



City of Racine Police Department
Policy and Procedure

Number: 1119

Subject:

Release of Criminal History Data (NCIC/CIB)

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3

POLICY

To establish Department guidelines for releasing criminal history data obtained through the T.I.M.E. System from the National Crime Information Center (NCIC) or Crime Information Bureau (CIB).

METHOD

1. Criminal History Record Information (CHRI) obtained through the T.I.M.E. System by the Racine Police Department shall be released for criminal justice purposes only. Violation of this policy could ultimately result in the loss of the Department's access to the System.
2. The Department will provide CHRI from the T.I.M.E. System to the District Attorney, City Attorney, and other criminal justice/law enforcement agencies with which the Department has a signed agreement detailing dissemination of that information and immediate notification of updated information.
3. The Department shall validate that a requestor of CHRI is an authorized recipient prior to disseminating the CHRI. Validation may occur via teletype requests or requests sent on agency/department letter head.
4. If the CHRI is released to another authorized user of such information, and the user was not specifically identified in the attention line of the CHRI request, the Department will log such dissemination in a secondary dissemination log. This log will include a notation of what information was disseminated, whom the information was disseminated to, and the date of dissemination. This log shall be maintained for a minimum of one year, and will be made available for review by NCIC/CIB auditors upon request.
5. When a request for criminal history data is received from non-law enforcement agency, those requestors are to be directed to the F.B.I. or for Wisconsin CHRI:
Wisconsin Department of Justice
Crime Information Bureau
Record Check Unit
P.O. Box 2688
Madison, WI. 53701-2688
608-266-7314
www.doj.state.us/dles/cib
6. CHRI records will not be maintained in case files. Identifiers obtained from CHRI may be maintained in the file; however, the actual criminal record will be disposed of once the case has been forwarded to the prosecuting attorney, or if not forwarded, when the case is closed or no longer actively under investigation.
7. This policy shall not limit the public's access to open records maintained by the Department in accordance with SS19.35.
8. Any misuse of the CHRI records is subject to disciplinary action.

RELATED
STATUTES

§19.35 – Access to records; fees

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