<INSERT AGENCY NAME>

Validations

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| *The purpose of this template is to assist your agency in creating its own procedures. These are the minimum topics that must be covered:*1. *The items below in red must be specific and reflect your agency’s current practices.*
2. *Remove any items that are not applicable to your agency.*
3. *Formalize with the date and your agency name.*
4. *Remove the red box once the procedure is updated and completed.*

*If your procedure does not reflect the actual practice at your agency, then you will be found out of compliance.**ACCESS Section revised March 2021* |

1. The Terminal Agency Coordinator (TAC) or designee must review all records on the validation list
2. CJIS Validations will send both an AM message to the main device ID and an email notification to the TAC when validations are ready for the month
	1. The TAC or their designee needs to log on to CJIS Validations to process the records: <https://cjisvalidations.wsp.wa.gov/validations/>
		1. User Name and password are the same as Omnixx/nexTEST
		2. For login issues, contact ITDHelp@wsp.wa.gov or

(360) 705-5999

* 1. The TAC or their designee must click on “reports” and utilize the various methods for validations
	2. The TAC or their designee must go back the next day after validations are completed for the month, run the “summary report” and see if any records are stuck in “Pending ACK” status. If they are, the record must be reviewed and either modified and resubmitted or 'confirmed' for removal from the validation list before your validations are finished
		1. Validations are not complete until the summary report shows 100% in the “validated” column
		2. For step by step instructions for handling “Pending ACK” please refer to the CJIS Validations User Guide pages 8 to 10: http://www.wsp.wa.gov/\_secured/access/docs/cjis\_validation\_user\_guide\_02\_2021.pdf
		3. For records that you cannot determine why they failed to validate, email access@wsp.wa.gov
1. For warrants and protection orders: If your agency does not enter warrants and/or protection orders remove this section
	1. During the initial 60-90 day validation of the record you must do the following:
		1. Pull the original warrant or protection order and check all relevant information and documents from specific means to validate accuracy, completeness and timeliness of the entry
		2. Send the warrant or protection order back to the court or prosecutor for verification of validity and any changes in extradition or expiration. Agencies may also use court systems such as Judicial Information System (JIS), Superior Court Management Information System (SCOMIS), and Judicial Access Browser System (JABS) to validate entries
	2. For each subsequent validation of the record you must verify the validity of the record only
2. For all other Hot Files entered into the National Crime Information Center (NCIC): If your agency does not enter other Hot File records remove this section
	1. During the initial 60-90 day validation of the record you must do the following:
		1. Pull the original case report and check all relevant information and documents from specific means to validate accuracy, completeness and timeliness of the entry
		2. The reporting party, victim or investigating officer must be contacted to verify validity and accuracy. Contact may be made by telephone, letter, email, or personal visit and must be documented
		3. If the agency is unable to contact the reporting party, the department must use its best judgment whether to cancel the record or retain it in the system. This decision must be documented
			1. It is recommended that missing persons and guns not be removed from the system when the reporting party is no longer available to validate the entry. This is an agency decision and must be documented
	2. For each subsequent validation of Gang, Missing, Unidentified, Violent Person, Supervised Person, Sex Offender, and Identity Theft Files, you must verify the validity of the record only
	3. No subsequent validation on property records (Boat, Gun, Securities, Vehicle, Vehicle/Boat Parts and License Plates) will be required as they will not show up on the validation list after the initial 60-90 day validation
3. For WACIC Person of Interest Files: If your agency does not enter these records, remove this section
	1. During the annual validation of the record you must do the following:
		1. For Person of Interest Files: Send the order back to the court or prosecutor for verification of validity and any changes. Agencies may also use the court systems such as Judicial Information System (JIS), Superior Court Management Information System (SCOMIS), and Judicial Access Browser System (JABS) to validate entries
		2. For Monitored Population Registration Files: Pull the original case file and check all relevant information and documents from specific means to validate accuracy, completeness and timeliness of the entry
4. The information contained in each entry must be accurate and complete. Any errors must be corrected immediately
5. All invalid records must be removed from WACIC/NCIC immediately
	1. Ensure that the record has been cleared/cancelled from both WACIC/NCIC
6. Validations must be well documented for each record. This cannot be done through CJIS Validations, it must be documented separately. Validation efforts must include:
	1. Date validation occurred
	2. Who was contacted
	3. How contact was made (letter, phone call, etc.)
	4. Who completed the validation
	5. What decision was made (valid, invalid, modify, supplement, remove, etc.)
7. Auditors will review the previous three months of NCIC validations during the triennial audit