

# WEST PALM BEACH POLICE DEPARTMENT

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## II-18 RECORD VALIDATION POLICY

**EFFECTIVE: 09/15/2005**

CALEA Standards: N/A

CFA Standards: N/A

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**I. POLICY:** The West Palm Beach Police Department is mandated by FDLE to validate FCIC / NCIC entries to ensure each record is complete, accurate, outstanding and/or active. The intrinsic liability associated with validation dictates strict adherence to FDLE standards. The Terminal Agency Coordinator serves as the liaison between the Department and the Florida Department of Law Enforcement to ensure the Department maintains compliance with FDLE standards.

### **II. VALIDATION PROCEDURE:**

A. On a monthly basis, FDLE will make a comparison between the records that are contained in the FCIC files and the records contained in the NCIC files.

1. FDLE staff will take the necessary corrective action to update the records in NCIC in order to create identical files on all applicable records in both FCIC and NCIC.

2. On a monthly basis, the Validation Unit will download the validation file compiled by FDLE and accessed thru the Eagent Software.

3. The Validation Unit must validate all identified records within 45 days. The Validation Unit is responsible for validating every record by using the correct "modify" message key. The validator must enter his or her name into each "Modify Message Validator" name field. If other data is to be modified in the record, the modification and the Validator's name entry must take place in a single transaction. FCIC will return a response that acknowledges the validation transaction.

4. The verification process should serve to verify each piece of information contained within the record (i.e. serial number, vehicle identification number, tag, make, model, style, complainant's name and contact phone number, correct spelling of the subject's name, correct date of birth, etc.). If additional information becomes available, the records should be modified to include the data. Data within the record which is invalid should be removed even if accurate information is not available to replace the invalid data.

### **III. CRIME REPORTS SPECIALIST RESPONSIBILITIES ASSIGNED TO VALIDATION**

A. The assigned member is responsible for validating and maintaining the following record areas:

1. Vehicle Records -Vehicles, vehicle parts, license plates, boats, and boat parts are validated the month following the entry only.

2. Gun Records -Stolen, Lost, and Recovered guns are validated the month following the entry and again one (1) year after the entry.

3. Annual Self-Audit - In June of each year, a report will be requested from FDLE for all active entries into the system. All reports will then be reviewed for accuracy. Any reports missing or records no longer active will dictate cancellation of the FCIC / NCIC entry.

B. The following procedure will be followed for validating records:

1. All items on the Validation Report, exclusive of missing persons and articles, will be checked against the original case file to verify that the entry is accurate. All information in the entry must be documented in the case file.

2. The case report must indicate that the entry is still outstanding or the entry must be canceled.

a. If a stolen vehicle or stolen license plate report is found to be illegible in any area, a copy of the

registration information will be obtained from the DAVID files of DHSMV, printed out and attached to the report.

3. Any entry found to be inaccurate must be corrected or canceled.
4. After verifying that the case report matches the entry exactly, the assigned member will initiate a Validation Activity Log. Initially the member will attempt to contact the owner by telephone at their residence. If unsuccessful, the member will attempt to make contact with the person at his or her place of business.
5. If telephone contact is unsuccessful, the assigned member will mail a Letter of Verification. The purpose of the letter is to determine if the information is accurate, if an insurance claim has been paid, and if the person is still willing to prosecute the offender.
  - a. The Letter of Verification must be completed and returned within fifteen (15) calendar days. If it is not, the case report will be reviewed by the assigned member who will make a determination based on the best available information as to the retention of the entry. This will be documented in a supplementary report.
6. When the Letter of Verification is returned, the assigned member will compare the owner provided information in the form against the case file and the Validation Report for accuracy. Any changes will be documented in a supplementary report and a teletype modification request will be completed by the assigned member.
  - a. When the person responds to the letter and indicates that an insurance claim has been paid, or the assigned member determines this through other means, then the property belongs to the insurance company and they will be contacted by the assigned member. The assigned member will complete a supplement report to contain the new owners name and phone number. The supplement report will be forwarded to the Teletype Operator for modification of the Remarks field in the FCIC / NCIC entry to show the insurance company as the owner and list the new contact phone number.
7. The assigned member will document on the validation log when the validation was initiated, any and all attempts to contact the victim and the associated dates, and any responses provided by the owner. This form will be affixed to each case report.
8. Stolen License Plates will be validated by verifying that the case report matches the entry exactly, and checked against the original case file to verify the entry is correct. Contact is necessary with the owner to confirm the plate remains stolen. Stolen License Plates will remain in the system for one year past its expiration date and purged automatically by FDLE.
9. Gun Records will be validated by verifying that the case report matches the entry exactly and checked against the original case file to verify the entry is correct. Gun Records will be removed by the assigned member after the seventh year with the exception of those firearms used in capital crimes.

#### **IV. CRIMINAL INVESTIGATIONS DIVISION RESPONSIBILITIES**

- A. A designated CID validation person is responsible for the following record areas:
  1. Persons Records -Missing Persons/Runaways are validated the month following the entry and yearly thereafter.
  2. Annual Self-Audit - In June of each year a report is requested from FDLE for all active entries into the system. Reports are then reviewed for accuracy. Any records no longer active are canceled.
- B. The procedure for validation of these record areas is as follows:
  1. All items on the Validation Report pertaining to missing persons and run-aways, will be checked against the original case file to verify that the entry is accurate. All information in the entry must be documented in the case file.

2. The case report must show that the entry is still outstanding or the entry must be canceled.
3. Any entry found to be inaccurate must be canceled or corrected.
4. The designated person will adhere to S.O.P. as it pertains to persons who have not been located within 30 days.

## **V. FDLE RECORD RETENTION**

- A. Persons Records -Remain in FCIC/NCIC indefinitely or until the entering agency removes the record.
- B. Vehicle Records -Stolen vehicles entered with VIN/OAN remain in the system for the year of entry plus four years. Felony vehicles, abandoned vehicles and vehicles entered with license plate data only remain in the system for 90 days.
- C. License Plate Records -Stolen License Plates will remain in the system for one year past its expiration date. Non-expiring plates will remain in the system for the year of entry plus four years.
- D. Boat Records -Stolen Boats entered with a BHN/OAN will remain in the system for the year of entry plus four years. Abandoned boats and stolen boats entered with only registration data remain in the system for 90 days.
- E. Gun Records -Stolen and Lost guns remain in the system indefinitely or until the record is removed by the entering agency. Recovered Guns remain in the system for the year of entry plus two years.
- F. Article Records - Articles remain in the system for the year of entry plus four years.

## **VI. REFERENCE:**

- FCIC II Operator's Manual.
- SOP # III-8 Missing Persons.

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**Delsa R. Bush, Chief of Police**

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Job Title Task Files: Validation Officer, Terminal Agency Coordinator