

## ACIC VALIDATION POLICY

### I. DEFINITION

Validation requires the originating agency to confirm that a record is complete, accurate and still outstanding or active. Proper validation is extremely important in limiting the potential for liability as a result of wrongful arrests and seizures. All agencies with entries in ACIC and NCIC are required to participate in a record validation program.

### II. VALIDATION PROCESS

A. Agency validation certification is accomplished by:

1. Reviewing all records on the monthly validation listings provided by ACIC. This requires a comparison of the entries on the listing with the departmental case file or documents upon which the entries were based.
2. Having required documentation to support active records (warrant, offense report, etc.), filed in a manner that allows verification and confirmation of hits within 10 minutes.
3. Ensuring that all records are accurate and contain all possible information from the backup documentation.
4. Following up on all records by contacting the victim, complainant, prosecutor and/or court to confirm the current status.
5. Removing records that are no longer current.
6. Returning to ACIC a "Certificate of Validation", signed by the chief official of the agency, confirming that all records on the listing have been reviewed, are true and correct, and that all non-current records have been updated or deleted.

### III. VALIDATION SANCTIONS

A. The first time an agency fails to comply with ACIC validation procedures, the following action will be taken:

1. Purge the agency's records that pertain to the particular month's validation listing, which includes records entered in the same month of preceding years.
2. Notify the agency in writing and explain that further sanctions will be imposed if it is found to be out of compliance a second time.

B. If an agency fails to comply with ACIC validation procedures twice in a six-month period, the following action will be taken:

1. Purge the agency's records that pertain to the particular month's validation listing, which includes records entered in the same month of preceding years.
2. Prohibit the agency from making any further entries into ACIC and NCIC until compliance is achieved.

C. To be reinstated and regain the ability to enter records, the chief official of the agency must appeal in writing to the ACIC director, outlining in detail the steps the agency has taken to comply with validation standards and proper record procedures.