

## **5.2 NCIC/CLEAN SYSTEM**

### **I. POLICY**

It is the policy of the Johnstown Police Department to ensure the NCIC/CLEAN System's security/discipline complies with Federal, State and statutory regulations. To ensure the safety and security of this system this monitoring shall include, but not be limited to all information available through the NCIC/CLEAN System.

### **II. PURPOSE**

The purpose of this policy is to standardize the operational procedures used in accessing the NCIC/CLEAN System within the Johnstown Police Department as per Title 18 of the Pennsylvania Crimes Code Section 9106.

### **III DEFINITIONS**

1. NCIC/CLEAN: Is an acronym that stands for the "National Crime Information Center." CLEAN stands for the "Commonwealth Law Enforcement Assistance Network." Together they establish a computerized information system as a service to all criminal justice agencies by providing and maintaining a computerized filing system of accurate and timely criminal justice information.

Information relating to operator licensing and vehicle registration records is made available through a CLEAN computer-to-computer interface with the Department of Transportation and through the National Law Enforcement Telecommunications System [NLETS]. Access to this system also avails the department to a telecommunications system and specific automated functions such as: The Interstate Identification Index, PA automated rap sheets, road/weather information, hazardous materials, wanted persons, agency directories and any other function as designated by the Pennsylvania State Police Control Terminal Agency.

### **IV. PROCEDURES**

#### **A. CLEAN/NCIC**

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1. The use of this system is for official law enforcement duties only. The use of the system for other purposes or releasing information obtained therein to unauthorized persons is against the law.
2. Officers must be specific when requesting checks through the CLEAN/NCIC System. Some of the more common transactions include:
  - a. Registration Check determines registered owner of a motor vehicle and in most cases brings an automatic check for stolen in both CLEAN and NCIC files.
  - b. Operators Check determines if a person has a driver's license.
  - c. Pennsylvania Criminal History determines if a person has a criminal history in Pennsylvania.
  - d. Interstate Identification Index [III] checks for a criminal history in the participating states through NCIC.
  - e. Gun Check for Stolen determines if a weapon in question has been reported stolen.
  - f. Gun Ownership determines if there is a registered owner for a weapon.
  - g. Wants/Warrants Check is a check for outstanding warrants on a subject in both CLEAN and NCIC files.
  - h. Cambria County Sheriff Warrant Files informs an officer if a person is wanted by the Cambria County Sheriff Department.

### B. Records

1. Johnstown Police Records Clerks maintain recorded documentation of all criminal histories run on the CLEAN/NCIC System.
  - a. Criminal History Record Information Dissemination Log for officer's records:
    - i. Date
    - ii. Name of Requestor
    - iii. Subject of Inquiry
    - iv. Code for Inquiry
    - v. Incident Number or Reason
    - vi. Hard Copy Printed yes or no
    - vii. Date Destroyed
    - viii. Operator's Initials
  - b. Johnstown Police Department in conjunction with the Johnstown Housing Authority maintains recorded documentation of criminal histories run on the CLEAN/NCIC System. This authorization of

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information obtained shall be given to and used by the Department of Housing and Urban Development [HUD] in administering and enforcing program rules and policies.

The consent form is signed by the potential consumer and understands it authorizes the history to be completed and disseminated lawfully.

- c. Johnstown Housing Authority log maintains its own Pennsylvania ORI Number [Originating Agency Identifier] with the Johnstown Police Records Clerks recording the following:
  - i. Date
  - ii. Male or Female
  - iii. Name
  - iv. Date of Birth
  - v. Social Security Number – Yes or No
  - vi. Race - White or Black
  - vii. Clerks initials and date
  - viii. Signed consent form attached to the records log.

### C. System Discipline

1. The data stored and available through the NCIC/CLEAN terminal is CONFIDENTIAL and shall be treated accordingly as any unauthorized request or receipt of NCIC material could result in civil or criminal proceedings. NCIC/CLEAN information may be disseminated to an authorized Criminal Justice Agency on a right-to-know and need-to-know basis in conjunction with an official purpose or in conjunction with a joint investigation.

Effective Date:

Date: October 16, 2007

By Order Of:

Craig Foust  
Chief Of Police