

HONOLULU POLICE DEPARTMENT
POLICY
AUXILIARY AND TECHNICAL SERVICES

November 13, 2019

Policy Number 8.19

SECURITY OF DATA FROM THE NCIC INTERSTATE IDENTIFICATION INDEX

POLICY

To inform personnel of a documentation requirement for the National Crime Information Center (NCIC) when submitting cases to the Department of the Prosecuting Attorney, City and County of Honolulu.

PROCEDURE

- I. NCIC INTERSTATE IDENTIFICATION INDEX (III)
 - A. All personnel who access the NCIC system should know that obtaining and disseminating data from the NCIC III file comes under close scrutiny and is subject to the Criminal Justice Information Services (CJIS) Security Policy. Custody information must be documented for all data disseminated from one authorized person to another.
 - B. When information is obtained from the NCIC III file, the authorized person must document when the file was queried and the purpose of the query, as well as accounting for the dissemination of hard copies of the data. The CJIS Security Policy requires that, during an audit, each user must account for any access to the NCIC III information.
 - C. The NCIC III data can be obtained from the NCIC system using an appropriate purpose code. However, the data are highly confidential and must be treated with great security as dictated by the U.S. Department of Justice. Any violations may lead to administrative and/or criminal sanctions against the violator and/or the violator's agency.

II. DATA TRANSMITTAL TO THE DEPARTMENT OF THE PROSECUTING ATTORNEY

A. Criminal history record information from the NCIC III file must be submitted to the screening deputy prosecuting attorney with all felony conferrals. All misdemeanor arrest cases forwarded to the Department of the Prosecuting Attorney must also include information from the NCIC III file.

B. NCIC III Data Custody Log

Whenever a hard copy of data is retrieved from the NCIC III file and disseminated, the custody of the data shall be documented on the NCIC III Data Custody Log, HPD-504 form. The form is available on the Honolulu Police Department intranet under "HPD FORMS."

1. "Date Obtained" is the date the hard copy of the history data was printed out from the NCIC III file.
2. "Person" is the name of the person who accessed the file and printed the hard copy (circle A), the person disseminating the hard copy (circle B), or both (circle C).
3. "Suspect's Name" is the printed name of the suspect being queried in the NCIC III file.
4. "Suspect's FBI No." is the suspect's Federal Bureau of Investigation (FBI) number.
5. "Recipient" is the printed name of the person (other than a deputy prosecuting attorney) receiving the hard copy printout of the history data (circle 1) or the printed name of the deputy prosecuting attorney acknowledging transmittal to the Department of the Prosecuting Attorney (circle 2).
6. "Recipient's Signature" is the signature of the person whose printed name is in the previous column.

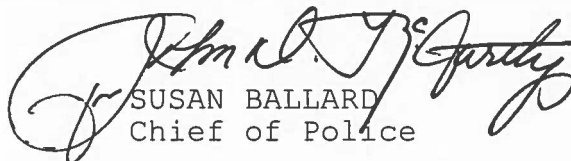
C. Responsibilities

1. Detectives assigned to confer a case with the screening deputy prosecuting attorney shall present the hard copy of the NCIC III data to the deputy prosecuting attorney, whose signature must be obtained in the "Recipient's Signature" section of the data custody log acknowledging receipt of the data.
 - a. The original custody log, but not any hard copy of the NCIC III data, shall be attached to the Records and Identification Division's closing report.
 - b. The NCIC III history information and a copy of the custody log shall be submitted with the closing report that is sent to the Department of the Prosecuting Attorney. Each detail's lieutenant shall ensure that these are present with the closing report when reviewing the case before submittal.
2. For misdemeanor arrest cases, the arresting officer shall submit the hard copy of the NCIC III data in the closing investigation.
 - a. Since most misdemeanor cases have no conferral with a screening deputy prosecuting attorney and these cases are transmitted via intradepartmental mail, an entry should be made of "Forward to the Department of the Prosecuting Attorney" by the officer closing the investigation in the "Recipient's Signature" section.

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- b. The original custody log, but not any hard copy of the NCIC III data, shall be attached to the Records and Identification Division's closing report. A copy of the log shall be sent with the report that is forwarded to the Department of the Prosecuting Attorney.



SUSAN BALLARD
Chief of Police

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