

**National Crime Information Center (NCIC) Guidance for HIT CONFIRMATION, LOCATE, and VALIDATION procedures during the National Emergency – COVID-19**

The FBI's Criminal Justice Information Services Division, NCIC Operations and Policy Unit (NOPU) recently received questions and concerns from our law enforcement partners regarding guidance for NCIC hit confirmation, locate, and validation procedures during the COVID-19 national emergency. We understand that situations and resources vary across the nation at this time and the below guidance is provided to assist you during this situation.

We have been informed that many jurisdictions are not accepting non-violent offenders in their jails/correctional facilities at this time. Therefore, questions were forwarded regarding how these records should be entered into NCIC, which extradition code should be used, and should the record be confirmed and located.

**Guidance for NCIC Wanted Person records entered during COVID-19**

First, it is suggested that warrants should be entered with the extradition limitations according to NCIC policies. However, if your agency has concerns with complying with the extradition indicated in your record, it is also recommended that a notation be made in the MIS Field to depict that this record was entered during this period. For consistency, it is suggested that "NATIONAL EMERGENCY/COVID-19" be entered. If standard language is used, locating agencies will be aware that extradition for the respective record may be inconsistent with the code listed in the Extradition Limitations (EXL) Field.

**Guidance for Hit Confirmation and Locate Procedures during COVID-19**

To initiate and maintain communication, it is important that agencies continue to make every effort to confirm NCIC hits. Hit confirmation will ensure that expectations (on all NCIC records) are addressed for both the entering and locating agencies and allow any questions regarding extradition to be answered. Hit confirmation will also ensure that the electronic footprint of NCIC records is maintained, providing investigative leads in the future. However, if an agency is not able to extradite during this time of NATIONAL EMERGENCY, a LOCATE should not be placed. This will ensure the warrant will not be unintentionally removed from NCIC.

**Guidance for Validation Procedures during COVID-19**

Given the current COVID-19 crisis, NCIC will suspend the automatic purging of records when CJIS Systems Agencies (CSAs) programmed for online validations fail to validate within the specified timeframe. This modification will go into effect for records set to purge on Sunday, April 5, 2020. When appropriate, the CJIS Division will send a subsequent notification to provide additional information and the date automatic purging will resume. The NCIC system will continue to generate all necessary validation files for CSAs to download and encourages validation consistent with current policy. Additionally, the \$.F Failure to Validate Notification will continue to be generated.

For states providing validation certifications via email, please continue to do so based on the previously provided Validation Date Table. If you are unable to certify validation due to COVID-19, please note this in your email to [ACJIS@leo.gov](mailto:ACJIS@leo.gov).

The NOPU has been in constant communication with the CJIS Audit Unit (CAU) and they support the guidance put forth in this document. The CAU will modify assessments accordingly when routine audit operations have resumed.

If you have any questions or concerns, please email the NCIC Data Integrity Staff at [ACJIS@leo.gov](mailto:ACJIS@leo.gov).