCIC with supervisor approval when the vehicle involves a juvenile suspect as long as a detailed written report has been completed.
  - a. The police report must identify if the juvenile is a suspect, runaway, etc. and document that the vehicle owner has been advised that the juvenile may be subject to criminal charges and a custodial arrest, and that the vehicle owner may be subject to towing costs.
  - b. The standard NCIC vehicle entry form shall be used, the officer must note in the narrative that the vehicle is an "Unauthorized Use", and include details regarding the juvenile's status.

C. Validation

1. The Validations Unit will complete a monthly state audit to ensure the accuracy of information in the system.
2. Officers taking stolen vehicle or unauthorized use reports will contact the owner within ten (10) days of the original report and verify the status of the vehicle.

D. Confirmation

1. Stolen vehicles from other jurisdictions that are recovered in Howard County shall be confirmed by the officer contacting the Communications Division via phone or radio.
  - a. Communications will send a confirmation request to the originating agency to verify that the vehicle is still stolen.
  - b. Communications will send a locate message to the originating agency if the vehicle is verified as stolen.
2. Stolen vehicles from Howard County that are recovered in Howard County or any other jurisdiction shall be confirmed by the officer contacting Communications by phone or radio. Communications will contact the Duty Officer or Records Section to verify that the vehicle is stolen.

E. Removal

1. Stolen vehicles from other jurisdictions that are recovered in Howard County may only be removed from METERS/NCIC by the originating agency.
  - a. Officers must fax or print directly to Communications HCPD Form 1422, Recovered Stolen Vehicle/Registration Plate Form, with the appropriate box checked indicating "Other Jurisdiction", detailing the recovery of the stolen vehicle.
  - b. The following information should be included on HCPD Form 1422 to ensure removal from METERS/NCIC:
    - i. Number of tags recovered or on vehicle;
    - ii. Vehicle description - year, make, and model;

- iii. Tag number/Tag State/Vehicle Identification Number;
  - iv. To what location the vehicle is towed;
  - v. Case number of entering agency;
  - vi. Owner notification, if any;
  - vii. Arrests made, if any;
  - viii. Where the vehicle was located; and
  - ix. The condition of the vehicle, i.e. is it drivable.
- c. The Communications Division will date and time stamp the form and send it back to the officer for inclusion in the report.
2. Vehicles stolen from and recovered by Howard County or any other jurisdiction require a faxed or printed directly to Communications HCPD Form 1422 with the appropriate box checked indicating "Howard County" and detailing the recovery of the stolen vehicle.
- a. Communications will date and time stamp the original, copy the form, and return the original to the officer for inclusion in the report.
  - b. Communications will remove the vehicle from NCIC.
3. Vehicles stolen from Howard County and recovered by other jurisdictions
- a. Once the Communications NCIC operator receives the locate from the other jurisdiction, the operator will immediately remove the vehicle from NCIC.
  - b. The vehicle clear and recovery information, if available, will be given to the on-duty Sergeant in the Communications Center or, in the absence of the Communications Sergeant, the paperwork will be placed in the mailbox labeled "Sergeants Vehicle Recovery In-box".
    - i. The Communications Sergeant will complete the recovery report to re-classify the vehicle as recovered and record the recovery information.
    - ii. The completed report will be sent to the Commander of the Communications Division for approval and dissemination.
    - iii. All NCIC paperwork shall be forwarded to Records in groups based on the date it was generated.
  - c. If it is indicated that the tag(s) were not recovered with the vehicle and they were stolen at the time the vehicle was stolen, the Communications NCIC operator will reenter the tag(s) into NCIC using the original entry information.

**V. LICENSE PLATES**

A. Entry

- 1. Officers who take a report of a stolen tag will advise the victim that, prior to entry into NCIC, the victim must turn in the remaining tag; single issued tags are excluded. This prevents the remaining tag from being used by the owner. Victims should be advised the remaining tags may be returned by either of the following methods:

- a. Return the tag to the MVA and provide a copy of the turn-in receipt to the investigating officer or the Duty Officer; or
    - b. Turn in the remaining tag to the investigating officer or the District 1 Northern Duty Officer who will then submit it to the Property Room and request that it is returned to MVA.
  2. Officers requesting entry of a stolen license plate into NCIC will immediately fax or directly print HCPD Form 1420 to Communications. Communications will date and time stamp the form and fax the request back to the officer's assigned district for inclusion in the report.
  3. Officers shall provide the following information:
    - a. Tag number and state of issue;
    - b. Month and year of expiration;
    - c. Front, rear, both, or single issued tag;
    - d. Date of theft, if known;
    - e. Type of tag, i.e. car, truck, MPV, trailer, etc.; and
    - f. Incident Report number.
- B. Validation
1. The Communications Division will verify the tag information by running an MVA check on the tag.
  2. The MVA check will be printed and forwarded with the entry to the Validations Unit for quality control.
- C. Confirmation
1. Stolen tags from other jurisdictions that are recovered in Howard County can be confirmed by the officer contacting Communications by phone or radio.
    - a. Communications will send a confirmation request to the originating agency to verify that the tag is still stolen.
    - b. Upon verification that the tag has not been recovered, Communications will send a locate message to the originating agency.
  2. Stolen tags from Howard County that are recovered here or in any other jurisdiction can be confirmed by the officer contacting the District 1 Northern Duty Officer or the Records Section to verify that the tag has not been recovered.
- D. Removal
1. Stolen tags from other jurisdictions that are recovered in Howard County may only be removed from METERS/NCIC by the originating agency.
    - a. Officers must fax or directly print to Communications HCPD Form 1422 with the appropriate box checked indicating "Other Jurisdiction", detailing the recovery of the stolen tags. The following information must be included on HCPD Form 1422 to ensure a METERS/NCIC cancellation:

- i. Number of tags recovered or on vehicle;
    - ii. Storage location or disposition of tags;
    - iii. Case number of entering agency;
    - iv. Owner notification, if any; and
    - v. Arrests made, if any.
  - b. Communications will date and time stamp the form and fax it back to the officer's assigned district for inclusion in the report.
  - c. Communications will send a recovery TTY to the originating agency.
2. Tags stolen from Howard County and recovered by a Howard County officer, either in Howard County or another jurisdiction, must fax or directly print to Communications HCPD Form 1422 with the appropriate box checked indicating "Howard County", detailing the recovery of the stolen tags. Communications will date and time stamp the form, and fax it back to the officer's assigned district for inclusion in the report.

**VI. BOATS, GUNS, ARTICLES, SECURITIES**

A. Entry

1. The Validations Unit will conduct the entry of stolen boats, VEH/boat parts, guns, articles, and securities.
  - a. Officers taking a report of theft shall submit a HCPD Form 1416, Teletype Message Request.
  - b. The Validations Unit shall date and time stamp the form and place the original in the corresponding case file in the Records Section.
2. The following information must be on HCPD Form 1416 when requesting an METERS/NCIC entry:
  - a. Articles: To enter a stolen article into NCIC, the following criteria must be met:
    - i. The item must have a serial or owner applied number (this includes food stamps and lottery tickets); AND
    - ii. Any office equipment, television set, or bicycle may be entered, regardless of value; OR
    - iii. The circumstances of the theft indicate a probability of interstate movement of the property; OR
    - iv. The seriousness of the crime indicates an entry should be made for investigative purposes.
    - v. The officer must provide detailed information to include make, model, serial number, brand, etc.
  - b. Boats
    - i. Hull serial number, owner applied number, or registration number;

- ii. Make, manufacturer, and model year; and
  - iii. Other information such as color, length, registration year and state, engine size, and any other distinguishing characteristics should be included, if known.
- c. Guns (please see "Gun" under definitions)
- i. Make, model, caliber;
  - ii. Serial number;
  - iii. Type - pistol, rifle, shotgun, etc.;
  - iv. Action - revolver, semi-automatic, pump, auto, lever, etc.; and
  - v. Other information such as barrel length, cartridge capacity, silencers, inscriptions, and any other distinguishing characteristics should be included, if known.
- d. Securities
- i. Items that may be entered include:
    - a) Currency;
    - b) Treasury bills;
    - c) Bonds;
    - d) Money orders; and
    - e) Savings certificates.
  - ii. Items that may not be entered include:
    - a) Personal, bank, or company checks;
    - b) Credit cards;
    - c) Coins; and
    - d) Food stamps and lottery tickets, which should be entered as Stolen Articles.
  - iii. Mandatory information for a securities entry includes:
    - a) Denomination;
    - b) Issuer;
    - c) Security date;
    - d) Serial number; and
    - e) Type of security.

GENERAL ORDER OPS-20  
JANUARY 6, 2020

- B. The Validations Unit 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
  - 1. Stolen boats, guns, articles, and securities from other jurisdictions that are recovered in Howard County can be confirmed by the officer contacting Communications via phone or radio.
    - a. Communications will send a confirmation request to the originating agency to verify that the boat, gun, article, or security has been recovered.
    - b. Upon verification that the boat, gun, article, or security is still stolen, Communications will send a Locate message to the originating agency.
  - 2. Stolen boats, guns, articles, and securities from Howard County that are recovered in Howard County or another jurisdiction can be confirmed by the officer contacting Communications via phone or radio. Communications will contact either the District 1 Northern Duty Officer or the Records Section to verify the boat, gun, article, or security has not been recovered.
- D. Removal
  - 1. Stolen boats, guns, articles, and securities from other jurisdictions that are recovered in Howard County may only be removed from METERS/NCIC by the originating agency.
    - a. Officers must submit HCPD Form 1416 to the Validations Unit detailing the recovery of the stolen boat, gun, article, or security.
    - b. The Validations Unit will process, date, and time stamp the original and place it in the corresponding case file in the Records Section.
  - 2. Boats, guns, articles, and securities stolen from Howard County and recovered by a Howard County officer in either Howard County or another jurisdiction will be removed from METERS/NCIC upon receipt of HCPD Form 1416 by the Validations Unit.
  - 3. The following information should be included on HCPD Form 1416 to ensure a METERS/NCIC removal:
    - a. Location of recovery;
    - b. To what location the item is taken and stored;
    - c. Owner notification, if any;
    - d. Arrests made, if any; and
    - e. Condition of the item.
- E. Recovered Guns Not Reported Stolen
  - 1. 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 HCPD until its owner is identified or it is destroyed in accordance with SOP PE-04, Destruction of Property and Evidence.

2. Guns will be entered in the Recovered Gun File by submitting HCPD Form 1416 to the Validations Unit. 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 placed in the HCPD Property Room.

## **VII. WANTED PERSONS**

### **A. Entry<sup>2</sup>**

1. Wanted persons for felony or misdemeanor crimes may only be entered into METERS/NCIC if an arrest warrant has been obtained and filed with HCPD. (Exception: Temporary Felony wants may be entered and retained for forty-eight (48) hours without a physical warrant).
2. The warrant shall be entered into METERS/NCIC upon completion of HCPD Form 3114, Warrant Worksheet.
3. Entry Procedures
  - a. Records Section personnel shall make the wanted person entries.
  - b. Records Section personnel shall retain and file hard copies of METERS and/or NCIC entry transactions and data entry forms.<sup>3</sup>
  - c. When the Records Section is closed or if exigent circumstances exist as determined by an Area Supervisor, immediate entry may be made into METERS/NCIC by contacting Communications and providing the appropriate entry information. The authorizing supervisor must ensure that a fax of HCPD Form 1419, Warrant Clear and Emergency Warrant Entry, is completed and forwarded to Communications for file purposes.
  - d. Officers shall forward a copy of HCPD Form 1419 to the Records Section for any warrant that is entered by Communications.

### **B. Validations<sup>4</sup>**

1. Each month, the Validations Unit will receive from the METERS/NCIC staff a listing of warrants. The Validations Unit 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.
2. Validating Wanted Persons Warrants
  - a. Locate and review the original warrant with the METERS/NCIC printout and actual computer entry.
  - b. Inquire into the Records Management System (RMS) Warrant Inventory to determine the current warrant status.
  - c. Verify the information on the METERS/NCIC printout from the original warrant.

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<sup>2</sup> CALEA 74.1.3a

<sup>3</sup> CALEA 74.1.3c

<sup>4</sup> CALEA 74.1.3b and d

- d. 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.
  - e. Query the NCIC III (FBI records) to obtain any additional information that may not be included in the State Identification System.
  - f. Inquire into the District Court automated files to verify that the warrant is still active.
  - g. Query the Motor Vehicle Administration files to obtain the Soundex number and current address where the subject may be located.
  - h. Optional investigative automated files available for verification or location purposes include credit checks and the Inmate Tracking System.
  - i. Records Section personnel will perform all updating of files.
3. When serving or notifying a defendant of a warrant, 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.
  4. Miscellaneous Warrant Validation Procedures
    - a. Warrant entries must contain at least one numerical identifier derived from the warrant.
    - b. METERS/NCIC advocates a policy of packing warrant entries with all available information.
      - i. All known alias names, DOBs, Social Security Numbers, and miscellaneous numbers will be entered.
      - ii. If more than one (1) warrant is on file with the HCPD, the most serious warrant will be entered.
      - iii. Other less serious warrants will be referenced in the miscellaneous portion of the warrant entry.
      - iv. No member of the HCPD shall in any way alter any warrant except to affix an IR number.

C. Confirmation<sup>5</sup>

1. Officers advised of "hits" on wanted persons shall not take action beyond the detention of the suspect until the warrant has been confirmed.
2. Confirmation of a warrant from HCPD must be done by physically obtaining the warrant from the file.
3. The HCPD may issue written directives outside this General Order dictating procedures regarding warrant confirmation and action taken on behalf of the Howard County Sheriff's Department, i.e. after hours, weekends, etc.

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<sup>5</sup> CALEA 74.1.3 d

4. For other jurisdictions, a TTY confirmation request will be sent by Communications requiring a reply within ten (10) minutes by the originating jurisdiction.
    - a. If the HCPD has local charges pending on the subject, a reply from the originating jurisdiction will be requested within one (1) hour.
    - b. Confirmation requests will not be sent on wanted persons when the warrant clearly specifies extradition that is outside of the geographic area.
  5. Once the suspect is in custody based upon a confirmed "hit" from another jurisdiction:
    - a. Communications will send a Locate message to the originating jurisdiction at the request of the arresting officer.
    - b. Out of state requests shall include a request for confirmation of extradition from the State of Maryland.
      - i. Extradition confirmation must be included in the reply TTY to apply for a fugitive warrant.
      - ii. 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.
    - c. Arresting officers shall contact the originating jurisdiction to arrange for disposition of the prisoner and:<sup>6</sup>
      - i. Inquire as to whether the warrant may be served in Howard County's jurisdiction via fax or if a detainer is required; and
      - ii. Advise the jurisdiction if HCPD charges are pending.
    - d. Persons wanted by other states must go through extradition procedures and will be charged on a Fugitive Warrant. This document ensures that the suspect will remain incarcerated until the matter may be investigated more thoroughly.
      - i. An officer who charges an individual on a fugitive warrant will forward a copy of the entire case, to include computer printouts, to the Warrant Fugitive Section no later than the end of that day's tour of duty.
      - ii. The WFS will assume follow-up responsibility for the case.
- D. Removal<sup>7</sup>
1. Any officer serving an HCPD arrest warrant will request that the warrant be removed before taking the prisoner to the Commissioner. To request METERS/NCIC removal, the arresting officer shall complete the bottom portion of HCPD Form 1419 located in the warrant folder and fax the form to the Records Section during normal business hours.
  2. After normal business hours, weekends, and holidays, for HCPD warrants served by HCPD officers the officer will fax the completed METERS/NCIC removal form to Communications.
    - a. HCPD Form 1419, indicating the date and time the removal was completed, will be faxed to the WFS for inclusion in the TTY package by the officer.

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<sup>6</sup> CALEA 74.1.3b

<sup>7</sup> CALEA 74.1.3f

- b. Communications will date and time stamp the removal request form and fax the request back to the officer for inclusion in the report upon receipt of a locate message from METERS/NCIC.
3. Upon receipt of a locate for a wanted subject from another jurisdiction with an Extradition Code of **EXTR** or **NOEX** Communications will immediately clear the person from METERS/NCIC and send all paperwork to the Validations 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 Validations Unit.
4. 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 Communications Division METERS/NCIC operator.
5. If during validation it is determined that a warrant has been served or quashed but it is still listed as open, an employee assigned to the Records Section will update ILeads, remove the warrant from METERS/NCIC, close out the file, and return the warrant to the Court.
6. If it is determined that a warrant is no longer prosecutable or otherwise does not meet the standards of the system, the Records Section shall notify the WFS. WFS shall contact the States Attorney's Office to have the warrant recalled/quashed. When the recall is received, the Records Section shall remove the warrant from METERS/NCIC and ILEADS.
7. Communications or Records personnel 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.<sup>8</sup>

E. Hits to Wants METERS/NCIC Messages

1. Upon receipt of Hits to Wants notification, Communications personnel will forward the METERS/NCIC message to the Records Section daily during normal business hours.
2. Outside of normal business hours, Communications personnel will immediately fax the teletype to the District 1 Northern Duty Officer who shall immediately notify the Watch Commander and confirm acknowledgement. The teletype packet will also be delivered to the Records Section.<sup>9</sup>
3. Watch Commanders
  - a. Shall review Hits to Wants notifications to determine any immediate action required to locate the subject of an open HCPD Warrant;
  - b. May make off-duty contact with the WFS Supervisor, as needed; and
  - c. May defer immediate action until the next working day for the WFS Section, based on the totality of the circumstances.
4. In all cases of a Hits to Wants notification, the WFS shall ensure appropriate follow-up action and documentation.
  - a. The WFS will ensure that the originating ORI is contacted in an attempt to serve the warrant and shall maintain a written record of the action taken, consistent with NCIC guidelines.

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<sup>8</sup> CALEA 74.1.3e

<sup>9</sup> CALEA 74.1.3g

- b. A copy of the "Hits to Wants" messages shall be added to the Warrants file along with any follow-up action taken.
- c. All materials will be available for review by the NCIC audit Staff.

**VIII. MISSING PERSONS**

**A. Entry<sup>10</sup>**

- 1. Refer to the General Order OPS-71, Missing Persons Investigations. This General Order defines missing persons; however, the NCIC system may place more stringent definitions on entries.
- 2. Missing Persons shall be entered by sending a fax or directly printing to Communications, HCPD Form 1424, State of Maryland Missing Person NCIC Entry Request. Communications will date and time stamp the form and fax the request back to the officer's assigned district for inclusion in the report.
- 3. The NCIC entry must be made immediately, but no more than two (2) hours after receipt, for all individuals.

**B. Follow-Up**

- 1. General Order OPS-71 details the responsibilities for making follow-ups on cases until closed or inactivated.
- 2. Each follow-up investigation will be forwarded on a supplemental report.

**C. Confirmation**

- 1. 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 need of a psychiatric evaluation. Because of the endangered status of juveniles entered into NCIC, any appropriate actions shall be taken.
- 2. Missing persons or runaways from either Howard County or another jurisdiction that are recovered may be confirmed by the officer contacting Communications via phone or radio.
  - a. Other Jurisdiction
    - i. Communications will send a confirmation request to the originating agency to verify that the subject is still missing or a runaway.
    - ii. Upon verification, the Communications Division will send a locate message to the originating agency.
  - b. Howard County: Communications will contact either the District 1 Northern Duty Officer or the Records Section to verify that the subject is still missing or a runaway.

**D. Removal<sup>11</sup>**

- 1. Missing persons or runaways from other jurisdictions that are recovered in Howard County may only be removed from NCIC by the originating agency.

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<sup>10</sup> CALEA 41.2.5c

<sup>11</sup> CALEA 41.2.5c

- a. The officer must fax or directly print to Communications HCPD Form 1417, Clear Missing Person to the Communications Division detailing the recovery of the missing person or runaway.
  - b. The Communications Division will date and time stamp the faxed form and fax the request back to the officer's assigned district for inclusion in the report.
2. Missing persons or runaways from Howard County that are recovered by a Howard County officer can be removed from NCIC by faxing or directly printing a completed HCPD Form 1417 to the Communications Division detailing the recovery of the missing person or runaway.
  3. If during validations it is determined that a person is no longer missing, the Validations Unit 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 HCPD electronic Record Management System (RMS).

**IX. 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 in the HCPD, 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.
  1. 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.
  2. The following shall be included in the "LOG" transaction:
    - a. Full name, race, and sex of subject of inquiry;
    - b. FBI number of the subject of the inquiry, if applicable;
    - c. Date of birth of subject of inquiry;
    - d. Full name and address of the person to whom the information was given;
    - e. The reason for the dissemination; and
    - f. Agency ORI to which the information is disseminated, if applicable.
- C. Criminal history information requested by Communications for officers will be logged in the Criminal History Dissemination Log located at the Police Admin Position. The following information shall be included:
  1. Date;
  2. Subject's entire name and date of birth;
  3. Requesting officer last name, first name, and four-digit;
  4. Dispatchers last name, first name, and four-digit;

5. Detailed reason for request; and
6. Initials of reviewing supervisor.

**X. DEPORTED FELON FILE**

- A. The Deported Felon File (DFF) contains records of criminal aliens who have been deported for drug trafficking, firearms trafficking, and serious violent crimes in the event they might re-enter the United States without permission.
- B. The following procedures are to be followed in the event an officer receives a reply on an individual from the Deported Felon File:
  1. If the officer has encountered an individual listed in the DFF under routine circumstances (i.e. traffic stop, field interview, etc.), the individual should not be detained beyond the time necessary to complete the contact. Detention of an individual based solely on a DFF reply is prohibited.
  2. If there are no criminal charges against the individual, the officer should document the contact in an incident report and forward an informational teletype, through the Validations Unit, to the Immigration and Customs Enforcement (ICE). The informational TTY should include the following:
    - a. Subject's name, DOB, and physical description;
    - b. Subject's home and work address and phone numbers;
    - c. Vehicle description and driver's license information;
    - d. Known associates;
    - e. Other identification information;
    - f. HCPD report number; and
    - g. Investigating officer's name and contact information.
  3. If there are criminal charges against the individual, the Law Enforcement Support Center of ICE shall be contacted at (802) 872-6050 to respond and assist in the identification of the arrestee.
- C. ICE will not respond to the scene of a routine contact with an individual identified in the DFF. ICE will initiate an investigation of the individual based on the receipt of the informational TTY. It is imperative that officers provide as much information on the DFF individual as possible to assist ICE in their investigation.
- D. Refer to General Order OPS-10, Foreign Nationals, for additional information.

**XI. ROUTINE AND URGENT TELETYPES**

- A. All teletypes of an urgent nature, as specified in Appendix A, will be sent to the Communications Division via HCPD Form 1416.
- B. All teletypes of a routine or informational nature, as specified in Appendix A, will be sent to the Validations Unit via HCPD Form 1416.
- C. If the TTY is part of an investigation, the Validations Unit 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 Validations Unit.

**XII. 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 Terminal Agency Contact (TAC).

**XIII. CANCELLATION**

This General Order cancels and replaces General Order OPS-20, NCIC Guidelines, dated October 31, 2006.

AUTHORITY:



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Chief of Police