

ACIC TERMINAL OPERATOR TRAINING POLICY

- * **New employee (Terminal Operator) or assignment of existing employee to position requiring terminal operation.**
 - The terminal agency is responsible for completing an ACIC Training Request form and ***sending a copy to ACIC within five days of employment or reassignment.***
 - Security check and level of access determination are required on all new/reassigned employees.
- * A user name and password will be assigned immediately after receiving a copy of the Training Request Form, to the new employee in accordance with the training policy

- * **Level I Training**
 - * Level I Training is required of all individuals operating an ACIC Terminal or mobile data terminal.
 - * Within sixty (60) days of employment/assignment, the individual must successfully complete, with an exam score of 70% or above, a Level I Training course. The agency TAC is responsible for ensuring that requirements are met.
 - * Failure will require a retaking of the class and successful completion of the examination within sixty days of the date of the first test.
 - * Failure of the second test will result in password being removed, prohibiting the operation of a terminal until there is a successful completion of the examination process.
 - * If the student is a Limited Access Operator, Level II training is not required.

* **Level II Training (required of operators who make entries into ACIC/NCIC).**

- * Individuals must have successfully completed the Level I course.
- * Within six (6) months of completion of the Level I class, the individual must successfully complete, with an exam score of 70% or above, the Level II Training course.
- * Failure will require a retaking of the class and successful completion of the examination within sixty days of the date of the first test.
- * Failure of the second test will result in the password being reset to Level I status prohibiting full access until there is a successful completion of the examination process.

* **Retraining**

- * Biennially, every terminal operator must successfully complete the required retraining on or before the actual expiration date of his/her training.
 - A. Level I
Must retake the Level I class
 - B. Level II
Must attend and successfully complete a retraining class designed for Level II students.
- * Appropriate ACIC/NCIC training videos should be viewed by all certified Law Enforcement personnel biennially. The employing agency is responsible for maintaining a record of this training.
- * All retraining will be conducted and/or approved by ACIC.

* **Intra-agency Training**

- * A terminal agency may provide intra-agency training, provided training plans and trainers are approved by ACIC.

* **Security Clearance / Record Keeping**

- * The chief official of the agency where the individual is employed must complete the security clearance form on the reverse side of the ACIC Request for Training form (in compliance with ACIC and FBI Regulations) within five days of employment.
- * Security clearance is required if the person is a new employee, reassignment of existing employee who has not had a security check, or is transferring from another agency.
- * The clearance must include proof of age, proof of criminal history check and proof of fingerprints submitted to ASP and FBI ID Bureaus (copy of fingerprint card.)
- * The findings of any criminal history must be explained in writing. ACIC/NCIC has final approval on all personnel operating the terminal.
- * The employing agency must keep a training record file for each employee operating the terminal. This file must include all records related to security clearance and ACIC training completed by each operator. Records must be available for inspection at ACIC/NCIC audits.
- * The training request form with security information attached must be presented to the instructor at the time of the class. A copy should be mailed or faxed to ACIC with in five days of employment to insure that a security account is created granting access.

Definitions

Terminal Operator - Anyone within the agency who performs any function on an ACIC Terminal.

TAC - Terminal Agency Coordinator. The primary liaison between the terminal agency and ACIC, and represents the agency on matters relating to ACIC.

Level I - Initial training required of all Limited Access Operator

Level II - Training required of all Full Access Operators

Limited Access Operator - A terminal operator with inquiry, hit conformation, messages capability only.

Full Access Operator - A terminal operator with entry and inquiry capability.

Intra-agency Training – ACIC training conducted by the terminal agency.