

NUMBER:	4.10
SUBJECT:	DOJ VALIDATION LISTS
CATEGORY:	Cases Section
DATE:	September 12, 2017
DATE REVISED:	June 14, 2018
RELATED SECTIONS:	CJIS Manual
IN COMPLIANCE WITH:	NCIC Manual 3.4

PURPOSE AND INTENT:

To establish standard procedures for processing and completing the DOJ/NCIC Validation list within the time frame established by the Department of Justice.

POLICY:

It is the responsibility of the Records & ID Division, Cases section to validate records in the various CLETS systems according to the National Crime Information Center (NCIC) standards on a monthly basis. Validation is accomplished by comparing all data fields in various systems' records against the information on the Master Case Record (MCR) and other sources of information used to determine if the data is accurate and to ensure all available information was added to the appropriate systems. The validation list consists of: Missing/Runaway Juveniles, Missing Adults, Vehicles, Boats, License Plates and Firearms.

PROCEDURE

MISSING PERSONS/JUVENILE

1. PROCEDURES TO FOLLOW FOR MISSING PERSON/JUVENILE VALIDATIONS:

- A. Run the FCN: ***Log in to SDLaw>State>Missing Persons>M.P FCN Inquiry***
If still outstanding, check YES column, proceed to step B. If NO, move on to the next missing person on your validation list.
- B. Pull the report and compare the information entered into MUPS against the original report. Information from the original report should match the entry. If there are discrepancies:

Pre-NetRMS report:

- Notify your immediate supervisor if unable to locate original report.

- Correct the entry, add any missing information and make sure to pack the record by using other law enforcement databases, e.g. CopLink, SDLaw, County Locals, E-JIMS, etc.
- Print all CLETS information.
- Make copies of all printouts.
- Attach original to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Correct the entry, add any missing information and make sure to pack the record by using other law enforcement databases, e.g. CopLink, SDLaw, County Locals, E-JIMS, etc.
- Print all CLETS information
- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-MODIFY.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

2. PROCEDURES TO FOLLOW WHEN SENDING VALIDATION LETTER TO THE DETECTIVE:

A. Prepare the validation letter to be sent to the station detective assigned to the case. You will find the letter on: *V:\Records\Forms\No Letterhead\Cases\Validation Letters\Missing Person Validation Letter to the Detective.doc*

Pre-NetRMS report:

- Include a copied Pre-NetRMS report
- Copy the validation letter and send the original to the station detective.
- Keep the copied validation letter in your own file to keep track of the responses.

NetRMS report:

- Copy the validation letter and send the original to the station detective.
- Make a note in NetRMS case log that the validation letter was sent. For example: *Validation letter sent to Detective Smith on 09/26/17*

B. Wait 10 days for the detective to respond:

- If no response, send a "second request" validation letter and wait another 10 days.
- Make a note in NetRMS case log that the validation was sent. For example: *Validation letter second request sent to Detective Smith on 09/26/17*
- If no response after the second request, inform your immediate supervisor.

3. PROCEDURES TO FOLLOW WHEN VALIDATION LETTER IS RECEIVED FROM THE DETECTIVE:

- A. The detective **must** check the appropriate box and a follow-up report, case log or case note **must** be completed:

Pre-NetRMS report:

- Make a copy of validation letter.
- Attach the original validation letter to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-RESPONSE**.
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

VEHICLES/BOATS

1. PROCEDURES TO FOLLOW FOR VEHICLE/BOATS VALIDATION

- A. For Vehicles:

- Run the license plate/VIN: ***Log in to SDLaw>State>Stolen Vehicles Inquiry>Complete License Plate Inquiry /VIN, ENG and OAN Inquiry***

For Boats:

- Run the registration number/hull number: ***Log in to SDLaw>State>Boats>Vessel/Part Inquiry***

If still outstanding, check YES column. If NO, move on to the next vehicle/boat on your validation list.

- B. Pull the report and compare the information entered into SVS against the original report. Information from the original report should match the entry. If there are discrepancies:

Pre-NetRMS report:

- Notify your immediate supervisor if unable to locate original report.
- Correct the entry, add any missing information and make sure to pack the record by using other law enforcement databases, e.g. CopLink, SDLaw, County Locals, E-JIMS, etc.
- Print all CLETS information.
- Make copies of all printouts.
- Attach original to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Correct the entry, add any missing information and make sure to pack the record by using other law enforcement databases, e.g. CopLink, SDLaw, County Locals, E-JIMS, etc.
- Print all CLETS information
- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-MODIFY.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

2. PROCEDURES TO FOLLOW WHEN SENDING VALIDATION LETTER TO THE VICTIM

A. Prepare validation letter to be sent to the victim: *V:\Records\Forms\No Letterhead\Cases\Validation Letters\Vehicle Validation Letter to the Victim.doc or Vessel Validation Letter to the Victim.doc*

Pre-NetRMS report:

- Keep the copied validation letter in your own file in order to keep track of the responses

NetRMS report:

- Copy the validation letter and send the original to the victim.
- Make a note in NetRMS case log that the validation was sent. *Validation letter sent to John Smith on 09/26/17*
- Keep the copied validation letter in your own file in order to keep track of the responses.

B. Wait for 10 days for the victim to respond:

- If no response, send a "second request" validation letter
- Make a note in NetRMS case log that the validation was sent. For example: *Validation second request letter sent to John Smith on 09/26/17*
- If no response after a second request was sent, send the validation letter to the victim, ***follow procedure 3.***
- If letter is received from the victim, ***follow procedure 4.***

3. PROCEDURES TO FOLLOW WHEN SENDING A VALIDATION LETTER TO THE DETECTIVE

A. Prepare validation letter to be sent to the detective: *V:\Records\Forms\No Letterhead\Cases\Validation Letters\Vehicle Validation Letter to the Detective.doc or Vessel Validation Letter to the Detective*

Pre-NetRMS report:

- Include a copied Pre-NetRMS report.
- Copy the validation letter and send the original to the station detective.
- Keep the copied validation letter in your own file in order to keep track of the responses.

NetRMS report:

- Copy the validation letter and send the original to the station detective.
- Make a note in NetRMS case log that the validation letter was sent. For example: *Validation letter sent to Detective Smith on 09/26/17*

B. Wait 10 days for the detective to respond:

- If no response, send a "second request" validation letter
- Make a note in NetRMS case log that the validation was sent. For example: *Validation second request letter sent to Detective Smith on 09/26/17*
- If no response after the second request, inform your immediate supervisor.

4. PROCEDURES TO FOLLOW WHEN VEHICLE/BOAT VALIDATION IS RECEIVED FROM THE VICTIM:

A. If letter came back and the victim stated that vehicle/boat is not recovered:

Pre-NetRMS report:

- Make a copy of validation letter.
- Attach the original validation letter to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-RESPONSE.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

B. If letter came back and the victim stated that ownership of vehicle/boat has been transferred to the Insurance Company:

Pre-NetRMS report:

- Modify the victim to Insurance Company
- Print all CLETS information.
- Make copies of all printouts.
- Attach original to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Modify the victim to Insurance Company
- Print all CLETS information
- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-MODIFY.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

C. If victim noted any corrections regarding the License Plate/VIN/Registration/Hull Number:

Pre-NetRMS report:

- Modify entry and notify the auto theft detective of the modification.
- Print all CLETS information.
- Make copies of all printouts.
- Attach original to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Modify entry and notify the auto theft detective of the modification.
- Print all CLETS information
- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-MODIFY.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

D. If the victim stated that the vehicle/boat is recovered:

- Email a copy of validation letter to the Auto Theft Detective.
- Wait 10 days for the detective to respond
- Detective will advise if vehicle will be cleared from SVS.
- If no response in 10 days, inform your immediate supervisor.

E. If the letter comes back with wrong address or unknown address:

- Check the report to see if there is any other address that you can send the letter to.

- If no other address is available on the report, check all the sources to contact the victim, for example, run the driver's license or vehicle/boat registration in E-SUN System.
- If new address is found, *follow procedure 2.*
- If all sources have been used and unable to find an address, *follow procedure 3.*

4. PROCEDURES TO FOLLOW WHEN VEHICLE/BOAT VALIDATION IS RECEIVED FROM THE DETECTIVE:

A. The detective **must** check the appropriate box and a follow-up report, case log or case note **must** be completed:

Pre-NetRMS report:

- Make a copy of validation letter.
- Attach the original validation letter to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-RESPONSE.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

FIREARMS

1. PROCEDURES TO FOLLOW FOR FIREARMS VALIDATION

A. Run the serial number. *Log in to SDLaw>State>Automated Firearms>Serial Number Inquiry.* If still outstanding, check YES column. If NO, move on to the next firearm on your validation list.

B. Pull the report and compare the information entered into SVS against the original report. Information from the original report should match the entry. If there are discrepancies:

Pre-NetRMS report:

- Notify your immediate supervisor if unable to locate original report.
- Correct the entry, add any missing information and make sure to pack the record by using other law enforcement databases, e.g. CopLink, SDLaw, County Locals, E-JIMS, etc.
- Print all CLETS information.
- Make copies of all printouts.

- Attach original to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Correct the entry, add any missing information and make sure to pack the record by using other law enforcement databases, e.g. CopLink, SDLaw, County Locals, E-JIMS, etc.
- Print all CLETS information
- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-MODIFY.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM shift desk.

2. PROCEDURES TO FOLLOW WHEN SENDING VALIDATION LETTER TO THE VICTIM

- A. Prepare validation letter to be sent to the victim: *V:\Records\Forms\No Letterhead\Cases\Validation Letters\Firearm Validation Letter to the Victim.doc*

Pre-NetRMS report:

- Copy the validation letter and send the original to the victim
- Keep the copied validation letter in your own file in order to keep track of the responses

NetRMS report:

- Copy the validation letter and send the original to the victim.
- Make a note in NetRMS case log that the validation was sent. For example: *Validation letter sent to John Smith on 09/26/17*
- Keep the copied validation letter in your own file in order to keep track of the responses.

- B. Wait 10 days for the victim to respond:

- If no response, send a "second request" validation letter.
- Make a note in NetRMS case log that the validation letter was sent. For example: *Validation second request letter sent to the victim on 09/26/17.*
- If no response after a second request was sent, send the validation letter to the detective, ***follow procedure 3.***
- If letter is received from the victim, ***follow procedure 4.***

3. PROCEDURES TO FOLLOW WHEN SENDING A VALIDATION LETTER TO THE DETECTIVE

A. Prepare validation letter to be sent to the detective: *V:\Records\Forms\No Letterhead\Cases\Validation Letters\Firearm Validation Letter to the Detective.doc.*

Pre-NetRMS report:

- Include a copied Pre-NetRMS report
- Copy the validation letter and send the original to the station detective.
- Keep the copied validation letter in your own file in order to keep track of the responses.

NetRMS report:

- Copy the validation letter and send the original to the station detective.
- Make a note in NetRMS case log that the validation letter was sent. For example:
Validation letter sent to Detective Smith on 09/26/17

B. Wait 10 days for the detective to respond:

- If no response, send a "second request" validation letter
- Make a note in NetRMS case log that the validation letter was sent. For example:
Validation letter second request sent to Detective Smith on 09/26/17
- If no response after the second request, inform your immediate supervisor.

4. PROCEDURES TO FOLLOW WHEN FIREARM VALIDATION IS RECEIVED FROM THE VICTIM:

A. If letter came back and the victim stated that the firearm is not recovered:

Pre-NetRMS report:

- Make a copy of validation letter.
- Attach the original validation letter to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-RESPONSE.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

B. If victim noted any corrections regarding the serial number:

Pre-NetRMS report:

- Modify entry and notify the auto theft detective of the modification.

- Print all CLETS information.
- Make copies of all printouts.
- Attach original to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Modify entry and notify the auto theft detective of the modification.
- Print all CLETS information
- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-MODIFY.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

C. If the victim stated that the firearm is recovered:

- Email a copy of validation letter to the Auto Theft Detective.
- Wait 10 days for the detective to respond.
- Detective will advise if firearm will be cleared from AFS.
- If no response in 10 days, inform your immediate supervisor.

D. If the letter comes back with wrong address or unknown address:

- Check the report to see if there is any other address that you can send the letter to.
- If no other address is available on the report, check all the sources to contact the victim for example, run the driver's license or DROS in E-SUN System.
- If new address is found, ***follow procedure 2.***
- If all sources have been used and unable to find an address, ***follow procedure 3.***

5. PROCEDURES TO FOLLOW WHEN VALIDATION LETTER IS RECEIVED FROM THE DETECTIVE

- A. The detective **must** check the appropriate box and a follow-up report, case log or case note **must** be completed:

Pre-NetRMS report:

- Make a copy of validation letter.
- Attach the original validation letter to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-RESPONSE.**
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

LOST/STOLEN PLATES

1. PROCEDURES TO FOLLOW FOR LOST/STOLEN PLATES VALIDATION

- A. Run the serial license plate. *Log in to SDLaw>State>Stolen Vehicles Inquiry>Complete License Plate Inquiry*. If still outstanding, check YES column. If NO, move on the the next lost/stolen plate on your validation list.
- B. Pull the report and compare information entered into SVS against the original report. Information from the original report should match the entry. If there are discrepancies:

Pre-NetRMS report:

- Notify your immediate supervisor if unable to locate original report.
- Correct the entry, add any missing information and make sure to pack the record by using other law enforcement databases, e.g. CopLink, SDLaw, County Locals, E-JIMS, etc.
- Print all CLETS information.
- Make copies of all printouts.
- Attach original to the report
- Place copies in designated tray at Cases Supervisor's PM Shift desk.

NetRMS report:

- Correct the entry, add any missing information and make sure to pack the record by using other law enforcement databases, e.g. CopLink, SDLaw, County Locals, E-JIMS, etc.
- Print all CLETS information
- Scan the documents into NetRMS-Records folder, label attachment as **VALIDATION-MODIFY**.
- Give to co-worker to scan check.
- Place copies in designated tray at Cases Supervisor's PM shift desk.

