

**Nashoba Valley Regional Dispatch District  
Operations Committee  
Meeting Minutes  
September 26, 2023**

Meeting called to order at 14:00 by Chief Gammel at the Lunenburg Public Safety Building, 655 Massachusetts Ave, Lunenburg, MA 01462, USA

**MEMBERS PRESENT:**

Berlin Police, Chief Eric Schartner  
Berlin Fire, Chief Michael McQuillen  
Bolton Fire, Chief Jeff Legendre  
Bolton Police, Chief Warren Nelson  
Bolton Police, Lieutenant Luke Hamburger  
Devens Fire, Chief Tim Kelley (Vice-Chairman)  
Devens Fire, Deputy Jamie Desautels  
Harvard Police, Chief James Babu  
Harvard Fire, Chief Rick Sicard  
Lancaster Fire, Chief Mike Hanson  
Lancaster Police, Acting Chief Everett Moody  
Lunenburg Fire, Chief Pat Sullivan  
Lunenburg Police, Chief Tom Gammel (Chairman)  
Mass State Police, Lieutenant Reid Bagley  
NVRDD, Executive Director Anne Camaro  
NVRDD, Supervisor Jim Gendron

**Guest:**

Dennis Noe, Central Square  
Fitchburg Police Chief, Ernie Martineau  
Boxborough Fire Department, Interim Chief Sean Gray  
Boxborough Police Chief, John Szewczyk

**PUBLIC COMMENT**

- PUBLIC
  - None
- BOARD/COMMITTEES
  - New

**APPROVAL OF MEETING MINUTES**

- May 16, 2023 meeting minutes were presented.
- Motion made by Chief Kelley to accept the May 16, 2023 meeting minutes as presented and seconded by Chief Hanson. The motion carried Unanimously.

**EXECUTIVE DIRECTOR REPORT**

- Personnel:
  - We currently have 3 supervisors and 8 dispatchers, bringing our staffing up to 11. We have three vacancies, I have one offer and one background pending, which if both are hired it'll bring our staffing to 13. I plan to continue to screen for the vacancies until we are fully staffed.
- Budget:
  - I've been working with the district accountant and the treasurer to close out FY23 prior to the Audit. The audit is scheduled for October.

- Projects:
  - ESO – we seem to be progressing well with the conversion to ESO. I asked State 911 for extra funding to cover the data transfer for inspections, incidents and sites but have not heard back from them yet. Just heard back today and the State 911 will be paying for the data conversion.
  - Jess Fellows has been working with PowerPhone on updating our EMD protocols and ensuring that our ALS triggers are correctly identified.
  - Jenn Hill and Jess Fellows have also began working on the Police and Fire Quality Assurance project. We will begin reviewing a portion of our Police and Fire Calls randomly, hopefully by November 1<sup>st</sup>.
- Grants:
  - I am all caught up on FY24 Grant Reimbursements. All FY23 Grant reimbursements have been received. State 911 is taking approximately 30 days to issue reimbursement.
- Other:
  - Jennifer Hill has been chosen as Trainer of the Year by APCO Atlantic. I was chosen as Director of the Year. The awards will be presented to us at the Annual Conference Dinner happening in Albany, NY on October 24<sup>th</sup>.
  - The Devens Public Safety Building construction is due to begin within the next few weeks and will last approximately 16 months. I have been invited to their project meetings, and will keep the committee apprised of any updates.
- A motion was made by Chief Kelley and seconded by Chief McQuillen to accept the Executive Directors Report as presented. The motion carried unanimous.

## POLICY REVIEW

- NEW POLICIES:
  - Behavioral Health Co-Clinician Response Policy (324) – *Appendix A*
    - Just Harvard has a co-clinician right now.
    - There are no mutual aid agreements right now for co-clinicians.
    - A motion was made by Chief Kelley and seconded by Chief Moody to accept the Behavioral Health Co-Clinician Response Policy (324) as presented. The motion carried unanimous.
  - FD Follow Up Policy (424) – *Appendix B*
    - Follow-up on a past incident.
    - Add citation number to incident, shall go into the narrative field.
    - A motion was made by Chief Sullivan and seconded by Chief Kelley to accept the FD Follow Up Policy (424) as presented. The motion carried unanimous.
- POLICY REVISIONS:
  - Animal Control Policy (206) – *Appendix C*
    - Just converted the old policy into the new format.
    - Harvard looking to hire the same ACO as Bolton and Lancaster. Can we create an ACO response call. Found disposition = dog bite.
    - Tabled until next meeting to show these changes.
  - CJIS and NCIC Records Management Policy (392) – Edited – *Appendix D*
    - Had nothing in writing on when people or vehicles were found. This would allow us to track this better.
    - A motion was made by Chief Hanson and seconded by Chief Kelley to accept the CJIS and NCIC Records Management Policy (392) - *Edited* as presented. The motion carried unanimous.
- REVIEW/PROCEDURE DISCUSSION:
  - Wellbeing/Man Down Check Response
    - All doing things a little bit differently but would like to put a policy together for a wellbeing check. If you can see a person, this would be a medical call. If you can't see a person, this would be a wellbeing check.
    - Ann will write up a new policy for this for NVRDD.
  - Down Trees/Wires

- Berlin wants FD dispatched to all trees/wires down.
- All other departments want to keep their response as status quo.

#### **LIAISON TO THE COMMITTEE FROM DISPATCH (Dispatcher Jim Gendron)**

- Will help all departments in anyway shape or form. He is trying increase the public education of NVRDD. He has done Touch-a-truck, coffee with the Chief, etc. events and has done 8 events in 2023 so far. He is also trying to get into all the schools as well.

#### **OLD BUSINESS**

- **RADIO SYSTEM DISCUSSION**
  - Still trying to get into the Harvard tower to further assess our options.
  - Regionalization grant on "Efficiency in Regionalization". Harvard, Lancaster and Berlin will go into this grant for the radio project. Applications go live in November (Community impact grant) for up to \$200,000. Berlin might spear head this grant.
  - Harvard Police moving to UHF and will work with Ann on this.
  - The biggest problem right now is NVRDD does not own a network. All infrastructure is owned by each individual town.
- **Boxborough update.** Police Chief Szewczyk thanked the district for their support earlier in the year. There is growing momentum in the town to support them coming over to NVRDD. They currently have 4 fulltime dispatchers and they are aware that dispatch may move to NVRDD. The Town will vote on November 6, 2023 as to whether support joining NVRDD.
- **Fitchburg Police Chief Martineau** addressed the Operations Committee. He stated that his dispatch system is broken. He has gone through 42 dispatchers over the past 3 years. Upon conducting exit interviews of the dispatchers that have left they primarily feel that they are not professional dispatchers. They must multitask and be greeters, prisoner checkers as well as dispatchers. The fire department is currently their backup psap. Chief Martineau feels that Fitchburg Police needs a professional dispatch where their sole purpose is 911 dispatch. He also feels that it should be a stand-alone facility. They currently do 60,000 calls per year (25,000 are real 911 calls). He has also given Ann a breakdown of what there calls for service are. He is budgeted for 12 but currently only has 8 dispatchers. He is also working on possibly creating a standalone dispatch in Fitchburg.
  - Ann has looked their request and feels that NVRDD would need 10 more dispatchers to take on Fitchburg. Fitchburg receives approximately \$700,000 in State 911 funds to run their current dispatch center.
  - The Operations Committee will discuss this further in the future.

#### **NEW BUSINESS**

- The 911 surcharge might go down from \$1.50 to \$1.00 and this would impact our districts funding. Ann will be writing a letter and is asking Police, Fire to write a letter as well to the Department of Telecommunications to reconsider changing the surcharge.
- Road closure notifications. Ann will bring to Admin board.

#### **SET NEXT MEETING**

- Not set

#### **MEETING ADJOURNED**

- A motion was made by Chief Kelley and seconded by Chief Sullivan to adjourn at 15:02. The motion carried unanimously.

## APPENDIX A

### POLICY 324 – BEHAVIORAL HEALTH CO-CLINICIAN RESPONSE

#### 1. General Description

The Nashoba Valley Regional Dispatch District (NVRDD) and its call takers/dispatchers are tasked with dispatching the most appropriate response to calls for service. Recently several of our service communities have hired and implemented a co-clinician behavioral health crisis response. This program is founded on the understanding that by working together, clinicians and law enforcement can respond most appropriately to the needs of individuals in the community who are in crisis.

Working in the field with Co-Response Clinicians allows police officers the opportunity to deliver rapid mental health services to those they encounter. Police departments report that the number of re-occurring calls has decreased as people are referred to more appropriate services.

#### 2. Policy & Procedure

Whenever a behavioral health crisis call, or any call where the individual may benefit from a behavioral health assessment, is received by NVRDD, the dispatchers shall initiate a co-response by dispatching the appropriate Police, Fire and Co-Response Clinician assigned to that community.

If the Co-Response Clinician assigned to the specific community is unavailable, the dispatcher must inquire with the other member communities as to the availability of a Co-Clinician Response as mutual aid assistance.

The Co-Response Clinician will be in the department schedule on his/her scheduled days and should be listed both in the CAD attendance and in the available units board.

All Calls will be logged in CAD, including mutual aid/out of jurisdiction calls, and the Co-Response Clinician's unit number will be added to the call as a responder. All times will be logged in similar fashion to all other calls.

#### 3. Questions

All employees are strongly encouraged to forward all questions, comments, and suggestions concerning the above policy to their immediate Supervisor or Department Union Representative.

## APPENDIX B

### POLICY 424 – FD FOLLOW UP

#### 1. General Description

At times, Fire Department Personnel will need to conduct follow up investigations as a result of a call for service. The Nashoba Valley Regional Dispatch District (NVRDD) and its telecommunicators are tasked with ensuring that all activity is logged and tracked in the Computer Aided Dispatch (CAD) System.

#### 2. Policy

NVRDD Telecommunicators must log all Fire Department follow up activities especially when related to a previous call, under a new call for service utilizing the CAD call reason FD-Follow Up and linking it to the original incident number.

##### Written Warnings

Whenever a business or building owner is issued a written warning by one of our member fire departments a new call for service shall be created utilizing the CAD call reason FD-Follow Up and the telecommunicator will link it to the original incident number.

#### 3. Questions

All employees are strongly encouraged to forward all questions, comments, and suggestions concerning the above policy to their immediate Supervisor or Department Union Representative.

## APPENDIX C

### POLICY 206 – ANIMAL CONTROL CALLS

#### 1. General Description

The Animal Control Officer (ACO) assigned to our member communities is in charge of all facets related to domesticated and wild animals throughout their assigned jurisdiction. The ACO helps identify lost / stolen or injured animals and enforces city ordinances related to animal issues.

It shall be the policy of the Nashoba Valley Regional Dispatch District to adhere to the following procedure for taking, recording and handling animal control calls.

#### 2. Procedure:

##### Non-Emergent Calls Requiring the Animal Control Officer (ACO)

1. An IMC call will be created with all information pertaining to the animal control call. The “Animal Call” call reason shall be used for all ACO calls with the jurisdiction and address filled in where the call is occurring, if applicable. If no physical address or vicinity is available, the address of the police department will be used. The call taker will then obtain pertinent information to give a synopsis in the narrative section. The caller information is to be entered into the Calling Party portion on the IMC screen.
2. Once the above information is obtained and the IMC call has been created, the dispatcher will then open the IMC Paging program from the IMC call general tab. An IMC page will be sent to the respective ACO with the caller information and brief description of the issue added to the narrative field.
3. Once it is confirmed that the IMC Page went out, the respective ACO unit will be assigned to the call.
4. If the call does not require Police, Fire and/or EMS response, then the call can be closed with the action code being “Units Advised”.
5. Types of non-emergent calls requiring the ACO include, but are not limited to: lost animals, found animals, routine animal complaints, reports of past dog bites received after the fact by a hospital/person, reports of deceased domesticated animals, reports of unsafe facilities and/or abuse.

##### Emergency Calls Requiring the Animal Control Officer (ACO)

1. An IMC call will be created with all information pertaining to the animal control call. The “Animal Call” call reason shall be used for all ACO calls with the jurisdiction and address filled in where the call is occurring, if applicable. If no physical address or vicinity is available, the address of the police department will be used. The call taker will then obtain pertinent information to give a synopsis in the narrative section. The caller information is to be entered into the Calling Party portion on the IMC screen.
2. After the above information is obtained and the IMC call has been created; if the call requires Police, Fire and/or EMS response, such services will be dispatched.

3. The ACO will be contacted by phone and advised of the situation. If contact is not made, a message will be left and if Police/Fire or EMS is on scene, units will be advised.
4. The respective ACO unit will be assigned to the call.
5. Types of emergency calls requiring the ACO include, but are not limited to: current dog bites/attacks, domesticated animal hit by a motor vehicle, domesticated animals in a place left unattended either due to arrest or death of owner, animal rescues, unsafe conditions, active abuse that poses an immediate risk to the animal.

#### Calls for Inquiry/Return Telephone Calls for the Animal Control Officer (ACO)

1. When neither an emergency nor non-emergent ACO call is received, the caller will be transferred directly to the phone number on file of the ACO.
  - a. For ACOs who choose to have their phone number made public, that number can be given out to the caller.
  - b. For ACOs who choose not to have their phone number made public, the caller can be transferred to the ACO's cell phone. Transferring a call does not give the caller the ACO's phone number, but rather just connects them to the phone. The caller ID will show as a call from dispatch; however, a voicemail will be from the caller.
2. Prior to being transferred, the caller will be advised that if the call is not answered, that they should leave a voicemail for the ACO. It will be the responsibility of the ACO to check their voicemails regularly and assure there is enough room for messages to be left.
3. If the caller cannot get through to the ACO for whatever reason, and they call back to dispatch, the caller's name and phone number will be obtained and a page sent to the ACO. There is no need to build an IMC call for routine ACO business calls.
4. Types of routine business calls for the ACO include, but are not limited to: licensing questions, returned phone calls, questions on adoption, questions on if the ACO has located their pet, follow-ups to previously reported incidents, general questions for the ACO.

### 3. Questions

All employees are strongly encouraged to forward all questions, comments, and suggestions concerning the above policy to their immediate Supervisor or Department Union Representative.

APPENDIX D

<b>POLICY &amp; PROCEDURES</b>		<b>No. 392</b>
<b>Subject/Title:</b> CJIS and NCIC Records Management		
<b>Issuing Authority:</b>  <i>Chief Thomas L Gammel</i> Operations Committee Chair	<b>Issue Date:</b> 08/01/2023	
	<b>Effective Date:</b> 08/01/2023	
<i>Anne Casuar</i> Executive Director	<b>Review Date:</b> 09/06/2023	
	<b>Last Review Date:</b>	
<b>References/ Attachments:</b>	<b>Accreditation Standards:</b>	

TABLE OF CONTENTS

1. GENERAL DESCRIPTION.....9

2. POLICY.....9

3. ENTRY PROCEDURE .....9

    TIMELINE .....9

    COMPLETENESS .....10

    ACCURACY .....10

4. HIT CONFIRMATION .....10

    EXCLUSION: .....10

    RETENTION OF THE HIT RESPONSE.....11

    HIT CONFIRMATION - (DOES NOT INCLUDE WMS WARRANTS) .....11

    IN-STATE HIT CONFIRMATION REQUESTS .....12

    OUT OF STATE HIT CONFIRMATION REQUEST .....12

    RESPONDING TO A HIT CONFIRMATION REQUEST .....12

5. VALIDATION .....13

6. RECORD KEEPING .....13

7. QUESTIONS .....13



## 1. GENERAL DESCRIPTION

THE NATIONAL CRIME INFORMATION CENTER (NCIC) IS A NATIONWIDE, COMPUTERIZED INFORMATION SYSTEM ESTABLISHED AS A SERVICE TO ALL CRIMINAL JUSTICE AGENCIES, LOCAL, STATE, AND FEDERAL. THE GOAL OF NCIC IS TO HELP THE CRIMINAL JUSTICE COMMUNITY PERFORM ITS DUTIES BY PROVIDING AND MAINTAINING A COMPUTERIZED FILING SYSTEM OF ACCURATE AND TIMELY DOCUMENTED CRIMINAL JUSTICE INFORMATION. THIS INCLUDES INFORMATION FOR: WANTED PERSONS, MISSING PERSONS, STOLEN PROPERTY, CRIMINAL HISTORY, AND INFORMATION COMPILED IN THE COURSE OF INVESTIGATION OF CRIMES THAT ARE KNOWN OR BELIEVED ON REASONABLE GROUNDS TO HAVE OCCURRED; INCLUDING INFORMATION ON IDENTIFIABLE INDIVIDUALS COMPLIED IN AN EFFORT TO ANTICIPATE, PREVENT OR MONITOR POSSIBLE CRIMINAL ACTIVITY. THE NCIC DATA BANK ALSO CONTAINS INFORMATION TO AID IN LOCATING MISSING AND UNIDENTIFIED PERSONS.

THE NASHOBA VALLEY REGIONAL DISPATCH DISTRICT (NVRDD) AND ITS CALL TAKERS/DISPATCHERS ARE TASKED WITH PERFORMING NCIC DATA ENTRY FUNCTIONS FOR ITS MEMBER DEPARTMENTS BY UTILIZING THE DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SYSTEMS (DCJIS/CJIS).

## 2. POLICY

IT SHALL BE THE POLICY OF THE NVRDD TO INSURE THE PROPER OPERATION OF NCIC WHILE UTILIZING THE CJIS SYSTEMS AVAILABLE SUCH AS CJIS WEB AND CJIS OPENFOX. THE STANDARDS, PROCEDURES, FORMATS AND CRITERIA AS CONTAINED IN THE NCIC OPERATING MANUAL, WILL BE FOLLOWED.

## 3. ENTRY PROCEDURE

NVRDD CALL TAKERS/DISPATCHERS MUST ENTER/LOCATE/CANCEL/CLEAR RECORDS PROMPTLY TO INSURE MAXIMUM SYSTEM EFFECTIVENESS.

### TIMELINE

NCIC RECORDS Must be entered promptly to insure maximum system effectiveness.

- A. A timely entry in the Wanted Person File is one made immediately once:
  - The decision to arrest or authorize arrest has been made and,
  - The decision has been made as to whether and how far to go for extradition.
  - Or if extradition is not authorized an entry may be made for felony or serious misdemeanor warrants for officer safety purposes.
- B. A timely removal from the file means an immediate removal once the originating agency has documentation the fugitive has been arrested or is no longer wanted.
- C. Timeliness of entry and modification in the Missing Person File is generally the same as in the Wanted Person file. Missing juveniles (persons under 21 years of age) must be entered as soon as the required minimum data for NCIC entry is obtained.

- D. Timely entry and modification of vehicle and license plate data is the same as the wanted person standard, without the extradition considerations. Entry should be made as soon as a crosschecking has been completed with Dept. of Motor Vehicles records.
- E. Timely entry, modification, and removal of gun, article and securities information means within a few hours of the time the complete information is available.

## Completeness

Complete records of any kind include all information that was available on the person or property at the time of entry. The validation process should include a review of whether additional information has become available (missing from the original entry) that could be added.

Complete person records include numbers that could be indexed in the record, i.e. FBI#, Social Security, Passport, VIN, License Plates, Driver's License, etc. Inquiries should be made on all names and aliases used by the suspect. Complete vehicle inquiries include VIN and license plate numbers.

## Accuracy

The accuracy of NCIC data must be double-checked by a second party. That verification should include assuring that the available crosschecks (i.e. VIN/license numbers) were made and that the data in the NCIC record matches the data in the investigative report. A dispatcher or a supervisor may do this crosschecking.

## 4. Hit Confirmation

A "HIT" is a positive response from CJIS and/or NCIC in which the person or property inquired upon appears to match the person or property contained in the response. A CJIS and/or NCIC hit alone is NOT probable cause to arrest an individual or to seize property. It is one factor which must be added to other facts and circumstances to arrive at sufficient legal grounds for probable cause to arrest a person or to seize property.

However, based on the decision in *U.S. v. Hensley*, 83 L.Ed.2d. 604 (1985), an NCIC hit would establish reasonable suspicion to detain an individual to briefly investigate the circumstances, including verifying and confirming the CJIS and/or NCIC hit.

### Exclusion:

A hit in the Warrant Management System (WMS) may be probable cause to arrest, provided that the arresting officer is "relying in good faith on the warrant appearing in the Warrant Management System".

Relying in good faith, an Officer can effect an arrest based solely on the entry in the Warrant Management System (WMS). If there is any doubt as to the identification of the subject, the

inquiring agency should contact the agency responsible for the warrant (the WPD) and confirm the subject is identical to the subject described in the record.

### Retention of the Hit Response

When an operational inquiry on an individual or property yields a valid positive response (hit), the terminal-produced printout showing the inquiry message transmitted and the record (s) on file in NCIC should be retained for use in documenting probable cause for the detention of the missing person, arrest of the wanted person, or seizure of the property. The printout may also prove valuable in a civil suit alleging a false arrest, a false imprisonment, a civil rights violation, or an illegal seizure of property. In all cases, the original printout should be retained for use in any court proceedings.

When a CJIS or NCIC inquiry yields a hit, the terminal operator making the inquiry should note on the terminal-produced printout precisely how, when, and to whom the information was given, initial and date this notation, and forward the printout to the inquiring officer or agency for retention in the case file. This procedure establishes the chain of evidence for the communication should the arresting officer need to substantiate actions in a judicial proceeding.

The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. The printout should be retained until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated. This printout must be forwarded to the Member Police Department handling the case.

### Hit Confirmation - (does not include WMS warrants)

Any agency which receives a record(s) in response to a CJIS or NCIC inquiry must confirm the hit on each record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions: 1) arresting the wanted person; 2) detaining the missing person; 3) seizing the stolen property; 4) charging the subject with violating a protection order; 5) denying the subject the purchase of a firearm; or 6) denying the subject access to explosives as regulated under the Safe Explosives Act.

Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of a wanted person record and is within the geographical area of extradition must confirm the hit.

Confirming a hit means to contact the agency that entered the record to:

- Ensure that the person or property inquired upon is identical to the person or property identified in the record;
- Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and
- Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms, conditions, and service of a protection order.

- Determine if the entering agency wants the record to be located when the missing person was identified by partial body parts.

### In-State Hit Confirmation Requests

An agency seeking **hit confirmation within state** must contact the originating agency by TELEPHONE if possible. If unable to call, an Administrative Message must be sent.

The terminal operator making the inquiry should note on the Hard Copy printout:

1. precisely how, when, and to whom the information was given;
2. the name of the person confirming the record; and
3. the time the record was confirmed

The terminal operator should then initial and date this notation and forward the printout to the inquiring officer or agency for retention in the case file

When using the telephone, one or more of the following should be obtained:

1. Administrative messages sent as final confirmation
2. Fax messages sent as final confirmation
3. Dispatcher audio tape recordings

Documentation of the confirmed hit is essential in that it may be critical to the success of defending a later claim of misidentification or inappropriate action. All documentation/printouts must be forwarded to the Member Police Department handling the case.

### Out of State Hit Confirmation Request

An agency seeking **an out-of-state hit confirmation** must contact the entering agency via an NLETS “YQ” (Hit Confirmation Request) message. This **MUST** be done in addition to any telephone contacts. There are two levels of priority for YQ messages:

1. **URGENT** - within 10 minutes. This priority level should be used in those instances where the hit is the only basis for detaining a suspect, or the nature of a case or situation requires urgent confirmation of a hit.
2. **ROUTINE** - within 1 hour. Generally, this priority level is used when the person is being held on local charges or when an urgent confirmation is not required.

Note: Agencies **MUST** use the lower priority when an immediate response is not necessary. It will help to make the entire process more efficient and responsive.

### Responding to a Hit Confirmation Request

When an entering agency receives a hit confirmation request from another agency, it **MUST**:

1. Provide, within **ten minutes (for URGENT requests) or one hour (for ROUTINE requests)**, either a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject the record.
2. Review all available information, including case files, warrants, and all other information that is relevant to identifying the person or property to ensure that a proper response is given.

Entering agencies should be aware that hit confirmation is especially critical with regard to the wanted person file. In instances where extradition information is not readily available, the entering agency should indicate the specific amount of time needed to obtain extradition information.

## 5. Validation

Validation obliges the ORI (Originating Agency) to confirm the record is complete, accurate and still outstanding or active. It will be the responsibility of each Member Police Department to confirm with reporting parties that the record is complete, accurate and still outstanding or active. The NVRDD CJIS Rep will contact each Member Police Department CJIS Rep monthly with a list of records that need to be validated. Once confirmation is received on the validity of the record, the NVRDD CJIS Rep will do the data entry and validate or remove the record as needed.

## 6. Record Keeping

NVRDD will keep copies of all entries made on behalf of its member agencies. However, a copy of the record and confirmation will also be emailed to be kept at its respective Member Police Department.

Closed records will be kept according to the NCIC Records Retention Schedule as established in the NCIC Manual.

## 7. CAD Entries

Whenever NVRDD receives a request for entry or Locate/clear/cancelation of a record, the NVRDD Telecommunicator must make a CAD entry to log the incident and the removal/locate of the NCIC record. The following are the available call reasons to be used for recordkeeping of entries and removals:

MP – Missing Person – Used for entry of Missing Person Records into NCIC

MPR – Missing Person Located – Used for Locate/Clear/Cancel Missing Person Records

PROP – Property Found or Lost – Used for Articles/Property entered into NCIC and Locate/Clear/Cancel Articles

SMV – Motor Veh – Stolen – Used for entry of Stolen Motor Vehicles

RECV – Recovered StIn Veh – Used for Locate/Clear/Cancel of Stolen Motor Vehicles

08 – Motor Veh – Plate Lost/Stolen – Used for entry of Stolen License Plates

081 - MOTOR VEH - Plate Recovered - Used for Locate/Clear/Cancel of Stolen License Plates

## 8. Questions

Failure to follow any of the above procedures could result in civil lawsuits and costly penalties for the criminal justice agency.

All employees are strongly encouraged to forward all questions, comments, and suggestions concerning the above policy to their immediate Supervisor or Department Union Representative