

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**AUXILIARY AND TECHNICAL SERVICES**

**May 19, 2015**

**Policy Number 8.03**

**NATIONAL CRIME INFORMATION CENTER**

**POLICY**

The National Crime Information Center (NCIC) system shall be operated in accordance with guidelines established by the Federal Bureau of Investigation (FBI) and the Hawaii NCIC Criminal Justice Information Services (CJIS) Systems Agency (CSA).

**PROCEDURE**

**I.    NCIC SYSTEM**

- A.    The NCIC is a nationwide, computerized information system designed to make accurate and timely criminal justice information readily available to as many criminal justice agencies as possible.
- B.    The NCIC operates on a shared management basis between the FBI and the states. Under this concept, a single agency in each state acts as the NCIC CSA for the state. In Hawaii, the Department of the Attorney General acts as the CSA.
- C.    The head of each CSA appoints a CJIS systems officer (CSO) who is responsible for monitoring system use, enforcing system discipline, and ensuring that NCIC operating procedures are followed by all users within the state.
- D.    The Crime Prevention and Justice Assistance Division of the Department of the Attorney General uploads and clears the information of juveniles that have been entered or cleared from the Missing, Runaway, or Wanted Juvenile table into the NCIC Missing Person file of the Juvenile Justice Information System (JJIS).

II. ELEMENT RESPONSIBILITIES ,

- A. In general, the element that enters a record into the NCIC is responsible for ensuring its completeness, accuracy, and timeliness in accordance with the NCIC standards and procedures. The element is also responsible for removing the record from the NCIC system when it is no longer valid. See Section 1, Introduction, NCIC 2000 Operating Manual.
- B. Elements with responsibility for particular kinds of records shall develop and maintain written operational procedures that define the records to be entered into the NCIC system and establish guidelines to ensure proper quality. This includes the practice of second-party checks, as defined in the NCIC 2000 Operating Manual.
- C. The specific responsibilities are as follows:
  - 1. Criminal Investigation Division
    - a. The Extradition Detail shall coordinate the return of fugitives held in custody by other agencies.
    - b. The Missing Persons Unit shall maintain missing person and endangered juvenile records in the NCIC system.
    - c. The Family Violence Detail shall maintain custodial interference records in the NCIC system.
  - 2. Records and Identification Division
    - a. The Follow-Up Unit shall maintain firearms, stolen property, stolen vehicle, and boat records in the NCIC system.
    - b. The Warrants Unit shall maintain wanted person records in the NCIC system.
    - c. The Identification Section shall maintain the runaway juvenile records in the NCIC system.

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3. Communications Division

- a. The Communications Division shall monitor and route all NCIC-generated messages directed to the department. Each message received on the NCIC/National Law Enforcement Telecommunications System (NLETS) printer shall be immediately reviewed and routed to the appropriate authority.
- b. The Communications Division shall enter information into the JJIS relating to missing, runaway, or wanted juveniles. They shall also clear any information for juveniles previously classified as missing, runaway, or wanted (but who are no longer) to ensure the records are updated in the NCIC system.

4. Information Technology Division

The division commander is responsible for the overall administrative control of the NCIC system within the Honolulu Police Department.

  
LOUIS M. KEALOHA  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
December 4, 1995