

4501:2-10-09

**National crime information center (NCIC).**

- (A) Any agency operating a terminal accessing NCIC shall implement the necessary procedures to make that terminal secure from any unauthorized use. Departure from this responsibility may result in the removal of the offending terminal(s) from further NCIC participation.
- (B) The NCIC uses hardware and software controls to help ensure system security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC system.
- (C) The standards, procedures, formats, and criteria contained in the NCIC operating manual information, which is available on the ODPS/LEADS intranet and disseminated to LEADS agencies, must be strictly adhered to. In this respect, LEADS must not only follow the rules set forth, but must also ensure agencies they are servicing do the same.
- (D) Use of NCIC services by any user agency shall be in accordance with the instructions and procedures contained in the NCIC operating manual, the codes contained in the NCIC code manual, and new enhancements contained in the NCIC technical and operational updates, NCIC newsletter, or any other official notification from FBI/NCIC.
- (E) The interstate identification index (III) shall only be used for the administration of criminal justice. This includes the issuing of a license or permit for a weapon or explosives when a criminal history check is required to be performed by a criminal justice agency pursuant to a federal, state, or local law or ordinance. If the permits or licenses are issued by noncriminal justice agencies such as county commissioners, mayors offices, etc., a computerized criminal history check shall only be performed as provided in Title 28, CFR Section 20.33(A)(3) (July 1, 2003).
- (F) Federal public law 104-120 (criminal history screening for public housing applicants - 1996) specifies CCH/III access is authorized by federal housing authorities in certain instances. Ohio housing and urban development agencies shall not access CCH/III through a criminal justice agency. They may apply to LEADS for access for this purpose.
- (G) Human services federal public law (HR 3734), Personal Responsibility and Work Opportunity Reconciliation Act of 1996, allows access to wanted persons files. LEADS will provide direct access capability to state and local human services offices. LEADS users are not authorized to provide this data for human services purposes/use.

(H) A public children services agency may initiate inquiries and receive computerized criminal history information through local law enforcement agencies using LEADS and NCIC.

Within 15 days of the request for computerized criminal history information, the public children services agency shall submit to BCI&I and the FBI completed fingerprint cards of the person whose information was submitted to the local law enforcement agency.

Prior to the release of computerized criminal history information under this section, the public children services agency shall:

- (1) apply for and/or have been issued an NCIC originating agency identifier ending in the letter T.
- (2) furnish to the terminal agency providing the computerized criminal history information the agency's NCIC originating agency identifier.
- (3) certify the computerized criminal history information received from local law enforcement agencies shall only be used when exigent circumstances exist for the safe emergency placement of a child or children and time restraints make submission of fingerprint cards unreasonable.

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CERTIFIED ELECTRONICALLY

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Certification

04/12/2004

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Date

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