

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



JOANNA W. VITEK
CHIEF OF POLICE

Effective Date: May 1, 2010	Rescinds: Amends: A-187 (March 2004)	Number: A-187
Subject: NCIC Validation		Re-evaluationDate: May 2013
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

NCIC requires that all cases entered into the system be followed up and validated on a continuing basis in order to remain entered in National Crime Information Center's database. In validating NCIC entries, the department shall follow the NCIC operations manual guidelines. Such validation must be documented and filed with the original file and be presented in the event of an NCIC audit. The following procedure shall be used to comply with NCIC.

2. POLICY

In each of the validation procedures outlined below, the CID Captain, or his designee, shall determine cases in need of validation and shall appoint appropriate personnel to validate the case. The CID Captain, Captain, Assistant Chief or Chief may approve the validation of appointed personnel. In each case, the validation form must be completed and placed in the original case file. Any modifications to the original State Case shall also be placed in the original case file. All first validations are done within 60-90 days, of file creation and once a year thereafter. Appropriate documentation of all validations will be maintained by the department.

3. PROCEDURES

a. Wanted Person Cases/Juvenile Wanted Cases

i. Validation Frequency: Once per year

1. In January of each year, all wanted person cases shall be reviewed by the Criminal Investigation Division or officer under their direction, and the Codington County State's Attorney's office to determine if any modification is required to the State case. The State's Attorney will decide if the case will continue to be entered in NCIC. The State case will be modified as needed and the validation form completed and placed in the original case file. If the case has been modified, a copy of it too shall be placed in the case file.

b. Missing Person Cases/Unidentified Missing/Juvenile Missing

i. Validation frequency: 60 to 90 days old from initial date of entry, then once a year thereafter.

1. Within 60 to 90 days of the original report of a missing person, validating officer must contact reporting person to determine that person is still missing and if there is any additional information that may aid in the location of the person. State case shall be modified to reflect any added information or canceled if the person no longer meets the missing person criteria. This procedure shall be repeated in January of each year thereafter.

c. Stolen Vehicle/Vehicle Parts/License Plates/Boat Cases

i. Validation frequency: 60 to 90 days old from initial date of entry, then once a year thereafter.

1. Within 60 to 90 days of the original report of a stolen vehicle or boat, validating officer must contact victim to determine that the case shall remain open and if there is any additional information and any modifications that need to be made to it. State case shall be modified or canceled as required. This procedure shall be repeated in January of each year thereafter.

d. Stolen Gun/Securities Cases

i. Validation frequency: 60 to 90 days old from initial date of entry, then once a year thereafter.

1. Within 60 to 90 days of the original report of a stolen article, gun or securities, validating officer must contact victim to determine that the case shall remain open and if there is any additional information and any modifications that need to be made to it. State case shall be made or canceled as required. This procedure shall be repeated in January of each year thereafter.
- e. Stolen Articles
- i. Validation frequency: None.
 1. Since stolen articles have a short retention period, there are no validation checks.

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