

**FWC Division of Law Enforcement
Interim Policy Memorandum
IPM 14-06**

TO: All DLE Personnel

FROM: Colonel Calvin L. Adams, Jr.
Director, Division of Law Enforcement

DATE: June 2nd, 2014

SUBJECT: Policies and Procedures for Florida and National Crime Information Center
(FCIC/NCIC) Entries

This Interim Policy Memorandum establishes policies and procedures governing entries of stolen or abandoned property into the Florida and National Crime Information Center (FCIC/NCIC) computer terminals located in the Florida Fish and Wildlife Conservation Commission (FWC) Regional Communication Centers (RCC) throughout the state. This IPM shall remain in effect until these policies and procedures are rescinded, incorporated in an existing General Order, or promulgated in a new General Order.

1 Policy

- A. It is the policy of the FWC Division of Law Enforcement to comply with all policies established by FDLE which govern the entry of stolen or abandoned property into FCIC/NCIC.
- B. It is also the policy of the Division that the appropriate RCC will have immediate access to the officer's case file/records in all cases involving stolen or abandoned property.
- C. It is also the policy of the Division that all reports that involve stolen or abandoned property will be completed using the Mobile Forms application.
- D. It is also the policy of the Division that each RCC will have a central location to house all active case files so that duty officers will have 24/7 access when processing hit confirmations.
- E. It is also the policy of the Division to take necessary steps to ensure that the information entered into FCIC/NCIC is valid to the best of our member's ability, validated as required by FDLE, and removed when no longer valid or obsolete.
- F. Definitions
 - 1) **FCIC/NCIC** - Florida and National Crime Information Center
 - 2) **RCC** - Regional Communications Center
 - 3) **TAC** – Terminal Agency Coordinator. Each RCC has an assigned TAC which is generally the DOS or designee
 - 4) **DOS** – Duty Officer Supervisor
 - 5) **BOLO** – Be On the Lookout

2 Responsibilities

- A. Sworn Members and their supervisors are responsible to ensure that the report and any supporting documentation are provided to the appropriate RCC in a timely manner.
- B. The Duty Officer and Duty Officer Supervisor are responsible to ensure that the information is entered into FCIC/NCIC correctly as received and updated if new information is received.

3 Procedures

- A. Sworn Member takes initial report using Mobile Forms to ensure that all required information is captured.
- B. Sworn Member notifies the duty officer that a person or property needs to be entered in the FCIC/NCIC system.
- C. Member faxes, emails, or hand delivers the report to the duty officer at the first possible opportunity, and no later than the end of their shift. *Entries cannot be made in the system until supporting documents are on file with the appropriate RCC.*
- D. Duty officer enters the person or property into FCIC/NCIC.
- E. A printed copy of the report will be kept in a central location at the RCC for Duty Officers to use when confirming hits. The DOS and TAC is responsible for maintaining a current electronic copy of all case files in the appropriate case file folder on the Communications SharePoint site.
- F. Once a sworn supervisor approves and signs the officer's report, the supervisor will forward a final copy to the DOS notifying them of any additional details.
- G. DOS reviews the final copy and modifies the FCIC/NCIC entry if new information has become available.
- H. The TAC or designee is responsible for all validations for their assigned RCC to include but not limited to:
 - 1 Review monthly validation report to ensure all active cases are listed.
 - 2 Review the electronic copy stored on the Communications SharePoint site to ensure it's up to date.
 - 3 Checking entries for accuracy by comparing the Hot File entry to the original and subsequent documentation in the case file.
 - 4 Contacting the victim, complainant or the court to determine if the record is still active.
 - 5 Documenting in the case file as to how the contact takes place (e.g. by phone, certified mail, in person or on-line).
 - 6 Modifying the record if needed and including the reviewer's name.