

OFFICIAL CORRESPONDENCE REVIEW

INITIATED BY: (Name, Bureau or Division, etc.) Police Administrator Terry Carter, Commanding Officer, Records and Identification Division		DATE: September 11, 2020	
STAFF OFFICER ASSIGNED: (Name, Bureau or Division, Phone Extension, etc.) Senior Management Analyst I Jennifer Trinidad Administrative Services Unit, Records and Identification Division			
SUBJECT: <b style="text-align: center;">TERMINAL AGENCY COORDINATORS - ESTABLISHED			
ATTN	REVIEWED BY:	ATTN	REVIEWED BY:
	Office of the Chief of Police		Communications Division
	Chief of Staff		Motor Transport Division
<i>3/6/18</i>	Office of Support Services	<i>1/4</i>	Records & Identification Division
	Office of Special Operations		Personnel Division
	Office of Operations		Recruitment & Employment Division
	Office of Constitutional Policing and Policy		Facilities Management Division
<i>2/11</i>	Administrative Services Bureau <i>10/1/18</i>		Division
			Room for Distribution
	Detective Bureau	<i>5/7</i>	<i>RMPD / Forms Unit</i>

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RECEIVED

SEP 30 2020

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Office of Support Services

RECEIVED

OCT 13 2020

Risk Management
and Policies Division

*10/6/20: to RPPD
from R&I*

RECEIVED

OCT 06 2020

Risk Management
and Policies Division

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RECEIVED

OCT 14 2020

Office of Support Services

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RECEIVED

OCT 06 2020

ADMINISTRATIVE
SERVICES BUREAU

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SEP 14 2020

ADMINISTRATIVE
SERVICES BUREAU

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OFFICE OF SUPPORT SERVICES

NOTICE
10.4

October 20,2020

TO: All Department Personnel

FROM: Director, Office of Support Services

SUBJECT: TERMINAL AGENCY COORDINATORS - ESTABLISHED

PURPOSE:

The Federal Bureau of Investigation's (FBI), National Crime Information Center (NCIC) requires that automated records be periodically validated by its contributors, per NCIC Operating Manual Section 3.4. The California Department of Justice (DOJ), Criminal Justice Information Services Division (CJIS), is responsible for disseminating those records to respective agencies. Validations ensure that the records are accurate, complete, and represent an active case.

This year, the DOJ automated the validation process and implemented a timeline by which agencies shall validate records online. Failure to validate within the given DOJ deadline each month results in a direct notification to the Chief of Police from the DOJ, and the Department is placed on notice for noncompliance. The DOJ requires one hundred percent (100%) of all records to be validated monthly in order to avoid any negative ramifications.

The purpose of this Notice is to establish Terminal Agency Coordinators (TAC) within Department entities. Effective immediately, Offices and Bureaus may designate a TAC and an assistant TAC as deemed necessary by each respective entity.

PROCEDURE:

- I. **TERMINAL AGENCY COORDINATOR – ESTABLISHED.** The DOJ designated eleven (11) groupings at the office, bureau, or divisional level, plus a main TAC for the Department (attached). Divisions or Sections with an Originating Agency Identifier (ORI) are sorted within those groupings. The TAC will be the point of contact between each grouping, the main TAC, and the DOJ. The TAC will be designated at or above the sworn rank of Police Officer II or civilian equivalent. This position will be an ancillary duty.

- II. **TERMINAL AGENCY COORDINATOR RESPONSIBILITIES.**
 - Review emails sent by DOJ regarding validation status within their grouping;
 - Designate employees in the Area/division sub-grouping to validate entries;
 - Create accounts in the DOJ system for designated employees;
 - Provide appropriate direction and monitor work of the designated employees;
 - Conduct audits to ensure the roster of user accounts is current and updated; and,
 - Ensure all entries within their grouping are validated by the 30-day DOJ deadline.

III. ASSISTANT TERMINAL AGENCY COORDINATOR RESPONSIBILITIES.

- Monitor email notifications from DOJ regarding validation deadlines;
- Review and validate entries for designated ORI in all categories before DOJ's 30-day deadline; and,
- Report compliance to TAC before DOJ's 30-day deadline.

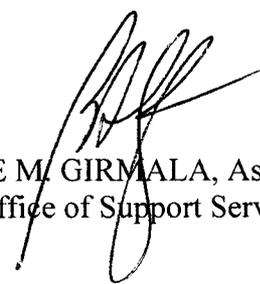
IV. MAIN TERMINAL AGENCY COORDINATOR RESPONSIBILITIES.

The Main TAC will be responsible for providing training and guidance as deemed necessary, as well as inform the offices and bureaus of the status of their entities for full compliance.

V. COMMANDING OFFICERS RESPONSIBILITIES. Commanding Officers with a designated TAC and/or Assistant TAC shall:

- Establish a procedure for the TAC and/or Assistant TAC to monitor and review messages from DOJ, review and validate entries online, and report full compliance prior to each 30-day deadline;
- Review and ensure compliance with DOJ validation requirements, as mandated by the NCIC Operating Manual Section 3.4;
- Notify office/bureau/division TAC of the assigned and/or revised personnel assigned to the TAC/Assistant TAC positions; and,
- Notify office/bureau/division TAC of non-compliance of the 30-day DOJ deadline.

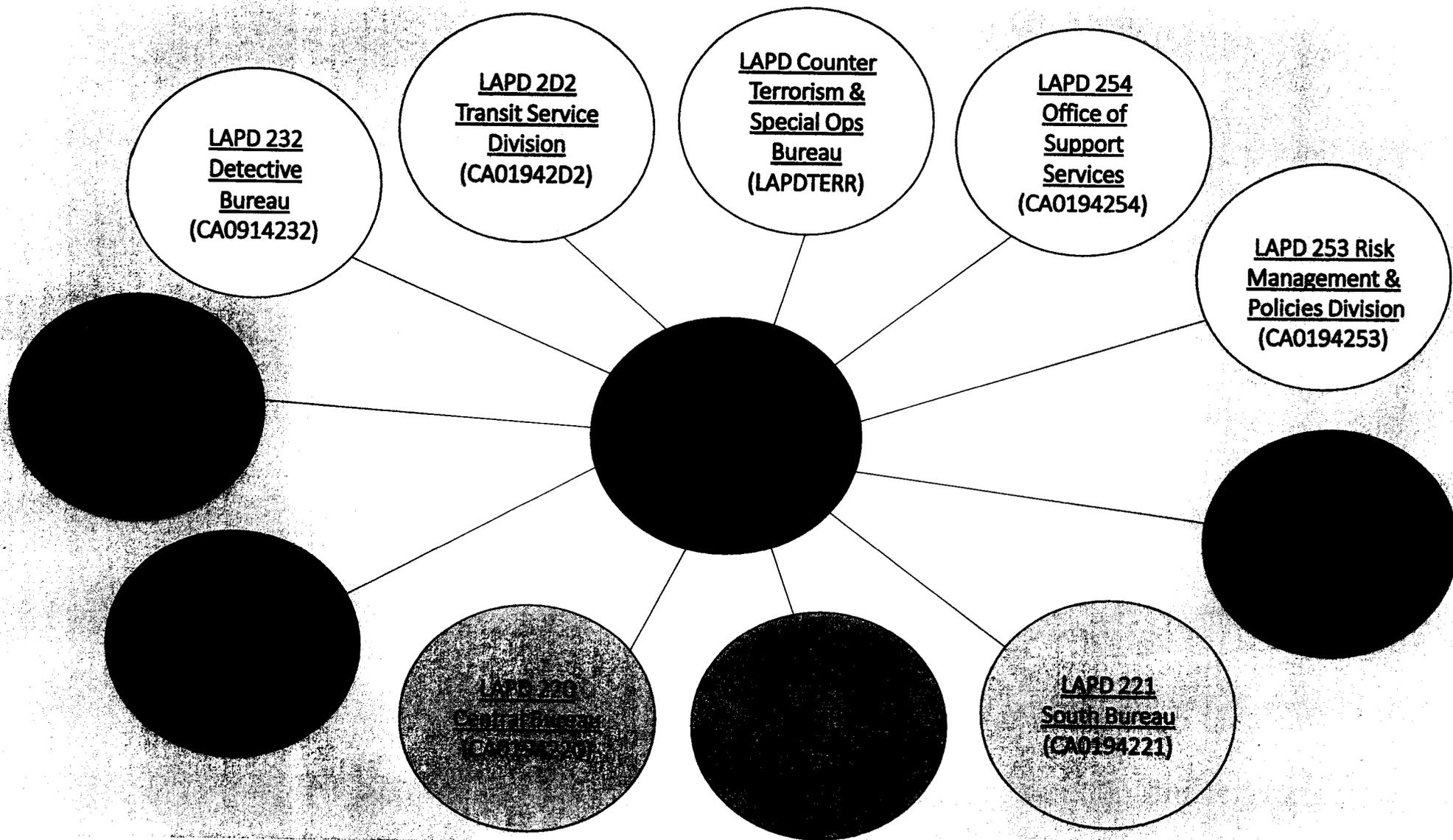
If you have any questions regarding this matter, please contact the Administrative Services Unit, Records and Identification Division at (213) 486-8160.



BEATRICE M. GIRMALA, Assistant Chief
Director, Office of Support Services

Attachment

DISTRIBUTION "D"



LAPD 232 Detective Bureau

- 232 Detective Bureau
- 235 Robbery-Homicide Division
- 248 Fugitives
- 287 Narcotics
- 234 Financial Fraud
- 236 Burglary/Auto
- 233 Detective Support
 - 237 Juvenile
 - 230 Missing Person
- 271 Forensic Science Division
- 272 Technical Investigation Division
- 294 Vice

LAPD 2D2 Transit Service Division

- 224 Central Traffic Division
- 225 South Traffic Division
- 226 Valley Traffic Division
- 227 West Traffic Division

LAPD Counter Terrorism & Special Ops Bureau

- 290 Organized Crime Invest Sect
- 291 Anti-Terrorist Intelligence Sect
- 238 Major Crimes Division
- 243 Emergency Services Division
- 241 Metropolitan Division
- 242 Air Support Division
- 2D1 Security Services Division

LAPD 254 Office of Support Services

- 263 Training Division
- 260 In-Service Training Division
- 261 Personnel Group
- 246 Communications Division
- 273 Custody Services Division
- 278 Motor Transport Division
- 276 Records & Identification Division
- 274 Evidence & Property Management Division

LAPD

LAPD 253 Risk Management & Policies Division

- 253 Risk Management & Policies Division

LAPD 220 Central Bureau

- 220 Central Bureau
- 208 Central Area
- 207 Harbor Area
- 204 Hollywood Area
- 211 Northeast Area
- 205 North Area

LAPD 221 South Bureau

- 221 South Bureau
- 212 77th Street Area
- 203 Southwest Area
- 205 Harbor Area
- 218 Southeast Area
- 296 South Bureau Homicide Division