<Insert Agency Name Here>

Hit Confirmation

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| *The purpose of this template is to assist your agency in creating its own procedures. These are the minimum topics that must be covered:*1. *The items below in red must be specific and reflect your agency’s current practices.*
2. *Remove any items that are not applicable to your agency.*
3. *Formalize with the date and your agency name.*
4. *Remove the red box once the procedure is updated and completed.*

*If your procedure does not reflect the actual practice at your agency, then you will be found out of compliance.**ACCESS Section revised December 2022* |

1. The originating agency must be available 24 hours a day to confirm record entries. Originating agencies must place a 24/7 hit confirmation phone number(s) in the Miscellaneous (MIS) Field of all entries
	1. If your agency contracts 24 hour hit confirmation services with another agency a 24/7 Hit Confirmation Agreement and an Interagency Agreement must be in place. This includes the requirement to monitor the printer 24 hours a day. If this is applicable this procedure is not required by the originating agency
	2. If your agency contracts hit confirmation services for after hours with another agency, include which agency provides services and when
2. As an agency that enters records into WACIC/NCIC, <Insert Agency Name> must promptly respond with the necessary confirmation of the hit and other details. They must provide a response within a specific time period. Valid hit confirmation is based on two levels of priority:
	1. **Priority 1:** Urgent - The hit must be confirmed within ten minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified
	2. **Priority 2:** Routine - The hit must be confirmed within one hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required
		1. The response will confirm the information contained in the record or set a specific time when further information will become available. When a specific time is stated, this time will not be later than 0900 local time the next normal work day
		2. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to the WSP Customer Service Group
3. Confirming a hit: A WACIC or NCIC hit alone is not probable cause to arrest a subject, but indicates a stolen property report, missing person report, or warrant, etc., may have been filed
	1. An inquiring agency must contact the originating agency of the hit for confirmation of data. To confirm a hit means to contact the agency that entered the record to:
		1. Ensure that the person or property inquired upon is identical to the person or property identified in the record
		2. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding
		3. Obtain a decision regarding:
			1. The extradition of a wanted person when applicable
			2. The return of the missing person to the appropriate authorities
			3. The return of stolen property to its rightful owner
			4. The terms and conditions of a protection order
	2. The source documents used for hit confirmation may be electronic if the agency has implemented the proper controls for electronic documents supporting WACIC and/or NCIC records
		1. A confirmed hit can be adequate grounds to arrest the wanted person, detain the missing person, seize the stolen property, or charge the subject with violating a protection order, etc.
		2. When an agency receives a record(s) in response to an inquiry and no enforcement action is contemplated or possible because of extenuating circumstances, the hit should not be confirmed and the record must not be located. If, for example, local jails are unable to house misdemeanor prisoners because of overcrowding, hit confirmation is not necessary
	3. <Insert Agency Name> should use Nlets for hit confirmation of out of state records. Nlets should be used for documentation, even if the initial confirmation is handled by a telephone call/fax
	4. Nlets cannot be used for hit confirmations between <Insert Agency Name> and other agencies within the state of Washington. While the same information and time constraints apply, a normal terminal message should be sent via ACCESS
4. Locating a hit: Locate messages indicate (until the originating agency clears the record) the wanted person has been apprehended or the property has been located. In the Missing Person File, a locate message indicates a missing person has been found and, in the case of NCIC, retires the record from the file. Locate messages must be sent once a record has been confirmed with the entering agency.
	1. If an agency attempts to confirm on a warrant with nationwide extradition, but learns the entering agency will NOT extradite, they must send a NOEX locate forcing the agency to modify their extradition limit fields.
		1. This is not to be used for temporary jail restrictions such as overcrowding.
		2. If an agency receives two NOEX locates on the same record it will be purged from the system.
	2. If a record is located twice, the record will automatically clear from the system
	3. Disposition (DIS) of the Locate must be one of the following:
		1. Extradition (EXTR) – Indicates the wanted person will be extradited
		2. Detained (DETN) – Indicates the wanted person will be detained (on local charges) and returned to the wanting agency upon release